

BENZIE COUNTY BOARD OF COMMISSIONERS

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

www.benzieco.gov

MEETING AGENDA

October 24, 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 – 10/10/2023

PUBLIC COMMENT

FINANCE –

A) Approval of Bills

ELECTED OFFICIALS & DEPT HEAD COMMENTS

ACTION ITEMS –

A) Consider approving Solid Circle Jail Management Software License and Support Agreement

B) Consider approving Time Off Policy

C) Consider approving Breaktime for Nursing Mother's Policy

D) Consider approving Conflict Resolution Policy

E) Consider approving Drug Free Workplace Policy

F) Classification of Employees Policy

G) Consider approving Rave Mobile Safety three-year renewal contract for Smart 911 Application

H) Accept proposal for final phase of carpeting on main floor of Government Center

I) Approve Benzie Senior Resources 2% grant application to Grand Traverse Band regarding Home-Delivered Meal Program.

J) Consider approving increases to Road Commission members annual salary

K) Consider authorizing Priority Dispatch Agreement for Emergency Medical Dispatching

L) Consider authorizing grant application agreement for snowmobile patrol

M) Consider approving Two Seven Oh Inc contract for Animal Control

N) Consider approving a loan to the Frankfort Airport Authority from the DTRF

COMMISSIONER REPORTS –

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

STUDY SESSION – 10/10/23 - None

COMMITTEE APPOINTMENTS –

UNFINISHED BUSINESS – Discussion regarding County millages and future needs and growth

NEW BUSINESS –

9:20 a.m. PRESENTATION: Joshua Stoltz - Grow Benzie

9:30 a.m. PRESENTATION: Marilyn Passmore - Spectrum/Charter update

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

January 3, 2023

THE BENZIE COUNTY BOARD OF COMMISSIONERS
October 10, 2023

The Benzie County Board of Commissioners met in a regular session on Tuesday, October 10, 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 Jeannot, Markey, Nye, Roelofs, and Warsecke

Excused were: Commissioners Cunningham and Sauer

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

Agenda:

Motion by Jeannot, seconded by Warsecke, to approve the agenda as amended, removing Action Item K – Discussion regarding loan to Frankfort Airport Authority from DTRF, adding Action Item L - Reconsideration of the Animal Control water/sewer project. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Minutes:

Motion by Warsecke, seconded by Jeannot, to approve the regular session minutes of September 26, 2023, as amended. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

9:03 a.m. Public Comment

Karen Mallon, Prosecutors office, thanked the Board of Commissioners for allowing her to go to the MERS Conference as an employee delegate. It was an awesome conference. Investing can be daunting to young people. With MERS the financial advisor and educational programs they offer are tremendous. Asking that the County allow her to speak to the Human Resource Committee on what she learned at the MERS conference and start a program for our county employees that would encourage them to invest in their future.

9:05 Public Input closed.

FINANCE

Bills: Motion by Markey, seconded by Nye, to approve payment of the bills from September 22, 2023, through September 30, 2023, in the amount of \$119,573.25, as presented. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Motion by Nye, seconded by Jeannot, to approve payment of the bills from October 1, 2023, through October 5, 2023, in the amount of \$317,540.10, as presented. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS - None

ACTION ITEMS

Accept the 2023 Apportionment Report: Brianne Lindsey, Equalization Director, was present to answer any questions. Motion by Warsecke, seconded by Markey, to approve the 2023 Apportionment Report as presented by the Equalization Department. Roll call. Ayes: Jeannot,

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Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Establish Ad Hoc Interview Committee for Veteran Affairs Committee: Katie Zeits, County Administrator, stated that this position has been advertised and there have been no other applicants. Mr. Bailey has stated that he would like to be re-appointed to this committee. Motion by Jeannot, seconded by Markey, that the Board of Commissioners appoint Lawrence Bailey to the Veterans Affairs Committee, with term expiring December 31, 2027. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Approve Social Security Policy: Motion by Warsecke, seconded by Jeannot, to adopt the Social Security Policy to replace the old policy listed in the Staff Policy Manual. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Approve Investment Policy: Motion by Nye, seconded by Warsecke, to adopt the Investment Policy to replace the old policy listed in the Operation Policy Manual. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Approve Dress/Hygiene Policy: Katie Zeits, County Administrator request Blue Jean Friday be changed to Blue Jean Day. Motion by Markey, seconded by Warsecke, to adopt the Dress and Hygiene policy as amended, to replace the old policy listed in the Staff Policy Manual. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Approve Credit Card Policy: Motion by Nye, seconded by Warsecke, to adopt the Credit Card Use Policy to replace the old policy listed in the Staff Policy Manual, with an amended policy to be presented to the Board of Commissioners within 90 days. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Approval of Cherry Capital Communication Agreement for fiber extension to Communication Tower: Tim Maylone, Cherry Capital Communication was present to answer any questions. Motion by Jeannot, seconded by Nye, to approve the Fiber Optic Broadband Network Construction Agreement in support of the Public Safety Tower with Cherry Capital Connection, and authorizes the Chair to sign subject to approval as to its form by legal counsel. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Approval of the 2023 Emergency Management Performance Grant Agreement and all related budget amendments: Motion by Markey, seconded by Warsecke, to approve the 2023 EMPG Grant Agreement with the Michigan State Police – Emergency Management and Homeland Security Division, and authorizes the Chair and Emergency Management Coordinator to sign, and further authorizes the related budget amendment to recognize an additional \$8,796 in revenue and expenditures related to the grant award. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Consider amending the employee roster to add a Paramedic position and remove an EMT position, to include the necessary budget adjustments: Tom King, EMS Director and Jackie Palfey, Human Resources, were present to answer any questions. Motion by Nye, seconded by Jeannot, to approve

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the roster change from a full-time Emergency Medical Technician to a full-time Paramedic position and the budget adjustment within the Ambulance Fund. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

9:40 a.m. Presentation from the Northwest Food Coalition about what the Coalition does. Kathy Rhoades from Northwest Food Coalition, Taylor Moore from Goodwill NMI Food Resue, and Christina Barkel from Groundwork Center for Resilient Communities, were present and provided a history and overview on how they collaborate to secure food and get it to the food pantries and community meal sites. In 2023, 262,745 pounds of food was distributed into Benzie County.

10:13 a.m. Break

10:24 a.m. Reconvene

Consider approving the MOU regarding the FAPE Agreement with North Ed, Benzie Central Schools, Frankfort Elberta Area Schools, and the Benzie County Sheriff Office: Sheriff Rosa was present to answer any questions. Motion by Jeannot, seconded by Markey to approve the Memorandum of Understanding with the Northwest Education Services, Benzie County Central Schools, and Frankfort-Elberta Area Schools and authorizes the Chair to sign. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Reconsideration of Animal Control Water/Sewer project: Motion by Nye, seconded by Jeannot, to rescind the approval of the prior proposal from the September 26, 2023, Board of Commissioners meeting, with AJ Excavating and approve the new proposal from Kerby Backhoe in the not to exceed amount of \$52,000, with funds available from the ARPA and Capital funds. Roll call. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

COMMISSIONER REPORTS

Chair Roelofs attended the Veterans Affairs meeting and the Area Agency on Aging Joint meeting.

Comm Jeannot attended the Platte Township meeting, Lake Township meeting, Almira Township meeting, Northwest Michigan Community Action Agency meeting, Coffee Hour with Coffia, and provided a written report.

Comm Cunningham provided a written report.

Katie Zeits stated that Michelle Barefoot from the Benzie Area Chamber of Commerce had reached out to her regarding Commissioner Cunningham reported at the September 26, 2023, meeting, that the golf outing secured \$45,000 in revenue. This is incorrect as they typically only generate \$2,500 to \$4,000 historically. That event did not generate \$45,000.

Comm Nye attended the Benzie Leelanau Health Department meeting, Village of Benzonia meeting, Central Wellness Executive Committee meeting, Land Bank meeting, Benzie School Board meeting, Sewer Feasibility Study meeting, and provided a written report.

Comm Markey attended the Central Wellness Networks Community Service Relations Committee meeting, and the Village of Honor meeting.

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Comm Warsecke attended the Solid Waste Advisory meeting.

Comm Sauer provided a written report.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

Attended the MAC Conference and MERS Conference recently. Both were very good and informative. Benzie County received the \$400,000 Sparks Grant, this will pave the Betsie Valley Trail to Case Road. Rose has been working on getting proposals for upgrades to the campus regarding lighting in the parking lot, signage, and concrete work. She will be scheduling a Building and Grounds meeting. Senator Bumstead will be in the Government Center on October 30, 2023, at 10:00 am, room 206. The Auditors will be here later this week. Invite everyone to the Kickoff of the Digital Equity Compass Task Force meeting at Grow Benzie, 2:00 p.m. on October 18, 2023. Will be attending a Material Management Plan meeting with Grand Traverse County and Leelanau County next Thursday. Getting proposal regarding IT services.

STUDY SESSION - None

COMMITTEE APPOINTMENTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PRESENTATION OF CORRESPONDENCE

- Crystal Lake Elevation
- Little Platte Lake Elevation
- Alcona County Resolution 2023-16 Opposing Solar and Wind Development
- Alpena County Resolution 23-20 Opposing Solar and Wind Development
- Betsie Valley Trailway Management Council September 5, 2023, minutes
- Benzie Leelanau Health Department September 27, 2023, Agenda
- Clinton County Resolution 2023-17 Opposing Solar and Wind Development
- Kalkaska County Resolution 2023-41 Opposing Solar and Wind Development
- Osceola County Resolution 2023-0015 Opposing Solar and Wind Development
- Benzie Leelanau Health Department August 23, 2023, minutes
- St. Clair County Resolution 23-21 Opposing Solar and Wind Development

11:20 a.m. Public Comment

Sheriff Rosa introduced Deputy Corrections Officer Victor Moore.

Judge John D. Mead stated that he had held a preliminary examination a few weeks ago and the Record Eagle stated that Magistrate Walter Armstrong had held it. There is a shortage of private practice attorneys in Manistee County. He is getting 30% of the cases from Manistee County due to Jared Henry being appointed the Manistee County Probate/District Judge. He may be in Manistee County one day a week to handle these cases for a while.

11:24 a.m. Public Input closed.

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Commissioner Warsecke suggested that the Study Session meeting be moved up from 1:30 p.m. The consensus of the board was to take a 15-minute break and then come back for the Study Session meeting.

Motion by Jeannot, seconded by Warsecke, to adjourn at 11:26 a.m. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

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1. Approve the agenda as amended.
2. Approve the regular session minutes of September 26, 2023, as amended.
3. Approve payment of the bills from September 22, 2023, through September 30, 2023, in the amount of \$119,573.25, as presented.
4. Approve payment of the bills from October 1, 2023, through October 5, 2023, in the amount of \$317,540.10, as presented.
5. Approve the 2023 Apportionment Report as presented by the Equalization Department.
6. Appoint Lawrence Bailey to the Veterans Affairs Committee, with term expiring December 31, 2027.
7. Adopt the Social Security Policy to replace the old policy listed in the Staff Policy Manual.
8. Adopt the Investment Policy to replace the old policy listed in the Operation Policy Manual.
9. Adopt the Dress and Hygiene policy as amended, to replace the old policy listed in the Staff Policy Manual.
10. Adopt the Credit Card Use Policy to replace the old policy listed in the Staff Policy Manual, with an amended policy to be presented to the Board of Commissioners within 90 days.
11. Approve the Fiber Optic Broadband Network Construction Agreement in support of the Public Safety Tower with Cherry Capital Connection and authorizes the Chair to sign subject to approval as to its form by legal counsel.
12. Approve the 2023 EMPG Grant Agreement with the Michigan State Police – Emergency Management and Homeland Security Division and authorizes the Chair and Emergency Management Coordinator to sign, and further authorizes the related budget amendment to recognize an additional \$8,796 in revenue and expenditures related to the grant award.
13. Approve the roster change from a full-time Emergency Medical Technician to a full-time Paramedic position and the budget adjustment within the Ambulance Fund.
14. Approve the Memorandum of Understanding with the Northwest Education Services, Benzie County Central Schools, and Frankfort-Elberta Area Schools and authorize the Chair to sign.
15. Rescind the approval of the prior proposal from the September 26, 2023, Board of Commissioners meeting, with AJ Excavating and approve the new proposal from Kerby Backhoe in the not to exceed amount of \$52,000, with funds available from the ARPA and Capital funds.

Art Jeannot
Commissioner Report
October 10, 2023

- **10/5 – Platte Township**
 - The township clerk complimented Tammy Bowers on the training she is providing leading up to November elections.
 - The Township is reviewing options for legal representation now that Dick Figura has retired. They are considering using the firm Tim Figura is moving to—Mika Meyers.
 - The township supervisor indicated that he and the clerk will be attending the October 30 discussion on Headlee.
- **10/5 – Lake Township**
 - The Trustees approved a donation to Darcy Library in the amount of \$1300 to help cover the cost of replacing the lighting.
 - A job description and pay range is being developed for hiring a code enforcement officer.
 - The township supervisor indicated he will be attending the October 30 discussion on Headlee.
- **10/9 – Almira Township**
 - The Township is working a potential dog park, noise ordinance update, new website and qualifying for membership in the MI Class funds.
 - The clerk acknowledged the training Tammy Bowers is providing.
 - The township supervisor indicated he will be attending the October 30 discussion on Headlee.
- **Other –**
 - Met with staff from Northwest MI Community Action Agency to look at potential sites for Head Start beginning school year 2024-2025.
 - I have accepted an invitation to meet with Nick Nissley (President of NMC) and others on October 19th to learn more about annexation to Grand Traverse County for the purpose of assessing a mileage to subsidize tuition for Benzie County students. I have invited Rhonda Nye to join me.
 - Attended Representative Coffia town meeting. The take aways—
 - Median housing cost have increased 83% from 2013.
 - Bills in discussion 1. To move the MSHDA housing bond cap from \$5M to \$10M. This is for housing assistance. 2. Increase the eligibility for this 185%-300% of federal poverty level (family of 4 is currently \$30k).
 - Reduce regulations for child care and tax credits for qualified families.
 - Create parity in mental health insurance to match health care insurance.
 - Potential of financially assisting families housing minor relatives (Kinship) similar to foster parent assistance.
 - I will be attending the October 12th BCRC meeting at Gary Sauer's request.



10 October 2023

Cunningham,

District 3

- 27 Sept HSBC, presentation Donna Norkoli, chair of the Reduce Stigma Against Mental Illness Action Team, part of the NW Community Health Innovation Region.
Reducing Stigma Against Mental Illness. Two useful handouts. Identified mental illness as a chronic disease. Survey to assess county needs for mental illness. The agency has presence on social media, created a storytelling video with local/Cadillac Club residents. Goal to reduce the stigma and educate public/employers so people with mental illnesses can contribute, be viable realizing their potential.
- 24 October, "Screen-agers", being shown at The Garden Theatre.
- BACN has a small fund to help support enrichment experience (example; for dance, chess, etc.) classes for students. This grew out of the successful summer camp program. Contact BACN.
- Sara May, Benzie Human Services Collaborative inquired about opioid moneys? County, to date received approximately \$100,000, \$15,000 allocated to Drug Court Program through Curcuit Court. On 11 July BoC approved admin to publish RFP for projects eligible for opioid moneys. The RFP was extended to 30 Sept, it was on the county website, published in the paper, sent to agencies and discussed at BoC meetings. Admin received four applications.
- 28 Sept Airport- public comment; application filed for low power radio in the county. It will have capability to broadcast to homes, businesses, cars and over water.
- 1-3 Oct MAC Conference, Kzoo. Commissioner Sauer, Admin Zeits and I attended.
- Opening: Deena Bosworth, Dir of Gov Affairs, questions: Bosworth@micounties.org, 517.372.5379.
- \$181.6 million for 27 critical infrastructure projects, Elections,\$30 million incentive for multi county. HB4 350-51, Raise Up Local Grant, match amount of state and local funds. SB 271-276, Clean Renewable, "stay tuned".
- I attended: Anatomy of Cyber Attack, big takeaways: top three being attacked, Healthcare, Education and Local Government, 98% through phishing, 82% through inside agency fraud. Average 'ransom', \$214,000.
- Materials Management Plan: New state law, county MMP required. Significant components- BoC will receive the money, will require a standing committee, ordinances and education. MMP, \$60,000 non competitive money goes to county to write and start implementing plan, encouraged to work with neighboring counties then an additional \$10, 000 awarded. This money is annually renewable. If the county does not have an MMP then EGLE will do it, with no money to county. MMP process time, 3 years, 180 days to initiate, it is a task-based grant/suggested to consider benchmarks and a compliant facility. On 18 Oct there will be an online presentation, link to be forwarded. Questions: MillerC1@michigan.gov
- MAC Regional Caucuses, Region II, Richard Schmidt elected.
- MAC Annual Business meeting, all platforms accepted. Only Environmental & Regulatory Affairs had discussion.
- Attended, How AI is Transforming the County Operations Landscape: Generative AI programs, Chat GPT, Bard, Office 365. AI serves to save time and money, CarMax and Progressive use. Challenges: check work for accuracy, relevancy, bias, privacy, mis-dis information. Currently lacking policies and guidelines for AI. AI is quickly evolving into "Deep Learning" capabilities, meaning it functions like a brain. Suggested that county should be internal/ "closed environment", to safeguard information.

I encourage public to access MI 83 podcasts, micounties.org/podcasts83.

Community

28 Sept Local biochar demonstration, Paul May

29 Sept Rep John Roth, Frankfort Town Hall, asked to speak on septic bill

Sept shared Juvenile Justice bill to increase funding from 50% to 75% by state of MI. with Kinship Group (though it does not seem to have direct impact)

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

September 27 – Benzie Leelanau District Health Department

- Health Officer, Dan Thorell, led discussion on 750k State funding for each health department. Funds are earmarked for infrastructure and cannot be used for new buildings. Funds will need to be spent in four years.
- Board approved cost sharing for Leelanau Environmental Health Office Space Agreement.
- FY 2024 Budget Approved. Dodie Putney gave a detailed and informative fiscal presentation.
- Local appropriations of 500k matching portion brings in an additional 451K of funding to provide local health services.

October 2 – Village of Benzonia

- Discussed recommendation of USDA and approved payoff of water loan just under 113k.
- New plow truck arrived, old one sold to Bear Lake for 5k.
- Approved request from Steve Adams to close Traverse Ave from 5pm – 8pm for Trunk or Treat event on Halloween.
- Hired Assistant Superintendent, Brady Cole.
- Village was not selected for Round 1 EGLE DWRP funding; approved intent to apply with Fleis & VandenBrink for Round 2. Village of Benzonia qualified for 'overburdened' status for this funding.

October 3 – Centra Wellness Executive Committee

- Second Public Hearing for procedures:
 - 02.04 Coordination and Continuity of Care
 - 2.05.02 Habilitation Support Waiver
 - 02.36 Service Delivery Using Technology
- Executive Director Evaluation discussed.
- Behavioral Health Home may make shift to include children.

October 4 – Land Bank

- Inventory reviewed.
- Special Meeting will be held Oct. 20 to review bids for demolition of two structures in Thompsonville that will enable Habitat for Humanity to build new homes on lots.
- Due to median income in Benzie County, Blight Elimination Grant monies can be used only for renovation where income is 80% of AMI; attempting to identify projects that would qualify.
- Information shared that the estimated median home value in Benzie County is 227k which is approximately 20% higher than the State median.

October 9 – Benzie School Board

- SafeNet services are in every elementary school in Benzie County. Lake Ann Elementary Prevention Specialist, Marc Greene, gave presentation.
- Drawings of three bay bus garage to be built shared.

- Approved renewal of Sinking Fund CD.
- BWAC has improved their offer to purchase Crystal Lake Elementary to 425k. Attorneys are still negotiating terms including purchase price, indemnification and time parameters.
- Audit deadline is November 1st and will be on time this year.

Update on Sewer Feasibility Study will be given next meeting.

Tammy Bowers

From: Gary Sauer
Sent: Wednesday, October 4, 2023 12:07 PM
To: Tammy Bowers
Subject: County commissioner report district 7

9-27-2023 Health Department

They received a grant for infrastructure 750,000. Can't use for new construction of a building but could be used for remodeling and other things. All the health departments received this grant. A new Covid booster shot has been developed the health department has ordered but not available yet.

9-28-2023 Road Commission

Paving of a section of Brownell was scheduled to be paved that day by Elmers. The crew will be taught safe ways to cut trees and keep everyone safe. Working on agreements with villages, city, Benzie schools, and Benzie County looking for a 5 year agreement with them. The second meeting in November has been eliminated.

9-28-2023 Public Hearing in Benzonia

DNR was by resolution asked to hold this involving possible no wake ordinance on the Betsie River along Grace Road. 12 people attended, public can still submit concerns in writing by October 28 must be postmarked by October 24th. Concerns were jet ski boats and power boats causing unsafe conditions for fishermen along those sections, and erosion of the banks.

10-1,2,3 2023 Mac Conference

Good conference at the Radisson in Kalamazoo, excellent accommodations. Breakout session's that I attended Manage Unfunded Liabilities put on by MERS, they still have concerns. Building an Effective Multi-generational Workplace, working with many different view points and getting things done. Cyber security put on by KARHU CYBER, they have been in touch with Katie to present to the board I believe at the second October meeting, should be a good meeting looking forward to it. Also adopted the platforms for the committee's of MAC.

10-3-2023 BVTMC

Spent the DNR grant for last year's maintenance. Helping the Friends with their ability to get grants in the future. Sunkist residents along the trail in the Bigilow Agreement have the ability to have certain access to use the trail for their wells, tree trimming, and construction as examples in the agreement, we as a group want to develop a permitting process that protects the trail and the residents, also the public who uses the trail. The management council and DNR have that authority to do so. Approved the Brew to Brew trail request for next year on June 29 th. Had one of our new signs for Service dogs vandalized, if seen by anyone please notify the DNR Rap line and report any issues like this thank you.

Gary Sauer Commissioner District 7
Will not be in attendance on the 10th

Sent from my iPad

Finance Report

Finance Issues:

Approval of bills from October 10, 2023 through October 24, 2023 in the amount of \$354,489.27.

We are working with the auditors on the year-end audit. We look to be in good shape in the General Fund for this year. It will be a challenge with the new chart of accounts in place, comparing apples to apples.

The Land Bank Authority accepted a demolition bid to remove two structures from the village of Thompsonville. The estimates received in the spring were considerably higher, so the actual work will be done with less funds, allowing us to divert them to demolish a 3rd home in the village of Benzonia, with some remaining funds that we are creatively looking at to utilize before the end of the year.

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 will be attending a Housing Conference this week to see what all of the new laws might do to assist our community. If there's anything interesting, I'll report back.

CASH SUMMARY BY FUND FOR BENZIE COUNTY
FROM 10/01/2023 TO 10/23/2023

FUND: ALL FUNDS
CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2023	Total Debits	Total Credits	Ending Balance 10/23/2023
101	GENERAL FUND	2,351,711.65	944,901.89	958,164.83	2,338,448.71
201	BENZIE COUNTY ROAD COMMISSION	2,230,419.52	0.00	323,541.20	1,906,878.32
207	SHERIFF'S RESERVES FUND	11.64	0.00	0.00	11.64
210	AMBULANCE FUND	1,096,007.18	146,669.07	277,372.99	965,303.26
213	JAIL OPERATIONS FUND	135,399.10	110,390.96	238,948.06	6,842.00
214	BENZIE KIDS	5,676.36	0.00	0.00	5,676.36
215	FRIEND OF THE COURT FUND	97,024.78	280.00	0.00	97,304.78
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 FUND	2,498,299.61	383,135.17	519,663.89	2,361,770.89
228	SOLID WASTE/RECYCLING FUND	244,956.67	3,421.99	14,534.44	233,844.22
230	BETSIIE 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	0.00	51,396.76
234	SHERIFF'S DIVE TEAM	1,207.98	0.00	0.00	1,207.98
236	SCHOOL RESOURCE OFFICER	348,335.10	9,027.92	20,807.05	336,555.97
238	COMMUNITY DEVELOPMENT COORDINATOR	0.00	0.00	0.00	0.00
239	LAND BANK AUTHOITY FUND	167,317.17	36,305.01	69,435.00	134,187.18
243	BROWNFIELD REDEVELOPMENT AUTHORITY F	16,712.32	0.00	0.00	16,712.32
244	E.D.C. ENTERPRISE FUND	0.00	0.00	0.00	0.00
245	REMONUTATION/SURVEY GRANT FUND	24,434.37	0.00	0.00	24,434.37
246	GIS INFORMATION SYSTEM	9,911.28	0.00	0.00	9,911.28
249	BUILDING DEPARTMENT FUND	112,577.50	60,045.40	88,664.00	83,958.90
251	ANIMAL CONTROL FUND	81,433.40	9,245.45	23,069.18	67,609.67
254	SOIL EROSION (SESSC) FUND	57,352.47	2,520.00	3,600.00	56,272.47
256	REG OF DEEDS AUTOMATION FUND	111,289.42	4,840.00	7,040.00	109,089.42
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	383,773.74	47,750.35	114,366.82	317,157.27
262	SHERIFF'S FORFEITURE FUND	17.91	0.00	0.00	17.91
263	CPL CLERK TECHNOLOGY FUND	86,854.90	886.00	0.00	87,740.90
264	LOCAL CORRECTIONS OFFICER TRAINING F	5,339.94	800.00	0.00	6,139.94
265	TNT OFFICER MILLAGE FUND	74,211.56	3,724.04	10,790.53	67,145.07
269	LAW LIBRARY FUND	3,817.91	1,260.28	2,520.56	2,557.63
276	COMMISSION ON AGING MILLAGE FUND	195,817.02	225,097.09	228,656.00	192,258.11
281	OPIOID SETTLEMENT FUND	105,545.20	0.00	0.00	105,545.20
282	CARES ACT	263,697.38	0.00	0.00	263,697.38
285	POINT BETSIE LIGHTHOUSE FUND	3,039.11	48,015.89	96,031.78	(44,976.78)
286	AMERICAN RESCUE PLAN ACT (ARPA) GRA	1,819,064.56	106,000.00	212,000.00	1,713,064.56
287	FAMILY COURT GRANTS	54,913.26	0.00	0.00	54,913.26
292	CHILD CARE FUND	144,452.44	1,883.35	10,960.84	135,374.95
293	VETERAN'S RELIEF FUND	32,333.75	3,606.73	9,485.40	26,455.08
295	AIRPORT AUTHORITY FUND	(13,171.20)	16,649.12	5,297.61	(1,819.69)
296	JUVENILE JUSTICE FUND	(1,092.27)	3,750.00	7,500.00	(4,842.27)
298	VETERAN'S MEMORIAL FUND	21,630.93	0.00	0.00	21,630.93
310	GOVERNMENT CENTER ADDITION DEBT FUND	171,371.38	0.00	0.00	171,371.38

CASH SUMMARY BY FUND FOR BENZIE COUNTY
FROM 10/01/2023 TO 10/23/2023

FUND: ALL FUNDS
CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2023	Total Debits	Total Credits	Ending Balance 10/23/2023
391	MAPLES DEBT/MILLAGE FUND	489,569.62	5.00	0.00	489,574.62
401	CAPITAL IMPROVEMENT FUND	620,911.23	37,132.98	69,794.00	588,250.21
425	EQUIPMENT REPLACEMENT FUND	69,116.81	2,279.21	3,985.13	67,410.89
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	739,601.45	467,861.32	4,577,502.05
516	DELINQUENT TAX REVOLVING FUND	4,560,871.36	138,732.78	346.64	4,699,257.50
532	TAX FORECLOSURE FUND	1,108,145.26	304,147.95	304,635.67	1,107,657.54
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	1,132,959.54	5,569,880.32	1,258,286.43
704	PAYROLL CLEARING FUND	417,549.66	424,951.99	333,926.07	508,575.58
714	SHERIFF'S INMATE TRUST FUND	25,735.33	10,494.03	26,917.02	9,312.34
721	LIBRARY PENAL FINE FUND	24,118.36	5,065.38	0.00	29,183.74
TOTAL - ALL FUNDS		30,492,576.01	4,987,518.91	10,021,163.57	25,458,931.35



2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912

☎ 517.323.7500

📠 517.323.6346

October 12, 2023

To the Board of Commissioners
of Benzie County
Beulah, Michigan

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Benzie County, Michigan, for the year ended September 30, 2023. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated September 1, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of Benzie County. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free from material misstatement, we will also perform tests of Benzie County's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison schedules for the General Fund and major Special Revenue Funds, and required supplementary employee retirement and benefit system schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on combining General Fund and nonmajor fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the municipal securities continuing disclosures, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited, and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

The financial statements of the Benzie County Medical Care Facility, Benzie County Road Commission, Benzie Transportation Authority, and Benzie/Leelanau District Health Department, component units of Benzie County, are audited by other auditors (component auditors). With respect to the Benzie County Medical Care Facility, Benzie County Road Commission, Benzie Transportation Authority, and Benzie/Leelanau District Health Department, we will obtain an understanding of the following:

- Whether the component auditors understand and will comply with the ethical requirements that are relevant to the group audit and, in particular, are independent;
- The component auditors professional competence;
- The extent, if any, to which Maner Costerisan will be able to be involved in the work of the component auditors;
- Whether Maner Costerisan will be able to obtain information affecting the consolidation process from the component auditors;
- Whether the component auditors operate in a regulatory environment that actively oversees auditors.

We will plan to reference the work of the component auditors in the audit report for Benzie County when we are able to determine that an audit of the financial statements of the Benzie County Medical Care Facility, Benzie County Road Commission, Benzie Transportation Authority, and Benzie/Leelanau District Health Department have been performed in accordance with generally accepted auditing standards and the other auditors have issued an audit report that is not restricted as to use.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We expect to begin our audit procedures in early October 2023, and issue our report on or before March 31, 2023. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Commissioners and management of Benzie County, Michigan, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Maney Costeiran PC

BILLS TO BE APPROVED October 24th

Motion to approve Vouchers in the amount of:

\$ 90,157.17 General Fund (101)

\$ 32,504.95 Jail Fund (213)

\$ 9,824.03 Ambulance Fund & ALS (214)

\$ 5,896.04 Funds 105-238

\$ 2,492.74 ACO Fund (247)

\$ - Building (249)

\$ 5,480.85 Dispatch 911 Fund (261)

\$ 162,498.61 Funds 239-292

\$ 33,951.41 Funds 293-640

\$ 11,713.47 701 Fund

\$ (30.00) Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

\$ 354,489.27

Payable October 6 to October 19

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
10/12/2023	\$ 26,780.13	\$ 19,653.30	\$ 9,344.83	\$ -	\$ 514.03	\$ -	\$ 2,401.75	\$ 265,597.89	\$ 31,069.15	\$ 9,315.32	\$ -	\$ 364,676.40
EFT 10/12/23	\$ 7,900.86	\$ 488.95	\$ 25.00	\$ -	\$ 13.77	\$ -	\$ 1,865.43	\$0.00	\$ 251.91	\$ -	\$ -	\$ 10,545.92
Reissue of Check											\$ (30.00)	\$ (30.00)
10/19/2023	\$ 55,476.18	\$ 12,362.70	\$ 454.20	\$ 5,896.04	\$ 1,964.94	\$ -	\$ 1,213.67	\$ 7,660.72	\$ 2,630.35	\$ 2,418.15	\$ -	\$ 90,076.95
Check voided								\$ (110,760.00)		\$ (20.00)		\$ (110,780.00)
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Totals	\$ 90,157.17	\$ 32,504.95	\$ 9,824.03	\$ 5,896.04	\$ 2,492.74	\$ -	\$ 5,480.85	\$ 162,498.61	\$ 33,951.41	\$ 11,713.47	\$ (30.00)	\$ 354,489.27

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

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

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

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

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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 10/06/2023 - 10/19/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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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	BLUE CROSS BLUE SHIELD OF	GROUP# 007016437710 DIVISON#0005 BUY UI	1,790.43	91572
101-101-860.00	TRAVEL	MARKEY, TIM	AUGUST AND SEPTEMBER TRAVEL VOUCHER	136.24	91529
101-101-955.00	DUES & REGISTRATIONS	VISA	SEPTEMBER VISA BILL	973.24	42
Total For Dept 101 BOARD OF COMMISSIONERS				2,899.91	
Dept 172 ADMINISTRATOR					
101-172-717.00	MEDICAL/DENTAL/VISION INSURANCE	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT PER C	175.00	91522
101-172-717.00	MEDICAL/DENTAL/VISION INSURANCE	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEMNET	175.00	91555
101-172-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	RFP PROBATION & PAROLE, AND OPIOD SETTI	270.90	91551
101-172-955.00	DUES & REGISTRATIONS	VISA	SEPTEMBER VISA BILL	1,176.88	42
Total For Dept 172 ADMINISTRATOR				1,797.78	
Dept 215 COUNTY CLERK					
101-215-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	GROUP# 007016437710 DIVISON#0005 BUY UI	(596.81)	91572
101-215-727.00	OFFICE SUPPLIES	NETLINK BUSINESS SOLUTIONS	REPLACEMENT STAPLES FOR MX-4051	98.00	91612
101-215-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS, LI	OFFICE SUPPLIES	133.41	91617
101-215-860.00	TRAVEL	BOWERS, TAMMY	DISTRICT II CLERK MEETING IN CADILLAC	73.95	91491
101-215-955.00	DUES & REGISTRATIONS	VISA	SEPTEMBER VISA BILL	10.17	42
101-215-963.00	COMPUTER SUPPORT	DEKETO	VITAL RECORDS INDEXING MAINTENANCE 10/C	4,500.00	91503
Total For Dept 215 COUNTY CLERK				4,218.72	
Dept 233 CENTRAL SERVICES					
101-233-730.00	POSTAGE	FP FINANCE PROGRAM	POSTAGE FOR OCTOBER 2023	2,500.00	41
101-233-730.00	POSTAGE	ROSELIE ROELOFS	STAMPS FOR POSTAGE MACHINE THAT IS DOWN	198.00	91541
101-233-730.00	POSTAGE	XPRT FULFILLMENT	DLQ NOTICE PRINTING / POSTAGE	444.10	91559
101-233-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	1,186.74	91628
101-233-940.20	EQUIPMENT LEASE-40023293-4003597	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40008416 CONTRACT #40035973-1	138.65	91550
101-233-940.20	EQUIPMENT LEASE	APPLIED INNOVATION	SUM OF EQUIPMENT BASE CHARGES	46.94	91567
101-233-940.20	EQUIPMENT LEASE-40027957	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40027957 CONTRACT #40027957-1	120.97	91627
101-233-940.20	EQUIPMENT LEASE-40032368	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40032368 CONTRACT #40032368-1	375.75	91627
101-233-940.20	EQUIPMENT LEASE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	475.11	91628
Total For Dept 233 CENTRAL SERVICES				5,486.26	
Dept 253 COUNTY TREASURER					
101-253-727.00	OFFICE SUPPLIES	VISA	SEPTEMBER VISA BILL	42.34	42
101-253-727.00	OFFICE SUPPLIES	HAMPEL & SON LLC	OFFICE SUPPLY SAFE LOCK COMBINATION	574.00	91591
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENTERS	OFFICE SUPPLIES	165.48	91596
101-253-731.00	TAX ROLLS & NOTICES	XPRT FULFILLMENT	DLQ NOTICE PRINTING / POSTAGE	300.69	91559
Total For Dept 253 COUNTY TREASURER				1,082.51	
Dept 257 EQUALIZATION DEPARTMENT					
101-257-800.00	CONTRACTED SERVICES	W.A.S LLC	2023 EQUALIZATION SERVICES FOR SEPTEMBE	3,210.00	91632
101-257-860.00	TRAVEL	VISA	SEPTEMBER VISA BILL	104.25	42
101-257-860.00	TRAVEL	LINDSAY, BRIANNE	MILEAGE FOR MAED MEETING	119.21	91525
101-257-961.00	TRAINING & SCHOOLS	VISA	SEPTEMBER VISA BILL	159.50	42
Total For Dept 257 EQUALIZATION DEPARTMENT				3,592.96	
Dept 262 ELECTIONS					
101-262-860.00	TRAVEL	BOWERS, TAMMY	ELECTION TRAINING	58.95	91574
101-262-860.00	TRAVEL	KIM CHILDS	MPJRA CONFERECE	146.72	91601
Total For Dept 262 ELECTIONS				205.67	
Dept 265 BUILDING & GROUNDS					

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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265 BUILDING & GROUNDS					
101-265-750.00	MAINTENANCE SUPPLIES	CRYSTAL GARDENS	MUM COMBO	14.26	91501
101-265-750.00	MAINTENANCE SUPPLIES	KSS	SUPPLIES	534.44	91524
101-265-750.00	MAINTENANCE SUPPLIES	KSS	CLEANING SUPPLIES	507.40	91524
101-265-750.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICES, I	16-AIR FILTERS & 4-AC FURNACE AIR FILTEF	157.86	91565
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	BATTERIES & DRANO	58.95	91616
101-265-820.00	SNOW REMOVAL	KSS	ICE MELT FOR JAIL	349.83	91602
101-265-821.00	GARBAGE DISPOSAL-MAIN BUILDING 2	GFL ENVIRONMENTAL	ACCT #002110103 WASTE MAIN BUILDING-OC1	277.44	91508
101-265-821.00	GARBAGE DISPOSAL	GFL ENVIRONMENTAL	ACCT #002126461 WASTE SHERIFF'S OFFICE	41.66	91590
101-265-850.00	TELEPHONE	CENTURYLINK	30343955 COMMUNICATION-OCTOBER 2023	42.17	91494
101-265-853.00	CELLULAR PHONES	ZEITS, KATIE	MONTHLY STIPEND PHONE	30.00	91561
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	07/11/23-10/02/23 WATER & SEWER	877.73	91631
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	07/11/23-10/02/23 WATER & SEWER	848.12	91631
101-265-923.00	FUEL/PROPANE-DHS 9100 209 3120	DTE ENERGY	ACCT #9100 209 3120 0 DHS SEPT 12- OCT	135.26	91587
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	ACCT #9100 209 2920-4 JAIL 09/12-10/1C	247.58	91588
101-265-924.00	ELECTRIC- GARAGE 1000 0586 8649	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL ELECTRIC 9/8/	964.27	91581
101-265-924.00	ELECTRIC-MAIN BUILDING 1000 0051	CONSUMERS ENERGY	ACCT #1000 0051 4248 MAIN BUILDING ELE	5,105.72	91582
101-265-924.00	ELECTRIC- GARAGE 1000 0586 8649	CONSUMERS ENERGY	ACCT #1000 0586 8649 GARAGE 09/12/23-1C	39.39	91583
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	INSPECTION OF HEATING SYSTEM FOR BOILEF	105.98	91594
Total For Dept 265 BUILDING & GROUNDS				10,338.06	
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED SEPTEMBE	4,350.59	91580
101-266-815.00	AUDITORS	MANER COSTERISAN	AUDIT FIELDWORK FOR YEAR END SEPT 2023	1,500.00	91608
101-266-815.20	ADMINISTRATION FEES - MANISTEE	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	1,166.67	91609
Total For Dept 266 LEGAL & CONTRACTED SERVICES				7,017.26	
Dept 283 CIRCUIT COURT					
101-283-702.00	SALARY - ELECTED OFFICIALS	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	10,106.00	91609
101-283-725.00	COST OF FRINGE BENEFITS - TO MAN	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	7,335.78	91609
101-283-800.00	CONTRACTED SVCS - THINKING MATTE	CATHOLIC HUMAN SERVICES, I	PERIOD END 09/30/23	83.34	91576
101-283-802.00	TRANSCRIPTS	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	1,281.15	91609
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	SPILLAN, JOHN	COURT APPOINTED ATTY - NA FEES-SEPTEMBE	2,060.00	91546
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	BARE & WESTFALL, P.C.	RE:FLOWERS,GAL - AUG & SEPTEMBER	225.00	91568
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	BARE & WESTFALL, P.C.	RE: FLOWERS GAL- OCTOBER CHARGES	67.50	91568
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	NICHOLAS BROWN LAW, PLLC	COURT APPOINTED ATTY FOR VARIOUS NA CAS	618.75	91613
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	OHEARN LEGAL	COURT APPOINTED ATTY	367.50	91618
101-283-812.00	APPEALS COURT - LEGAL FEES	JOEL D. KERSHAW, P70938	APPELLATE ATTORNEY ORDER FOR PAYMENT 22	804.46	91598
101-283-860.00	TRAVEL	PAIGE PICARDAT	MILEAGE AND MEALS-SEPTEMBER CHARGES	59.54	91619
101-283-860.00	TRAVEL	PAIGE PICARDAT	MILEAGE AND MEALS-OCTOBER CHARGES	59.54	91619
101-283-930.00	EQUIPMENT REPAIR	85TH DISTRICT COURT	REIMBURSEMENT TO DISTRICT/PROBATE COURI	472.50	91563
101-283-930.00	EQUIPMENT REPAIR	85TH DISTRICT COURT	REIMBURSEMENT TO DISTRICT/PROBATE COURI	722.50	91563
101-283-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	638.08	91609
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR	YAGER, WESLEY D	CONTRACTED SERVICES DRUG COURT	1,600.56	91560
Total For Dept 283 CIRCUIT COURT				26,502.20	
Dept 286 DISTRICT COURT					
101-286-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	GROUP# 007016437710 DIVISON#0005 BUY UE	1,432.35	91572
101-286-727.00	OFFICE SUPPLIES	VISA	SEPTEMBER VISA BILL	21.19	42
101-286-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONI	BOTTLE WATER, DELIVERY FEE	40.00	91530
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	KEHR, LINDA MOOREY	ATTY COURT APPOINTED ATTORNEY	400.00	91520
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	SMITH & JOHNSON ATTORNEYS,	06567.00062 BRANDYN NORTHRUP ATTORNEY F	40.00	91623
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	SMITH & JOHNSON ATTORNEYS,	06567.00057 DANIEL CULP SR.	125.00	91623
101-286-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS, LLC	COURT SCREENING 23-264-FY, MH	75.00	91537

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Fund 101 GENERAL FUND					
Dept 286 DISTRICT COURT					
101-286-811.00	INTERPRETER FEES	V.O.I.C.E., INC. OF MICHIGAN	INTERPRETATION	180.00	91556
101-286-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	COURT CLERK AD	90.00	91551
101-286-955.00	DUES & REGISTRATIONS	BENZIE COUNTY CLERK	NOATRY FOR MCPHERSON	10.00	91570
101-286-955.00	DUES & REGISTRATIONS	BENZIE COUNTY CLERK	NOTARY FEE FOR NOWAK	10.00	91570
101-286-955.00	DUES & REGISTRATIONS	STATE OF MICHIGAN	STATE NOTARY FEE FOR MCPHERSON	10.00	91624
101-286-955.00	DUES & REGISTRATIONS	STATE OF MICHIGAN	STATE NOTARY FEE FOR NOWAK	10.00	91625
Total For Dept 286 DISTRICT COURT				2,443.54	
Dept 296 PROSECUTING ATTORNEY					
101-296-727.00	OFFICE SUPPLIES	VISA	SEPTEMBER VISA BILL	16.95	42
101-296-808.00	WITNESS FEES	JEFFREY SCOTT WENDT	09-19-2023 COMPETENCY EVALUATION	2,637.50	91518
101-296-814.00	DIRECT VICTIMS NEEDS - EXPENSES	VISA	SEPTEMBER VISA BILL	1,000.00	42
Total For Dept 296 PROSECUTING ATTORNEY				3,654.45	
Dept 301 SHERIFF					
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	USB'S - 4 G ROAD OFFICE SUPPLIES	34.99	91481
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	17-3 OIL CHG/ TIRE ROT 105065 MILES	112.53	91634
101-301-749.00	VEHICLE REPAIRS	BAYSHORE TIRE & AUTO	21-1 TIRE PATCH	35.00	91484
101-301-751.00	UNIFORMS	VISA	SHERIFF'S OFFICE CREDIT CARDS	775.80	42
101-301-800.00	CONTRACTED SERVICES	LEXISNEXIS CLAIMS SOLUTION	09012023-08312023 E-CITATION SUPPORT -	1,431.00	91606
101-301-853.00	CELLULAR PHONES-ROAD PATROL	AMAZON CAPITAL SERVICES, I	CELL PHONE ACCESSORIES - SPLIT	588.62	91565
101-301-961.00	TRAINING & SCHOOLS	VISA	SHERIFF'S OFFICE CREDIT CARDS	392.32	42
101-301-961.00	TRAINING & SCHOOLS	VISA	SEPTEMBER VISA BILL	68.68	42
101-301-961.00	TRAINING & SCHOOLS	NORTHWESTERN MICHIGAN COLI	COOK POLICE ACADEMY TUITION	9,345.63	91536
101-301-970.00	EQUIPMENT	ACME SPORTS INC	SIGHT, HOLSTER & ACCESSORIES - RED DOT	628.00	91478
101-301-970.00	EQUIPMENT	ACME SPORTS INC	ROMEO 5 OPTIC/BEANBAG ROUNDS 12GA	287.23	91478
Total For Dept 301 SHERIFF				13,699.80	
Dept 426 EMERGENCY MANAGEMENT					
101-426-860.00	TRAVEL	HUBERS, REBECCA	R HUBERS - EM MILEAGE OCTOBER	199.12	91593
101-426-961.00	TRAINING & SCHOOLS	VISA	SEPTEMBER VISA BILL	350.00	42
Total For Dept 426 EMERGENCY MANAGEMENT				549.12	
Dept 442 DRAIN COMMISSION					
101-442-819.00	CONTRACT SERVICE - LAKE LEVELS	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DAM WA	333.33	91504
Total For Dept 442 DRAIN COMMISSION				333.33	
Dept 648 MEDICAL EXAMINER					
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	2,127.94	91609
101-648-835.00	LAB FEES	NMS LABS	LAB FEES	1,304.00	91614
101-648-970.00	EQUIPMENT- MEDICAL EXAMINER	STERICYCLE, INC.	SITE 002: BENZIE COUNTY EMS, STERI-SAFE	59.89	91548
101-648-970.00	EQUIPMENT- MEDICAL EXAMINER	STERICYCLE, INC.	SITE 002: BENZIE COUNTY EMS, STERI-SAFE	750.94	91548
Total For Dept 648 MEDICAL EXAMINER				4,242.77	
Dept 662 JUVENILE DIVISION					
101-662-702.00	WAGES	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	1,498.68	91609
101-662-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL LEAS	603-0236145-000 MX-M2651	79.90	91558
Total For Dept 662 JUVENILE DIVISION				1,578.58	
Dept 670 DHHS BOARD					
101-670-721.00	PER DIEM - DHHS BOARD	HARRISON, SCOTT	DHHS BOARD MEETING	40.00	91514
101-670-721.00	PER DIEM - DHHS BOARD	SCHAFFER, DONALD E.	DHHS BOARD MEETING	40.00	91543
101-670-860.00	TRAVEL - DHHS BOARD	SCHAFFER, DONALD E.	DHHS BOARD MEETING	5.89	91543

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Fund 101 GENERAL FUND					
Dept 670 DHHS BOARD					
		Total For Dept 670 DHHS BOARD		85.89	
Dept 711 REGISTER OF DEEDS					
101-711-727.00	OFFICE SUPPLIES	VISA	SEPTEMBER VISA BILL	309.54	42
101-711-860.00	TRAVEL	EBERHART, PAULA	FIDLAR USE MGT	118.82	91505
		Total For Dept 711 REGISTER OF DEEDS		428.36	
		Total For Fund 101 GENERAL FUND		90,157.17	
Fund 210 AMBULANCE FUND					
Dept 265 BUILDING & GROUNDS					
210-265-750.00	MAINTENANCE SUPPLIES	VISA	SEPTEMBER VISA BILL	25.00	42
210-265-750.00	MAINTENANCE SUPPLIES-EMS 2115152	GFL ENVIRONMENTAL	ACCT #002115152 WASTE MANAGEMENT EMS	130.71	91509
210-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST3	61.00	91531
210-265-750.00	MAINTENANCE SUPPLIES	HONOR BUILDING SUPPLY, INC	BATTERIES	19.99	91592
210-265-820.00	GROUNDS MAINTENANCE	CRYSTAL OUTDOOR SERVICES	SEPT MOWING ST 2	50.00	91502
210-265-850.01	INTERNET, PHONE, CABLE	CHARTER COMMUNICATIONS	ST 2	33.00	91495
210-265-850.01	INTERNET, PHONE, CABLE	CHARTER COMMUNICATIONS	ST. 3 TV, INTERNET, CABLE	270.07	91496
210-265-850.01	INTERNET, PHONE, CABLE	CHARTER COMMUNICATIONS	ST 2 CABLE, PHONE, INTERNET	33.00	91577
210-265-850.01	INTERNET, PHONE, CABLE	DIRECT TV	TV	133.98	91586
210-265-853.00	PHONES/TABLETS	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	19.98	91628
210-265-922.00	WATER & SEWER	CITY OF FRANKFORT	SEWER AND ELECTRIC	71.48	91579
210-265-924.00	ELECTRIC-STATION 3 1000 1354 355	CONSUMERS ENERGY	ACCT# 1000 1354 3556 ST. 3-PARK AVE 09/	143.29	91499
210-265-924.00	ELECTRIC-STATION 3 GARAGE 1000 1	CONSUMERS ENERGY	ACCT #1000 1354 3937 ST. 3 GARAGE-09/06	54.25	91500
210-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST 2 ELECTRIC	175.77	91578
210-265-935.00	BUILDING REPAIRS	HONOR BUILDING SUPPLY, INC	WOOD FOR TV PLATFORM FOR ST 2.	11.88	91515
		Total For Dept 265 BUILDING & GROUNDS		1,233.40	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
210-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	1,074.14	91490
210-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	68.38	91479
210-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	96.68	91479
210-655-749.00	VEHICLE REPAIRS	EXPRESS LUBE & TIRE SERVICE	A23 OIL CHANGE	101.39	91506
210-655-749.00	VEHICLE REPAIRS	THIRLBY AUTO - ALS/EMS	WIPER BLADES, 179592 AIR FILTER,	57.36	91552
210-655-751.00	UNIFORMS	PARRISH, CHRIS	BOOTS FOR CHRIS P	150.00	91538
210-655-955.00	DUES & REGISTRATIONS	BENZIE COUNTY FIRE/EMS ASSOCIATION	ANNUAL ASSOCIATION DUES	1,000.00	91485
210-655-970.00	EQUIPMENT	BIOMEDICAL SOLUTIONS	AED PLUS	6,042.68	91489
		Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)		8,590.63	
		Total For Fund 210 AMBULANCE FUND		9,824.03	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICES, INC	MISC - MAINT OFF JAIL SUPPLIES	65.99	91565
213-265-783.00	EQUIP. SERVICES & SUPPLIES	CRYSTAL GARDENS	MUM COMBO	34.92	91501
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS	SUPPLIES	1,427.53	91524
213-265-783.00	EQUIP. SERVICES & SUPPLIES	AMAZON CAPITAL SERVICES, INC	16-AIR FILTERS & 4-AC FURNACE AIR FILTER	386.48	91565
213-265-783.00	EQUIP. SERVICES & SUPPLIES	AMAZON CAPITAL SERVICES, INC	MISC - MAINT OFF JAIL SUPPLIES	183.29	91565
213-265-783.00	EQUIP. SERVICES & SUPPLIES	BLUEWATER ELECTRIC LLC	LABOR AND MATERIAL TO INSTALL CAT5 FOR	2,400.00	91573
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS	ICE MELT FOR JAIL	856.47	91602
213-265-784.00	GARBAGE PICK-UP	GFL ENVIRONMENTAL	ACCT #002126461 WASTE SHERIFF'S OFFICE	101.98	91590
213-265-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	112.41	91628
213-265-853.00	CELLULAR PHONES	AMAZON CAPITAL SERVICES, INC	CELL PHONE ACCESSORIES - SPLIT	109.74	91565
213-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	07/11/23-10/02/23 WATER & SEWER	2,148.95	91631

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Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	ACCT #9100 209 2920-4 JAIL 09/12-10/10	606.14	91588
213-265-924.00	ELECTRIC-JAIL 1000 0051 4313	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL ELECTRIC 9/8/	2,360.81	91581
213-265-935.00	JAIL REPAIRS	AMAZON CAPITAL SERVICES, I	JAIL KITCHEN FAUCETS	197.96	91481
213-265-935.00	JAIL REPAIRS	AMAZON CAPITAL SERVICES, I	MISC - MAINT OFF JAIL SUPPLIES	103.88	91565
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	INSPECTION OF HEATING SYSTEM FOR BOILER	259.48	91594
Total For Dept 265 BUILDING & GROUNDS				11,356.03	
Dept 351 JAIL - CORRECTIONS					
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	TONER FOR JAIL PRINTERS	189.90	91481
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	MISC - MAINT OFF JAIL SUPPLIES	116.48	91565
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPP 10/01/2023 TO 10/07/2023	2,416.43	91493
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES - 10/08/2023 TO 10/14/202	2,550.60	91575
213-351-751.00	UNIFORMS	VISA	SHERIFF'S OFFICE CREDIT CARDS	488.95	42
213-351-834.00	PRISONER MEDICAL	ALL ACCESS CARE PLLC	SEPT 2023 MEDICAL GT BAND O&C	490.63	91480
213-351-834.00	PRISONER MEDICAL	ALL ACCESS CARE PLLC	GT CO INMATE MEDICAL - SEPT 2023	2,285.43	91480
213-351-834.00	PRISONER MEDICAL	ALL ACCESS CARE PLLC	SEPTEMBER MEDICAL - BCSO INMATES	11,637.80	91480
213-351-855.00	RADIO EQUIPMENT	GRAND TRAVERSE MOBILE COMM	ANTENNA AND BATTERY ORDER - JAIL	972.70	91513
Total For Dept 351 JAIL - CORRECTIONS				21,148.92	
Total For Fund 213 JAIL OPERATIONS FUND				32,504.95	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-721.00	PER DIEM	ANNIE BROWNING	SWAC PER DIEM	40.00	91566
228-000-721.00	PER DIEM	WARREN, TODD	SWAC PER DIEM	40.00	91633
228-000-721.00	PER DIEM	WOOD, MARLENE	SWAC PER DIEM	40.00	91636
228-000-821.50	HAZARDOUS WASTE	BAY AREA RECYCLING FOR CH	ELECTRONICS RECYCLING	3,245.00	91569
228-000-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	9.99	91628
228-000-860.00	TRAVEL	WARREN, TODD	SWAC MILEAGE	8.05	91633
228-000-900.00	PUBLIC RELATIONS-PRINTG/PUBLISHN	ROUTEWARE, INC.	ROUTEWARE SERVICES FOR 2023/24	2,439.84	91622
Total For Dept 000				5,822.88	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				5,822.88	
Fund 236 SCHOOL RESOURCE OFFICER					
Dept 000					
236-000-957.00	MISCELLANEOUS	AMAZON CAPITAL SERVICES, I	CELL PHONE ACCESSORIES - SPLIT	73.16	91565
Total For Dept 000				73.16	
Total For Fund 236 SCHOOL RESOURCE OFFICER				73.16	
Fund 251 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
251-265-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	26.23	91628
251-265-924.00	ELECTRIC & HEATING	DTE ENERGY	910020929329 ANIMAL CONTROL	159.71	91589
251-265-935.00	BUILDING REPAIRS	ROTO-ROOTER OF NORTHERN MI	KENNEL DRAINS-WATER JETTED	489.00	91621
Total For Dept 265 BUILDING & GROUNDS				674.94	
Dept 430 ANIMAL CONTROL					
251-430-727.00	OFFICE SUPPLIES	VISA	SEPTEMBER VISA BILL	13.77	42
251-430-727.00	OFFICE SUPPLIES	SPARTAN STORES, INC.	019165 POSTER BOARD	10.99	91545
251-430-835.20	ANIMAL EXPENSES	LONG LAKE ANIMAL HOSPITAL	BCO23-01 NEUTER AND VACC/BCO23-02	216.00	91526
251-430-835.20	ANIMAL EXPENSES	PLATTE LAKE VETERINARY CL	MIBCA-437 VACCINES	8.56	91539

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Fund 251 ANIMAL CONTROL FUND					
Dept 430 ANIMAL CONTROL					
251-430-835.20	ANIMAL EXPENSES	PLATTE LAKE VETERINARY CL	MIBCA-448 VACCINES	13.46	91539
251-430-835.50	DISPOSALS & BURIALS	GFL ENVIRONMENTAL	002129320 ANIMAL CONTROL	23.02	91510
251-430-835.50	DISPOSALS & BURIALS	TRUSTED JOURNEY PET MEMORI	CREMATIONS FOR IN HOUSE ANIMALS	242.00	91554
251-430-855.00	RADIO MAINTENANCE/EQUIPMENT	ID NETWORKS, INC.	OTHER 1/2 OF QUOTE	425.00	91595
251-430-970.00	EQUIPMENT	PRO COMM INC	VEHICLE PRINTER	865.00	91620
Total For Dept 430 ANIMAL CONTROL				1,817.80	
Total For Fund 251 ANIMAL CONTROL FUND				2,492.74	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	6-AIR FILTERS & 4-AC FURNACE AIR FILTEF	8.96	91565
261-325-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	GENERAL OFFICE SUPPLIES	93.59	91565
261-325-727.00	OFFICE SUPPLIES	HURST MECHANICAL	INSPECTION OF HEATING SYSTEM FOR BOILEF	6.02	91594
261-325-727.00	OFFICE SUPPLIES	KSS	ICE MELT FOR JAIL	19.85	91602
261-325-830.00	911 MAINTENANCE CONTRACT	INDIGITAL	MEVO ANYWHERE 9-1-1 BACKUP YEARLY SERVI	2,208.69	91517
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL, LLC	9-1-1 SOLUTION MONTHLY SERVICE AND MAIN	938.00	91635
261-325-853.00	CELLULAR PHONES	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	26.23	91628
261-325-930.00	EQUIPMENT REPAIR	AMAZON CAPITAL SERVICES, I	AUDIO SPLITTER CABLE FOR PAGER NOTIFICF	14.90	91481
261-325-954.10	RENT	CRYSTAL GARDENS	MUM COMBO	0.81	91501
261-325-954.10	RENT	KSS	SUPPLIES	30.35	91524
261-325-954.10	RENT	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL ELECTRIC 9/8/	54.75	91581
261-325-954.10	RENT	DTE ENERGY	ACCT #9100 209 2920-4 JAIL 09/12-10/10	14.06	91588
261-325-954.10	RENT	GFL ENVIRONMENTAL	ACCT #002126461 WASTE SHERIFF'S OFFICE	2.37	91590
261-325-954.10	RENT	VILLAGE OF BEULAH	07/11/23-10/02/23 WATER & SEWER	49.84	91631
261-325-955.00	DUES & REGISTRATIONS	NATIONAL EMERGENCY NUMBER	NENA YEARLY DUES	147.00	91535
261-325-970.00	EQUIPMENT	VISA	SEPTEMBER VISA BILL	1,865.43	42
Total For Dept 325 DISPATCH/COMMUNICATION				5,480.85	
Total For Fund 261 911 EMERGENCY SERVICE FUND				5,480.85	
Fund 265 TNT OFFICER MILLAGE FUND					
Dept 000					
265-000-853.00	CELLULAR PHONES-TNT	AMAZON CAPITAL SERVICES, I	CELL PHONE ACCESSORIES - SPLIT	36.58	91565
Total For Dept 000				36.58	
Total For Fund 265 TNT OFFICER MILLAGE FUND				36.58	
Fund 285 POINT BETSIE LIGHTHOUSE FUND					
Dept 808 5.1 M STATE GRANT					
285-808-800.00	CONTRACTED SERVICES - ENGINEERIN	BARR ENGINEERING CO.	POINT BETSIE SHORELINE PROTECTION SYSTE	48,015.89	91483
Total For Dept 808 5.1 M STATE GRANT				48,015.89	
Total For Fund 285 POINT BETSIE LIGHTHOUSE FUND				48,015.89	
Fund 286 AMERICAN RESCUE PLAN ACT (ARPA) GRANT					
Dept 000					
286-000-967.00	PROJECT EXPENSES	CHERRY CAPITAL CONNECTION	BENZIE COUNTY- INTERNET FOR ALL 9TH INC	100,000.00	91497
286-000-967.00	PROJECT EXPENSES	VILLAGE OF BEULAH	TAP IN FEE WATER & TAP IN FEE SEWER COS	6,000.00	91557
Total For Dept 000				106,000.00	
Total For Fund 286 AMERICAN RESCUE PLAN ACT (ARPA) GR				106,000.00	
Fund 292 CHILD CARE FUND					

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Fund 292 CHILD CARE FUND					
Dept 000					
292-000-702.00	SALARY - CASEWORKER	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	4,555.31	91609
292-000-725.00	FRINGE BENEFITS - JUVENILE OFFIC	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	485.58	91609
292-000-725.06	FRINGE BENEFITS - CASEWORKER	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB SEPTEMBER 202	2,533.25	91609
292-000-840.70	INSTITUTIONAL ROOM & BOARD	MIDLAND COUNTY JUVENILE C	BOARD AND CARE PROVIDED FOR 4 DAYS	525.00	91534
292-000-840.95	IN HOME CARE MISC.	LORI R. WADE	TRAVEL EXPENSE STATEMENT FROM OCTOBER	50.00	91607
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION AUT	GO PASS FOR TRISTAN GRIFFEN	17.00	91488
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION AUT	H JULIAN & CASPIAN GO PASS	70.00	91488
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION AUT	GO PASS FOR GAGE, LUIS, & KOLE	105.00	91488
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION AUT	SANTIAGO GREGORIO GO PASS	35.00	91488
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION AUT	H RHYAN MILLER GO PASS	35.00	91488
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION AUT	H HUNTER BRONSON GO PASS	35.00	91488
Total For Dept 000				8,446.14	
Total For Fund 292 CHILD CARE FUND				8,446.14	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS COMMI	BURCH, TYSON	VETERAN'S AFFAIRS COMMITTEE	40.00	91492
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS	FENDER, GARY	VETERANS AFFAIRS COMMITTEE MEETING	40.00	91507
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS COMMI	GIDDIS, KIRT	VETERANS AFFAIRS COMMITTEE MEETING	40.00	91511
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS COMMI	KOWALSKI, ED	VETERANS AFFAIRS COMMITTEE MEETING	40.00	91523
293-000-721.00	PER DIEM-VA PER DIEM	SCHAFFER, DONALD E.	VETERAN'S AFFAIRS COMMITTEE	40.00	91543
293-000-748.00	GAS, OIL & GREASE	VISA	SEPTEMBER VISA BILL	191.97	42
293-000-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	20.49	91628
293-000-860.00	TRAVE-VETERAN'S AFFAIRS COMMITTE	BURCH, TYSON	VETERAN'S AFFAIRS COMMITTEE	22.14	91492
293-000-860.00	TRAVEL-VETERAN'S AFFAIRS	FENDER, GARY	VETERANS AFFAIRS COMMITTEE MEETING	7.86	91507
293-000-860.00	TRAVE-VETERAN'S AFFAIRS COMMITTE	GIDDIS, KIRT	VETERANS AFFAIRS COMMITTEE MEETING	20.83	91511
293-000-860.00	TRAVE-VETERAN'S AFFAIRS COMMITTE	KOWALSKI, ED	VETERANS AFFAIRS COMMITTEE MEETING	3.93	91523
293-000-860.00	TRAVEL	ROELOFS, ROBERT	VETERAN'S AFFAIRS COMMITTEE	27.51	91540
293-000-860.00	TRAVEL-VA MILEAGE	SCHAFFER, DONALD E.	VETERAN'S AFFAIRS COMMITTEE	2.88	91543
Total For Dept 000				497.61	
Total For Fund 293 VETERAN'S RELIEF FUND				497.61	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 000					
401-000-967.00	PROJECT EXPENSES	HURST MECHANICAL	FINAL PAYMENT ON REPLACEMENT OF ROOFTOP	30,784.00	91516
Total For Dept 000				30,784.00	
Total For Fund 401 CAPITAL IMPROVEMENT FUND				30,784.00	
Fund 425 EQUIPMENT REPLACEMENT FUND					
Dept 351 JAIL - CORRECTIONS					
425-351-957.00	MISCELLANEOUS - INMATE TELEPHONE	AMAZON CAPITAL SERVICES, I	TOUCH SCREEN - CORRECTIONS VAN	239.99	91565
425-351-957.00	MISCELLANEOUS - INMATE TELEPHONE	ULINE	4 X 72" X 30" TABLES JAIL LIBRARY	1,687.76	91630
Total For Dept 351 JAIL - CORRECTIONS				1,927.75	
Dept 426 EMERGENCY MANAGEMENT					
425-426-967.02	PROJECT EXPENSES - CERT	VISA	SEPTEMBER VISA BILL	59.94	42
Total For Dept 426 EMERGENCY MANAGEMENT				59.94	
Total For Fund 425 EQUIPMENT REPLACEMENT FUND				1,987.69	

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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 10/06/2023 - 10/19/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 516 DELINQUENT TAX REVOLVING FUND					
Dept 000					
516-000-689.00	CASH OVER/SHORT	CORELOGIC TAX SERVICES	PAID ALREADY ON 7/17/23 FOR 12-503-020-	101.44	91584
		Total For Dept 000		101.44	
		Total For Fund 516 DELINQUENT TAX REVOLVING FUND		101.44	
Fund 532 TAX FORECLOSURE FUND					
Dept 253 COUNTY TREASURER					
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	PARCEL ADMIN FEE 2021 TAX FORFEITURE CY	580.67	91629
		Total For Dept 253 COUNTY TREASURER		580.67	
		Total For Fund 532 TAX FORECLOSURE FUND		580.67	
Fund 701 GENERAL AGENCY FUND					
Dept 215 COUNTY CLERK					
701-215-271.00	RESTITUTIONS PAYABLE	MARK VICKERY	RESTITUTION LUCAS BRIGHT 11-2233-FH	20.00	91528
701-215-271.00	RESTITUTIONS PAYABLE	STEFAN GRAVIS	RESTITUTION 17-2534-FH BRANDON PIPER	25.00	91547
701-215-271.00	RESTITUTIONS PAYABLE	MARK VICKERY	11-2233-FH RESTITUTION- LUCAS BRIGHT	20.00	91610
701-215-271.00	RESTITUTIONS PAYABLE	STEFAN GRAVIS	17-2534-FH RESTITUTION - BRANDON PIPER	25.00	91626
701-215-271.00	RESTITUTIONS PAYABLE	STEFAN GRAVIS	17-2534-FH RESTITUTION- BRANDON PIPER	25.00	91626
701-215-271.10	FAMILY DIVISION RESTITUTIONS	DANIEL SIMON	22-3230-DL RESTITUTION-TOBY BRADFORD	276.96	91585
701-215-271.10	FAMILY DIVISION RESTITUTIONS	LAKE AND LEAF	23-3241-0-DL RESTITUION TRAVEN JONES	22.00	91604
		Total For Dept 215 COUNTY CLERK		413.96	
Dept 253 COUNTY TREASURER					
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	BENZIE COUNTY TREASURER	TV CHANGE VILLAGE ONLY	1,343.97	91486
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	MICHALSKI, DAVID	PRE ADJ FOR 2022	2,227.28	91532
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	TALBOT, MATTHEW AND ELLEN	PRE ADJ FOR 2022	2,688.82	91549
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	ABSHIRE, ANDREW & PAULETTE	PRE ADJ 2022 FOR 07-014-014-00	5.83	91564
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	BENZIE COUNTY TREASURER	PRE ADJ 2022 FOR 07-014-014-00	583.36	91571
		Total For Dept 253 COUNTY TREASURER		6,849.26	
Dept 286 DISTRICT COURT					
701-286-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	22-B231423-SI-2	120.00	91477
701-286-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND FORFEITED AND APPLIED TO FINES	965.00	91477
701-286-265.00	CASH BONDS PAYABLE	MAKAYLA MARIE SEKELY KRAUSE	23-B231697-SI-2	15.00	91527
701-286-265.00	CASH BONDS PAYABLE	SAMANTHA HEWITT	23-245-SD-2	1,100.00	91542
701-286-265.00	CASH BONDS PAYABLE	SHELLY JEAN JOHN	22-B231423-SI-2	5.00	91544
701-286-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - BENZIE	23-304-FY-2 BOND	200.00	91562
701-286-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND COSTS AND APPLIED TO FINES	1,191.00	91563
701-286-265.00	CASH BONDS PAYABLE	KEVIN PATRICK CONBOY	23-261-SD-2 BOND FOR	9.00	91600
701-286-265.00	CASH BONDS PAYABLE	MARSHALL BRIAN-CLIFFORD KE	23-X4190436-SI-2	20.00	91611
701-286-271.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	CLAIM #9-732-18	37.50	91482
701-286-271.00	RESTITUTIONS PAYABLE	GLEN LAKE ELECTRIC IN	18-063-SD RESTITUTION PAYABLE	98.00	91512
701-286-271.00	RESTITUTIONS PAYABLE	JEREDITH TIMMER	13-245-FY RESTITUTION PAYMENT	20.00	91519
701-286-271.00	RESTITUTIONS PAYABLE	THOMAS STOLTMAN	18-336-SM RESTITUTION PAYMENT	37.50	91553
701-286-271.00	RESTITUTIONS PAYABLE	JEREDITH TIMMER	RESTITUTION PAYMENT 13-245-FY	10.00	91597
701-286-271.00	RESTITUTIONS PAYABLE	KURT KIDDER	RESTITUTION PAYMENT 21-314-FD	5.00	91603
701-286-271.00	RESTITUTIONS PAYABLE	LATITUDE SUBROGATION SERV	RESTITUTION PAYMENT 21-314-FD	5.00	91605
701-286-275.00	REFUNDS	KARLA ARNTSON	REFUND OVERPAYEMENT OF FINES AND COSTS	15.00	91599
701-286-275.00	REFUNDS	NORTH COAST LEGAL PLC	REFUND B85DM2	5.00	91615
		Total For Dept 286 DISTRICT COURT		3,858.00	
Dept 301 SHERIFF					

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund 701 GENERAL AGENCY FUND					
Dept 301 SHERIFF					
701-301-228.16	DUE STATE - FINGER PRINT FEES	MICHIGAN STATE POLICE - C/LIVESCAN SEPT 2023		562.25	91533
		Total For Dept 301 SHERIFF		562.25	
		Total For Fund 701 GENERAL AGENCY FUND		11,683.47	

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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	90,157.17	
			Fund 210 AMBULANCE FUND	9,824.03	
			Fund 213 JAIL OPERATIONS	32,504.95	
			Fund 228 SOLID WASTE/REC	5,822.88	
			Fund 236 SCHOOL RESOURCE	73.16	
			Fund 251 ANIMAL CONTROL	2,492.74	
			Fund 261 911 EMERGENCY S	5,480.85	
			Fund 265 TNT OFFICER MII	36.58	
			Fund 285 POINT BETSIE LI	48,015.89	
			Fund 286 AMERICAN RESCU	106,000.00	
			Fund 292 CHILD CARE FUNI	8,446.14	
			Fund 293 VETERAN'S RELIE	497.61	
			Fund 401 CAPITAL IMPROVI	30,784.00	
			Fund 425 EQUIPMENT REPL	1,987.69	
			Fund 516 DELINQUENT TAX	101.44	
			Fund 532 TAX FORECLOSURE	580.67	
			Fund 701 GENERAL AGENCY	11,683.47	
Total For All Funds:				354,489.27	

Elected Officials And Department Heads



Benzie County Central Dispatch

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

October 16th, 2023

To: Benzie County Board of Commission
Ref: Quarterly Department Update

	Q1	Q2	Q3	Q4	Total
Inbound 9-1-1 Calls	1,546	2,220	2,515		6,281
Transferred 9-1-1 Calls	72	109	140		321
Average Answer Time for 9-1-1	3.1	3.4	3.3		3.2
Inbound Admin Calls	3,385	4,164	4,255		11,804
Transferred Admin Calls	335	331	271		937
Outbound Admin Calls	2,091	2,974	2,737		7,802
Inbound Text-to-9-1-1	9	8	6		23
Outbound Text-from-9-1-1	86	205	136		427

Staffing:

- Currently we have one person in our training program and another person will start October 24th.

Training:

- Michael & Cory attended the 9-1-1 Emerging Technology Forum, MPSCS User Group Meeting, and PFN User Group Meeting. All had a lot of great information, technology insights, and conversations with 911 industry professionals.
- Cory continues to study and work towards Michigan PEM and NENA ENP.
- A new academy style training was created for all our new hires. This academy happens before they start on-the-job training but is still in-house. Topics covered include a high-level view of all the technology, organizations, processes, systems, history, etc.

Projects:

- Still working on the radio emergency alert buttons.
- Continuing work on remodel project. Rebecca is POC and doing a wonderful job.
- Fire Chiefs & EMS Directors unanimously approved two-tone paging.
- Continuing to work with surrounding counties for CAD interoperability options.
- Completed implementation of MFA, enhancing our cyber-security.
- LEIN/CJIS audit later this month that is labor intensive for compiling records and completing necessary paperwork. Donna, Michael, and Mitch (BCSO) have been working very diligently on this and they are well prepared. This is a routine audit that was triggered based on a schedule, not because of any issues.



Benzie County Central Dispatch

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- Michael & Cory have started the GIS overhauls specific to 9-1-1 data and the information we are responsible for. This is a major project and will be on-going for quite some time.

Public Education & Community Outreach:

I am very excited to share that we now have a group of employees who will spearhead our Public Education and Community Outreach program. We have met multiple times and they have been tasked with a lot of work to create something from the ground up that will integrate into *our* community, *our* schools, and make a positive impact for *our* citizens. We are grateful to have been able to acquire a tent, tables, and various items to assist in public events. This gives us a physical presence and space to “draw in” citizens to have conversations about topics such as calling 9-1-1, recruitment, Smart911, etc.



Dispatch Operational Continuity:

I am thankful to update that we are in a good position now, that in the event of a major incident, network outage, disaster, or service interruption, Central Dispatch can continue receiving 9-1-1 calls and dispatching events in Benzie County. We have established a backup solution for our CAD system that will allow for operation from the command vehicle OR be entirely portable in another physical location. We have also acquired a MEVO Anywhere Kit (MAK) that allows for the same portability with 9-1-1 calls. This is a major milestone in ensuring redundancy and resilience for Central Dispatch in Benzie County. The last major technical hurdle will be an enhanced integration to the radio system versus using a portable radio.

Respectfully,

Cory Ellis
911 Director

9-1-1 MEVO Anywhere Kit

MEVO Anywhere is a 911 call handling system that works whenever and wherever necessary to dispatch remotely. The system provides Benzie County Central Dispatch the ability to continue receiving 9-1-1 calls during service interruptions, major incidents, evacuations, disasters, and more.

1

To enable on-premise redundancy:

The MEVO Anywhere Kit (MAK) provides Benzie County Central Dispatch with a physical, on-premise backup solution for 9-1-1 calls.



2

To enhance 9-1-1 network availability:

The MAK provides enhanced availability for Benzie County Central Dispatch with a 9-1-1 call delivery network alternative.



3

To create portability:

The MAK creates nearly limitless portability options with 9-1-1 call delivery, allowing Dispatch to receive 9-1-1 calls anywhere with cell service or internet connection.



4

To enhance special event capabilities:

The MAK allows Dispatch to enhance services offered to public safety partners during special events, by geo-routing calls from the event.

SPECIAL
EVENTS



Benzie County Central Dispatch

505 S. Michigan Ave

Beulah MI 49617

231.882.4487

www.benzieco.gov/911

Benzie Senior Resource
Report for Benzie County Board of Commissioners
10/24/2023 Meeting

This is submitted from Kelly Ottinger, Development Director for BSR on behalf of Doug Durand. Please forgive the 'after the fact' report, Google told me the meeting was to be at 1:30 p.m.!

- Budget: We just began the new fiscal year and closed the 2023 budget with revenue being narrowly beneath expenses, due to the ARPA funds that were not received as previously indicated. We felt good about the accuracy of the budget predictions (Expense of \$2.39 million with revenue of \$2.32 million) in light of the ARPA situation and rising food and vehicle expenses.
- Audit: We are preparing for our annual audit, which begins next week
- Staffing: We are pleased to share that we have hired one new kitchen staff member, and are in the process of hiring another, which will leave us fully staffed in the kitchen. We also anticipate an application from a new homemaker who is moving to the area next week. The challenge with the homemaker program is that most homemakers now choose their number of clients to 10-15, compared to the average of 25-30 in recent years. Therefore, we are in need of more homemakers to meet the growing demand.
- Transportation: As a budget-trimming measure, we have coordinated with Benzie Bus that they will provide our clients with up to 36 one-way trips or 18 round-trips per month (as opposed to the previous unlimited free rides).
- Marketing: Our first door-to-door mailer will be out in Benzie County the end of this week. Sharing about our services, activities at The Gathering Place, and our need for financial and volunteer support.
- Community Immersion: We are proud to be included in the 21 "Spark, Places of Innovation" agencies with displays around the perimeter of the traveling Smithsonian Museum on Main Street (Benzonia Library). As part of the initiative, we invite the community to an open house on Thurs., Nov. 16 at The Gathering Place, to learn about activities hosted there and enjoy a brownie bar. The ongoing display may be viewed free of charge on the top floor of the Mills Community House Thursdays from 3-6 p.m., Fridays and Saturdays from noon till 6 p.m., and Sundays from noon till 4 p.m. Only 6 communities in the state of Michigan were chosen to host this Smithsonian display.
- Board: We bid farewell to Board members Pam Howe-Perry and Linda Ringleka as they finished their terms on the Board. One potential Board Member is scheduled for an interview.
- The ad-hoc committee overseeing the Integrated Architecture Discovery Project (community and agency needs and SWOT analysis) will meet Friday, Oct. 27 to review and approve the work plan for the project.

Respectfully submitted,
Kelly Ottinger
Fund Development Director
Benzie Senior Resources

ottingerk@benzieseniorresources.org

231-525-0600, ext. 107

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
OCTOBER 18, 2023
4:30 P.M.**

The Gathering Place Senior Center & Conference Call-In

Agenda

Conference Call-In Information

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

Call to Order
Pledge of Allegiance
Roll Call

Approval of the October 18, 2023 Agenda

Approval of Minutes from the previous meeting – September 20, 2023

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

Annual Meeting Action Items

- a. Election of Board of Directors – Re-appointments
- b. Nominations and Election of Vice President & Secretary
- c. Annual Committee Reports
- d. 2024 Committee Membership
 - a. Recommendations for Community At-Large Members for Committees
- e. Board of Directors Meeting Schedule for Calendar Year 2024

**Return to Regular Board of Directors Meeting
Information Items**

- a. Marketing/Media/Fund Development Directors Report
- b. Executive Directors Report
- c. Program/Services Report – September 2023
- d. Board of Commissioners Update

Action Items

1. Finance Committee Report on the September 2023 Financials with Board Approval of the September 2023 Financials

New Business

1. Board Member Retirements – Pam Howe-Perry and Linda Ringleka
2. Golf Outing Update
3. Leadership and Governance Committee meeting time change to 9am for Fall/Winter

Old Business

1. Integrated Architecture Discovery Phase Update

Other Business

1. Farwell to Pam and Linda

Board Round Table Discussion/Evaluation of Meeting

Adjournment – Board Approval

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

NEXT MEETING – November 15, 2023 @ 4:30 pm
Location: The Gathering Place Senior Center, 10579 Main Street, Honor

Benzie Senior Resources
Board of Directors Meeting
September 20th, 2023 Meeting Minutes

Call to Order: Nancy Mullen Call called the meeting to order at 4:42 pm

Pledge of Allegiance: Said by all present

Roll Call:

In Person: Nancy Mullen Call, Victor Dinsmoore, Pam Howe-Perry, Leo Hughes, Linda Ringleka,

Via Conference Call: Dinah Haag, Rosemary Russell, Ingrid Turner, and Paul Turner

Also, In-Person: Sabra Boyle, Doug Durand, and Kelly Ottinger

Excused:

Approval of the September 20, 2023 Agenda – A motion to approve the agenda as amended was made by Pam Howe-Perry and seconded by Victor Dinsmoore. All in-person board members said Aye. Motion approved.

Approval of Minutes from the August 16, 2023 Board Meeting – A motion to accept the minutes was made by Victor Dinsmoore and seconded by Pam Howe-Perry. All in-person board members said Aye. Motion approved.

Public Input: Sue Sheffield expressed concern with the elimination of the lawn chore program and wonder if we have checked with other agencies. Doug Durand advised that normally the board does not respond immediately, however he shared that none of the other agencies in northern Michigan offer lawn chore services. Nancy Mullen Call added that this action was necessary based on the other expense increases (primarily food and transportation).

Information Items:

- A. Leadership Committee Report** – Nancy Mullen Call advised that the committee briefly discussed the following: a personnel issue; agenda topics/action items for the upcoming BOD meeting; and the recent meeting with Integrated Architecture (further detail below)
1. Update on the Integrated Architecture 9/11/2023 Meeting – Nancy Mullen Call outlined the details of the IA meeting. The group identified the three primary groups of individuals that will be engaged in the process. Discussed options for where the meeting(s) should be held. IA was provided with all previous research to review.
- B. Fund Development Committee Report** – Kelly Ottinger briefly summarized that: We received a Rotary Seed Grant to help with the IA project (\$10,000); The WAT brought in \$40,000 (\$3,900 from Dinah Haag's challenge to all local churches) and a meeting to discuss next year's plans is scheduled; A Door-to-Door mailing mockup is being sent to the committee members for review; The Year End campaign will highlight clients receiving our services.
- C. Governance Committee Report** – Leo Hughes advised the Governance Committee has not met.
- D. Program/Personnel Committee Report** – Doug Durand advised that the committee did not meet this month.
- E. Fund Development Director Report:** Kelly Ottinger's report was covered under item "B" above.
- F. Executive Director's Report** – Doug Durand summarized his primary focus while on medical leave was on the development of a Home Healthcare manual. He also advised that this year's Christmas Bag program will be discussed at TGP Management Meeting this Friday. Doug also advised that Activity participation continues to increase with participation is up 70% over prior year/month. He also continues to communicate with our legislators to stress the need for increased funding for Senior Program Services.
- G. Program/Services Report – August 2023** – Summary covered above.
- H. Board of Commissioners Update** – Tim Markey, County Commissioner, was unable to attend.

Action Items:

- 1. Finance Committee Report on the August 2023 with Board Approval of the August 2023 Financial Reports** – Victor Dinsmoore outlined that BSR is \$10,000 ahead for the year. He further advised that the Finance Committee has reviewed the financial report and is recommending the Board approve the report. A motion to approve the August 2023 Financials was made by Leo Hughes and seconded by Pam Howe-Perry. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; and Nancy Mullen Call – Yes. Motion approved.
- 2. Approval of the Fiscal Year 2024 Budget** – Nancy Mullen Call started the discussion and Doug Durand elaborated on his discussion with the county and that they (the County) approved BSR's contract for 3 years. Motion to accept and approve the Fiscal Year 2024 Budget was made by Leo Hughes and seconded by Pam Howe-Perry. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; and Nancy Mullen Call – Yes. Motion approved.

New Business:

1. Committee Year-End Reports are due in time for the October 18, 2023 Annual Meeting, so Committee Chairs need to provide their report to Sabra Boyle by COB of Thursday October 12, 2023.
2. Discussion on the upcoming October 18, 2023 Annual Meeting
 - a. Renewal to two board members terms
 - b. Pam Howe-Perry and Linda Ringleka have advised they will not be seeking another Board term
 - c. Linda Ringleka plans to continue to help on intern efforts and other select programs
 - d. Nomination of Election of Officers – Vice President and Secretary

Old Business:

1. October 1st BSR Golf Outing Resource Needs – 8 helpers are needed (4 in the morning and 4 in the afternoon). Doug Durand circulated a sign-up sheet.

Board Round Table Discussion/Evaluation of Meeting – None

Adjournment: There being no further business to discuss a motion to adjourn at 5:52 pm was made. All in-person board members said Aye. Motion approved.

Respectfully submitted:

Leo Hughes, Secretary, Benzie Senior Resources Board

NEXT MEETING: Wednesday, October 18, 2023 at 4:30 p.m.

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

Benzie Senior Resources
Executive Directors Report
September 2023 – October 2023

Items of Information

- The BSR Home Healthcare Department Training & Guidance Manual has been completed. The manual consists of 230 pages, 14 sections with over 368 topics. This is an extensive manual that will be used for years to come.
- I have begun the lengthy process of reviewing and revising BSR Policies and Procedures that the Personnel Committee will review the final drafts for approval over the upcoming months.
- During October 1-7, we celebrated with the kitchen department for the Healthcare Food Service Week with gifts, treats and acknowledgement in person and Facebook.
- Planning continues for the Holiday Christmas Holiday. Donations have begun to come in and we have confirmation from seven churches of their participation and West Shore Bank would like to participate this year in the collection of items.
- The Medicare Open Enrollment begins October 15 and runs through December 7. Time slots are filling up fast.
- Dave and I attended the Annual Bureau of Aging, Community Living, and Supports Nutrition Summit on September 26th in Roscommon. The day was packed with 10 sessions. A large component of the summit was focused on Congregate Meal Site Settings and improving the wellness of our seniors through healthy meals and fresh produce. It was one of the best attended summits and the sessions were one of the highest quality offerings that I have attended in the 10 years of going to these events.
- I worked with the Ford Insurance Agency to present a meeting to staff on our benefit packages with the focus on our new medical healthcare plan. This meeting was held on September 25th. Sabra also worked with the Ford Insurance Agency to establish a portal for all BSR employees to review, update and sign up for the assortment of employee benefits that both full-time and part-time employees have with BSR.
- We have begun planning for the upcoming snow removal program with an ad in the paper for Letters of Interest from Independent Contractors to provide snow plowing services. We are hoping to have a good selection of contractors throughout the county to be able to meet the needs of our clients. Client letters have been reviewed and revised with the parameters for the upcoming winter season.
- I have begun my year end analysis of programs and financials along with the initial planning for the 2023 Annual Report.

Staffing Updates

- Staffing needs: We have had interviews for the kitchen assistant positions and should be deciding on several candidates. We also had interviews with an independent contractor for the homemaker position and home healthcare aide. We are conducting reference calls and finalizing background checks.

Volunteer Report

- Two new HDM Volunteers started on 10/6/2023.

Legislative News

State – Nothing new to report. The 2024 budget is completed and passed.

Federal – This has become a major challenge with the ongoing resolutions and partisan divide. States are only receiving small portions of their Older American's Act funds and no promises of additional funding until after a firm budget is passed.

Program Report for September 2023

Nutritional Programs

Home Delivered Meals

A total of 6,006 meals were provided to 211 clients in September 2023. For Fiscal Year 2023, we delivered a total of 72,349 meals. This is down 1,561 meals from FY' 2022. This is still our 3rd highest total ever recorded.

Congregate Meals

In September 2023, we provided 1,591 congregate and takeout meals. For Fiscal Year 2023, we served a total of 18,828 meals. This is up 11% from FY'2022.

We had another record year with a total of 91,177 meals delivered and served.

Senior Project Fresh

We have distributed our total allotment of 180 \$25 coupon booklets for the summer season.

Other Programs

Homemaker Program – In September 2023, we provided 352 service hours to 96 clients. **We did manage to increase the number of service hours over FY 2022 by 4.3% or 154 additional service hours.** In September 2022, we had 85 clients and we ended September 2023 with 96 clients.

Guardian Medical Monitoring – Currently we are paying for thirty-seven clients in September 2023 to have a device free of charge to them.

Lawn Chore – Contractors turned in 218 vouchers related to lawn mowing in September 2023. Our team of contractors provided 1,140 lawn mowing in Fiscal Year 2023. This is our 3rd highest total ever recorded.

Benzie Bus Senior Rides – In September 2023, we paid for 1,819 regular senior rides. Fiscal year 2023 was a record year in number of riders and rides sponsored by BSR for our seniors. **Compared to Fiscal Year 2022, total ridership was up 36% for Fiscal Year 2023. In total, we supported 22,752 senior bus rides, which established a record number of rides.**

Information & Assistance - The agency handled 874 calls in September 2023 regarding Information and Assistance for services and questions related to older adults.

Senior Oral Healthcare Program – Two invoices were received from NW Michigan Health Services in September 2023.

Medicare/MMAP's – Our certified MMAP's counselor assisted twelve clients in September 2023 with their Medicare/Medicaid questions/concerns at no cost to them. For Fiscal Year 2023, our volunteer helped 138 individuals.

Foot Care – Five clients received in-home foot care and sixty-five clients attended both foot care clinics in September 2023. We established a new foot care clinic off site this year and recorded our highest number of clients seen and service hours. A total of 682 clinic appointments and 65 in-home appointments in FY 2023.

Hearing Clinic – We had one individual come for the hearing clinic in September 2023. This was the return of the Hearing Clinic in 2023 and a total of sixteen individuals took advantage of this service with no charge to them.

Estate Planning – Seven individuals received services in September 2023 at no cost to them. For Fiscal Year 2023 a total of 70 individuals received professional consultation services at no cost to them. This was a record year in the number of served.

Emergency Senior Essential Needs Fund – BSR assisted two clients for financial assistance in September 2023. Financial support was used for septic tank service and medical supplies. We ended the fiscal year with processing 41 requests for assistance, which was a record number for this grant funded program.

The Gathering Place Senior Center – The Gathering Place Senior Center offered 23 core activities that 721-cumulative number of individuals participated in September 2023. This is an 11% increase over September 2022. Accumulative number of individuals attending activities in 2023 vs 2022 YTD is up 41%. In FY' 2023, we had our 2nd highest total of activity participation ever recorded.

In-Home Care Services for September 2023 – For Fiscal Year, we recorded our highest number of clients served, visits and hours. Compared to Fiscal Year 2022, total visits were up 10% and number of services hours was up 6.7%. These numbers are impressive as we continued to struggle with maintaining consistent staffing hours. The Home Healthcare staff rose to the challenge of the increased number of seniors requiring in-home healthcare services. Overall, 2023 shaped up to have a record year in number of clients served through the in-home healthcare program.

Number of Home Health Care Clients

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Total Clients
October 2022	26	61	3	90
November 2022	27	66	3	96
December 2022	25	70	3	98
January 2023	26	72	3	101
February 2023	25	68	3	96
March 2023	24	74	2	100
April 2023	28	70	2	100
May 2023	27	77	1	105
June 2023	28	78	1	107
July 2023	28	83	0	111
August 2023	27	80	0	107
September 2023	26	69	1	96

Client Total Hours

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Assessments And Wound Care	Total Hours
October 2022	409	459.5	9.25	61	938.75
November 2022	410.25	472.25	20	49	951.5
December 2022	367.25	525.5	11.25	25	929

January 2023	325.5	541.5	17.5	38	922.5
February 2023	320	449	7.5	80	856.5
March 2023	395	532.5	7.75	76	1011.25
April 2023	321.25	469.5	9.5	74	874.25
May 2023	414	578	9	75	1076
June 2023	474.5	605.5	2	61	1143
July 2023	435.5	552.25	0	59	1046.75
August 2023	460	615.5	0	97	1172.5
September 2023	502	486	0	77	1065
TOTALS	4834.25	6287	93.75	772	11987

Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	In home Foot Care/ Wound care	Totals
October 2022	61	50	366	13	27	12	529
November 2022	49	51	368	7	37	8	520
December 2022	25	55	365	3	43	3	494
January 2023	38	53	367	5	39	1	503
February 2023	80	41	320	9	32	8	490
March 2023	76	45	423	3	25	6	578
April 2023	74	41	372	5	14	2	508
May 2023	75	46	472	5	17	6	621
June 2023	61	52	484	7	18	6	628
July 2023	59	44	441	3	13	14	574
August 2023	97	58	479	9	15	8	666
September 2023	77	50	440	7	12	5	591
Totals	772	586	4897	76	292	79	6702

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of September 30, 2023

	<u>Sep 30, 23</u>	<u>Sep 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
001 - STATE SAVINGS BANK CHECKING	135,902.37	165,669.05	(29,766.68)
003 - STATE SAVINGS BANK HRA	1,885.16	1,871.09	14.07
011 - AMERICAN DEPOSIT MANAGEMENT	615,400.91	527,827.18	87,573.73
Total Checking/Savings	<u>753,188.44</u>	<u>695,367.32</u>	<u>57,821.12</u>
Accounts Receivable			
1200 - Accounts Receivable	39,898.21	37,809.99	2,088.22
Total Accounts Receivable	<u>39,898.21</u>	<u>37,809.99</u>	<u>2,088.22</u>
Other Current Assets			
109 - INVENTORY	9,066.62	12,432.04	(3,365.42)
125 - PREPAID EXPENSE	0.00	5,451.42	(5,451.42)
1499 - Undeposited Funds	4,396.05	114,897.12	(110,501.07)
Total Other Current Assets	<u>13,462.67</u>	<u>132,780.58</u>	<u>(119,317.91)</u>
Total Current Assets	<u>806,549.32</u>	<u>865,957.89</u>	<u>(59,408.57)</u>
Fixed Assets			
150 - BUILDING	486,266.70	480,375.70	5,891.00
151 - VEHICLES	208,526.00	173,363.00	35,163.00
152 - EQUIPMENT	165,017.48	152,634.03	12,383.45
157 - LAND IMPROVEMENTS	1,800.00	1,800.00	0.00
160 - ACCUMULATED DEPRECIATION	(477,211.61)	(436,425.05)	(40,786.56)
Total Fixed Assets	<u>384,398.57</u>	<u>371,747.68</u>	<u>12,650.89</u>
TOTAL ASSETS	<u>1,190,947.89</u>	<u>1,237,705.57</u>	<u>(46,757.68)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 - Accounts Payable	46,607.11	35,699.82	10,907.29
Total Accounts Payable	<u>46,607.11</u>	<u>35,699.82</u>	<u>10,907.29</u>
Other Current Liabilities			
2100 - Payroll Liabilities	7,215.61	7,478.21	(262.60)
220 - ACCRUED VACATION LIABILITY	47,789.53	53,721.86	(5,932.33)
223 - JOHN HANCOCK PAYABLE	2,208.26	0.00	2,208.26
232 - AFLAC PAYABLE	742.42	0.00	742.42
239 - ACCRUED WAGES	43,029.77	37,818.32	5,211.45
Total Other Current Liabilities	<u>100,985.59</u>	<u>99,018.39</u>	<u>1,967.20</u>
Total Current Liabilities	<u>147,592.70</u>	<u>134,718.21</u>	<u>12,874.49</u>
Long Term Liabilities			
250 - MORTGAGE PAYABLE	91,153.07	102,768.18	(11,615.11)
253 - LEASE PAYABLE	4,138.15	5,740.27	(1,602.12)
260 - NET PENSION LIABILITY	503,007.00	503,007.00	0.00
Total Long Term Liabilities	<u>598,298.22</u>	<u>611,515.45</u>	<u>(13,217.23)</u>
Total Liabilities	<u>745,890.92</u>	<u>746,233.66</u>	<u>(342.74)</u>
Equity			
3900 - FUND BALANCE	491,471.91	513,668.45	(22,196.54)
Net Income	(46,414.94)	(22,196.54)	(24,218.40)
Total Equity	<u>445,056.97</u>	<u>491,471.91</u>	<u>(46,414.94)</u>
TOTAL LIABILITIES & EQUITY	<u>1,190,947.89</u>	<u>1,237,705.57</u>	<u>(46,757.68)</u>

BENZIE SENIOR RESOURCES

Statement of Financial Income & Expense

September 2023

	<u>Sept 2023</u>	<u>Budget</u>	<u>\$ Change</u>
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 · TITLE III C2 INCOME	9,783.00	9,774.00	9.00
519.05 MIPPA (MMAP)	350.00	0.00	350.00
519.08 ARPA FUNDING	0.00	44,515.00	(44,515.00)
540 · GRANTS	45,000.00	9,585.00	35,415.00
561 - HDM WAIVER	3,939.00	1,774.00	2,165.00
642 · CHARGES FOR SERVICES/CONT	313.00	432.00	(119.00)
642.01 · FEE FOR SERVICE/CHORE	1,088.00	500.00	588.00
642.02 · FEE FOR SERVICE/HOMEMAKER	3,280.00	4,370.00	(1,090.00)
642.06 - BENZIE BUS HEALTH RIDE	65.00	150.00	(85.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	14,622.36	13,335.00	1,287.36
642.05 - FEE FOR PRIVATE PAY & INS	40.00	380.00	(340.00)
670 - CLIENT INCOME	22,823.74	19,960.00	2,863.74
671 - PACE NORTH Client Income	949.00	610.00	339.00
673 · NEWSLETTER SUB	20.00	35.00	(15.00)
675 · DONATIONS	11,146.25	13,815.00	(2,668.75)
676 · MILLAGE	111,108.00	102,577.00	8,531.00
677· FUNDRAISING INCOME	100.00	1,000.00	(900.00)
680 · VOLUNTEER WAGES (IN-KIND).	9,056.60	7,350.00	1,706.60
681 - IN-KIND (non-volunteer)	906.00	0.00	906.00
TOTAL INCOME	<u>234,589.95</u>	<u>230,162.00</u>	<u>4,427.95</u>
GROSS PROFIT	234,589.95	230,162.00	4,427.95
EXPENSE			
705 · SALARY AND WAGES	130,564.57	124,695.00	5,869.57
705.1 TRAVEL TIME	1,430.65	1,307.00	123.65
708 · PAYROLL TAX EXPENSE	10,366.53	9,231.00	1,135.53
708.1 UNEMPLOYMENT INSURANCE AGEN	68.44	500.00	(431.56)
709 · EDUCATION/TRAINING	100.00	315.00	(215.00)
710 · EVENTS	27.00	300.00	(273.00)
711 · TGPSC ACTIVITIES	976.95	350.00	626.95
721 · COMPUTER EXPENSES	2,925.34	2,850.00	75.34
725 · FRINGE BENEFITS	64,202.46	61,260.00	2,942.46
726 - FUNDRAISING/MARKETING EXP	0.00	400.00	(400.00)
727 · SUPPLIES	2,906.97	3,345.00	(438.03)
727.2 · OFFICE EXP	1,666.54	1,185.00	481.54
727.3 - POSTAGE	1,020.23	390.00	630.23
727.4 - ADVERTISING	614.36	550.00	64.36
740 · FOOD	21,272.83	19,660.00	1,612.83
819 · CONTRACTUAL	22,388.25	21,315.00	1,073.25
820 · VOLUNTEER WAGES (IN-KIND)	9,056.60	7,350.00	1,706.60
825 · VOLUNTEER EXPENSES	741.30	430.00	311.30
850 · TELEPHONE	642.57	520.00	122.57
861 · TRAVEL/MILEAGE/GAS	3,667.39	3,220.00	447.39

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
September 2023

	Sept 2023	Budget	\$ Change
900 · INTEREST EXPENSE	(1,880.53)	265.00	(2,145.53)
910 · INSURANCE	11,453.80	4,480.00	6,973.80
915 · PROJECTS	435.48	745.00	(309.52)
920 · UTILITIES	2,032.43	2,860.00	(827.57)
940 · DEPRECIATION EXPENSE	3,398.88	3,550.00	(151.12)
980 · EQUIPMENT/REPAIRS	498.10	2,100.00	(1,601.90)
980.1 - OUTDOOR MAINTENANCE	85.62	150.00	(64.38)
980.2 - INDOOR MAINTENANCE	100.00	150.00	(50.00)
981-HDM FLEET MAINTENANCE/GAS	983.69	1,720.00	(736.31)
Other(Special Projects-988)	2,682.33	0.00	2,682.33
TOTAL EXPENSE	294,428.78	275,193.00	19,235.78
NET ORDINARY INCOME	(59,838.83)	(45,031.00)	(14,807.83)
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 · INTEREST/DIVIDEND INCOME	2,295.29	375.00	1,920.29
999 - OTHER INCOME	325.00	350.00	(25.00)
TOTAL OTHER INCOME	2,620.29	725.00	1,895.29
OTHER EXPENSE			
999.1 · OTHER EXPENSE	0.00	85.00	(85.00)
99999 - LEGAL EXPENSE	0.00	175.00	(175.00)
TOTAL OTHER EXPENSE	0.00	260.00	(260.00)
NET OTHER INCOME	2,620.29	465.00	2,155.29
NET INCOME	(57,218.54)	(44,566.00)	(12,652.54)

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

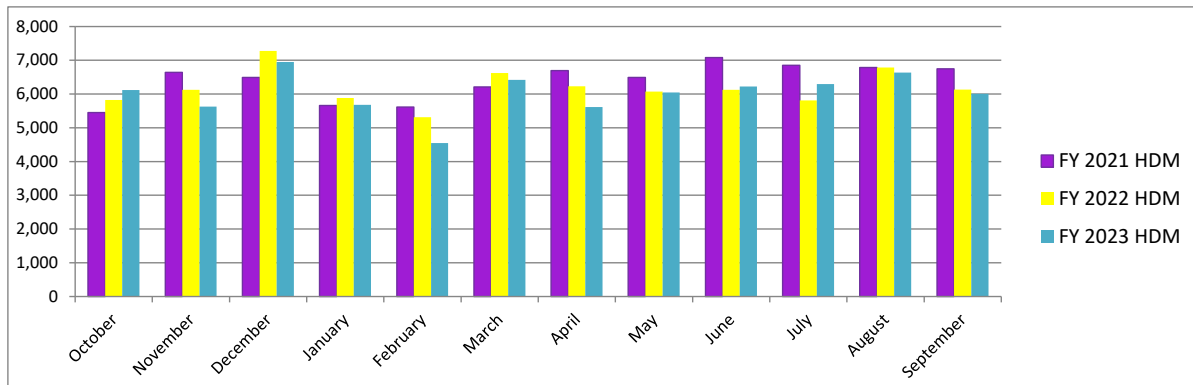
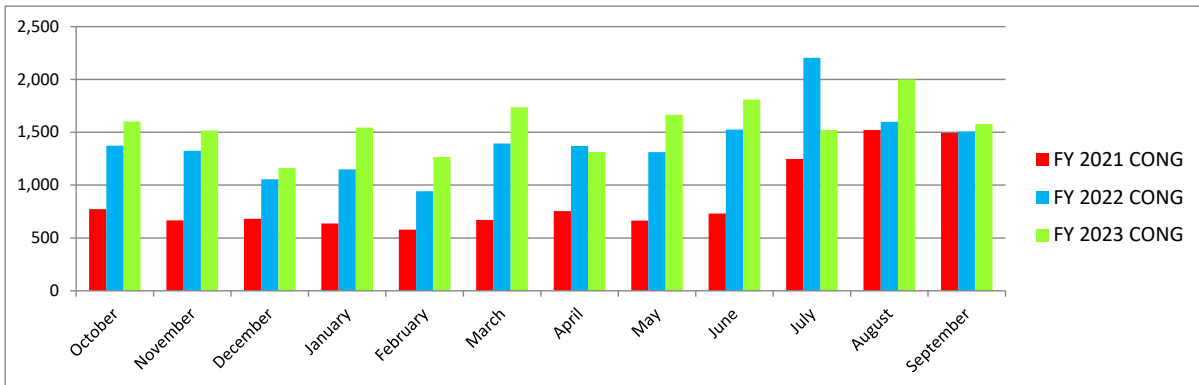
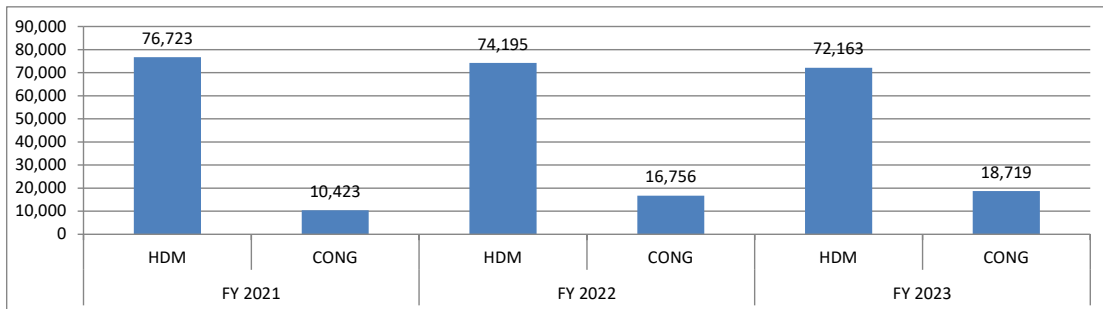
	<u>Oct-Sept 2023</u>	<u>Budget</u>	<u>\$ Change</u>	Received or Expended
ORDINARY INCOME/EXPENSE				
INCOME				
519.03 - TITLE III C2 INCOME	147,938.00	117,288.00	30,650.00	126%
519.04 - FEDERAL USDA	57,338.76	64,000.00	(6,661.24)	89.6%
519.05 MIPPA (MMAP)	2,300.00	1,200.00	1,100.00	192.0%
519.06 WAIVER SNOW REMOVAL	2,580.00	1,080.00	1,500.00	239%
519.08 ARPA FUNDING	0.00	69,845.00	(69,845.00)	
540 - GRANTS	154,051.86	115,000.00	39,051.86	108.0%
561 - HDM WAIVER	25,441.00	19,500.00	5,941.00	130.5%
642 - CHARGES FOR SERVICES/CONT	3,785.51	4,950.00	(1,164.49)	76.5%
642.01 - FEE FOR SERVICE/CHORE	16,462.00	24,300.00	(7,838.00)	67.8%
642.02 - FEE FOR SERVICE/HOMEMAKE	37,232.00	41,370.00	(4,138.00)	90.0%
642.03 - FEE FOR SERV/SNOW REMOV/	22,529.00	23,400.00	(871.00)	96.3%
642.06 - BENZIE BUS HEALTH RIDE	975.00	1,800.00	(825.00)	54.2%
642.1 - FEE FOR SLIDING SCALE CLIE	88,277.72	80,000.00	8,277.72	110.3%
642.05 - FEE FOR PRIVATE PAY & INS	3,037.25	2,200.00	837.25	138.0%
670 - CLIENT INCOME	126,953.63	124,420.00	2,533.63	102.0%
671 - PACE NORTH Client Income	5,681.00	6,000.00	(319.00)	94.7%
673 - NEWSLETTER SUB	440.00	400.00	40.00	110%
675 - DONATIONS	152,908.02	166,380.00	(13,471.98)	92.0%
676 - MILLAGE	1,239,456.87	1,230,924.00	8,532.87	100.6%
677- FUNDRAISING INCOME	110,279.96	95,120.00	15,159.96	116.0%
680 - VOLUNTEER WAGES (IN-KIND).	109,550.48	88,200.00	21,350.48	124.2%
681 - IN-KIND (non-volunteer)	6,941.68	10,900.00	(3,958.32)	63.7%
690 - TRIP INCOME	1,940.00	1,500.00	440.00	129.3%
SPONSORSHIP INCOME	2,630.00	2,290.00	340.00	115%
691 - MISC INCOME	2,454.82	0.00	2,454.82	
TOTAL INCOME	<u>2,321,184.56</u>	<u>2,292,067.00</u>	<u>29,117.56</u>	101.3%
GROSS PROFIT	2,321,184.56	2,292,067.00	29,117.56	
EXPENSE				
700 - ACCOUNTING FEES	8,950.00	8,750.00	200.00	102.3%
705 - SALARY AND WAGES	1,066,151.20	1,054,249.00	11,902.20	101.1%
705.1 TRAVEL TIME	17,975.99	17,400.00	575.99	103.3%
708 - PAYROLL TAX EXPENSE	76,471.42	74,308.00	2,163.42	103.0%
708.1 UNEMPLOYMENT INSURANCE AC	5,317.83	6,500.00	(1,182.17)	82.0%
709 - EDUCATION/TRAINING	2,653.37	3,780.00	(1,126.63)	70.2%
710 - EVENTS	1,545.63	3,600.00	(2,054.37)	50.0%
711 - TGPSC ACTIVITIES	4,339.86	4,200.00	139.86	103.3%
715 - CLOTHING ALLOWANCE	191.74	2,000.00	(1,808.26)	10.0%
717 - DUES/SUBSCRIPTIONS	7,571.08	5,400.00	2,171.08	140.2%
720 - BAD DEBT	61.00	0.00	61.00	
721 - COMPUTER EXPENSES	38,270.46	34,200.00	4,070.46	112.0%
725 - FRINGE BENEFITS	152,160.74	167,332.00	(15,171.26)	91.0%

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

	Oct-Sept 2023	Budget	\$ Change	Received or Expended
726 - FUNDRAISING/MARKETING EXP	4,434.32	4,800.00	(365.68)	92.4%
727 - SUPPLIES	45,366.65	40,000.00	5,366.65	113.4%
727.2 - OFFICE EXP	20,291.31	14,220.00	6,071.31	142.7%
727.3 - POSTAGE	6,587.02	4,680.00	1,907.02	140.7%
727.4 - ADVERTISING	7,039.86	6,600.00	439.86	106.7%
740 - FOOD	269,359.70	236,000.00	33,359.70	114.2%
819 - CONTRACTUAL	250,757.58	273,040.00	(22,282.42)	91.8%
820 - VOLUNTEER WAGES (IN-KIND)	109,550.48	88,200.00	21,350.48	124.2%
825 - VOLUNTEER EXPENSES	12,876.58	12,700.00	176.58	101.4%
850 - TELEPHONE	7,801.73	6,240.00	1,561.73	125.0%
861 - TRAVEL/MILEAGE/GAS	42,546.65	42,465.00	81.65	100.2%
900 - INTEREST EXPENSE	804.89	3,180.00	(2,375.11)	25.3%
910 - INSURANCE	61,055.42	56,280.00	4,775.42	108.5%
915 - PROJECTS	21,708.69	16,800.00	4,908.69	129.2%
920 - UTILITIES	34,436.29	34,400.00	36.29	100.1%
940 - DEPRECIATION EXPENSE	40,786.56	42,600.00	(1,813.44)	95.4%
980 - EQUIPMENT/REPAIRS	31,228.75	25,200.00	6,028.75	124.0%
980.1 - OUTDOOR MAINTENANCE	7,541.13	7,200.00	341.13	104.7%
980.2 - INDOOR MAINTENANCE	485.27	1,800.00	(1,314.73)	28.4%
981-HDM FLEET MAINTENANCE/GAS	34,740.91	20,640.00	14,100.91	168.3%
991 - TRIP EXPENSE	100.75	0.00	100.75	
Other	2,682.33	0.00	2,682.33	
			0.00	
TOTAL EXPENSE	2,393,843.19	2,318,764.00	75,079.19	103.2%
NET ORDINARY INCOME	(72,658.63)	(26,697.00)	(45,961.63)	
OTHER INCOME/EXPENSES				
OTHER INCOME				
990 - INTEREST/DIVIDEND INCOME	22,850.81	4,125.00	18,725.81	554.0%
999 - OTHER INCOME	3,392.88	3,850.00	(457.12)	85.6%
TOTAL OTHER INCOME	26,243.69	7,975.00	18,268.69	
OTHER EXPENSE				
999.1 - OTHER EXPENSE	0.00	1,000.00	(1,000.00)	
99999 - LEGAL EXPENSE	0.00	2,000.00	(2,000.00)	
TOTAL OTHER EXPENSE	0.00	3,000.00	(3,000.00)	
NET OTHER INCOME	26,243.69	4,975.00	21,268.69	527.4%
NET INCOME	(46,414.94)	(21,722.00)	(24,692.94)	

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

	FY 2021		FY 2022		FY 2023	
	HDM	CONG	HDM	CONG	HDM	CONG
October	5,451	774	5,827	1,374	6,116	1,603
November	6,644	666	6,124	1,324	5,627	1,518
December	6,490	682	7,274	1,055	6,949	1,162
January	5,658	638	5,881	1,149	5,682	1,544
February	5,616	579	5,314	942	4,547	1,266
March	6,212	671	6,622	1,394	6,417	1,737
April	6,695	754	6,230	1,370	5,614	1,315
May	6,495	664	6,073	1,313	6,048	1,665
June	7,079	731	6,123	1,526	6,223	1,809
July	6,853	1,247	5,810	2,204	6,295	1,522
August	6,786	1,522	6,786	1,599	6,639	2,001
September	6,744	1,495	6,131	1,506	6,006	1,577
total meals	76,723	10,423	74,195	16,756	72,163	18,719



September 2023 Journal Entry Summary

- 642. JE to record monthly depreciation expense (non-cash transaction) *
- 643. JE to record payroll spread across all programs- original payroll entry posts to one class *
- 644. JE to reclass payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin *
- 645. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class *
- 646. JE to record volunteer hours in-kind wages *
- 647. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin *
- 648. JE to record loan balance at YE 9/30/23
- 649. JE to record accrued PTO at YE 9/30/23
- 650. JE to record accrued wages and payroll tax at YE 9/30/23
- 651. JE to reclass millage dollars out of nutrition
- 652. JE to record donated gifts for Natl Senior Center Month

* **Monthly recurring Journal Entries.**

September 2023

Trans #	Type	Date	Num	Memo	Debit	Credit
137408	General Journal	09/30/2023	642	TO RECORD DEPRECIATION TO RECORD DEPRECIATION	3,398.88	
						3,398.88
					3,398.88	3,398.88
137642	General Journal	09/30/2023	643	TO RECORD PAYROLL SPREAD BY PROGRAM TO RECORD PAYROLL SPREAD BY PROGRAM	9,198.26 62.81 796.23 4,400.87 8,470.53 982.66 796.23 414.22 10,215.76 2,192.89 5,269.71 761.12 4.59 103.42 296.17 601.67 93.33 103.42 73.90 597.52 131.59 427.31	
						42,800.16
						3,194.05
					45,994.21	45,994.21
137643	General Journal	09/30/2023	644	TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P... TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		753.86 116.46 2.78 27.82 97.03 35.90 22.04 27.82 17.40 857.70 16.27 47.50
					2,022.58	
					2,022.58	2,022.58
137644	General Journal	09/30/2023	645	reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k reclass ER MATCH 401k	177.86 89.92 1.88 23.89 122.06 116.14 29.48 23.89 5.86 55.82 484.79 24.98	1,156.57
					1,156.57	1,156.57
137645	General Journal	09/30/2023	646	TO RECORD INKIND WAGES TO RECORD INKIND WAGES TO RECORD INKIND WAGES TO RECORD INKIND WAGES	8,930.60 126.00	8,930.60 126.00
					9,056.60	9,056.60
137646	General Journal	09/30/2023	647	reclass mileage - ADMIN reclass mileage - HH reclass mileage	0.00 3,667.39	3,667.39
					3,667.39	3,667.39
137707	General Journal	09/30/2023	648	record loan balance at YE 9/30/23 record loan balance at YE 9/30/23 record loan balance at YE 9/30/23 record loan balance at YE 9/30/23	2,117.52	698.78 698.78 719.96

September 2023

Trans #	Type	Date	Num	Memo	Debit	Credit
					2,117.52	2,117.52
137722	General Journal	09/16/2023	650	NSF CHECK	16.00	
				NSF CHECK		16.00
					16.00	16.00
137729	General Journal	09/30/2023	651	TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	12,391.08	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	11,292.62	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	0.41	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	81.15	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	3,543.89	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	7,903.78	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	622.67	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	81.15	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	345.51	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	6,495.69	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	2,755.53	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23	2,276.05	
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/23		47,789.53
					47,789.53	47,789.53
137730	General Journal	09/30/2023	653	record accrued wages from 10/6/22 payroll	8,012.65	
				record accrued wages from 10/6/22 payroll	4,281.61	
				record accrued wages from 10/6/22 payroll	31.38	
				record accrued wages from 10/6/22 payroll	398.08	
				record accrued wages from 10/6/22 payroll	2,117.07	
				record accrued wages from 10/6/22 payroll	4,026.72	
				record accrued wages from 10/6/22 payroll	491.60	
				record accrued wages from 10/6/22 payroll	398.08	
				record accrued wages from 10/6/22 payroll	202.63	
				record accrued wages from 10/6/22 payroll	19,405.77	
				record accrued wages from 10/6/22 payroll	1,029.14	
				record accrued wages from 10/6/22 payroll	2,635.05	
				record accrued wages from 10/6/22 payroll		43,029.77
				record accrued payroll taxes from 10/6/22 payroll	657.05	
				record accrued payroll taxes from 10/6/22 payroll	392.78	
				record accrued payroll taxes from 10/6/22 payroll	3.22	
				record accrued payroll taxes from 10/6/22 payroll	72.44	
				record accrued payroll taxes from 10/6/22 payroll	199.04	
				record accrued payroll taxes from 10/6/22 payroll	356.63	
				record accrued payroll taxes from 10/6/22 payroll	65.29	
				record accrued payroll taxes from 10/6/22 payroll	72.44	
				record accrued payroll taxes from 10/6/22 payroll	48.47	
				record accrued payroll taxes from 10/6/22 payroll	85.53	
				record accrued payroll taxes from 10/6/22 payroll	1,591.97	
				record accrued payroll taxes from 10/6/22 payroll	226.09	
				record accrued payroll taxes from 10/6/22 payroll		3,770.96
					46,800.73	46,800.73
137733	General Journal	09/30/2023	654	move millage dollars out of nutrition		94,241.67
				move millage dollars out of nutrition		14,171.02
				move millage dollars out of nutrition	40,000.00	
				move millage dollars out of nutrition	3,500.00	
				move millage dollars out of nutrition	39,912.69	
				move millage dollars out of nutrition	25,000.00	
					108,412.69	108,412.69
137738	General Journal	09/30/2023	655	record donated gifts for Natl Sr Ctr Month	906.00	
				record donated gifts for Natl Sr Ctr Month		906.00
					906.00	906.00
TOTAL					271,338.70	271,338.70

ACTION ITEMS

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: October 18, 2023

Subject: **Jail Management Software – SolidCircle**

In response to a recent technology audit, the Sheriff is requesting an amended agreement with SolidCircle for jail management software. This agreement has been amended to include necessary security controls required by a recent Federal Bureau of Investigation Criminal Justice Information Services Audit.

SolidCircle Jail Management Software is a cloud-based application that encompasses the full process from initial arrest, to booking, inmate management and release. This software has been in place for a number of years in Benzie County and assists our staff with fast booking and release of inmates, configuration of inmate classification, officer and inmate safety protocol, and operations activity logs.

SolidCircle has an annual cost of \$10,136.32 for the 16 users we have registered. The Sheriff recommends the continued use of SolidCircle for management of our facility.

Recommendation:

That the Board of Commissioners authorizes an amendment to the SolidCircle 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.

SolidCircle
455 Washington Ave
Holland, MI 49423
616.928.2249

info@solidcircle.com
www.solidcircle.com



SolidCircle Jail Management Software License and Support Agreement

Statement of Confidentiality

This agreement and supporting materials contain confidential and proprietary business information of SolidCircle. These materials may be printed or photocopied for use in evaluating the agreement but are not to be shared with other parties.

This is the SolidCircle Jail Management Software License Agreement (the “Agreement”).

BETWEEN: **Solid Design Software Solution LLC d/b/a SolidCircle** (“SolidCircle”), a corporation organized and existing under the laws of the state of Michigan, with its head office located at:

455 Washington Ave, Holland MI 49423

AND: **County of Benzie through and on behalf of the Benzie County Sheriff’s Department** (the “Client”), a Local Government organization and existing under the laws of the state of Michigan, located at:

505 South Michigan Avenue, Beulah, MI 49617

RECITALS

This Agreement sets forth the terms and conditions under which SolidCircle will provide the Client with a hosted SolidCircle Jail Management Software System (known as the “Product”). The Client and SolidCircle will hereinafter be referred to cumulatively as the “Parties” and each individually as a “Party.”

In consideration of the mutual agreements and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section One TERMS AND CONDITIONS

- A. The term of this Agreement shall commence on the effective date and continue for a term of one year.
- B. This Agreement is binding when executed by the Client and subsequently accepted by SolidCircle; and once accepted by SolidCircle, the rates and charges provided in this Agreement will be effective from the Client’s signature date (the “Effective Date”).
- C. Either Party may terminate this Agreement without cause by giving the other Party a minimum of 60 days written notice of the termination. Upon any termination of this Agreement, Client must cease all use of the Product and undertake reasonable efforts delete or destroy all copies of the Product and documentation in its possession or control.
- D. Renewal Date is an annual anniversary date of the Effective date. Either Party may terminate the Support on Renewal Date with a 90-day written notice. Cancellation Date will be 90 days from the date of the notice. Upon any termination of this Agreement, Client must cease all use of the Product and undertake reasonable efforts delete or destroy all copies of the Product and documentation in its possession or control.
- E. If not terminated before Renewal Date, the Annual Support and Maintenance will

automatically renew for a year.

- F. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following events (“Force Majeure Events”), to the extent that such causes are beyond its reasonable control and not reasonably foreseeable: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, the following shall not be deemed to be Force Majeure Events: (a) financial distress nor the inability of either Party to make a profit or (b) avoid a financial loss, changes in market prices or conditions, or (c) a Party's financial inability to perform its obligations hereunder.
- G. Service level will be governed by Microsoft Azure SLA, (https://azure.microsoft.com/en-us/support/legal/sla/azure-sql-database/v1_8/) which has an availability guarantee of at least 99.99% as of the Effective Date of the Agreement.
- H. SolidCircle will have the ability to restore the database to any point in time in the past up to 30 days from the current date.

Section Two FINANCIAL PROVISIONS

- A. The annual cost for the first year of support is **\$10,136.32** for 16 regular users (“Regular User Support Cost”) billed annually.
- B. The client must have a minimum of 16 regular user licenses.
- C. The client will have 30 view only users at no additional cost.
- D. For view only users above 30, the cost is **\$100** per view only user (“View-Only User Support Cost”), billed annually.
- E. The Hosting and Support Costs will increase by 3% annually from the anniversary of the Effective date (“Renewal Date”).
- F. SolidCircle will invoice the Support Costs on the Effective Date.
- G. The payment term is NET 15 days. If circumstances arise that prevent payment NET 15 days, the Client will notify SolidCircle and arrange for alternate payment schedule. Any delays in payment will result in a 2% per month delay fee.

Section Three SOLIDCIRCLE EMPLOYEE SERVICES AND RELATIONSHIP WITH CLIENT

- A. SolidCircle’s business relationship with Client is solely that as an independent contractor. Client shall have no authority over SolidCircle’s internal business affairs and decisions. SolidCircle shall have no authority to act on behalf of, or legally bind Client, and SolidCircle shall not hold itself out as having such authority. This Agreement shall not be construed as creating a partnership or joint venture of any kind between the Parties.
- B. SolidCircle at all times shall comply with any and all laws, and all rules, regulations and orders of public authority applicable to SolidCircle, whether federal, state, or local, including but not limited to federal and state, social security, workman’s compensation, unemployment insurance, wage and hour, and occupational safety and health. SolidCircle shall file all reports

required to be filed in the name of SolidCircle and pay all taxes, fees and charges required by such laws and regulations.

- C. Notwithstanding the above, SolidCircle grants Client a nonexclusive, non-transferable, hosted license of the Product ("License") to Client. The License does not give Client access to or any rights in the source code or other intellectual property owned by SolidCircle or its affiliates. The source code and intellectual property rights pertaining to the Product are the exclusive property of SolidCircle.
- D. The Product and the software code of the Product shall be considered Confidential Information of SolidCircle in accordance with Section 6. Client may not modify, adapt, translate or create derivative works based upon the Product or the documentation therefor. Except to the extent dictated by law, Client may not reverse engineer, decompile, decrypt, disassemble or otherwise attempt to discover the source code or non-public API's of the Product or reduce the Product to a human readable form or permit third parties to do so.
- E. The data stored in the system by the Client is a property of the Client. On request or on termination of this contract the Client has the right to their data.

Section Four

LIMITATION OF LIABILITY

Client's exclusive remedy for SolidCircle's failure to perform, enhance or remedy any defect in accordance with this Agreement shall be specific performance of the services defined herein. SolidCircle disclaims all warranties and representations, express or implied, regarding the product, including, but not limited to, all implied warranties of merchantability and fitness for a particular purpose. In no event shall SolidCircle be liable for any consequential or incidental damages arising from any products or services provided hereunder, including but not limited to claims for loss of productivity, opportunity, revenues, wages or other economic damages. In no event will SolidCircle's total liability to client for all actions or claims of any kind arising out of or relating to this agreement, whether based on contract, tort (including but not limited to strict liability and negligence), warranty or other legal or equitable grounds, exceed the fees paid or payable by client to developer under this agreement.

Section Five

INTELLECTUAL PROPERTY

The Client acknowledges and agrees that as between SolidCircle and Client all intellectual property rights relating to the Products belong exclusively to SolidCircle and nothing in this Agreement grants, or will be construed as granting, to the Client any license of, or any right, title, interest in or ownership to, any such intellectual property rights or any license or right under any other intellectual property rights of SolidCircle. If the Client acquires any intellectual property rights relating to any Products sold under this Agreement by operation of law or otherwise, such rights are deemed and are hereby irrevocably assigned to SolidCircle or its licensors, as the case may be, without further action by either of the Parties.

Section Six NON-DISCLOSURE

In consideration of any disclosure as described in this Agreement and any negotiations between SolidCircle and Client, the Parties hereby agree to the following terms:

- A. **CONFIDENTIAL INFORMATION.** "Confidential Information" shall be defined for the purpose of this Agreement as any proprietary, confidential or technical information about SolidCircle's products, services or methods of doing business that is (1) disclosed to the Client or known or gathered by Client as a consequence of or through the activities contemplated under this Agreement, and (2) not generally known to the industry in which SolidCircle is or may become engaged, including, but not limited to, trade secrets, marketing techniques and programs, dates, figures, projections, costs, methods of operation, identity of plans or administrative services, estimates, customer lists, customer history, personnel history, financial statements, accounting procedures and selling techniques. Confidential Information will include Client data. The obligations of confidentiality under this Section 6 shall survive termination of the Agreement.
- B. **DUTIES.** The Parties will hold in confidence all Confidential Information and will not at any time, directly or indirectly, use any Confidential Information for any purpose other than its licensed use of the Product hereunder, or disclose any Confidential Information to any third party without the express written consent of Client and SolidCircle. Parties shall be responsible for any disclosure of Confidential Information by any third party to whom it discloses Confidential Information. For the avoidance of doubt and without limitation, (1) Client shall not copy, transmit, reproduce, summarize, quote, publish or make any commercial, non-commercial, in-house or other use, of any Confidential Information without the express written consent of SolidCircle, (2) SolidCircle shall not transmit, reproduce, summarize, quote, publish or make any commercial, non-commercial, in-house or other use, of any Client's Confidential Information without the express written consent of the Client. The Parties may disclose Confidential Information that is required to be disclosed by court order or operation of law, provided the Parties notify each other promptly in order to address such disclosure and takes reasonable steps to assist each other in contesting such request.
- C. **RETURN OF CONFIDENTIAL INFORMATION.** Upon conclusion of dealings between Client and SolidCircle, the Parties shall return all documents or electronically stored information in any form containing SolidCircle's Confidential Information or Client Confidential Information as well as surrender any other property belonging to SolidCircle. SolidCircle shall return all Client data to the Client.

Section Seven INDEMNIFICATION

Client agrees to indemnify, defend, and hold SolidCircle, and its officers, directors, members, shareholders, employees, agents, and representatives harmless against all costs, liabilities, actions, claims, threatened claims, and expenses (including costs and attorneys' fees of the counsel of SolidCircle's choosing) claimed by a third party and caused by the acts or omissions, including, without limitation, those involving negligence, misrepresentation, and fraud, of Client or its representatives or employees. Client must promptly notify SolidCircle in writing of any dispute, claim, threatened claim or action by any third party relating to this Agreement.

SolidCircle agrees to indemnify, defend, and hold Client, and its officers, directors, members, shareholders, employees, agents, and representatives harmless against all costs, liabilities, actions, claims, threatened claims, and expenses (including costs and attorneys' fees of the counsel of Client's choosing) claimed by a third party and caused by the acts or omissions, including, without limitation, those involving negligence, misrepresentation, and fraud, of SolidCircle or its representatives or employees. SolidCircle must promptly notify Client in writing of any dispute, claim, threatened claim or action by any third party relating to this Agreement.

Section Eight

GENERAL

- A. This Agreement and the agreements identified below contain the complete and entire understanding between the Parties and all other agreements, oral and/or written, are merged herein. All amendments to this Agreement shall be in writing and signed by both parties.
- B. SolidCircle may not assign this Agreement or any of its rights hereunder without written consent by Client, which shall not be unreasonably withheld.
- C. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by the laws of the State of Michigan and the parties agree to litigate any dispute, relating to this Agreement or otherwise, in the circuit court of the State of Michigan and stipulate to the propriety of venue within Ottawa County, Michigan.
- D. The waiver of a breach of this Agreement or the failure of a Party to enforce any right under this Agreement shall in no event constitute a waiver as to any other breach, whether similar or dissimilar in nature, or prevent the exercise of any right under this Agreement. If any part, term or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law of a federal, state or local government having jurisdiction over this Agreement, the validity of the remaining portion or portions shall not be affected thereby. The Parties agree that any invalid provision shall be deemed to be restated so as to be enforceable to the maximum extent permissible under law consistent with the original intent and economic terms of the invalid provision.
- E. All notices, requests, demands or communications required or permitted hereunder shall be in writing, delivered personally, email, or certified, registered, or express mail at the respective addresses set forth below (or at such other addresses as shall be given in writing by either Party to the other). All notices, requests, demands or communications shall be deemed effective upon personal delivery or on the calendar day following the date of the email, or when received if sent by registered, certified or express mail.

If to SolidCircle:

Solid Design Software Solution LLC
Attn to: Cole Watson
455 Washington Ave, Holland MI 49423
Email: cole@solidcircle.com

If to Client:

Benzie County Sheriff's Office
ATT to: Sheriff Kyle Rosa
505 South Michigan Avenue, Beulah, MI 49617
Email: krosa@benzieco.net

Section 9

CJIS Data

- A. Access to use of criminal history record information and other sensitive information maintained in Michigan and FBI-managed criminal justice information systems by SolidCircle are subject to restrictions:
 - i. The FBI CJIS Security Addendum appended in appendix A.

IN WITNESS WHEREOF, the Parties have executed this Agreement, with full knowledge of its content and significance and intending to be legally bound by the terms hereof the day and year of Client's signature below.

SOLID DESIGN SOFTWARE SOLUTION LLC
(d/b/a SolidCircle)

County of Benzie – Sheriff's Department

Authorized Signature

Authorized Signature

Cole Watson (CEO)
Print Name and Title

Kyle Rosa (Sheriff)
Print Name and Title

Date

Date

Appendix A

FBI CJIS Security Addendum

FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

- 4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.
- 4.02 Security violations can justify termination of the appended agreement.
- 4.03 Upon notification, the FBI reserves the right to:
- a. Investigate or decline to investigate any report of unauthorized use;
 - b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.
- 5.00 Audit
- 5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.
- 6.00 Scope and Authority
- 6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.
- 6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.
- 6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.
- 6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.
- 6.05 All notices and correspondence shall be forwarded by First Class mail to:

Information Security Officer
Criminal Justice Information Services Division, FBI
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

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

Date: October 19, 2023

Subject: **Paid Time Off Policy**

A handwritten signature in blue ink, appearing to read "Jackie Palfey".

A handwritten signature in blue ink, appearing to read "Rose Roelofs".

Attached is a draft policy regarding paid time off for employees. This policy has been reviewed by all Elected Officials, Department Heads, Commissioners, and our legal counsel before being brought forward to the Board for consideration.

This policy is intended to replace the existing Paid Time Off Policy currently included in the Staff Manual in sections ten and eleven. This policy describes details of paid time off, including eligibility, hours, vacation days and taking time off. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and updated in our new policy book.

This policy is meant to replace the existing policy currently included in sections ten and eleven of the Staff Policy Manual. I have attached the current portion of the Adoption and Administration policy page in our Staff Policy Manual book.

The recommendation is to replace the current policy with the updated Paid Time Off policy.

RECOMMENDATION:

The Board of Commissioners adopts the Paid Time Off policy to replace the old one in the staff policy manual.



Updated: 10/24/2023

Paid Time Off Policy

Purpose

Benzie County recognizes that a good balance between work and life is important. That is why employees are provided with annual vacation time, personal time, and sick time to use in any way they choose. Employees are also eligible for company-paid holidays each year.

This policy describes details of paid time off, including eligibility, hours, vacation days and taking time off. Benzie County complies with all applicable state and local requirements regarding sick leave.

Section I – Eligibility

Current Employees

An employee must be considered full-time to be eligible to receive vacation time on their first anniversary. If an employee was hired as a part-time employee and then later became a full-time employee during the same year, the full-time hire date will be used to accrue vacation hours. If the employee had any unpaid leave of absence during the first year of employment, vacation days are not earned during any unpaid leave in excess of thirty (30) days.

Section II- Vacations

Employees hired before 01/01/1992 accumulate vacation time according to the following schedule:

Years of Service	Days of Vacation
After one (1) year	10 Days
After four (4) years	15 Days
After ten (10) years	20 Days

Employees employed after 12/31/1991, accumulate vacation time according to the following schedule:

Years of Service	Days of Vacation
After (1) year	10 Days
After four (4) years	15 Days
After fifteen (15) years	20 Days

Accumulation: The vacation year is a twelve (12) month period, beginning with an employee's full-time hire date. If an employee has been rehired, the most recent hire date will be used. Vacation time that has not been used shall be paid out the first pay following the employee's anniversary date. The maximum to be paid is eighty (80) hours and any hours in excess will be lost. Legal holidays occurring while an employee is on vacation shall not be deducted from their vacation.

New Employees: New employees will receive forty (40) hours of vacation leave after their first six (6) months of employment. New employees will receive an additional forty hours (40) hours

of vacation upon their one (1) year anniversary. After an employee's first anniversary, the employee will receive their full vacation bank on their full time anniversary date.

Scheduling: The employee's Department Head or Elected Official must approve all vacation leave. Vacation leave shall be scheduled as far in advance as possible.

Section III- Sick Time

The sick time leave bank shall be from December 1st through November 30th. Sick leave banks will be replenished yearly on December 1st. Eligible full-time employees will receive sixty-four (64) hours of sick leave front-loaded on December 1st. If an employee starts or leaves after December 1st their hours will be prorated based on the calculation of 64 hours/365 days multiplied by the number of days remaining through November 30th. The pro-ration for new employees will be based on the date the employee begins work. Pro-ration will be based on the last date of employment for employees who are terminated, resign, or retire. Benzie County shall have the right to deduct any money due from an employee's final check.

Employees may elect annually to receive a sick time payout of up to eighty (80) hours of sick leave provided a minimum balance of sixty-four (64) accumulated sick hours is maintained. If an employee elects to receive a payout, written notice must be sent to the Human Resource Manager at least two (2) weeks prior to December 1st. The payout will occur prior to December 15th.

If written notice is not received, the hours will automatically be rolled over. Employees with more than one hundred and twenty-eight (128) hours of sick time to their credit may not accumulate additional sick time.

Sick leave days may be used for temporary absences due to sickness or medical appointments for an employee or a member of their immediate family, or household.

Employees using sick leave should notify the Department Head or Elected Official as soon as possible. In the event sick leave exceeds three (3) consecutive business days, the employer may require documentation from the employee's physician. In cases of suspected abuse, an employee's request for sick leave may be limited to three (3) consecutive business days.

An employee who resigns or retires from his/her employment and provides two (2) weeks' written notice shall be paid for their accumulation of sick time up to 128 hours at 50% of their regular rate. If two (2) weeks' notice is not received, no sick time shall be paid out.

Section IV-Paid Medical Leave

Pursuant to Michigan's Paid Medical Leave Act of 2018 (PMLA), the personal and sick leave hours include the 40 hours required for compliance with the PMLA. New employees shall be granted this leave upon completion of 90 days of continuous service, pro-rated on the number of months of service within the benefit year. Employees who have not completed 90 days of continuous employment as of December 1st shall not receive leave for the prior year, however shall receive the full 72 hours upon completion of 90 days of employment. This leave may be used at the employee's discretion for sick or personal reasons. Twenty-four (24) hours' notice and prior approval by the supervisor is required for general absences, and at least one (1) hour notice prior to the beginning of the shift is required for illness unless the employee can show in writing why prior notification was impossible. Time must be used in one-half 1/2 hour increments. If any

employee has been off work due to sickness or accident for three (3) consecutive workdays, a statement from a physician may be required by the employer. Employees who establish a pattern of misuse of sick leave may be required to submit a statement from a physician to verify such illness.

Section V- Holidays

The following holidays are observed as legal holidays:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve Day	Christmas Day	Day before New Year

Should any of the above-noted holidays fall on a Saturday, it shall be recognized on the preceding Friday. Should the holiday fall on a Sunday, it shall be recognized on the following Monday. The exception is the day before New Year and the day before Christmas, they shall be recognized on the Thursday before if they fall on a Friday. If they fall on a Sunday, they shall be recognized the Friday before.

Holiday Eligibility

- To qualify for holiday pay, the employee must be a regular full-time employee on the date of the holiday.
- The employee must ordinarily work on such a day if it were not a holiday.
- The employee must be in a paid status (working, vacation, sick leave, etc.) the day before and the day after the holiday. Please note if a sick day is to extend recognized holidays, the Department Head or Elected Official may request a doctor's note.

Section VI- Personal Time

Non-exempt regular full-time employees are eligible for two (2) days of personal leave each year that will be front-loaded. Personal days shall be scheduled as far in advance as possible and approved by the Department Head or Elected Official. Employees are eligible on January 1st of each year. Any personal time not used in the calendar year will be paid out in January of the following year.

Proration: The calculation that shall be used is 16 hours/365 days multiplied by the number of days worked (for termination) or left until January 1st for new employees. Benzie County shall have the right to deduct any money due from the employee's final check.

Section VI- Funeral/Bereavement Leave

Funeral Leave is a paid absence from work due to the death of an employee's (or spouse's) immediate family member. Employees are required to notify the Department Head or Elected Official immediately if they want to take funeral leave. The Department Head or Elected official may require verification of death before the employee receives funeral pay if the employee is under discipline for attendance issues.

Bereavement leave is calculated based on the base rate at the time of absence, and it will not include any special forms of compensation, such as overtime or shift differentials. Paid bereavement leave will be granted according to the following schedule:

Employees are allowed up to three (3) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, stepbrother, and stepsister. If the funeral is held five hundred (500) miles or more away from Beulah, Michigan, one (1) additional day will be granted.

If approved by the Department Head or Elected Official, bereavement leave is not required to be taken consecutively. Additional days may be requested by the employee; however, they would have to use time from their vacation or personal banks.

Section VII- Military Leave

The re-employment rights of former employees who have served in the military forces shall be covered in accordance with applicable laws and regulations.

Section VIII- Leave for Jury Duty

Employees shall notify their Department Head or Elected Official as soon as they are notified to appear for jury duty or are subpoenaed in a court matter related to Benzie County. An employee serving on a jury or appearing in court by subpoena for a county-related matter shall receive their regular pay and benefits. If they get paid for such a service, the employee shall surrender any court fees obtained, except for mileage, to the County. If an employee serves less than four (4) hours for jury duty, including jury selection, the employee shall return/report for the remaining hours. If an employee has served more than four (4) hours of jury duty, including jury selection, the employee shall check with their Department Head or Elected Official to determine if they should return to work.

An employee missing work to appear in court as a private party shall not receive regular pay or benefits under this section and must take vacation, personal leave, comp time (if applicable), or request an unpaid leave of absence.

I, Tammy Bowers, duly elected Clerk for the County of Benzie, Michigan, do hereby certify that the above policy was adopted by the Benzie County Board of Commissioners at a regular Board meeting held on October 24, 2023.


Tammy Bowers, Benzie County Clerk

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

An employee who has accrued compensatory time shall upon termination of employment, be paid for the unused compensatory time at the regular rate earned by the employee at the time the employee receives such payment.

Payment of overtime rates shall not be duplicated for the same hours worked. Hours compensated for at overtime rate shall not be counted further for any purpose in determining overtime liability under the same or any other provision.

Hours paid for but not worked (vacation, sick leave, holidays) shall not be counted in determining overtime or compensatory time liability.

8.6 Position Change

Hourly employees who terminate their position to accept a salaried position with the County will be paid for accumulated sick time and personal time at their hourly rate at the next regular payday.

8.7 Per Diem

Employees serving on County boards or committees, whether pursuant to statute or by appointment by the Board of Commissioners, shall not receive per diem compensation, unless they are non-exempt and outside normal working hours.

Section 9: Normal Workweek

9.1 Workweek

The normal workweek shall be set by the Board of Commissioners from Monday 12:00 a.m. through Sunday 11:59 p.m., inclusive. However, nothing contained herein shall constitute a guarantee of forty (40) hours a week.

9.2 Working Hours

Department Heads/Elected Officials will advise employees of their individual work schedules. Staffing and operational needs may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

9.3 Lunch Period

Non-exempt employees have an unpaid lunch break as determined by the Department Head.

Section 10: Legal Holidays

10.1 Holiday Pay

All regular full-time employees shall receive one (1) day of pay at their regular rate of pay, exclusive of all premium pay, for each recognized holiday, if eligible under the rules established in this policy.

10.2 Recognized Holidays

The following holidays are observed as legal holidays by all departments except the Sheriff's Office:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day	Day after Thanksgiving
Day before Christmas	Christmas Day	Day before New Year's

Should any of the above-noted holidays fall on a Saturday, it shall be recognized on the preceding Friday. Should a holiday fall on a Sunday, it shall be recognized on the following Monday.

If New Year's and Christmas Eve are on Friday, they shall be recognized on the Thursday before. If they are on Sunday, they shall be recognized on the Friday before.

Non-exempt employees working on a holiday will be paid straight time for all hours worked in addition to regular pay for the holiday.

10.3 Holiday Eligibility

- a. To qualify for holiday pay, the employee must be a regular full-time employee on the date of the holiday.
- b. The employee must ordinarily work on such a day if it were not a holiday.
- c. The employee must be in a paid status (working, vacation, sick leave, etc.) the day before and the day after the holiday.
- d. An employee who is scheduled to work on a holiday, or who otherwise agrees to work on such holiday, but fails to report for work unless otherwise excused for a reason satisfactory to the Department Head, shall not be entitled to holiday pay.

Section 11: Vacation, Sick Leave and Other Leaves of Absence

11.1 Vacation Time

1. Eligibility: An employee must work at least 1,800 hours in the year before their anniversary date in order to be eligible for a full vacation benefit. If the employee

works less than 1,800 hours in that period, he/she shall only be entitled to prorated vacation. For purposes of this section only, hours not worked due to recognized holidays, vacations, personal or sick leave count as hours worked.

2. Vacations: Currently, employees employed before 01/01/92 accumulate vacation time according to the following schedule:

Years of Service	Days of Vacation
After one (1) year	10 Days
After four (4) years	15 Days
After ten (10) years	20 Days

Employees employed after 12/31/91 currently accumulate vacation time according to the following schedule:

After one (1) year	10 Days
After five (5) years	15 Days
After fifteen (15) years	20 Days

3. Scheduling: The employee's department head must approve all vacation leave in writing. Vacation leave shall be scheduled as far in advance as possible.
4. Accumulation: The vacation year is a twelve (12) month period, beginning with the employee's last hire date. Vacation time shall not accumulate from year to year but shall be taken or lost. Max accrual extensions will only be granted by the Human Resource Committee with a signed plan to use the within six month. Vacation time shall not accumulate during an unpaid leave of absence. Vacation time may not be taken before it is earned. Legal holidays occurring while an employee is on vacation shall not be deducted from their vacation time.

11.2 Sick Leave

1. Eligible regular full time employees currently are eligible to accrue sick leave at the rate of two-thirds (2/3) of one (1) day for each full month of employment for a maximum of 64 hours earned a year. Employees with more than one hundred twenty-eight (128) hours of sick time to their credit may not accumulate more sick time. Eligible regular full time employees may elect annually to cash in at their then effective rate of up to eighty (80) hours of sick leave providing that a minimum balance of sixty-four (64) accumulated sick hours are maintained. The election shall be made each December 1st and shall be paid that month.
2. Sick leave days may be used for temporary absence due to sickness or medical appointments in the employee's immediate family or household.
3. Employees using sick leave should notify their department head as soon as possible. The department head must be contacted on each day of absence.

4. The department head may require a physician's statement verifying eligibility for sick leave as a condition to receiving sick leave.
5. An employee who terminates employment with at least two (2) weeks written notice shall be paid for accumulated sick leave up to 128 hours at 100% of regular pay, as described in this Policy.
6. An employee who retires or dies shall be paid for accumulated sick leave up to fifteen days (15) 100% of regular pay, as described in this Policy.

11.3 Family and Medical Leave

The County shall comply with the Family and Medical Leave Act of 1993 (FMLA) as amended. An eligible employee who has completed twelve (12) months of employment and worked at least 1250 hours in the past twelve (12) months may request a leave of absence for a period not to exceed twelve (12) weeks in any twelve (12) month period measured forward from the date the employee's FMLA leave first begins.

11.4 Personal Leave

Non-exempt regular full time employees currently are eligible for two (2) days personal leave each year. Personal days shall be scheduled as far in advance as possible and approved by the department head. Employees are eligible on January 1st of each year. Non-exempt regular full time employees will be paid for personal time not used in the calendar year in January of the following year.

11.5 Unpaid Personal Leave:

For reasons other than illness, all regular full-time and part-time employees may request an unpaid personal leave of absence. Requests must be in writing, state the reason for the request, and state the expected duration of the leave. If the absence is for thirty (30) calendar days or less, the absence must be approved by the department head. If the absence is for more than thirty (30) calendar days, it must be approved by the Board of Commissioners. Personal leaves of absence shall be without pay or benefits.

11.6 Funeral Leave:

1. Funeral leave is a paid absence from work due to death of the Employee's relative or member of the employee's immediate household.
2. An employee must notify their department head immediately if they want funeral leave.
3. Employees shall be paid for up to three (3) consecutive days of funeral leave.
4. If the funeral is held five hundred (500) miles or more away from Beulah, Michigan, one (1) additional day will be granted.

5. Additional days that are needed will be charged to the employee's sick leave bank.
6. Funeral leave will not be deducted from sick leave and/or personal leave.
7. The department head may require verification of death before the employee receives funeral leave pay.

11.7 Military Leave

The County shall comply with all laws pertaining to military leaves of absence.

11.8 Leave for Jury or Court Duty

An employee serving on a jury or appearing in court by subpoena for a County related matter shall receive their regular pay and benefits. If they get paid for such service, the employee shall surrender those fees to the County. The employee shall return to work if one (1) or more hours remain in the work day. An employee missing work to appear in court as a private party shall not receive regular pay or benefits under this section, but must take vacation, personal leave, or request an unpaid leave of absence.

Section 12: Employee Benefits

12.1 Health, Dental, and Vision Insurance

Non Exempt/Exempt and elected officials, and regular full-time employees currently receive health, dental, and vision insurance. The employee shall pay the difference by payroll deduction if they choose higher coverage than the County provides. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control.

12.2 Retiree Insurance

Upon retirement from the County, former Regular, Full-Time employees are currently eligible to purchase health insurance under programs offered by the County. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control.

12.3 Health Insurance Declination

Employees currently eligible to receive health insurance but who have coverage under some other policy (such as a spouse's policy) may decline health insurance. They must provide proof of other coverage to the County Administrator's Office. A monthly

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Rose Roelofs, Administrative Assistant *Rose Roelofs*

Date: October 19, 2023

Subject: **Break Time for Nursing Mothers Policy**

Attached is a draft policy regarding Break Time for Nursing Mothers. This policy has been reviewed by all elected officials, department heads, Commissioners, and legal counsel.

This policy is intended to replace the existing policy that is currently included in the Staff Policy Manual on pages 27-28. This policy is recognizing the importance of providing a supportive atmosphere for mothers returning to work and promoting our Infant in the Workplace Policy. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and updated in our new policy book.

I have attached the current portion of the Break Time for Nursing Mothers Policy page listed in our Staff Policy Manual and a draft copy of the new policy.

The recommendation is to replace the current policy with the updated Break Time for Nursing Mothers Policy.

RECOMMENDATION:

The Board of Commissioners adopts the Break Time for Nursing Mothers Policy to replace the old policy listed in the Staff Policy Manual.



Updated: 10/19/2023

Break Time for Nursing Mothers Policy

Purpose

Benzie County recognizes the importance of providing a supportive environment to enable breastfeeding employees during work hours, to balance home life after a child, with coming to work. This policy is in compliance with federal law, under the Fair Labor Standards Act (FLSA) with PUMP for Nursing Mothers Act, section 7, passed in December of 2022. Benzie County wishes to provide employees with reasonable break times to express milk for a nursing child in a location shielded from view and free from intrusions.

Section I- Policy

Breastfeeding employees will receive reasonable break times to express milk for up to one year after the birth of a child to continue feeding breastmilk after returning to work. Each department shall provide a room for this purpose, if no room is available the Administration office will supply a vacant office, conference room, or small area. The room should be private with a door that is equipped with a lock, well-lighted, sanitary, a chair, a small table, and access to an electrical outlet. The nursing employee will also have access to a sink with running water for washing and rinsing breast pump parts. The room shall NOT be a bathroom stall or restroom. However, if the employee wishes to breastfeed or express milk in their own workplace, it must be agreed upon with the employee's Department Head or Elected Official. Any expressed milk can be stored in refrigerators located on-site, or employees may opt to provide their own storage. Milk should be labeled with their name and date. Benzie County is not responsible for improper milk storage.

Lactation break periods will be given each time the employee needs to express breast milk or provide feeding. Break periods for feeding or expressing milk are paid. These break times should coincide with their regular break times or mealtimes. Recognizing that we can't always dictate when lactation/feeding needs to happen, if breaktimes need to be longer, it is up to the Department Head or Elected Official and the employee to make a reasonable arrangement. If an arrangement cannot be agreed upon, the employee may use any of their paid time off banks.

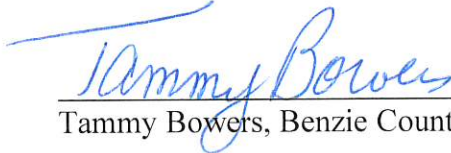
Under no circumstances will an employee be discriminated against for expressing milk during the work period and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work. Management and staff are expected to provide an atmosphere of support for breastfeeding employees. Any act found to be intentional that invades a breastfeeding employee's privacy shall be treated as a disciplinary offense and reported to Human Resources.

Section II- Employee Responsibilities

Employees who wish to take advantage of this policy shall submit their notice to their Department Head or Elected Official, and Human Resources in writing. During the course of breastfeeding, the employee must keep their supervisors informed of any needs or changes that are needed. The notice will need to be received prior to the employee's return to work following the birth of the child.

Breastfeeding employees are responsible for keeping milk expression and pump areas clean by using anti-microbial wipes that are provided by the employer. It is the employee's responsibility to understand proper milk storage requirements.

I, Tammy Bowers, duly appointed Clerk for the County of Benzie, Michigan, do hereby certify that the above policy was adopted by the Benzie County Board of Commissioners at a regular Board meeting held on October 24, 2023, and that related policies are hereby rescinded.



Tammy Bowers, Benzie County Clerk

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

- [REDACTED]
- [REDACTED]
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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

5.16 Break Time for Nursing Mothers Policy

In compliance with federal law which requires the provision of unpaid, reasonable break time for a non-exempt employee to express breast milk, the County subscribes to the following policy:

- A non-exempt employee who intends to express breast milk during the work day must submit her notice to department head in writing.

- A non-exempt employee will be provided a reasonable break time to express breast milk for her nursing child for the first year of the child's life. These break periods will be given each time the employee has need to express breast milk. Break periods for expressing milk are paid.
- Upon receipt of notice, the department head will confer with the employee to designate a suitable, private location, other than a bathroom, which is located in close proximity to the employee's work area for such breaks. An employee may use her private office area for milk expression if she prefers.
- An employee may use her own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees are expected to appropriately maintain the refrigerator and clearly label expressed milk.
- Management and staff are expected to provide an atmosphere of support for breastfeeding employees.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Rose Roelofs, Administrative Assistant *Rose Roelofs*

Date: October 19, 2023

Subject: Conflict Resolution Policy

Attached is a draft policy regarding Conflict Resolution. This policy has been reviewed by all elected officials, department heads, Commissioners, and legal counsel.

This policy is intended for serious disagreements or arguments between employee(s) and their supervisor. It is inevitable that conflicts can arise in the workplace and Benzie County wants to provide a formal procedure to address concerns, problems, misunderstandings, and frustrations.

Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and updated in our new policy book.

The recommendation is to approve the Conflict Resolution Policy.

RECOMMENDATION:

The Board of Commissioners adopts the Conflict Resolution Policy to add to the Staff Policy Manual.



Updated: 10/19/2023

Conflict Resolution Policy

Purpose

The purpose of this policy is to provide a formal procedure to address employee concerns, problems, misunderstandings, and frustrations that may arise in the workplace. Benzie County's intent is to be responsive to its employees and their concerns. Therefore, an employee that is confronted with a problem may use the procedure described below to resolve or clarify their concerns.

Conflict in the workplace may cause concern for employees, however how we manage conflict may lead to organizational growth, change, and evolution. Submitting to the County's policies and procedures for conflict resolution can make a positive difference for most employees.

Employee concerns can be resolved in many professionally acceptable ways. The best approach is informal communication between the involved employees or between an employee and their immediate supervisor. It is expected that all employees make reasonable affirmative attempts to resolve any complaints or concerns informally. However, the County recognizes that there are times when despite active efforts, an employee is unable to resolve their concerns. Employees have the option to initiate the formal Conflict Resolution Policy below.

Application

The Conflict Resolution Policy is intended for serious disagreements or arguments only.

Discrimination, in any form, will not be tolerated under any circumstances. All allegations of discrimination should be directed to Human Resources immediately.

This procedure should not be used if a manager or employee is engaged in behavior that would clearly threaten the well-being of others (assault, destruction, theft, verbal, or physical threats). All allegations should be directed to the supervisor and Human Resources immediately.

Eligibility and Use of Process

All employees that have completed their probationary period are eligible to use the Conflict Resolution Policy. This process may be used to manage a conflict between two or more employees or an employee(s) and their supervisor. This process shall not be used to dispute or change supervisor's disciplinary action. Employees who take steps outside of this policy, use threatening behavior or refuse to abide by the policy steps will forfeit their opportunity to participate in the formal process. The failure of a department to meet time limits¹ will move the conflict resolution to the next step of the process. However, if the employee fails to meet the time limits established for a submission or response, the dispute will be considered resolved and the process will be terminated. Time limits may be extended by written mutual agreement between the parties. Such writing must be submitted to Human Resources immediately.

¹ When computing time for the application of deadlines, Saturdays, Sundays, Holiday, or other County closure days should not be included.

Section I- Policy

A dispute is a written claim or complaint filed by the employee. Disputes are limited to job related matters between coworkers and supervisors. This procedure is the exclusive remedy through which to address complaints. Nothing in this process should be read to conflict with the at-will classification of employment with the County. Failure to follow any step contained within this policy will result in a claim dismissal.

Section II – Procedure

Employees must take affirmative steps to address the concern directly with the coworker(s) or supervisor within five (5) working days of the alleged conflict. If a resolution cannot be met within one (1) day. Employees can file a formal written complaint. To file a formal written claim or complaint with the Administration office it shall include:

- Completed Conflict Resolution complaint form including the date of the alleged conflict.
- Supporting documents or written witness statements
- Written summary of the failed informal resolution attempt is required to be forwarded to the Administration office within three (3) working days of the attempt.

Upon submission of a formal claim or complaint, the Administration office will initial and date the formal claim or complaint and create a file and retain a copy for record keeping purposes. It will then be submitted to Human Resources.

A. Human Resource Review

- a. Upon receipt of the file, the receiving Human Resources representative will initial and date the formal claim or complaint and proceed together with relevant facts surrounding the claim. This may include, but not be limited to interviewing **all** employees involved in the matter.
 - i. Human Resources will conduct a meeting requiring attendance of the employee, supervisor, and Department Head/Elected Official in an attempt to mediate the matter between the parties.
 - ii. The Meeting must occur within five (5) days of the Human Resources receiving the filed claim or complaint from the Administration Office.
 - iii. If a satisfactory resolution is not obtained, the employee has five (5) working days to proceed to appeal to the County Administrator.

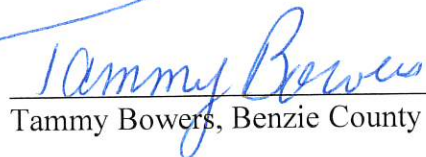
B. County Administrator Review

- a. The employee shall notify Human Resources that they are not satisfied with the result of the Human Resource meeting.
- b. The Human Resource will transfer the matter to the County Administrator and include written documentation of this referral within its files.
- c. Upon receiving a referral from Human Resources, the County Administrator shall initial and date the original formal claim or complaint filed by the employee documenting the date of the referral.
- d. Within five (5) days of the referral, the County Administration Office shall schedule a meeting between the employee, Human Resources, the Department Head/Elected Official, and the County Administrator to further mediate the dispute.

- e. The County Administrator shall make the final decision regarding the submitted claim or complaint. The County Administrator may use their discretion.

All County Administrator decisions shall be final and binding on all employees.

I, Tammy Bowers, duly appointed Clerk for the County of Benzie, Michigan, do hereby certify that the above policy was adopted by the Benzie County Board of Commissioners at a regular Board meeting held on October 24, 2023, and that related policies are hereby rescinded.



Tammy Bowers, Benzie County Clerk

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Rose Roelofs, Administrative Assistant *Rose Roelofs*

Date: October 19, 2023

Subject: Drug Free Workplace Policy

Attached is a draft policy regarding the Drug Free Workplace Policy. This policy has been reviewed by all elected officials, department heads, Commissioners, and legal counsel.

This policy is intended to replace the existing Substance Abuse policy that is currently included in the Staff Policy Manual on page 12. This policy is to outline the dangers of drugs and alcohol and how it impairs employee's safety and health, lower productivity, work quality, and undermine public confidence. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and updated in our new policy book.

I have attached the current portion of the Substance Abuse Policy page listed in our Staff Policy Manual and a draft copy of the new policy.

The recommendation is to replace the current policy with the updated Drug Free Workplace Policy.

RECOMMENDATION:

The Board of Commissioners adopts the Drug Free Workplace Policy to replace the old policy listed in the Staff Policy Manual.



Updated: 10/19/2023

Drug Free Workplace Policy

Purpose

The Drug Free Workplace Act, which became effective March 18, 1989, holds employers who receive federal grants responsible for verifying that they maintain a drug-free workplace. This Drug Free Workplace Policy, ("the Policy"), has been established by Benzie County ("the County"), to ensure compliance with the law and to address the adverse impact of employee use of illegal drugs, drug dependence and drug or alcohol abuse. Illegal drugs, marijuana and alcohol in the workplace present a danger to us all. Drugs and alcohol impair safety and health, lower productivity, work quality, and undermine public confidence. Benzie County will not tolerate the use of illegal drugs, marijuana or alcohol in the workplace. This policy is applicable to every person who is employed by the County. It is designed to ensure the employee's fitness for duty as a condition of employment and to ensure drug tests are ordered based on a reasonable and objective cause, following an established written policy and procedure.

The County is committed to the elimination of substance and alcohol use and misuse in the workplace. The County is committed to helping its employees suffering from substance abuse and alcohol abuse. The County does not discriminate against employees seeking professional assistance.

No employee shall manufacture, possess, sell, distribute, dispense, use or be impaired by alcohol, marijuana or illegal prohibited drugs on Benzie County property, while on Benzie County business, while in a Benzie County vehicle, or during working hours, including rest and meal periods. "Illegal prohibited drugs" are those substances that are illegal to sell or possess under state or federal law (which, currently would include marijuana, as marijuana is illegal under federal law) and those drugs which require a prescription if the employee does not possess a valid prescription.

Section I-Employee Assistance

The County strives to assist and support any employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other County policies. Such employees shall be permitted to use accrued paid time off, be placed on a leave of absence, be referred to treatment providers, and otherwise be accommodated as may be required under employment laws. Employees may be required to provide documentation of successful compliance of a prescribed treatment. In addition, employees may be required to submit to drug testing as part of an employee's reinstatement after successfully completing an alcohol or drug rehabilitation program.

Section II- Work Place Rules

The following rules apply to all employees of the County:

1. When employees are working or are operating any County vehicle, present at any County locations, or conducting company-related work offsite, they are prohibited from:

- a. Using, possessing, buying, selling, manufacturing, or dispensing illegal drugs, drug paraphernalia or alcohol.
 - b. Being under the influence of alcohol, marijuana, or any illegal substance.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in a concentration of 0.04% or greater, while performing company business or while in County facilities is prohibited.
3. All employees currently under the care of a licensed physician that are prescribed a control substance, that may impact an employee's performance at work, must report such use to their immediate supervisor immediately.
4. Any Illegal prohibited drugs and/or paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
5. Employees in violation shall be subject to disciplinary action, up to and including, termination.

Section III- Employees Subject to Testing

It is the policy of Benzie County that it may require an employee to submit to PBT, urine or blood testing following circumstances to ensure a drug-free workplace:

1. Applicants who have received a conditional offer of employment.
2. Immediately after an employee returns after a suspension for violation of the Substance and Alcohol Policy.
3. As part of an employee's reinstatement after successfully completing an alcohol or drug rehabilitation program.
4. Any employee, post workplace property damage accident.
5. Any employee, post workplace accident resulting in injury or illness if the employee's supervisor and/or Human Resources determine there is a reasonable possibility that employee drug or alcohol use caused or could have contributed to the reported accident.

Section IV-Testing

- A. Reasonable Suspicion. An employee may be required to submit to an alcohol and/or drug test if the County has evidence that the employee is using, has used and/or may have been involved in the use, sale, purchase, solicitation, possession or transfer of a drug or alcohol on County owned property while on duty, or while operating a vehicle or potentially dangerous equipment owned, leased or rented by the County in violation of this policy. The evidence must be from specific objective facts and reasonable inferences drawn from those facts in light of experience. The decision to test may be based upon any one of several factors, a combination of factors observable at work, such as behavior, appearance,

conduct, and significant deterioration on work performance, or information provided by law enforcement agencies and/or a reliable and credible source of information.

In the event that an employee is observed exhibiting behaviors or visible apparent signs of drug, alcohol or other controlled substance use, including legally prescribed control substances, the following process will be followed.

1. At the time the behavior is observed, the supervisor or authorized representative of the County will complete a Reasonable Suspicion Observation Form.
2. That form will then be reviewed by a Department Head or other authorized representative of the County.
3. If the behavior is confirmed, the form is turned in to and reviewed by Human Resources and the County Administrator. If in agreement, Human Resources with the County Administrator's approval, will call the Sheriff to request a PBT for alcohol or, the person will be transported by a Sheriff's deputy to the County's medical provider for drug testing.
4. The employee under observation and being tested will be suspended without pay pending the outcome of the test results.
5. The County reserves the right to search and inspect employees, their personal belongings and their work areas whenever there is reasonable suspicion that an employee may be in violation of this policy.

B. Employee Mandatory testing. Post-accident testing.¹

As soon as practicable or up to 8 hours following an accident, involving County property, the County shall require alcohol and controlled substance testing for:

1. An accident involving the loss of human life.
2. An accident where there has been a bodily injury or an individual requires any medical treatment.
3. An accident involving one or more motor vehicles and requiring a vehicle towed from the scene.
4. When an employee receives a citation under State or local law for a moving traffic violation arising from the accident.
5. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility following an accident. A member of management or a law enforcement officer must transport the employee or arrange for the employee transport.

¹ As all accidents involving County property require a Police report and police attendance on site, an employee may inquire a duly sworn law enforcement officer to conduct onsite PBT testing, and the results will be accepted by the employer. This does not prevent the required testing for illegal substances.

Section V- Drug Testing Protocol

1. This protocol applies to Benzie County's requests for submission of either urine or a blood specimen.
2. Benzie County shall be solely responsible for all costs incurred in conjunction with the securing of all of the required specimen(s) and the necessary laboratory analysis and report(s).
3. Benzie County shall have the responsibility for initially selecting a laboratory that will properly conduct the drug test and furnish reliable results. The laboratory selected must also provide the ancillary services needed, including specimen retention of "positive" samples for at least six (6) months. The laboratory shall have the capability of timely (within forty-eight (48) to seventy-two (72) hours after specimen collection) providing hard-copy reports of specimen analysis results.
4. Benzie County shall make the necessary advance arrangements for approved medical collection of the urine/blood sample by qualified medical personnel in an agency-approved setting in a medical office, clinic or lab. Sample collection and testing shall take place upon the employee/applicant's receipt of notice from Benzie County of a drug test request. The notice to the employee/applicant shall be verbal with written confirmation.
5. The medical facility's personnel credentials and procedures shall be reviewed in order to satisfy the need for a proper "chain of custody" and to minimize the risk of an adulterated sample.
6. Benzie County shall have the absolute right to approve or reject the selection of a laboratory to conduct the testing on urine or blood specimens collected.
7. Testing will adhere to an acceptable chain of custody procedure as defined by state law and DOT regulations. The employee/applicant shall cooperate with the arrangements and procedure necessary to assure thorough "chain of custody" documentation in order to positively link the employee/applicant's sample to the ultimate test result. Documentation shall be required to include signatures, dates and times of all persons who handle the specimen from the time the specimen(s) are collected until results are reported and what actions were taken in each step of the specimen and testing process.
8. The employee/applicant shall sign whatever form is necessary to authorize the clinic, medical facility and/or doctor's office and the laboratory to disclose the test results immediately to Benzie County. The employee/applicant's refusal to sign the form and/or the employee/applicant's withdrawal or rescission of previously executed authorization shall constitute a violation of this Policy and is a basis for immediate termination of the employment relationship, or withdrawal of contingent offer of employment.
9. If the test results from a first test are positive, the employee/applicant may be asked to provide a list of prescription and over-the-counter medication the

employee/applicant is taking at the time of testing. The purpose of requiring this list of medications shall be to identify possible causes of “false positives” due to a “cross-reactivity” with the medications that the employee/applicant is taking. A copy of the results of the drug test shall be furnished to the employee/applicant immediately upon request.

10. Benzie County shall treat the drug test results as highly confidential information. It shall file drug test results in the same manner in which it files other confidential medical data about employees and/or applicants.
11. Benzie County shall ensure the confidentiality of drug test results and shall protect against the unauthorized disclosure of test results both internally and outside of Benzie County. Within the County, access to the test results shall be restricted to individuals with a “need to know the results”.
12. A “positive” result shall not be released or relied upon until a confirmatory test has verified its accuracy. Confidential hard-copy results of testing shall be provided to Benzie County within forty-eight (48) to seventy-two (72) hours after specimen pickup.
13. If a test is negative, Benzie County shall pay the employee his/her normal straight time wages for any period of suspension.

Any employee who tests positive on a drug or alcohol test, who has tampered with a drug or alcohol sample or test or who refuses to submit to a substantiated drug or alcohol test will be termination.

To assist employees in overcoming drug abuse problems, Benzie County may offer an Employee Assistance Program. (See the Human Resources department for additional information)

Section-VI- Referral, Evaluation, and Treatment

Any cost associated with referral, evaluation, and treatment is the sole responsibility of the employee. Each employee who has engaged in violation of this policy shall be provided a list of Substance Abuse Professionals (SAPs) readily available to the employee and acceptable to the County, with names, addresses, and phone numbers. Each employee who engages in conduct prohibited in this policy shall complete the return-to-duty requirements before they can return to work for the County.

Section VII- Consequences

Any Employee Department Head or Supervisor found to have violated this policy will be subject to disciplinary action. Any employee found in violation of this policy shall be immediately removed from the performance of any work functions as a matter of compliance with this policy. Any employee found guilty of a violation cannot be returned to duty until such time as they have met the return-to duty requirements. Refusal to cooperate will be in violation of this policy.

The Department Head, Human Resources Manager and the County Administrator will determine the consequences of all policy violations. Any employee dispute regarding the application of this policy must be submitted in writing 24 hours after the consequences are determined and must be

submitted to the Board of Commissioners. The Board of Commissioners will then designate a committee to make a final decision. The Department Head/Elected Official, Human Resource Manager and the county Administrator may offer an employee a conditional return to work subject to reasonable terms, including but not limited to, regular drug testing. Such conditional terms may be required for up to 1 year following a violation. Failure to comply with all terms of conditional employment shall result in termination. who violates this policy or tests positive the opportunity to return to work on a last-chance basis.

Employees will not be paid for the time spent in suspension pending the results of the tests. After the results are received, a date and time will be scheduled to discuss any positive results. This meeting will be held in one of the meeting rooms in the Government Center with the Department Head, Human Resources Manager, and the County Administrator. If a suspension results in a negative test result, the employee may be entitled to back pay for any suspension time.

Section VIII- Confidentiality

Information and records pertaining to any test results, drug and alcohol substance abuse treatment, or mandated controlled substance prescription reporting shall be kept confidential. All records and information will be placed in the employee's confidential personnel file. Such records and information shall only be disclosed among managers and supervisors on a need-to-know basis however documentation may be discoverable in an ongoing legal proceeding.

I, Tammy Bowers, duly appointed Clerk for the County of Benzie, Michigan, do hereby certify that the above policy was adopted by The County Board of Commissioners at a regular Board meeting held on October 24, 2023, and that related policies are hereby rescinded.



Tammy Bowers, County Clerk



5.2 Substance Abuse Policy

It is the intent of the County to provide a drug-free, safe and secure work environment for employees. To ensure a safe and efficient work place, the County will strictly enforce the following Rules:

1. No employee shall possess, distribute, use or be impaired by alcohol or illegal prohibited drugs on County property, while on County business, or during working hours, including rest and meal periods. “Illegal prohibited drugs” are those substances that are illegal to sell or possess.
2. Where management has reason to believe that an employee may be under the influence of drugs or alcohol, the County, at its discretion, may require the employee to submit to breath, urine or blood testing, at the County’s expense, to determine the presence of drugs or alcohol. Refusal to submit to such testing may result in immediate dismissal.
3. Employees subject to the Drug-Free Work Place Act who are convicted of any criminal drug violation occurring in the workplace must report such conviction to their supervisor within five (5) days of the conviction.

The County sincerely desires to help employees who have alcohol or drug-related problems. It is the employee’s responsibility to seek assistance. Requests for such a leave of assistance will be considered confidential. However, seeking assistance after disciplinary action has begun or is imminent will not preclude disciplinary action.

Employees with drug or alcohol problems which have not resulted in, or are not the immediate subject of, disciplinary action may request approval to take unpaid leave to participate in an approved rehabilitation or treatment program. Requests for such a leave of absence will be considered confidential. The cost of participating in the program may be covered by the health insurance provided by the County, as outlined in your summary plan description (SPD). The County will require the employee to demonstrate satisfactory completion of the program before he or she returns to work.

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Rose Roelofs, Administrative Assistant *Rose Roelofs*

Date: October 19, 2023

Subject: Classification of Employees Policy

Attached is a draft policy regarding Classification of Employees. This policy has been reviewed by all elected officials, department heads, Commissioners, and legal counsel.

This policy is intended to replace the existing policy that is currently included in the Staff Policy Manual on page 29. This policy is to outline the different categories of our employment positions in Benzie County. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and updated in our new policy book.

I have attached the current portion of the Classification of Employees Policy page listed in our Staff Policy Manual and a draft copy of the new policy.

The recommendation is to replace the current policy with the updated Classification of Employees Policy.

RECOMMENDATION:

The Board of Commissioners adopts the Classification of Employees Policy to replace the old policy listed in the Staff Policy Manual.



Updated: 10/19/2023

Classification of Employees

Purpose

Our Classification of Employees Policy outlines the different categories of our employment positions in Benzie County. The different categories are defined as full-time, part-time, seasonal, temporary, exempt, and non-exempt employees. Employee classification is part of the Fair Labor Standards Act (FLSA) which determines which employees are subject to minimum wage and overtime laws.

Section I - Policy

A. Regular Full-Time Employee

- a. Employees who are budgeted to regularly work thirty (30) hours or more per week. Regular Full-Time employees are currently eligible for fringe benefits except when indicated otherwise.

B. Part-Time Employees

- a. Employees who are regularly scheduled to work less than thirty (30) hours per week. If they are classified as a part-time employee, they are not entitled to any fringe benefits, unless required by law.

C. Temporary Employees

- a. Temporary employees have appointments of definite, limited duration or who are hired to fill in for an employee on leave. Continuation beyond the end date of such appointments shall be only by written action of the County. They are not eligible for any fringe benefits, including but not limited to, pension, health, life, or disability insurance as governed by their part-time/full-time status noted above.

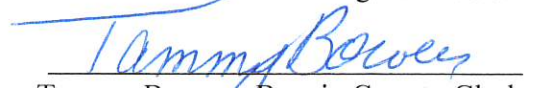
D. Non-Exempt

- a. Employees whose work is covered by the Fair Labor Standards Act (FLSA). Non-Exempt employees are generally classified as “hourly” and are legally entitled to receive the prevailing minimum wage and any overtime pay for hours worked in excess of 40 hours per week.

E. Exempt Employees

- a. Exempt Employees are generally classified as “salary” and are exempt from the minimum wage, overtime, and compensatory time provisions of the Federal Fair Labor Standards Act. Exempt employee position meets the standards and criteria established under the FLSA by the U.S. Department of Labor.

I, Tammy Bowers, duly elected Clerk for the County of Benzie, Michigan, do hereby certify that the above policy was adopted by the Benzie County Board of Commissioners at a regular Board meeting held on October 24, 2023.


Tammy Bowers, Benzie County Clerk



Section 7: Classifications

7.1 Regular Full-Time Employee

Employees who are budgeted to work and regularly work thirty-five (35) hours or more per week, who are not Temporary Employees are Regular Full-Time employees. Regular Full-Time employees are currently eligible for fringe benefits except when indicated otherwise.

7.2 Part-Time Employees

Part-Time Employees regularly scheduled to work less than thirty (30) hours per week are not entitled to any fringe benefits, unless required by law.

Part-Time Employees working thirty (30) regularly scheduled hours or more per week (up to 35 hours), including salaried employees, earn pro-rated sick and vacation time. Such Part-Time Employees (30 to 35 hours) are eligible for employee single subscriber health insurance only and shall pay 20% above of the premium paid by regular full time employee.

7.3 Temporary Employees

Temporary employees have appointments of definite, limited duration or who are hired to fill in for an employee on leave. Continuation beyond the end date of such appointments shall be only by written action of the County. Temporary Employees are covered only by social security and workers' compensation. They are not eligible for any fringe benefits, including, but not limited to, pension, health, life, or disability insurance as governed by their part-time /full-time status noted above.

7.4 Exempt and Non-Exempt Employees

Positions will be classified as "exempt", or "non-exempt". The determination as to exempt or non-exempt status will be made by the County Administrator based upon the actual duties of the position as applied to the standards set forth in the Fair Labor Standards Act. Full-time employees who are considered executive, administrative and professional, and are in classifications exempt from the overtime provisions of the Federal Fair Labor Standards Act are not entitled to overtime or compensatory time. Non-exempt employees are entitled to overtime or, in the discretion of the Employer and under the terms and conditions set forth in this manual, compensatory time.

Memorandum



To: Board of Commission

From: Katie Zeits, County Administrator

A handwritten signature in blue ink, appearing to read "Katie Zeits", is written over the printed name.

Date: October 18, 2023

Subject: **Smart911 Services**

Attached is a communication from Dispatch Director Cory Ellis regarding the renewal of the Smart911 service provided by Rave Mobile Safety to our community. As noted by Mr. Ellis, he is recommending a renewal of this service for three years.

Smart911 is a service which allows the community to create a profile with pertinent information to be given to Dispatchers and first responders in the event of an emergency.

Recommended Motion:


That the Board of Commissioners approves the extension of the Smart911 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.

October 24th BOC-Smart911

Cory Ellis <cellis@Benzieco.net>

Mon 10/9/2023 9:21 AM

To:Katelyn Zeits <kzeits@Benzieco.net>

 1 attachments (543 KB)

Smart911 Renewal.pdf;

Good Morning Katie,

I have attached a request for the BOC approval. Last year was the end of the previous multi-year agreement for Smart911. The renewal rate I'm proposing is the 3-year option. I don't want to fully commit to a 5-year renewal at this time. The future of the product and solution has been questioned in professional organizations and groups that I'm part of. My plan is to increase "hit it hard" over the next 3 years to try and engage the community more and increase the usefulness of the system.

This is not a new service, product, solution, or agreement. This is a renewal of a previously existing service and agreement. This renewal was also budgeted for.

Let me know if you need anything further from me.

-Cory

**Cory Ellis**

911 Central Dispatch Director | Benzie County

505 S. Michigan Ave, Beulah, MI 49617

O: 231.822.4018 | C: 231.735.6280www.benzieco.net/911

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.



492 Old Connecticut Path, 2nd Floor
Framingham, MA 01701
Renewals@ravemobilesafety.com

RENEWAL QUOTE

Date: October 6, 2023

Quote #Q-34540

Benzie County, MI
1901 W Ridge St. Ste. 2
Marquette, Michigan
49855 United States

Your Rave service contract is set to expire soon and requires your immediate attention. Please Return a signed copy of this renewal quote today, and no later than **January 1, 2024** to continue to enjoy your Rave subscription and avoid any lapse in service.

INSTRUCTIONS FOR COMPLETING RENEWAL:

1. Select Renewal Option A, B or C on enclosed Renewal Quote by checking the respective checkbox.
2. Complete required billing Information section & sign in the designated signature block.
3. Return via email to: renewals@ravemobilesafety.com or fax: (917) 591-9105

<div><div>GOOD</div><div><input type="checkbox"/> OPTION A: 1-Year Renewal January 1, 2024 through December 31, 2024</div><table><tr><td>Annual Cost:</td><td>\$5,350.00</td></tr><tr><td>Total Contract Value:</td><td>\$5,350.00</td></tr></table></div>	Annual Cost:	\$5,350.00	Total Contract Value:	\$5,350.00	<div><div>BETTER</div><div><input type="checkbox"/> OPTION B: 3-Year Renewal January 1, 2024 through December 31, 2026</div><table><tr><td>Annual Cost: Fixed Price for 3 Years</td><td>\$5,100.00</td></tr><tr><td>Total Contract Value: <div>A savings of \$1,899.72</div></td><td>\$15,300.00</td></tr></table></div>	Annual Cost: Fixed Price for 3 Years	\$5,100.00	Total Contract Value: <div>A savings of \$1,899.72</div>	\$15,300.00	<div><div>BEST</div><div><input type="checkbox"/> OPTION C: 5-Year Renewal January 1, 2024 through December 31, 2028</div><table><tr><td>Annual Cost: Fixed Price for 5 Years</td><td>\$5,000.00</td></tr><tr><td>Total Contract Value: <div>A savings of \$5,766.45</div></td><td>\$25,000.00</td></tr></table></div>	Annual Cost: Fixed Price for 5 Years	\$5,000.00	Total Contract Value: <div>A savings of \$5,766.45</div>	\$25,000.00
Annual Cost:	\$5,350.00													
Total Contract Value:	\$5,350.00													
Annual Cost: Fixed Price for 3 Years	\$5,100.00													
Total Contract Value: <div>A savings of \$1,899.72</div>	\$15,300.00													
Annual Cost: Fixed Price for 5 Years	\$5,000.00													
Total Contract Value: <div>A savings of \$5,766.45</div>	\$25,000.00													

Rave Renewal Products

RapidSOS Service Data

Rave 911 Suite Standard

Renewal Quote does not include Sales Tax, if applicable.



With a **5-year renewal**, your costs will not increase during the contract period. That's over a **20% savings!**

Do all you can today.

THIS IS NOT AN INVOICE**New! Optional Training Sessions**

Are you interested in including a one-time online training engagement to your renewal? It is a great way to keep your staff current on all new and enhanced features of our products.

To purchase a Standard 4-hour online training session, please check this box (price is \$1200 for US renewals) ☐

Please note: Training must be used within the 12-month period of your annual subscription

BILLING INFORMATION *(Required)*

* **Billing Contact:** Cory Ellis

* **Billing Phone:**

* **Billing Email:**

cellis@benzieco.net

PO # (if required):

Please Note: If a PO is required for payment purposes, please provide a PO # within 7 days of submitting your signed quote.

BILLING INFORMATION:

1. Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.
2. Is the contracting entity exempt from sales tax? If yes, please submit a copy of your tax exemption form to rave-ar@ravemobilesafety.com
 - Please ensure that your proof of exemption is a State Tax Exemption for your billing state. We cannot accept proof of IRS Federal Tax Exemption or W-9 forms in lieu of proof of state tax exemption.

Please Note: Invoices for this order will be emailed upon receipt of signed renewal quote from rave-ar@ravemobilesafety.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

QUOTE ACCEPTANCE:

This Renewal Quote is governed by the Master License and Service Agreement found at <https://www.getrave.com/terms-of-service/current.pdf> and, by its signature hereto, Customer accepts that Agreement.

Please sign and date this Renewal Quote to indicate your acceptance of this proposal as an authorized representative of Customer.

THIS IS NOT AN INVOICE

QUOTE ACCEPTED BY

Authorized Signature:		Date:	
Name (Printed or Typed):	Cory Ellis	Title:	
2nd Authorized Signature (if required):		Date:	
Name (Printed or Typed):		Title:	

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: October 18, 2023

Subject: **Authorization to proceed with carpet replacement – Capital Item**

Attached you will find a proposal for the final phase of replacing carpeting on the first floor of the Governmental Center. Waterland Tile Co. has replaced the carpet in the previous phases and for consistency is recommended to finish the replacement on the first floor.

I want to stress that this is additional deferred maintenance and it's time to move forward with the replacement.

For reference, this carpeting will complete the carpet on the first floor, including the court rooms, hallway to Administration, Room 206, and the front court hallway.

This project was planned in the capital budget and is within the budgeted amount.

Recommendation:

That the Board of Commissioners approves the final phase of replacing carpeting on the first 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.

Proposal

Page No. 1of 1

Pages

WATERLAND TILE CO.

Flooring Contractors
807 Lake Ave.
TRAVERSE CITY, MICHIGAN 49684
(231) 946-5700
FAX (231) 946-0910

PROPOSAL SUBMITTED TO BENZIE COUNTY		PHONE 882-0029	DATE 09/11/23
STREET 448 COURT PLACE		JOB NAME	
CITY, STATE and ZIP CODE BEULAH, MI. 49617		JOB LOCATION	
ARCHITECT	DATE OF PLANS	1802	JOB PHONE

We hereby submit specifications and estimates for:

COURT ROOM #1 AND COURT ROOM #2

Remove and dispose of the existing carpet and base in both Court rooms. Provide and install Shaw: Focus commercial carpet tile in both rooms as well as the Hall to the Court rooms. The carpet tile will include the visitor area where there is currently resilient tile in both rooms as well. All areas where there is either carpet base or vinyl base will receive new base and new step nosings. \$ 13,363.00

CONFERENCE ROOM 206 AND HALL

Remove and dispose of the existing carpet and base in Conference room 206 and the vinyl base in the Hall from the Bathrooms to the existing carpet tile. Provide and install Shaw: Focus commercial carpet tile in the Conference room and Hall. With new carpet base in the Conference room and new 6" vinyl base in the Hall. \$ 7,400.00

PERIMETER HALL, ENTRY AND OFFICE

Remove and dispose of the existing carpet and vinyl base in the Hall, Entry and Office. Furnish and install Shaw: Focus commercial carpet tile and new 6" vinyl base. \$ 11,788.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows:

AS NOTED ABOVE

dollars (\$ _____).

HALF DOWN OF SELECTED OPTIONS, REMAINDER AT COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

Note: This proposal may be withdrawn by us if not accepted within _____ days.

DANIEL J KLOOSTERMAN
20

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

Date of Acceptance: _____

Signature _____

Signature _____

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: October 18, 2023

Subject: **Grant Application for Tribal Council Allocation of 2% Funds – Benzie Senior Resources**

Attached you will find a grant application from Benzie Senior Resources (BSR) for the upcoming allocation round of 2% funds. Similar to others, BSR applies for this grant each year to support our senior residents of Benzie County. This grant application will directly impact the home delivered meal program provided by BSR. BSR plays an integral role in our community, and it would be appropriate for the Board to continue supporting this grant application. As you know, BSR cannot apply for this funding on its own as the application must be sponsored by a local unit of government.

Recommendation:

That the Board of Commissioners approves the grant application for Tribal Council Allocation of 2% funding on behalf of Benzie Senior Resources 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**
☒ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
2. Name of Applicant: Benzie County
Address: 448 Court Place
Beulah, MI 49617
Phone #: 231-882-9671 Fax #: 231-882-7072
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: Benzie County Board of Commissioners Chairman
E-mail address: broelofs@benzieco.net
- Printed Name of contact person: Kelly Ottinger
Telephone #: 231-525-0600, ext. 107 Fax #: 231-325-4855
E-mail address: ottingerk@benzieseniorresources.org
3. Type of Applicant: _____ Local Government _____ Local Court
_____ Township _____ County Commissioner _____ Road Commission
_____ Public School District _____ College _____ Charter School
_____ Public Library _____ Sheriff/Police Department _____ Fire Department
X _____ 501c3 applying through local unit of government (name): Benzie Senior Resources through Benzie County

4. Fiscal Data: Amount Requested: \$ 15,000 Percent: 5 %
 Local Leveraging: \$ 274,250 Percent: 95 %
 (Match)
 Total Budget: \$ 289,250 Percent: 100 %
5. Target Population numbers: 57 Children 140 Adults 77 Elders
149 Total GTB member Community _____ Others
 (Indicate the 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:
Benzie Senior Resources (BSR) works to help keep our county's senior citizens healthy
and living independently in their own homes as long as possible. Since food insecurity
is one of the most pressing problems our seniors face, the home-delivered meals and
congregant lunches are a major component of BSR's work. Seniors are the fastest
growing segment of Benzie County's population, and Benzie County has a higher %
of senior citizens (28.3%) than either the United States (17.4%) or the State of Michigan
(18.7%). (US Census Bureau). The rate of food insecurity for Michigan senior citizens
stands at 12.1%, quite a bit higher than the national average of 7.1% (Michigan.gov and
Feeding America). Nearly 400 Benzie County residents will be the recipients of home-
delivered meals this year, and more than 17,000 congregant meals will be served
on-site at The Gathering Place in Honor. The Grand Traverse Band of Ottawa and
Chippewa Indians generously donated \$10,000 toward a new vehicle for the meal
deliveries in 2023. We respectfully ask that you continue partnering with us in
this critically needed work of providing nutritious food to our seniors, by continuing your
overall support of our nutrition program. This program includes the expenses of
food purchases, maintenance and repairs of delivery vehicles, and vehicle fuel.
Your help is especially needed as we combat the ever-rising costs of food and fuel!

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 1-01-2024 Completion 9-30-2024

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

☒ YES ☐ NO. If yes, please list the start and end dates and amount:

please see attached - _____ and amounts: _____

_____ - _____ and amounts: _____

_____ - _____ and amounts: _____

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

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

As the sole provider of home-delivered meals and congregate lunches for seniors in Benzie County, the need to cover food, fuel and vehicle fleet costs will remain ongoing.

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).
The population of Benzie County swells by up to an additional 15,000 per month during the summer tourist season, and casinos are attractive to these visitors. This has an impact on local EMS, traffic and seasonal employment.
14. How will the success of the project be assessed (evaluation plan)?
Meals on Wheels assessments are completed each 6 months, and clients of both the home-delivered meals and congregate meals are given annual surveys. All results are reviewed regularly by the Board.
15. If new staff is required, will preference be given to Native American applicants?
☒ YES ☐ NO
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

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: October 18, 2023

Subject: **Request to Increase Road Commissioner Wages**

Attached you will find an email from Joe Nedow, Finance Manager of the Road Commission. In short, the Road Commission is requesting an increase in the annual compensation provided to the Road Commissioners. Mr. Nedow has included the compensation of other Road Commissioners in the region.

MCL 224.8, Section 8, indicates that “the County Board of Commissioners shall fix the compensation of County Road Commissioners.”

This increase, if approved, would be the first increase in over a decade of time.

Recommendation:

That the Board of Commissioners authorizes an increase in the compensation provided to the Benzie County Road Commissioners as follows: Chairperson \$6,000, Vice Chairperson and Members \$5,400.

Road Commissioner pay raises

Joe Nedow - Finance Manager BCRC <bcrcclerk@benzieroad.net>

Tue 10/10/2023 1:54 PM

To:Katelyn Zeits <kzeits@Benzieco.net>

Cc:BCRC Manager <brcrmanager@benzieroad.net>

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

Good afternoon,

Here are the comps for Road Commissioner salaries from neighboring counties:

	Chairman	Vice Chairman	Member	No. of Commissioners
Leelanau	\$6,000.00	\$6,000.00	\$6,000.00	5
Grand Traverse	\$8,000.00	\$8,000.00	\$8,000.00	5
Kalkaska	\$5,400.00	\$5,400.00	\$5,400.00	5
Manistee	\$5,400.00	\$4,200.00	\$4,200.00	5
Benzie	\$5,381.00	\$4,880.00	\$4,661.00	3

I am asking the County Board to consider upping our commissioner salaries to the following:

Chairman - \$6,000.00

Vice chairman - \$5,400.00

Member - \$5,400.00

This would bring the total commissioner annual cost from \$14,922.00 to \$16,800.00, an increase of \$1,878.00 or 12.6%

Since it has been over a decade since the last adjustment, my hope is that the County Commissioners would support this request.

Thanks for your consideration.

Joe Nedow – Finance Manager/Secretary to the Board
Benzie County Road Commission

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: October 19, 2023

Subject: **Emergency Medical Dispatching**

Attached you will find an email from Dispatch Director Cory Ellis explain Emergency Medical Dispatching (EMD). EMD is a system that enhances the services providers by our dispatchers, including allowing the call taker to quickly narrow down the caller's type of medical or trauma situation so that the dispatcher can provide quality instruction to the caller while waiting for medical first responders to arrive.

Implementing EMD has been a goal for some time but hasn't been implemented primarily because of the upfront cost and the intense training necessary to roll this out. Mr. Ellis was able to obtain an MMRMA grant to assist with implementation and plans to also apply for a 2% tribal grant. In the 23/24 budget, we have budgeted for the implementation of this service.

Recommendation:

That the Board of Commissioners authorizes the implementation of Emergency Medical Dispatch and accepts 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.

October 24th BOC

Cory Ellis <cellis@Benzieco.net>

Mon 10/16/2023 10:53 AM

To:Katelyn Zeits <kzeits@Benzieco.net>

📎 4 attachments (972 KB)

Benzie County MI, M Software Implementation Option1 Feb '23.pdf; IDNetworks EMD Interface Quote.pdf; 2023-10-13 Benzie County Central Dispatch- Implementation Agreement (MPDS) - unsigned.pdf; EMD Budget.pdf;

Good Morning Katie,

I believe the Emergency Medical Dispatch (EMD) project is ready to go to the board for approval. I have attached multiple documents for your review and below is a summary of the project and costs.

The implementation agreement has not yet been vetted by our legal team, so it needs to be sent to legal for their review. I will be copying you on that email just to help keep this project moving forward.

This project involves training, implementation, and continued education for an EMD system in Benzie County that will support all public safety agencies with an acceptable standard of care for medical calls. International Association of Emergency Dispatch (IAED) provides a turn-key solution, including quality assurance, to help dispatch centers triage, prioritize, and assign appropriate level of care for medical calls. This project will help public safety agencies determine their response level, based on the priority of the call.

This project involves two vendors, IAED/Priority Dispatch and IDNetworks. IAED/Priority Dispatch is the vendor providing the EMD solution and IDNetworks is our current CAD vendor which will provide the integration interface to allow us to more efficiently screen and dispatch calls through computer based scripts.

The total cost of this project, over 5 years, is \$51,253. MMRMA has already approved the award of up to \$10,000 to assist us in successful implementation of this project. It is my intent to apply for Grand Traverse Band 2% grant in the next application cycle (November 30th). Additionally, if the BOC chooses to apply Opioid funding as has been requested, that would also help offset some of the costs from this project. This project is budgetted for this fiscal year out of our equipment line item for the year 1 cost of \$22,093. I do believe that cost will come in lower, because we do already have a couple people certified for this system, so the request for approval of this project is more of a "to not exceed".

Please let me know if there is anything else you need from me. They used my name for signatory on the implementation agreement, but that can easily be switched to Bob if needed.

-Cory



Cory Ellis

911 Central Dispatch Director | Benzie County

505 S. Michigan Ave, Beulah, MI 49617

O: 231.822.4018 | C: 231.735.6280

www.benzieco.net/911

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110 Regent Street, Suite 500
Salt Lake City, UT 84111
USA
www.prioritydispatch.net
Prepared By: Jon Stones
Phone: (800) 363-9127
Direct: Ext. 149
Email: jon.stones@prioritydispatch.net

Agency:
Agency ID#:
Quote #:
Date:
Offer Valid Through:
Payment Terms

Benzie County Central Dispatch
4607
Q-65111
2/10/2023
10/31/2023
Net 30

Currency:

USD

Bill To:
Benzie County Central Dispatch
505 S Michigan Ave
Beulah, Michigan 49617-9101
United States

Ship To:
Benzie County Central Dispatch
505 S Michigan Ave
Beulah, Michigan 49617-9101
United States

Product	Qty	Amount
ProQA Medical Software Licenses Automated calltaking software	2	USD 8,500.00
AQUA Case Review Software for EMD Quality Assurance (case review) software base engine and discipline module	1	USD 2,500.00
XLerator Client Server Suite Client server software application suite	1	USD 2,500.00
MPDS Protocol Pilot Guide For resource, QA/QI, and training reference.	1	USD 199.00
Protocol Training and Certification for EMD Materials, tuition and certification	7	USD 2,555.00
ED-Q Training and Certification for EMD Materials, tuition and certification (2 days, 16 hours)	2	USD 1,100.00
Remote ProQA Software Training - M Per person cost for four hours of ProQA software training completed in a virtual, instructor-led environment	7	USD 1,043.00
Remote AQUA Software Training - M Per person cost for six hours of AQUA software training completed in a virtual, instructor-led environment	2	USD 398.00
Remote ProQA & AQUA Reports Training Per person cost for 4 hours of training on the configuration and customization options in ProQA and AQUA, completed in a virtual, instructor-led environment	1	USD 149.00
Remote System Administration Training Per person cost for training for center management detailing program configuration and customization options, completed in a virtual, instructor-led environment	1	USD 199.00
College of Emergency Dispatch Annual Subscription Online access to the College of Emergency Dispatch for 12 months	10	USD 890.00
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,040.00
Shipping & Handling	1	USD 20.00
Priority Dispatch System Implementation (M) TOTAL:		USD 22,093.00

Product	Qty	Amount
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,040.00
Priority Dispatch System Annual Maintenance (M): Year 2 TOTAL:		USD 2,040.00

Product	Qty	Amount
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,040.00
Priority Dispatch System Annual Maintenance (M): Year 3 TOTAL:		USD 2,040.00

Product	Qty	Amount
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,160.00
Priority Dispatch System Annual Maintenance (M): Year 4 TOTAL:		USD 2,160.00

Product	Qty	Amount
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,160.00
Priority Dispatch System Annual Maintenance (M): Year 5 TOTAL:		USD 2,160.00

Subtotal	USD 22,093.00
Estimated Tax	
Total	USD 22,093.00

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>

"To lead the creation of meaningful change in public safety and health."

"To lead the creation of meaningful change in public safety and health."



STATEMENT OF WORK

PHASE	EXPLANATION OF PHASE
Initial Assessment	Implementation Pre-Planning – Conference Call
Phase 1	Organization Set-up and Quality Improvement Unit (QIU) Activities
Phase 2	Training
Phase 3	Software Installation and Configuration
Phase 4	System Implementation
Phase 5	Quality Assurance Phase: 30 days post on-line
Phase 6	Quality Improvement Phase: 90 days post on-line
Phase 7	Accreditation
Phase 8	Ongoing support

DELIVERY AND IMPLEMENTATION OF THE MPDS, PROQA, & AQUA

Delivery and Implementation of the MPDS

The purpose of this Implementation and Detailed Schedule is to provide an overview of the proper steps that will be taken to ensure the successful implementation of, and ongoing support of the MPDS. This plan will also assist your agency in meeting all the standards necessary for accreditation by the IAED as an Accredited Center of Excellence (ACE). To accomplish this, PDC will assist in implementing a self-sustaining quality improvement and risk management system that will ensure a continuous, safe and effective emergency dispatch operation both now and in the future.

Statement of Work: Implementation of the MPDS

INITIAL ASSESSMENT (IMPLEMENTATION PRE-PLANNING CONFERENCE CALL)

The initial step in the implementation process will be a conference call involving the communications center director and any other senior management team members deemed appropriate by the director, the involved PDC Regional Account Manager, and the PDC consultant detailed to be the Project Manager for the implementation. The purpose of the conference call will be an initial introduction of all involved parties and to set a start date for the implementation.

The next step, through the use of our Consulting Questionnaire and Consulting Evaluation processes, PDC Project Managers will obtain information about the communications center, key management officials and positions, the current emergency dispatch methodology, services provided, unit allocation and configuration, response times, management practices, quality improvement/assurance and risk management programs as they relate to the emergency dispatch function.

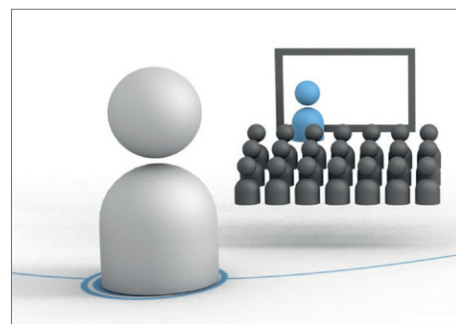
Other information obtained will include local and regional issues of concern, as well as demographic and statistical data. Information will be gathered primarily through the use of survey documents where possible. These documents should be completed and returned to the PDC Project Manager for review. PDC's assessment focus is directed towards training needs and quality improvement/assurance issues, the communication center dispatch policies, practices and procedures, and a comprehensive systems approach to emergency services dispatch evaluation. PDC may elect to perform an on-site visit to gather or help facilitate the gathering of information.

PHASE 1 Organization Set-up and Quality Improvement Unit (QIU) Activities

- Leadership/Implementation Course. PDC staff will conduct a Leadership/Implementation Course for the Center senior managers. This course is designed to be an orientation to the EMD process as it relates to national standards, management oversight responsibility, quality management processes, and the implementation process.
- Steering and MDRC meeting. PDC staff will assist in the development of the implementation process by supporting the managers of the agency.
- Combined Steering and Medical Dispatch Review Committee (MDRC) meeting. PDC staff will provide guidance and support in the creation and first meeting of the Steering and MDRC committee. PDC will provide generic policies and procedures for review and revision to aid in administration of the Steering
- Committee, MDRC and Quality Improvement Unit (QIU), as well as the appropriate use of the MPDS. During this meeting, the PDC staff will also review the strategic goals and objectives of your organization in order to assist you in meeting your targets as they pertain to the Communications Center and the organization.
- Technical Evaluation. A PDC technical specialist will meet with your IT staff to lay out a plan of action, review system requirements for PDC software, discuss software options to prepare for installation, identify and verify all dispatch and training workstations, and discuss Computer-Aided Dispatch (CAD) interface parameters. Typical participants in the Technical Evaluation include system administrators, IT staff, in-house CAD staff, and dispatch center management.

PHASE 2 Training

- Project Manager training. PDC personnel will listen to the needs of and advise on the project management of the implementation. Formal project management support is available throughout the implementation process.
- Certification and Software training split into two categories. PDC will liaise with the agency to ensure a satisfactory timetable of training, at a suitable venue. Certification training will require a projector for the instructor and a classroom suitable for the number of designated trainees. IAED Certified instructors will provide training and certification courses to all calltakers, dispatchers and supervisors. Emergency Dispatch — Quality (ED-Q) instructors will provide certification training to all QA/QI personnel. A PDC software specialist will set-up, install and train all dispatch personnel on the use of the EMD ProQA software as well as ED-Q personnel in the use of AQUA case review software. Software training will require a projector as well as a training computer for each trainee in attendance. PDC will conduct an agreed upon number of training sessions over a suitable amount of days.



PHASE 3 Software Installation and Configuration

- ProQA, AQUA, and XLERATOR database management Software. PDC Software Specialist will conduct onsite installation and configuration of the appropriate software while working with local IT personnel to train in the ongoing use and maintenance of ProQA, AQUA and XLERATOR Software.
- CAD Interface Testing. The CAD Interface will also be tested for proper functionality.

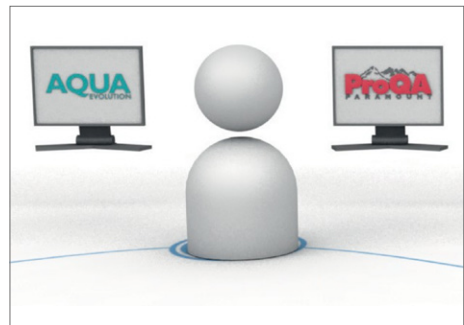


PHASE 4 System Implementation

- EMD orientation to Quality Improvement Unit (QIU), Quality Manager (QM) activities and performance monitoring. PDC staff (or an appropriately qualified (EMD-Q) instructor), will provide an EMD-Q course to the designated QIU personnel. The course will facilitate the QIU understanding of quality rationale, measurement methods, and applications. Emergency Medical Dispatch-Quality (EMD-Q) training will require a projector for the instructor and a class room suitable for all EMD-Q attendees.
- Initiate use of the MPDS On-line Training. PDC staff will provide on-site supervision and on-line training of communication staff during implementation of MPDS.

PHASE 5 Quality Assurance Phase (30 days post on-line)

- Ongoing MDRC support. PDC staff will provide ongoing support for MDRC activities through direct attendance of separate or joint MDRC and Steering Committee meetings.
- QA Review of Agency Calls. PDC personnel will audit and review a predetermined number of calls per month (depending on call volume) via VPN or ftp. Additional calls may need to be reviewed by Agency as per IAED guidelines.
- Review and calibrate QA system data. PDC personnel will review QA reports and data to determine what revisions or adjustments may need to be made.
- Developmental support of Continuing Dispatch Education (CDE) program. PDC staff will review quality assurance data to assist communications staff in identifying possible performance issues to aid in the development of CDE topics. PDC will provide examples and curriculum outlines.
- Field orientation and distribution of Field Responder Guides (FRG) (in appropriate markets). PDC staff will provide a brief (30 minutes) tutorial on the principles of the MPDS and its impact on operations to field personnel. In addition, field personnel and administration will be provided with a description of supporting documentation and adjuncts (Field Responder Guide) that clarify the use of the protocol from a field and management perspective.
- SEND (Secondary Emergency Notification of Dispatch) Orientation (in appropriate markets). PDC will provide an orientation to the SEND card which will be issued to field personnel and to their dispatch staff. The cards are required by non-EMS personnel to provide a minimum amount of information to ensure an appropriate EMS response. Field personnel will be provided with a brief tutorial CD.
- Public education. PDC staff will assist in the development of a public education program to ensure that the implementation of the program is perceived as an enhancement to the system rather than an effort to ration or deny service. PDC staff will be available for media activities.



- Ongoing master case review of the QIU case reviewers and recommendations for performance improvement. PDC staff will provide regular reviews of QIU case reviewer performance to ensure compliance scoring and reporting is consistent with IAED Accreditation requirements.

PHASE 6 Quality Improvement Phase (90 days post on-line)

- Response configuration modification support. PDC staff will assist the system Medical Director in making changes to response configurations after compliance to protocol has reached appropriate levels.
- System impact evaluation. Once changes to response configurations and modes have been implemented for two months, PDC staff, working with management and the communication staff, will provide an interim assessment regarding the impact of these changes on system performance. Further adjustments will be made as necessary.
- Supplemental Visit (1-day increment). In the event 90% compliance has not been reached at the 90-day post on-line date, PDC will conduct a visit to troubleshoot and assist in the development of an appropriate action plan. Within an agreed upon amount of time following this visit, a supplemental visit will occur to verify that the 90% compliance has been met and the organization is on target for accreditation.

PHASE 7 Accreditation

- Master review of case review processes prior to accreditation. PDC staff will provide ongoing “master case review” of QIU reviewed cases prior to accreditation. Your communications staff will be responsible for randomly selecting and submitting compliance data on three percent of the calls received and processed by the communications center.
- Accreditation submission support. PDC will provide assistance to your communications staff in the preparation and submission of their Accreditation application and attending documentation.

For more information, see “Accreditation of Excellence” and “20 Points of Accreditation Excellence” located in Tabs 4.5 and 4.5.

PHASE 8 Ongoing support

- IT, Consulting and or CDE onsite days. PDC will provide ongoing days onsite (number of days to be determined) annually for any applicable protocol refresher, software, consulting, Continuing education requirements as per the client to maintain high MPDS protocol performance and compliance.





Sales Quotation

March 14, 2023

QUOTE #: 21-0314-002

BILL TO:

SHIP TO:

ID Networks, Inc.
7720 Jefferson Road
Ashtabula, Ohio 44004

Company Benzie County Sheriff's Office
Contact Cory Ellis
Address 505 S. Michigan Ave, Beulah, MI 49617

Company
Contact
Address

Rep Name Doug Blenman
Phone 440-695-3800
Fax 440-992-1110

Phone (231) 822-4018

Phone
Fax

Same

E-mail dbleman@idnetworks.com

Email cellis@Benzieco.net

E-mail

Web Site www.idnetworks.com

Website

Method

Item	Description	Qty	Unit Price	Extended Price
1	EMD Interface to CAD for any of the 3 major EMD providers	1	\$10,000.00	\$10,000.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9				\$0.00
10				\$0.00
11				\$0.00
12				\$0.00
13				\$0.00

Pricing: ☒ State ☐ Federal ☐ Commercial **Sales Tax** ☐ Non Exempt ☒ Exempt

Payment Terms:

☐ Net Terms ☐ Contract ☐ Wire Transfer ☒ 50% Down, Balance Due Upon Delivery

Subtotal:	\$10,000.00
Sales Tax:	\$0.00
Shipping:	\$0.00
Total:	\$10,000.00

Notes:
* Quote valid for 365 days.
* Maintenance (\$1,800) will be applied 365 days after the software is installed and configured.
* Remote installation

Customer

Approval: _____
Name Title

Signature Date

PO #: _____

110 Regent Street, Suite 500
Salt Lake City, UT 84111
USA
www.prioritydispatch.net
Prepared By: Jon Stones
Phone: (800) 363-9127
Direct: Ext. 149
Email: jon.stones@prioritydispatch.net

Agency:
Agency ID#:
Quote #:
Date:
Offer Valid Through:
Payment Terms

Benzie County Central Dispatch
4607
Q-65111
2/10/2023
10/31/2023
Net 30

Currency:

USD

Bill To:
Benzie County Central Dispatch
505 S Michigan Ave
Beulah, Michigan 49617-9101
United States

Ship To:
Benzie County Central Dispatch
505 S Michigan Ave
Beulah, Michigan 49617-9101
United States

Product	Qty	Amount
ProQA Medical Software Licenses Automated calltaking software	2	USD 8,500.00
AQUA Case Review Software for EMD Quality Assurance (case review) software base engine and discipline module	1	USD 2,500.00
XLerator Client Server Suite Client server software application suite	1	USD 2,500.00
MPDS Protocol Pilot Guide For resource, QA/QI, and training reference.	1	USD 199.00
Protocol Training and Certification for EMD Materials, tuition and certification	7	USD 2,555.00
ED-Q Training and Certification for EMD Materials, tuition and certification (2 days, 16 hours)	2	USD 1,100.00
Remote ProQA Software Training - M Per person cost for four hours of ProQA software training completed in a virtual, instructor-led environment	7	USD 1,043.00
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Priority Dispatch System Annual Maintenance (M): Year 2 TOTAL:		USD 2,040.00

Product	Qty	Amount
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,040.00
Priority Dispatch System Annual Maintenance (M): Year 3 TOTAL:		USD 2,040.00

Product	Qty	Amount
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,160.00
Priority Dispatch System Annual Maintenance (M): Year 4 TOTAL:		USD 2,160.00

Product	Qty	Amount
ProQA ESP (G) M License Renewal, Service & Support	2	USD 2,160.00
Priority Dispatch System Annual Maintenance (M): Year 5 TOTAL:		USD 2,160.00

Subtotal	USD 22,093.00
Estimated Tax	
Total	USD 22,093.00

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>

"To lead the creation of meaningful change in public safety and health."

"To lead the creation of meaningful change in public safety and health."

Vendor	Description	Cost	Purpose
IDNetworks	EMD Interface to CAD for any of the 3 major EMD providers	\$ 10,000.00	This allows for the EMD software to be integrated into the current CAD system.
IDNetworks	EMD Interface support and maintenance, year 2	\$ 1,800.00	This is year 2 maintenance and support for the CAD EMD interface.
IDNetworks	EMD Interface support and maintenance, year 3	\$ 1,800.00	This is year 3 maintenance and support for the CAD EMD interface.
IDNetworks	EMD Interface support and maintenance, year 4	\$ 1,800.00	This is year 4 maintenance and support for the CAD EMD interface.
IDNetworks	EMD Interface support and maintenance, year 5	\$ 1,800.00	This is year 5 maintenance and support for the CAD EMD interface.
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	
MMRMA	RAP/CAP Grant Awarded	\$ (10,000.00)	
Priority Dispatch	ProQA ESP year 2 maintenance	\$ 2,040.00	License renewal, service & support
Priority Dispatch	College of Emergency Dispatch Annual Subscription, year 2	\$ 890.00	Online access to continuing education, for all personnel.
Priority Dispatch	ProQA ESP year 3 maintenance	\$ 2,040.00	License renewal, service & support
Priority Dispatch	College of Emergency Dispatch Annual Subscription, year 3	\$ 890.00	Online access to continuing education, for all personnel.
Priority Dispatch	ProQA ESP year 4 maintenance	\$ 2,160.00	License renewal, service & support
Priority Dispatch	College of Emergency Dispatch Annual Subscription, year 4	\$ 890.00	Online access to continuing education, for all personnel.
Priority Dispatch	ProQA ESP year 5 maintenance	\$ 2,160.00	License renewal, service & support
Priority Dispatch	College of Emergency Dispatch Annual Subscription, year 5	\$ 890.00	Online access to continuing education, for all personnel.

Grand Total: \$ 41,253.00

Initial Implementation Cost (Year 1) \$ 22,093.00

Year 2 Cost \$ 4,730.00

Year 3 Cost \$ 4,730.00

Year 4 Cost \$ 4,850.00

Year 5 Cost \$ 4,850.00

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: October 19, 2023

Subject: **Snowmobile Patrol Grant**

Attached you will find the Fiscal Year 24 Snowmobile Law Enforcement Program Grant Agreement. This grant supports our local snowmobile patrol throughout the winter. Benzie County is the recipient of \$4000 for this winter season with a \$1000 local match. We have budgeted the match for this grant, as well as the use of fund balance to purchase a new snowmobile trailer.

I recommend authorizing this agreement and accepting the funds.

Recommendation:

That the Board of Commissioners authorizes the Fiscal Year 24 Snowmobile Law Enforcement Program Grant Agreement in the total grant amount of \$4,000 and commits to a \$1000 local match from the General Fund.



Michigan Department of Natural Resources
Law Enforcement Division / Parks and Recreation Division

**FY 2024 SNOWMOBILE LAW ENFORCEMENT PROGRAM
GRANT AGREEMENT**

Issued by authority of part 821 Snowmobiles, 1994 PA 451, as amended.

This Agreement is between the Department of Natural Resources for and on behalf of the State of Michigan (DEPARTMENT) and Benzie County
Federal Tax Identification Number 38-6004838 (GRANTEE).

1. The Agreement period is **October 1, 2023** through **April 30, 2024**.
2. The GRANTEE has been approved by the DEPARTMENT to receive Snowmobile Law Enforcement funding for the following scope of work:
 - a. Snowmobile law enforcement and related activities with emphasis on the state-designated snowmobile trail system and other public land. This funding is not meant to support enforcement of local ordinances.
 - b. Snowmobile law enforcement program operating expenses.
 - c. Contractual services, supplies and materials (CSS&M), including purchase of personal gear, such as boots, gloves, goggles, uniforms, and first aid kits; purchase of parts for equipment used in the program and cost of labor for installation or repair work; purchase of electronics and associated items costing \$1,000 or less each.
 - d. Purchase of the following equipment for snowmobile law enforcement purposes:
None
3. The DEPARTMENT agrees as follows:
 - a. To grant to the GRANTEE a sum of money up to 85 percent of the total eligible cost of snowmobile law enforcement and related activities, operating expenses and CSS&M, but not to exceed
Four Thousand Dollars \$4000
 - b. To grant to the GRANTEE a sum of money up to 85 percent of the total eligible cost of equipment purchased for snowmobile law enforcement purposes and authorized under item 2.d. in this Agreement, but not to exceed
none Dollars \$
4. This Agreement shall be administered on behalf of the DEPARTMENT through Parks and Recreation Division (PRD).
 - a. All reports, documents, or actions required of the GRANTEE are to be submitted to PRD, Department of Natural Resources, PO Box 30257, Lansing, MI 48909-7757.
 - b. The GRANTEE'S contact for this grant is:
Name Bob Roelofs / Suzi Mills Title Chair / Admin Asst.
Address 505 S. Michigan Ave
City, State, ZIP Beulah, MI 49617
Telephone No. 231-882-4494 Fax No. 231-882-5814
E-mail smills@benzieco.net

SNOWMOBILE LAW ENFORCEMENT
GRANT AGREEMENT

5. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
6. To receive reimbursement under this Agreement, the GRANTEE shall submit a completed State Aid Voucher (form PR1988-2) along with required documentation of expenditures and an activity report to the DEPARTMENT by **May 31, 2024**.
7. The Agreement may be executed separately by the parties. This Agreement is not effective until:
 - a) the GRANTEE has signed it and returned it, and
 - b) the DEPARTMENT has signed it.

The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure that the terms of the Agreement are fulfilled.

GRANTEE

Name (Print) Bob Roelofs Title Chair, Benzie Co Board of Commissioners

Signature _____ Date October 24, 2023

DEPARTMENT OF NATURAL RESOURCES

Name (Print) _____ Title _____

Signature _____ Date _____


Send this completed, signed agreement to:

kennedyr@michigan.gov
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PARKS AND RECREATION DIVISION
PO BOX 30257
LANSING MI 48909-7757

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator 

Date: October 19, 2023

Subject: **Snowmobile Patrol Grant**

Attached you will find a grant reimbursement agreement from Two Seven Oh for upgrades to the Animal Shelter. You will recall that this granting agency gave Benzie County a grant last year for new cat condos.

Currently, we are working on a project to improve our outdoor kennel yard for the shelter animals. The ideal footing for an outdoor kennel yard is a K9 turf, however it is quite expensive. This turf is ideal because it inhibits the digging by dogs, and also provides an area that can be easily cleaned in the event of disease outbreak. This turf also is considered to have a lifetime warranty and can be repurposed if a move happens.

Recommendation:

That the Board of Commissioners authorized 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 also authorizes the Chair to sign.

Two Seven Oh Inc.

Reimbursement Grant Agreement

October 16, 2023

GRANTEE:	Benzie County Animal Control
GRANT AMOUNT:	\$32,074.15
GRANT PERIOD:	October 1, 2023 - March 1, 2024
FINAL REPORT DUE:	April 1, 2024
GRANT DESCRIPTION:	To purchase and install a canopy over a renovated kennel yard at the Benzie County Animal Control's facility.
GRANT ADMINISTRATOR:	Madison Cregar

Two Seven Oh Inc. (The Foundation) and The Grantee are entering into this agreement to establish the terms of The Foundation's grant to The Grantee.

Please initial each section

- The Foundation will only cover expense specified in the Grant Description.
- Renovation and/or improvements to a facility must be completed and paid for within the Grant Period.
- The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed
- The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:
 - a brief summary of the outcome of your Grant
 - a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant.

Invoices/receipts must have:

 - The description and quantity of products and/or services, line by line, and the cost of each of item;
 - The date at which the products were purchased or when services occurred;
 - The vendor's name with contact information;
 - The Grantee's name somewhere on the invoice

(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)
- The Foundation agrees to reimburse The Grantee up to, but not exceeding, the Grant Amount to solely implement the Grant Description, for expenses The Grantee incurred during the Grant Period following the submission of a Final Report.
- The Grantee agrees to cover any expenses exceeding the Grant Amount.
- The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period:
 - any changes in key personnel
 - any changes in address or phone number
 - any development that significantly affects the operation of the Grant Description
 - any additional funding for the Grant Description

EM

EM





EM

EM

EM

EM

EM

8	The Grantee agrees to credit the participation of The Foundation as "Anonymous" in any advertisement, publicity or public comment related to the Grant Description.	
9	The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.	
10	In the event The Foundation finds that The Grantee has failed to comply with any terms of this agreement, The Foundation may cancel its participation in the Grant Description resulting in no funds being reimbursed.	
11	The Foundation is not obligated to issue reimbursement checks before the Final Report Due Date, regardless if the grantee completes and submits the final report prior to the due date.	

On behalf of The Grantee as a **Board Member**, I understand and agree to the foregoing terms and conditions of accepting Two Seven Oh Inc.'s grant, and authorize this agreement on The Grantee's behalf.

Signature: _____

Printed Name: Bob Roelofs

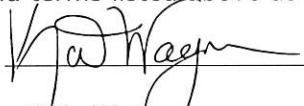
Board Position/Title: Board of Commissioners Chair

Date: October 24, 2023

E-mail: _____

Phone: _____

I authorize this grant agreement and terms listed above as a representative of The Foundation.

Signature of Director of Grants:  _____

Printed Name of Director of Grants: Katie Wagner

Date: October 16, 2023

This signed agreement must be postmarked, faxed or emailed by:

November 13, 2023

Please note that if each section is not initialed and the agreement is not signed by a **Member of the Board (or Board of Commissioners) the agreement will not be valid. If you have any questions please contact the Grant Administrator listed on your agreement.*

FRANKFORT**CBA Community Benefits Assessment****Airport Role in Economy**

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

MASP Tier	Tier 2
MASP ARC	B-II

Evaluated for Year: 2022

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

Activity Data

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

On-going Contribution to the County Economy

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

Tax Generated by Aviation-Related Activity

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

Annual Capital Expenditures

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

2017 MASP Goals:

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

Other Attributes

* on the Service-area economy as defined by the user

** Supplier and income re-spending effects pertain only to air-related and air support activities

ARC = Airport Reference Code

NPIAS = National Plan of Integrated Airport Systems

Average visitor spending (per visitor): \$192.00

Visitor spending source: Prosperity Region

Frankfort City – County Airport Authority

BASIC FINANCIAL STATEMENTS

June 30, 2022

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ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

KINROSS OFFICE

KENNETH A. TALSMA, CPA, PRINCIPAL
AMBER N. MACK, CPA, PRINCIPAL

PHILLIP J. WOLF, CPA
LESLIE A. BOHN, CPA
TORI N. KRUISE, CPA

MEMBER AICPA
DIVISION FOR CPA FIRMS

MEMBER MACPA

OFFICES IN
MICHIGAN & WISCONSIN

INDEPENDENT AUDITOR'S REPORT

Members of the Board
Frankfort City – County Airport Authority
Frankfort, Michigan 49635

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities and major fund of the Frankfort City - County Airport Authority, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Frankfort City - County Airport Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and major fund of the Frankfort City – County Airport Authority, as of June 30, 2022, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Frankfort City – County Airport Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Frankfort City – County Airport Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and the *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Frankfort City – County Airport Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Frankfort City – County Airport Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 5 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Members of the Board
Frankfort City – County Airport Authority

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2022 on our consideration of the Frankfort City - County Airport Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Frankfort City – County Airport Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Frankfort City - County Airport Authority's internal control over financial reporting and compliance.



Anderson, Tackman & Company, PLC
Certified Public Accountants
Kincheloe, Michigan

October 27, 2022

Management's Discussion and Analysis

Using this Annual Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position provide information about the activities of the Authority as a whole and present a longer-term view of the Authority's finances.

The Authority as a Whole

The Authority's combined net position increased 3.15% from \$1,737,862 to \$1,792,555 primarily as a result of additional financing from the State of Michigan in the form of a grant for the acquisition of adjacent land to the airport. In a condensed format, the table below shows a comparison of the net position as of the current date to the prior year:

	Business-type Activity	
	2021	2022
Assets:		
Current Assets	\$ 34,429	\$ 142,179
Noncurrent Assets	1,715,297	1,846,299
Total Assets	1,749,726	1,988,478
Liabilities:		
Current Liabilities	11,864	11,537
Deferred Inflows of Resources	-	184,386
Net Position:		
Net Investment in Capital Assets	1,715,297	1,661,913
Unrestricted	22,565	130,642
Total Net Position	\$ 1,737,862	\$ 1,792,555

The current level of unrestricted net position for our business-type activity stands at \$130,642, or about 51% of expenses. This is within the targeted range set by the Authority's Board of Directors during its last budget process.

The following table shows the activities of the Authority.

	Business-type Activity	
	2021	2022
Revenues		
Charges for Services	\$ 143,951	\$ 120,083
Federal, State, & Local Sources	93,560	180,951
Interest and Other	39	9,432
Total Revenues	237,550	310,466
Expenses		
Operations	192,725	188,449
Depreciation Expense	73,193	67,324
Total Expenses	265,918	255,773
Change in Net Position	(28,368)	54,693
Net Position, Beginning	1,766,230	1,737,862
Net Position, Ending	\$ 1,737,862	\$ 1,792,555

Business-Type Activity

The Authority's total business-type revenues increased by \$72,916, primarily due to State of Michigan grants received in the current year.

Expenses decreased by \$10,145 during the year. This was primarily the result of a decrease in depreciation expense and a decrease in insurance expenses in the current year.

Capital Asset and Debt Administration

At the end of 2022, the Authority had \$1,661,913 invested in a broad range of capital assets, including airport property, hangers and a weather observation terminal. Depreciation expense for the period was \$67,324.

The Authority had no long-term debt obligations at year end.

Economic Factors and Next Year's Budgets and Rates

A direct reflection of a soft economy, the Authority's 2023 budget will be tight, essentially a "hold the line" document when compared to the 2022 program.

Contacting the Authority's Management

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. If you have any questions about this report or need additional information, we welcome you to contact the Authority at 448 Court Place, Beulah, Michigan or call 231-882-0011.

Basic Financial Statements

Frankfort City - County Airport Authority**Statement of Net Position****June 30, 2022****ASSETS**

Current Assets

Cash and Equivalents	\$ 126,522
Accounts Receivable	200
Prepaid Expense	7,080
Inventory	8,377
	<hr/>
Subtotal	142,179
	<hr/>

Noncurrent Assets

Lease Receivable	184,386
Capital Assets - (Not Depreciated)	558,269
Capital Assets - (Net of Accumulated Depreciation)	1,103,644
	<hr/>
Subtotal	1,846,299
	<hr/>

TOTAL ASSETS	1,988,478
	<hr/>

LIABILITIES

Current Liabilities

Accounts Payable	11,537
	<hr/>

TOTAL LIABILITIES	11,537
	<hr/>

DEFERRED INFLOWS OF RESOURCES

Lease Related Items	184,386
	<hr/>

NET POSITION

Net Investment in Capital Assets	1,661,913
Unrestricted	130,642
	<hr/>

TOTAL NET POSITION	\$ 1,792,555
	<hr/>

The accompanying notes are an integral part of these financial statements.

Frankfort City - County Airport Authority**Statement of Revenues, Expenses,
and Changes in Net Position
Year Ended June 30, 2022****OPERATING REVENUE:**

Leases and Rentals	\$ 75,409
Parking and Landing Fees	7,358
Fuel Sales	36,122
Miscellaneous	<u>1,194</u>
 TOTAL OPERATING REVENUES	 <u>120,083</u>

OPERATING EXPENSES:

Contract Management Services	45,689
Professional Services	36,016
Fuel	34,844
Insurance	5,041
Depreciation	67,324
Office Supplies	787
Repairs and Maintenance	20,965
Utilities	12,718
Weather Observation System	2,050
Communication Tower	20,328
Telephone	3,812
Miscellaneous	<u>6,199</u>
 TOTAL OPERATING EXPENSES	 <u>255,773</u>
 TOTAL OPERATING INCOME (LOSS)	 <u>(135,690)</u>

NON-OPERATING INCOME (EXPENSE):

Interest Earnings	9,432
State & Federal Sources	141,951
Local Government Appropriations	<u>39,000</u>
 TOTAL NON-OPERATING INCOME (EXPENSE)	 <u>190,383</u>
 Change in Net Position	 54,693
 NET POSITION, JULY 1	 <u>1,737,862</u>
 NET POSITION, JUNE 30	 <u><u>\$ 1,792,555</u></u>

The accompanying notes are an integral part of these financial statements.

Frankfort City - County Airport Authority

Statement of Cash Flows Year End June 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES:

Receipts from Customers	\$ 119,883
Payments to Suppliers	(192,796)
Net Cash Provided (Used) by Operating Activities	(72,913)

CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES:

Capital Asset Additions	(13,940)
Federal & State Sources	141,951
Appropriations	39,000
Net Cash Provided (Used) by Noncapital and Related Financing Activities	167,011

CASH FLOWS FROM INVESTING ACTIVITIES:

Interest Earnings	9,432
Net Cash Provided (Used) by Investing Activities	9,432
Net Cash Provided (Used) - All Activities	103,530
Cash and Equivalents at Beginning of the Year	22,992
Cash and Equivalents at End of the Year	\$ 126,522

RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:

Operating Income (loss)	\$ (135,690)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:	
Depreciation Expense	67,324
Change in Assets and Liabilities:	
Accounts Receivable	(200)
Lease Receivable	(184,386)
Prepaid Expense	(7,080)
Inventory	3,060
Accounts Payable	(327)
Deferred Inflows of Resources	184,386
Net Cash Provided (Used) by Operating Activities	\$ (72,913)

The accompanying notes are an integral part of these financial statements.

Notes to Financial Statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Frankfort City - County Airport Authority, conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental entities. The Authority is classified as a business-type activity in accordance with GASB Statement #34. The following is a summary of the significant accounting policies used by the Authority:

A – Reporting Entity:

The financial statements of the Authority include the following operations: Airport management and hanger lease management. The operations listed above are included because the Authority has direct oversight responsibility over each operation.

The Authority was incorporated on August 3, 1995, by the City of Frankfort, Michigan, under provisions of Act No. 206, of 1957, as amended, for the purpose to plan, promote, acquire, construct, improve, enlarge, extend, own and maintain an airport. The Board consists of two members appointed by the City of Frankfort, two members appointed by the County of Benzie, two members appointed by Crystal Lake Township and one member from the public.

B – Basic Financial Statements:

The basic financial statements (i.e., the statement of net position and the statement of revenues, expenses, and changes in net position) report information on all of the nonfiduciary activities of the government. For the most part, the effect of interfund activity has been removed from these statements.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, then unrestricted resources as needed.

C – Measurement Focus, Basis of Accounting and Financial Statement Presentation:

The basic financial statements are reported using the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

All other revenue items are considered to be available only when cash is received by the government.

Business-type activity funds distinguish operating revenue and expenses from nonoperating items. Operating revenue and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenue of our proprietary funds relate to charges to customers for rent and sales. Operating expenses for proprietary funds include the cost of sales and services, and administrative expenses. All revenue and expenses not meeting this definition are reported as nonoperating revenue and expenses. There is only one major fund, the operating fund.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position

Cash and Equivalents – Cash and equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. Deposits are recorded at cost.

Inventories and Prepaid Items – Fuel inventory is capitalized using the first-in first-out average cost method of valuation. All other inventories, including the cost of supplies, are expensed when purchased. Payments to certain vendors that cover a period not in the current fiscal year are recorded as prepaid, such as expenditures for insurance and similar services.

Capital Assets – Capital assets, which include property, plant, and equipment are reported. Capital assets are defined by the government as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Depreciation – Property, plant, and equipment are depreciated using the straight-line method over the following useful lives:

Buildings	40 years
Building Improvements	20-30 years
Equipment and Vehicles	5-10 years

Use of Estimates – The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the reporting period. Actual results could differ from those estimates.

Deferred Outflows of Resources – In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Authority has no items that qualify for reporting in this category.

Deferred Inflows of Resources – In addition to liabilities, the statement of net position and governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Authority has one item that qualifies for this category, it is classified as a lease related item.

NOTE 2 - CASH AND EQUIVALENTS:Statutory Authority:

Public Act 152, entitled “An act relative to the investment of funds of public corporations of the state; and to validate certain investments,” by amending section 1 (MCL 129.91), as amended by 2009 PA 21.

Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in one or more of the following:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).
- c. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and matures not more than 270 days after the date of purchase.
- d. Repurchase agreements consisting of instruments listed in subdivision (a).
- e. Bankers’ acceptances of United States banks.
- f. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g. Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio’s assets for temporary or emergency purposes.
- h. Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- i. Investment pools organized under the surplus funds’ investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- j. The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

NOTE 2 - CASH AND EQUIVALENTS: (Continued)

The Authority's deposits are in accordance with statutory authority. The Authority's deposits are located in a local financial institution. All deposits are carried at cost.

<u>Balance Sheet Account</u>		<u>Cash Items</u>	
Cash and Equivalents	\$ 126,522	Checking	\$ 62
		Money Market	126,460
	<u>\$ 126,522</u>		<u>\$ 126,522</u>

Investment and Deposit Risk

Interest rate risk. State law limits the allowable investments and the maturities of some of the allowable investments as identified in the above list of authorized investments. The Authority's investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk. The Authority's investment policy does not have specific limits in excess of state law on investment credit risk. The Authority has no investments for which ratings are required.

Custodial credit risk. Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned. State law does not require and the Authority does not have a policy for deposit custodial credit risk. As of year end, \$0 of the Authority's bank balance of \$127,559 was exposed to credit risk because it was uninsured and uncollateralized.

Fair value measurement. The Authority categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or equivalent) as a practical expedient are not classified in the fair value hierarchy below.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the measurements required judgement and considers factors specific to each asset or liability.

NOTE 3 - CAPITAL ASSETS:

Capital Asset activity for the Authority for the current year was as follows:

	Balance 07/01/21	Increases	Decreases/ Adjustments	Balance 06/30/22
<i>Capital Assets not being Depreciated:</i>				
Land	\$ 558,269	\$ -	\$ -	\$ 558,269
<i>Capital Assets being Depreciated:</i>				
Buildings	835,074	-	-	835,074
Building Improvements	1,442,648	-	-	1,442,648
Equipment	421,565	13,940	-	435,505
Subtotal	2,699,287	13,940	-	2,713,227
<i>Less Accumulated Depreciation for:</i>				
Buildings	(521,461)	(17,502)	-	(538,963)
Building Improvements	(626,362)	(28,990)	-	(655,352)
Equipment	(394,436)	(20,832)	-	(415,268)
Subtotal	(1,542,259)	(67,324)	-	(1,609,583)
Net Capital Assets being Depreciated	1,157,028	(53,384)	-	1,103,644
Capital Assets – Net	\$ 1,715,297	\$ (53,384)	\$ -	\$ 1,661,913

Depreciation expense was charged to the airport business activity in the amount of \$67,324.

NOTE 4 - LEASING ACTIVITIES:

The Authority leases a tower to a communications business. Payments are variable, with a fixed payment increase at a rate of 10% every five years, which is included in the measurement of the lease receivable. The initial lease period ends in fiscal year 2024 and has a five-year renewal option which is reasonably certain to be exercised.

During the fiscal year ended June 30, 2022, the Authority recognized the following related to its lessor agreements:

Lease Revenue	\$ 19,770
Interest Income Related to Leases	9,270

The remaining leases for hangar space are cancellable leases that are renewable annually and are paid on a monthly basis. Revenues from these leases totaled \$55,639 in the current year.

NOTE 5 - RELATED PARTIES:

The County of Benzie, Michigan – Treasurer’s Office provides accounting and related financial services to the Frankfort City - County Airport Authority at no charge. The Treasurer of the Authority is also the Treasurer of the County who performs transactions in the normal course of operations for the Authority.

NOTE 6 - RISK MANAGEMENT:

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority was able to obtain commercial general liability insurance at a cost it considered to be economically justifiable. The government pays an annual premium for its automobile, property, general liability, and Worker’s Compensation insurance coverage. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 7 - FEDERAL GRANTS:

The Michigan Department of Transportation (MDOT) requires that all Airport Authority’s report all federal and state grants pertaining to their agency. During the year ended June 30, 2022, the federal aid received and expended by the Authority was \$0 for contracted projects. Contracted projects are defined as projects performed by private contractors paid for and administrated by MDOT (they are included in MDOT’s single audit). Local force account projects are projects where the Authority performs the work and would be subject to single audit requirements if they expended \$750,000 or more.

NOTE 8 - CHANGES IN ACCOUNTING PRINCIPLES:

For 2022, the Authority implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. GASB Statement No. 87 enhances the relevance and consistency of information of the government’s leasing activities. It establishes requirements for lease accounting based on the principle that leases are financings of the right to use an underlying asset. A lessee is required to recognize a lease liability and an intangible right to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. Analysis of various provisions of this accounting principle resulted in a significant change in the way the Authority recognizes current leases, and therefore there are changes to the presentation and disclosure.

Report on Compliance



ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

KINROSS OFFICE

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MEMBER AICPA
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MEMBER MACPA

OFFICES IN
MICHIGAN & WISCONSIN

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Members of the Board
Frankfort City - County Airport Authority
Frankfort, Michigan 49635

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and major fund of the Frankfort City - County Airport Authority, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Frankfort City - County Airport Authority's basic financial statements and have issued our report thereon dated October 27, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Frankfort City - County Airport Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Frankfort City - County Airport Authority Michigan's internal control. Accordingly, we do not express an opinion on the effectiveness of the Frankfort City - County Airport Authority Michigan's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Frankfort City - County Airport Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Anderson, Tackman & Company, PLC
Certified Public Accountants
Kincheloe, Michigan

October 27, 2022



ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

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COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Members of the Board
Frankfort City – County Airport Authority
Frankfort, Michigan 49635

We have audited the financial statements of the business-type activities and major fund of the Frankfort City - County Airport Authority for the year ended June 30, 2022, and have issued our report thereon dated October 27, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, if applicable, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated September 28, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Frankfort City - County Airport Authority. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Frankfort City - County Airport Authority's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters on September 28, 2022.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Frankfort City - County Airport Authority are described in Note 1 to the financial statements. As described in Note 8 to the financial statements, the Frankfort City-County Airport Authority changed accounting policies related to leases by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 87, *Leases* in 2022. The application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions that have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Management's estimate of the depreciation expense is based on estimated lives. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreement with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 27, 2022

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Frankfort City – County Airport Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Comments and Recommendations

We noted no material matters involving the internal control over financial reporting and compliance, as reported in a separate letter in accordance with *Government Auditing Standards* of the basic financial statement audit report.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and our knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Conclusion

We would like to express our appreciation, as well as that of our staff for the excellent cooperation we received while performing the audit. If we can be of any further assistance, please contact us.

This report is intended solely for the information and use of the Members of the Board, finance committee, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Anderson, Tackman & Company, PLC
Certified Public Accountants
Kincheloe, Michigan

October 27, 2022

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Balance Sheet

As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
002.000 · Central State Bank MMKT	84,481.32
580. · CSB Checking	1,809.10
Total Checking/Savings	86,290.42
Accounts Receivable	
040.000 · Accounts Receivable	(2,210.00)
Total Accounts Receivable	(2,210.00)
Other Current Assets	
368.000 · Inventory -AV Fuel	8,377.28
Total Other Current Assets	8,377.28
Total Current Assets	92,457.70
Other Assets	
147.000 · Accumulated Depreciation	(1,609,583.76)
159.000 · Capital Assets	3,271,497.01
Total Other Assets	1,661,913.25
TOTAL ASSETS	1,754,370.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202.000 · Accounts Payable	33,846.20
Total Accounts Payable	33,846.20
Total Current Liabilities	33,846.20
Total Liabilities	33,846.20
Equity	
390.000 · Retained Earnings	343,453.62
399.000 · Investment in Capital Assets	1,449,101.93
Net Income	(72,030.80)
Total Equity	1,720,524.75
TOTAL LIABILITIES & EQUITY	1,754,370.95

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Budget Report

07/27/23

Accrual Basis

	Jul '22 - Jun 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
500 · State Grants	0.00	125,000.00	0.0%
540.000 · State Reimbursements	13,000.00	0.00	100.0%
580.000 · City of Frankfort	12,000.00	15,000.00	80.0%
580.001 · Crystal Lake Township	15,000.00	15,000.00	100.0%
580.002 · Benzie County	12,000.00	12,000.00	100.0%
607.000 · User Fees	6,287.80	5,000.00	125.8%
642.000 · Aviation Fuel Sales	51,262.08	40,000.00	128.2%
665.000 · Interest	195.88	100.00	195.9%
667.000 · Hangar Rents	56,906.00	60,000.00	94.8%
668.000 · Tower Rent	35,264.43	37,000.00	95.3%
677.000 · Misc. Income	7,887.18	1,000.00	788.7%
678.000 · Donations/Grants	0.00	0.00	0.0%
691.000 · Budgeted Use of Fund Balance	0.00	0.00	0.0%
Total Income	209,803.37	310,100.00	67.7%
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.0%
Gross Profit	209,803.37	310,100.00	67.7%
Expense			
727.000 · Office Supplies	631.51	1,500.00	42.1%
801.000 · Management Services	0.00	0.00	0.0%
802.000 · Professional Services			
802.100 · The Pines	78,668.81	78,700.00	100.0%
802.200 · Van Meter	0.00	0.00	0.0%
802.000 · Professional Services - Other	6,415.00	6,500.00	98.7%
Total 802.000 · Professional Services	85,083.81	85,200.00	99.9%
803.00 · Administrator / Maint wages	49,889.27	49,900.00	100.0%
828.000 · Insurance	19,603.86	19,700.00	99.5%
850.000 · Weather Observation System	2,218.14	2,500.00	88.7%
851.000 · Communication Tower	23,909.48	24,000.00	99.6%
852.000 · Telephone	1,225.92	4,000.00	30.6%
853.00 · Internet Service	945.00	1,300.00	72.7%
860.000 · Travel/Conference Expenses	0.00	1,500.00	0.0%
923.00 · Cool LED	0.00	0.00	0.0%
924.000 · Electric Service	10,472.16	11,000.00	95.2%
925.000 · Fuel Oil/Propane	3,326.57	4,000.00	83.2%
930.000 · Maintenance	13,071.22	17,800.00	73.4%
956.000 · Credit Card Fees	1,427.57	2,000.00	71.4%
957.000 · Sales Tax on AV Fuel Sales	1,678.75	2,000.00	83.9%
958.000 · Miscellaneous	13,850.00	21,500.00	64.4%
967.000 · AV Fuel	49,000.91	49,000.00	100.0%
970.00 · Land Acquisition			
970.001 · Air Easement Acquisition	5,500.00	12,200.00	45.1%
970.00 · Land Acquisition - Other	0.00	0.00	0.0%
Total 970.00 · Land Acquisition	5,500.00	12,200.00	45.1%
972.000 · New Equipment	0.00	1,000.00	0.0%
Total Expense	281,834.17	310,100.00	90.9%
Net Ordinary Income	(72,030.80)	0.00	100.0%
Net Income	(72,030.80)	0.00	100.0%

4:48 PM

07/27/23

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Check Detail

May 31 through June 30, 2023

Num	Date	Name	Account	Paid Amount
eft	06/20/2023	Michigan Dept of Treasury	580. · CSB Checking	
	06/20/2023		957.000 · Sales Tax on AV Fuel Sales	(242.49)
TOTAL				(242.49)
3615	06/05/2023	AVFUEL CORPORATION	580. · CSB Checking	
	06/03/2023		967.000 · AV Fuel	(14,012.03)
TOTAL				(14,012.03)
3616	06/12/2023	Chris Etc.	580. · CSB Checking	
	05/31/2023		958.000 · Miscellaneous	(80.00)
TOTAL				(80.00)
3617	06/12/2023	Eclipse Communications	580. · CSB Checking	
	06/01/2023		852.000 · Telephone	(102.16)
TOTAL				(102.16)
3618	06/12/2023	NORTHERN PUMP SERVICE, INC.	580. · CSB Checking	
	05/31/2023		930.000 · Maintenance	(1,439.99)
TOTAL				(1,439.99)
3619	06/12/2023	VISA	580. · CSB Checking	
	05/30/2023		930.000 · Maintenance	(31.48)
TOTAL				(31.48)
3620	06/22/2023	AVFUEL CORPORATION	580. · CSB Checking	
	06/19/2023		958.000 · Miscellaneous	(40.00)
TOTAL				(40.00)
3621	06/22/2023	CONSUMERS ENERGY	580. · CSB Checking	
	06/12/2023		924.000 · Electric Service	(31.62)
			924.000 · Electric Service	(34.67)
			924.000 · Electric Service	(31.62)
			924.000 · Electric Service	(32.58)
			924.000 · Electric Service	(31.14)
			924.000 · Electric Service	(41.46)
			924.000 · Electric Service	(35.33)
			924.000 · Electric Service	(31.29)
			924.000 · Electric Service	(245.07)
			924.000 · Electric Service	(39.31)
			924.000 · Electric Service	(31.24)
			924.000 · Electric Service	(33.06)
			924.000 · Electric Service	(29.11)
			924.000 · Electric Service	(29.43)
			924.000 · Electric Service	(31.62)
			924.000 · Electric Service	(88.17)
			924.000 · Electric Service	(31.29)
TOTAL				(828.01)

4:48 PM

07/27/23

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Check Detail

May 31 through June 30, 2023

Num	Date	Name	Account	Paid Amount
3622	06/22/2023	Mary Goethals	580. · CSB Checking	
	06/22/2023		802.000 · Professional Services	(100.00)
TOTAL				(100.00)
3623	06/22/2023	Prein & Newhof	580. · CSB Checking	
	06/12/2023		802.100 · The Pines	(4,518.00)
TOTAL				(4,518.00)
3624	06/22/2023	Sondee, Racine & Doren, P.L.C.	580. · CSB Checking	
	05/31/2023		802.100 · The Pines	(14,952.90)
TOTAL				(14,952.90)
eft072023	06/23/2023	JOHNSTON LEWIS ASSOCIATES, I...	580. · CSB Checking	
	06/22/2023		828.000 · Insurance	(7,498.00)
			958.000 · Miscellaneous	(5.00)
TOTAL				(7,503.00)

~~\$ 43,850.06~~

Left's
Ch # 3615 - 3624

CONSUMERS ENERGY

[illegible]

AVFUEL REPORT FISCAL YEAR 2022-23

Sales	Month	Gal Sold												Total Sales	Credit Card Fees on Fuel	Amount Received	Pending Receipt
		in 2013	in 2014	in 2015	in 2016	in 2017	in 2018	in 2019	in 2020	in 2021	in 2022	in 2023					
	July	1,099.34	893.58	1,380.85	1,714.17	971.97	1,899.73	2,449.97	1,998.30	2,058.03	1,384.24	2,277.94	\$15,346.13	\$	442.35	\$ 14,903.78	
	August	907.25	1,320.30	1,007.25	780.56	1,392.99	1,581.70	1,555.47	1,857.27	1,818.80	1,079.21	1,425.57	\$ 9,964.72	\$	296.25	\$ 9,668.47	
	September	786.02	834.11	694.68	674.57	846.45	1,098.13	1,094.34	1,049.39	1,588.98	980.47	767.29	\$ 5,022.14	\$	146.97	\$ 4,875.17	
	October	425.31	490.09	385.45	740.11	305.37	408.57	537.63	873.92	459.79	550.41	742.73	\$ 4,857.45	\$	114.78	\$ 4,742.67	
	November	228.17	146.79	4.54	166.10	207.86	259.88	121.41	302.12	353.35	217.74	87.20	\$ 570.29	\$	13.31	\$ 566.98	
	December	71.98	10.02	93.75	0.00	47.23	101.57	317.62	158.58	338.89	185.23	50.87	\$ 332.69	\$	11.37	\$ 321.32	
	January	55.68	0.00	76.36	102.96	75.93	168.64	17.98	123.13	257.15	99.18	47.30	\$ 309.34	\$	8.37	\$ 300.97	
	February	6.00	19.50	45.12	167.63	90.15	98.09	31.75	184.65	212.34	88.16	302.38	\$ 1,977.56	\$	46.53	\$ 1,931.03	
	March	113.80	44.72	85.36	54.16	11.15	323.40	281.61	61.81	498.05	435.27	203.23	\$ 1,329.13	\$	30.32	\$ 1,298.81	
	April	244.86	51.12	147.38	154.01	163.81	560.42	244.49	163.38	604.02	291.43	123.23	\$ 805.93	\$	21.27	\$ 784.66	
	May	533.02	306.27	145.69	504.39	305.45	553.30	865.33	609.93	1,022.72	853.08	633.25	\$ 4,141.46	\$	111.19	\$ 4,030.27	
	June	750.18	729.61	625.31	992.34	590.94	1,428.01	497.88	756.00	1,425.49	923.68	1,168.54	\$ 6,602.24	\$	184.82	\$ 6,417.42	
		5,221.61	4,846.11	4,691.74	6,051.00	5,009.30	8,481.44	8,015.48	8,138.48	10,637.61	7,088.10	7,829.53	\$51,259.08	\$	1,427.53	\$ 49,831.55	

Purchases	Gallons Received	Avg Cost Per Gallon	Amount Paid	AV FUEL INVENTORY			
				Beginning 07/01/2022	1,399.77		
	2,954	6.2897	18,579.69	Fuel purchases	8,870.00		
	2,957	5.5493	16,409.19	Fuel Sold	-7,829.53		
	2,959	4.7354	14,012.03	Est AVFuel Available	2,440.24		
	8,870.00	5.52	49,000.91				

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Inventory Valuation Detail

June 2023

Type	Date	Name	Num	Qty	Cost	On Hand	Avg Cost	Asset Value
Inventory								
Fuel (Fuel Inventory)								
Item Receipt	06/03/2023	AVFUEL C...		2,359	0.00	3,608.78	0.00	0.00
Sales Receipt	06/05/2023	AVFUEL R...	2135	-114.57		3,494.21	0.00	0.00
Sales Receipt	06/08/2023	AVFUEL R...	2137	-185.31		3,308.9	0.00	0.00
Sales Receipt	06/10/2023	AVFUEL R...	2138	-122.44		3,186.46	0.00	0.00
Sales Receipt	06/14/2023	AVFUEL R...	2139	-127.65		3,058.81	0.00	0.00
Sales Receipt	06/17/2023	AVFUEL R...	2140	-199.13		2,859.68	0.00	0.00
Sales Receipt	06/21/2023	AVFUEL R...	2141	-266.84		2,592.84	0.00	0.00
Sales Receipt	06/26/2023	AVFUEL R...	2142	-75.63		2,517.21	0.00	0.00
Sales Receipt	06/28/2023	AVFUEL R...	2143	-8		2,509.21	0.00	0.00
Sales Receipt	06/30/2023	AVFUEL R...	2144	-68.97		2,440.24	0.00	0.00
Total Fuel (Fuel Inventory)						2,440.24		0.00
Total Inventory						2,440.24		0.00
TOTAL						2,440.24		0.00

1168.54

46" Ao of 6/22/23 = 2595

+75.63
+ 8.00
+ 68.97
2592.84

off 3 Gallons

* Year end balancing shown

MDOT Files for Frankfort

Aero PM Jobs:

Job #	FAA Project #	Dev Year	Project Description	Status	Federal	State	Local	Budget	Spent	TFR Date
213733	B-26-0102-1819	2022	Obstruction Markin	Approved	\$223,996.00	\$12,444.00	\$12,445.00	\$ 248,885.00	\$246,585.00	9/14/2022
211533	B-26-0102-1720	2022	Obstruction Markin	Approved	\$4,389.00	\$0.00	\$0.00	\$4,389.00	\$0.00	7/20/2022
211528	B-26-0102-1720	2022	Obstruction Markin	Approved	\$38,861.00	\$0.00	\$0.00	\$38,861.00	\$36,828.21	7/20/2022
213907	B-26-0102-1620	2021	Acquire Easement f	Final	\$49,000.00	\$0.00	\$0.00	\$49,000.00	\$48,517.75	11/17/2021
201261	B-26-0102-1419	2021	Seal Rwy Pavemen	Final	\$10,775.00	\$1,198.00	\$0.00	\$11,973.00	\$11,972.74	03/24/2021 08/06/2021
201182	B-26-0102-1520	2021	Acquire Easement f	Approved	\$275,524.00	\$4,909.00	\$4,910.00	\$285,343.00	\$284,843.00	5/26/2021
211697	B-26-0102-1319	2020	Acquire Land for A	Final	\$31,888.00	\$1,772.00	\$1,772.00	\$35,432.00	\$35,431.84	11/18/2020
201183	B-26-0102-1219	2020	Acquire Land for A	Final	\$19,800.00	\$1,100.00	\$1,100.00	\$22,000.00	\$22,000.00	9/16/2020
204769	B-26-0102-1115	2019	Acquire Land for a	Final	\$121,500.00	\$6,750.00	\$6,750.00	\$135,000.00	\$132,104.33	3/27/2019
202258	B-26-0102-1014	2018	Rehab Runway-Air	Final	\$13,500.00	\$750.00	\$750.00	\$15,000.00	\$14,999.44	3/28/2018
121295	B-26-0102-0911	2013	Rehab Runway-Air	Final	\$14,250.00	\$375.00	\$375.00	\$15,000.00	N/A	9/11/2013
118738	B-26-0102-0811	2013	Conduct/Update A	Final	\$148,200.00	\$3,900.00	\$3,900.00	\$156,000.00	N/A	5/19/2010
113848	D-26-0102-0708	2011	Conduct/Update A	Final	\$160.00	\$5.00	\$4.00	\$169.00	N/A	~06/02/2011
113847	D-26-0102-0708	2011	Acquire Snow Rem	Final	\$206,638.00	\$22,490.00	\$5,875.00	\$235,003.00	N/A	~06/02/2011
113846	D-26-0102-0708	2011	Acquire Snow Rem	Final	\$65,683.00	\$1,728.00	\$1,729.00	\$69,140.00	N/A	~06/02/2011
102176	B-26-0102-0607	2008	Conduct/Update M	Final	\$17,600.00	\$3,850.00	\$550.00	\$22,000.00	N/A	~11/06/2007
86544	C-26-0102-0405	2006	Acquire Land for a	Final	\$ 320,000.00	\$ 70,000.00	\$10,000.00	\$400,000.00	N/A	~11/29/2005
82700		2005	Acquire Land for a	Final	\$0.00	\$0.00	\$19,500.00	\$ 195,000.00	N/A	~11/30/2004
					\$1,561,764.00	\$131,271.00	\$69,660.00	\$1,526,222.00		

Project Wise:

Frankfort	3-26-0075 FM	10-01	C1	Grave, Drain, Pave NW/SE		
Frankfort	State Loca AM	10-01	C2	Furnish Gravel		
Frankfort	State Loca AM	10-01	C3	M.I. Lighting		
Frankfort	State Loca AM	10-01	C4	Beacon and Tower		
Frankfort		10-01	C5	Never Constructed		
Frankfort	State Loca AM	10-01	C6	Seal Runway 14/32 Taxiway & Apron		
Frankfort	State Loca AM	10-01	C7	Marking		
Frankfort	State Loca AM	10-01	C8	Beacon		
Frankfort	State Loca AM	10-01	C9	Runway Extension 500' NW		
Frankfort	State Loca AM	10-01	C10	Paint Marking For C9		
Frankfort	State Loca AM	10-01	C11	Lighting Runway Extension		
Frankfort	State Loca AM	10-01	C12	Fuel Tank	1-26-96 MD	
Frankfort	State Loca AM	10-01	C13	Rwy 14/32 Extension-DESIGN ONLY	3-22-96 MD	
Frankfort	State Loca AM	10-01	C14	Construct Rwy 14/32 widen & extension	1-26-97 MD	
Frankfort	State Loca AM	10-01	C15	Rwy 14/32 Extension-Lighting	3-22-97 MD	
Frankfort	State Loca AM	10-01	C16	Construct Terminal Building	01-21-98 MD	
Frankfort	State/Loca AM	9	Land	Land Parcel 17	DLB	
Frankfort	State Loca AM	10-01	C17	Design Road Relocation	01-21-98 MD	
Frankfort	State Loca AM	10-01	C18	Rwy 15/33 approach Clearing & supervision	07-19-99 MD	
Frankfort	State Loca AM	10-01	C19	Construct Road Relocation	01-5-00 MD	
Frankfort	B-26-0102 FM	10-01	MP	ALP	2-2-01 CLA	
Frankfort	B-26-0102 FM	10-01	C20	AWOS	4/2003 MD	
Frankfort	B-26-0102 FM	10-01	LAND	Land Acquisition - 5 parcels	8/6/03 CK	
Frankfort	State/Loca M	10-01	LAND	Land Acquisition Consultant Costs- Runway 15 approach, 20 parcels	8/25/04 CK	
Frankfort	C-26-0102 FM	10-01	LAND	Land Acquisition parcel and closing costs - E22 thru E26, E30 thru E46	10-10-05 CK	
Frankfort	C-26-0102 FM	10-01	C21	SE Road relocation	2/6/06 JY	Env cleared via EA in 1997. DEQ permits current as of 2/2006 MCL
Frankfort	B-26-0102 FM	10-01	MP	Airport User Survey by Consultant	11/5/07 BS	
Frankfort	D-26-0102 FM	10-01	C22	SRE - Loader w/blower & plow attachments	12-6-10 KLC	CATEX 3/3/09
Frankfort	D-26-0102 FM	10-01	C23	SRE-Diesel Truck w/plow attachment	2-8-11 KLC	CATEX 3/3/09
Frankfort	D-26-0102 FM	10-01	MP	ALP update	6/3/11 BLS	CATEX 5/18/09

Contract Query (since 1996):

Vendor Contract Search					
Enter Vendor		Frankfort%			
		Refresh			
Vendor Name	Contract #/ Auth. #	\$ Amount	Effective Date	Expiration Date	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1996-0457	\$25,000.00	4/9/97	10/9/98	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1996-0663	\$28,800.00	7/18/96	1/17/98	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1996-0797	\$110,000.00	9/12/96	3/12/98	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1997-0170	\$1,112,667.00	4/17/97	4/17/00	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1997-0171	\$300,000.00	4/17/97	4/17/00	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1998-0462	\$150,000.00	5/29/98	11/29/00	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1998-1101	\$300,000.00	9/29/98	3/29/01	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	1999-0118	\$120,000.00	3/17/99	3/16/02	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2000-0226	\$40,000.00	3/22/00	3/21/03	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2000-0257	\$293,000.00	4/11/00	4/9/03	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2001-0208	\$1.00	12/26/00	12/25/10	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2001-0381	\$27,000.00	4/10/01	4/9/04	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2003-0355	\$100,000.00	8/26/03	8/25/23	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2003-0504	\$8,880.00	9/18/03	9/17/23	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2003-0629	\$325,000.00	10/7/03	10/6/23	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2005-0036	\$200,850.00	1/13/05	1/12/25	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2006-0087	\$400,000.00	1/27/06	1/26/26	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2006-0397	\$455,000.00	6/8/06	6/7/26	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2008-0079	\$22,000.00	12/28/07	12/27/10	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2011-0374	\$460,000.00	10/17/11	10/16/31	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2013-0131	\$156,000.00	1/30/13	1/29/33	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2013-0513	\$15,000.00	10/21/13	10/20/33	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2018-0414	\$15,000.00	5/14/18	5/13/38	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2019-0385	\$135,000.00	5/29/19	5/28/39	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0051	\$22,000.00	10/27/20	10/26/40	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0121	\$35,432.00	12/17/20	12/16/40	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0670	\$11,052.00	6/4/21	6/3/41	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0726	\$285,343.00	6/23/21	6/22/41	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2022-0319	\$49,000.00	1/5/22	1/4/42	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2022-0856	\$43,250.00	8/8/22	8/7/42	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2023-0045	\$248,885.00	10/20/22	10/19/42	
FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2023-0618	\$0.00			

CTRAK:

BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2011-0374	D-26-0102-0708	Acquisition of Snow Removal Equipment; Airport Layout Plan update - Frankfort	10/17/11	Awarded	Anu Taneja	Kelly Crannell	\$437,000.00	\$11,500.00	\$11,500.00	\$460,000.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2013-0131	B-26-0102-0811	Airport Layout Plan update - Frankfort	1/30/13	Awarded	Anu Taneja	Mark Grennell	\$148,200.00	\$3,900.00	\$3,900.00	\$156,000.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2013-0513	B-26-0102-0911	Rehabilitate Runway - Airfield Crack Sealing and Paint Marking - Frankfort	10/21/13	Awarded	Anu Taneja	Neal Barncard	\$14,250.00	\$375.00	\$375.00	\$15,000.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2018-0414	B-26-0102-1014	Rehabilitate Runway - Airfield Crack Sealing - Frankfort	5/14/18	Awarded	Anu Taneja	Neal Barncard	\$13,500.00	\$750.00	\$750.00	\$15,000.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2019-0385	B-26-0102-1115	Acquire Land for Approaches or RPZ - Runway 15 (Parcel 31) includes Fee-Simple parcel cost, consultant costs (sponsor reimbursement), closing costs, ALP & Exhibit A updates - Frankfort	5/29/19	Awarded	Anu Taneja	Jennifer Forbes	\$121,500.00	\$6,750.00	\$6,750.00	\$135,000.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0051	B-26-0102-1219	Acquire Land for Approaches Runway 33 (Parcel 37) Condemnation Deposit - Land - Frankfort	10/27/20	Awarded	Anu Taneja	Jennifer Forbes	\$19,800.00	\$1,100.00	\$1,100.00	\$22,000.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0121	B-26-0102-1319	Acquire Land for Approaches Runway 33 (Parcel 37 under Condemnation) - Sponsor Reimbursement - Land - Frankfort	12/17/20	Awarded	Anu Taneja	Jennifer Forbes	\$31,888.00	\$1,772.00	\$1,772.00	\$35,432.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0670	B-26-0102-1419	Seal Rwy Pavement Surface/Joints - Rwy 15/33 Sealing & Marking (under 2021 statewide) - Construction - Frankfort	6/4/21	Awarded	Anu Taneja	Wendi-Xiaoyu Chen	\$9,948.00	\$1,106.00	\$0.00	\$11,052.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2021-0726	B-26-0102-1520	Acquire Land for Approaches Runway 15 (Parcels E32 and E36) Condemnation Deposits - Frankfort	6/23/21	Awarded	Anu Taneja	Jennifer Forbes	\$275,524.00	\$4,909.00	\$4,910.00	\$285,343.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2022-0319	B-26-0102-1620	Acquire Easement for Approaches Runway 33 (Parcel E37) Final Condemnation Costs - Land - Frankfort	1/5/22	Awarded	Anu Taneja	Jennifer Forbes	\$49,000.00	\$0.00	\$0.00	\$49,000.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2022-0856	B-26-0102-1720	Obstruction Marking/Lighting/Removal (Non-Hazard) Runway 33 Parcel E37 - Design - Obstruction Marking/Lighting/Removal (Non-Hazard) Tree Clearing E16 E45, E46 - Design - Frankfort	8/8/22	Awarded	Nikki Moore	Amanda Hopper	\$43,250.00	\$0.00	\$0.00	\$43,250.00
BENZIE	FRANKFORT CITY-COUNTY AIRPORT AUTHORITY	2023-0045	B-26-0102-1819	Obstruction Removal - Rwy 33 (Parcels E16, E37, E45 & E46)-Frankfort Dow Memorial Airport	10/20/22	Awarded	Barbara Diou-Roig	Zach Bornet	\$223,996.00	\$12,444.00	\$12,445.00	\$248,885.00
		36							\$1,388,683.00	\$44,698.00	\$43,602.00	\$1,476,883.00

Contract #'s:

City Name	Project No.	FMA	Site #	Contract	Work Description	Date & Initials	
Frankfort	3-26-0075-01	FM	10-01	C1	Grae, Drain, Pave NW/SE		
Frankfort	State Local	AM	10-01	C2	Furnish Gravel		
Frankfort	State Local	AM	10-01	C3	M.I. Lighting		
Frankfort	State Local	AM	10-01	C4	Beacon and Tower		
Frankfort			10-01	C5	Never Constructed		
Frankfort	State Local	AM	10-01	C6	Seal Runway 14/32 Taxiway & Apron		
Frankfort	State Local	AM	10-01	C7	Marking		
Frankfort	State Local	AM	10-01	C8	Beacon		
Frankfort	State Local	AM	10-01	C9	Runway Extension 500' NW		
Frankfort	State Local	AM	10-01	C10	Paint Marking For C9		
Frankfort	State Local	AM	10-01	C11	Lighting Runway Extension		
Frankfort	State Local	AM	10-01	C12	Fuel Tank	1-26-96 MD	
Frankfort	State Local	AM	10-01	C13	Rwy 14/32 Extension-DESIGN ONLY	3-22-96 MD	
Frankfort	State Local	AM	10-01	C14	Construct Rehabilitate & Widen Rwy 15/33, Construct Twy, Taxi streets, Apron, Ent Rd & Parking Lot	1-26-97 MD	
Frankfort	State Local	AM	10-01	C15	Rwy 14/32 Extension-Lighting	3-22-97 MD	
Frankfort	State Local	AM	10-01	C16	Construct Terminal Building	01-21-98 MD	
Frankfort	State/Local	AM	10-01	Land	Land Parcel 17	DLB	
Frankfort	State Local	AM	10-01	C17	Design Road Relocation	01-21-98 MD	
Frankfort	State Local	AM	10-01	C18	Rwy 15/33 approach Clearing & supervision	07-19-99 MD	could not locate as-builts
Frankfort	State Local	AM	10-01	C19	Construct Road Relocation	01-5-00 MD	
Frankfort	B-26-0102-0101	FM	10-01	MP	ALP	2-2-01 CLA	
Frankfort	B-26-0102-0203	FM	10-01	C20	AWOS	4/2003 MD	
Frankfort	B-26-0102-0303	FM	10-01	LAND	Land Acquisition - 5 parcels	8/6/03 CK	
Frankfort	State/Local	M	10-01	LAND	Land Acquisition Consultant Costs- Runway 15 approach, 20 parcels	8/25/04 CK	
Frankfort	C-26-0102-0405	FM	10-01	LAND	Land Acquisition parcel and closing costs - E22 thru E26, E30 thru E46	10-10-05 CK	
Frankfort	C-26-0102-0505	FM	10-01	C21	Improve Runway 15/33 RSA including SE Airport Road relocation & wetland mitigation	2/6/06 JY	Env cleared via EA in 1997. DEQ permits current as of 2/2006 MCL
Frankfort	B-26-0102-0607	FM	10-01	MP	Airport User Survey by Consultant	11/5/07 BS	
Frankfort	D-26-0102-0708	FM	10-01	C22	SRE - Loader w/blower & plow attachments	12-6-10 KLC	CATEX 3/3/09
Frankfort	D-26-0102-0708	FM	10-01	C23	SRE-Diesel Truck w/plow attachment	2-8-11 KLC	CATEX 3/3/09
Frankfort	D-26-0102-0708	FM	10-01	MP	ALP update (AERO charges only)	6/3/11 BLS	CATEX 5/18/09
Frankfort	B-26-0102-0811	FM	10-01	MP	ALP update	12/31/12 BLS	CATEX 12/6/11
Frankfort	B-26-0102-0911	FM	10-01	C24	Airfield Crack Sealing & Paint Marking	9/19/13 BLS	CATEX 12/6/11
Frankfort	B-26-0102-1014	FM	10-01	C25	Airfield Crack Sealing	3/29/18 BLS	
Frankfort	B-26-0102-1115	FM	10-01	LAND	Acquire Land - Rwy 15 Parcel 31	3/27/19 BLS	
Frankfort	B-26-0102-1219	FM	10-01	LAND	acquire land - Rwy 33 parcels 17 & 18 condemnation	8/26/20 JM	
Frankfort	B-26-0102-1319	FM	10-01	LAND	acquire land - Rwy 33 parcels 17 & 18 cond assoc costs	10/28/20 JM	
Frankfort	B-26-0102-1520	FM	10-01	LAND	Condemnation deposit E36 & E32 plus assoc costs	5/4/21 JM	
Frankfort	B-26-0102-1620	FM	10-01	LAND	Final costs for parcel E37	10/26/2021 JM	

Commissioner Reports

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

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 Walterhouse 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

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



Benzie County Board of Commissioners

Millage Discussion

Minutes

The Ad hoc committee for the Millage Discussion met on Tuesday October 17, 2023, in the Governmental Center in Room 206, 448 Court Place, Beulah, MI 49617.

The meeting was called to order by Katie Zeits at 1:06 p.m.

Present: Commissioner Art Jeannot, Vice Chair Rhonda Nye, and Commissioner Tim Markey

Also Present: Katie Zeits, Jackie Palfey, Rose Roelofs, Michelle Thompson

1. Agenda Revisions/Approval: Motioned by Markey, Seconded by Nye. Carried unanimously.
2. Discussion regarding Benzie County millages.
 - a. A reset would allow for the general operating millage to revert back to its original value of 5.29. This process is a less invasive process involving a Tax Advisory Committee. An override is a more invasive process and involves adjusting the allocation of the original millage rates. This involves the creation of a Tax Allocation Board.

The Tax Advisory Committee is made up of the County Treasurer, Chair of Board of Commissioner's Finance Committee, ISD Superintendent, a member that is appointed by the BOC, a member appointed by the Probate Judge and a member appointed by the Township Supervisors. They have 10 days to hold their first meeting to discuss making a recommendation to the Board of Commissioners. The Board of Commissioner would need to adopt a resolution to place the language on the upcoming ballot (2024). The millage rates roll back every year and we cannot stop that from happening.
 - b. Discussion on which millages we could absorb into the General Fund and the millages we keep separate. The committee came up with two (2) plans.
 - i. First plan:

TNT Millage	Absorb into the General Fund
SRO Millage	
Veteran's Affairs	
Animal Control Millage	
Maples Operating Millage	
ALS Millage	
Jail Millage	

COA Millage	Keep as an independent Millage
Maples Bond Millage	
Conservation District Millage	

ii. Second plan if Headlee Reset does not happen.

TNT Millage	Public Safety Millage
SRO Millage	
Sheriff	
Jail	
Road	
ALS Millage	Keep as an independent Millage
Maples Operating Millage	
COA Millage	
Maples Bond Millage	
Conservation District Millage	
Veteran's Affairs Millage	
Animal Control Millage	

c. While executing the first plan, during the first year, try not to levy the full 5.29.

d. How do we use the extra money?

- i. Current Capital Needs
- ii. Community Development
 - 1. Parks & Rec
 - 2. BRA
 - 3. EDC
 - 4. Land Bank
 - 5. Grant Writer
- iii. Public Safety Equipment
- iv. Enhancing County Locations
 - 1. EMS
 - 2. ACO
 - 3. Solid Waste & Recycling
- v. Childcare
- vi. Infrastructure
 - 1. Housing
 - 2. Broadband
 - 3. Sewer/Water
 - 4. Gas
- vii. Support Post Secondary Education
- viii. Recruitment & Retention of Employees

- ix. Collaboration with Local Units of Government
- x. Enhance Cyber Security

e. What have we done with extra money?

- i. Frankfort Housing
- ii. Broadband
- iii. Emergency Tower
- iv. Point Betsie
- v. Railroad Point
- vi. Internal Capital Needs
 - 1. Dispatch Expansion
- vii. Henry Road

3. Public Comment

4. Adjournment

Katie Zeits, County Administrator
(231) 822-0035
Email: kzeits@benzieco.net
Web: www.benzieco.net
448 Court place
Beulah, MI 49617

New Business

Hosting Food &
Farming
Businesses

2008-2014

Grow Benzie has been committed to actively improving lives in Benzie County.

Nurturing
Important
Community
Projects

Addressing
Complex
Community
Needs



Community
Scan of 70
Organizations

**Strategic
Direction**

12 Focus
Groups w/150
Participants

In-Depth
Interviews
with Peers
& Funders

Since 2019...

Grow Benzie has been working hard to understand how to best help Benzie County



Rural Prosperity Incubator

Grow Benzie fosters projects and initiatives that improve the lives of children, families, and communities in Benzie County.



Grow Benzie Provides Partners:

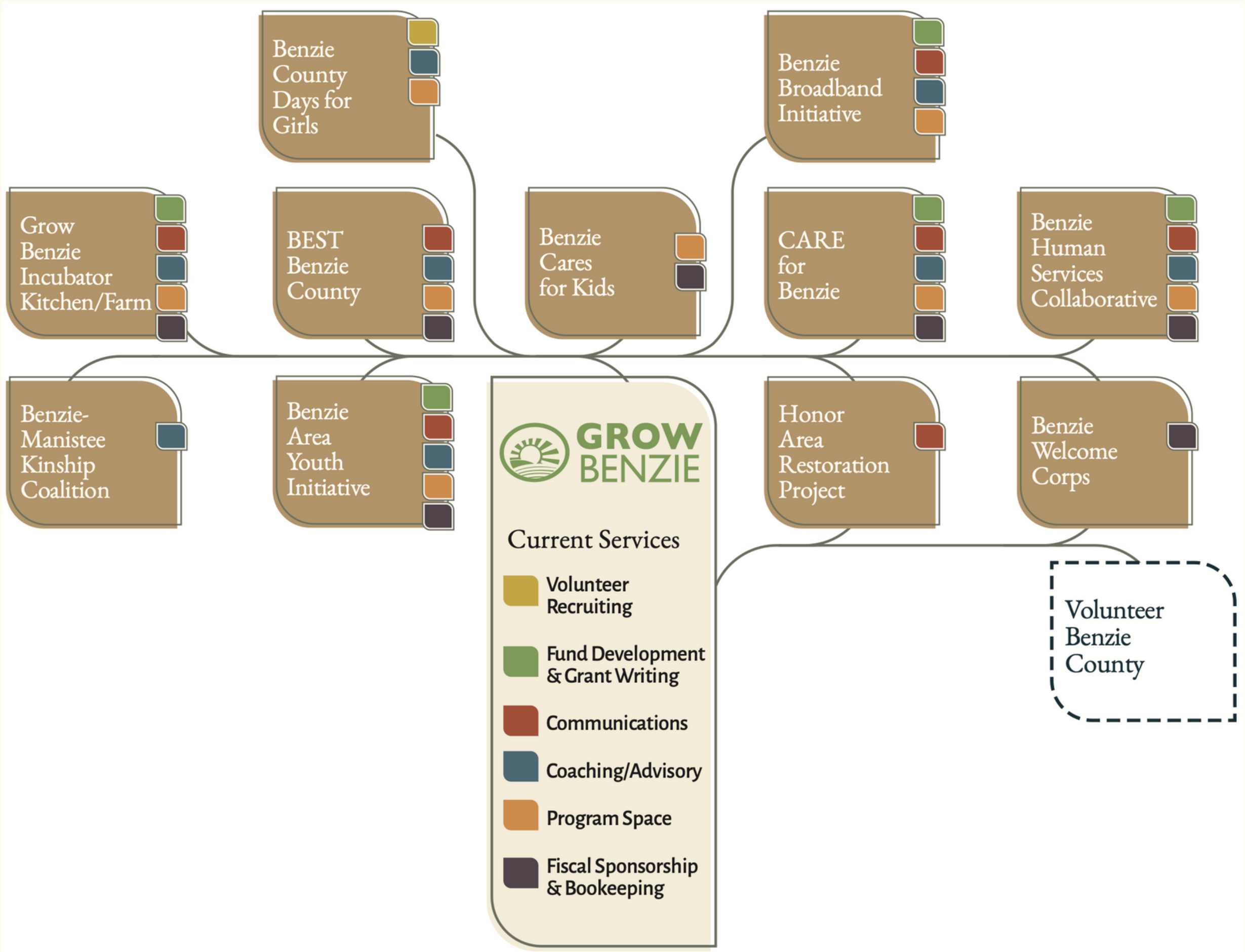
Backbone Support & Technical Services

- ✓ Program Space
- ✓ Communications
- ✓ Grant Writing
- ✓ Book Keeping
- ✓ Fiscal Sponsorship
- ✓ Volunteers
- ✓ Coaching & Advisory
- ✓ Network of Local Champions

Food & Farming Enterprises

- ✓ Affordable Space
- ✓ Reduced Risk
- ✓ Local Food Network
- ✓ Marketing
- ✓ Startup Support

PARTNERS





Why Here?

This is Our Home

- Rooted in Benzie County
 - Track record & trust
 - Rural needs
 - Shovel ready



Why Now?

Strategic Plan

- Inclusive
- Comprehensive
- Gaps identified
- Results based



What's Next?

Let's go!

- Plan is in place
 - Tell the story
 - Build capacity

Investing in Michigan's Broadband Future

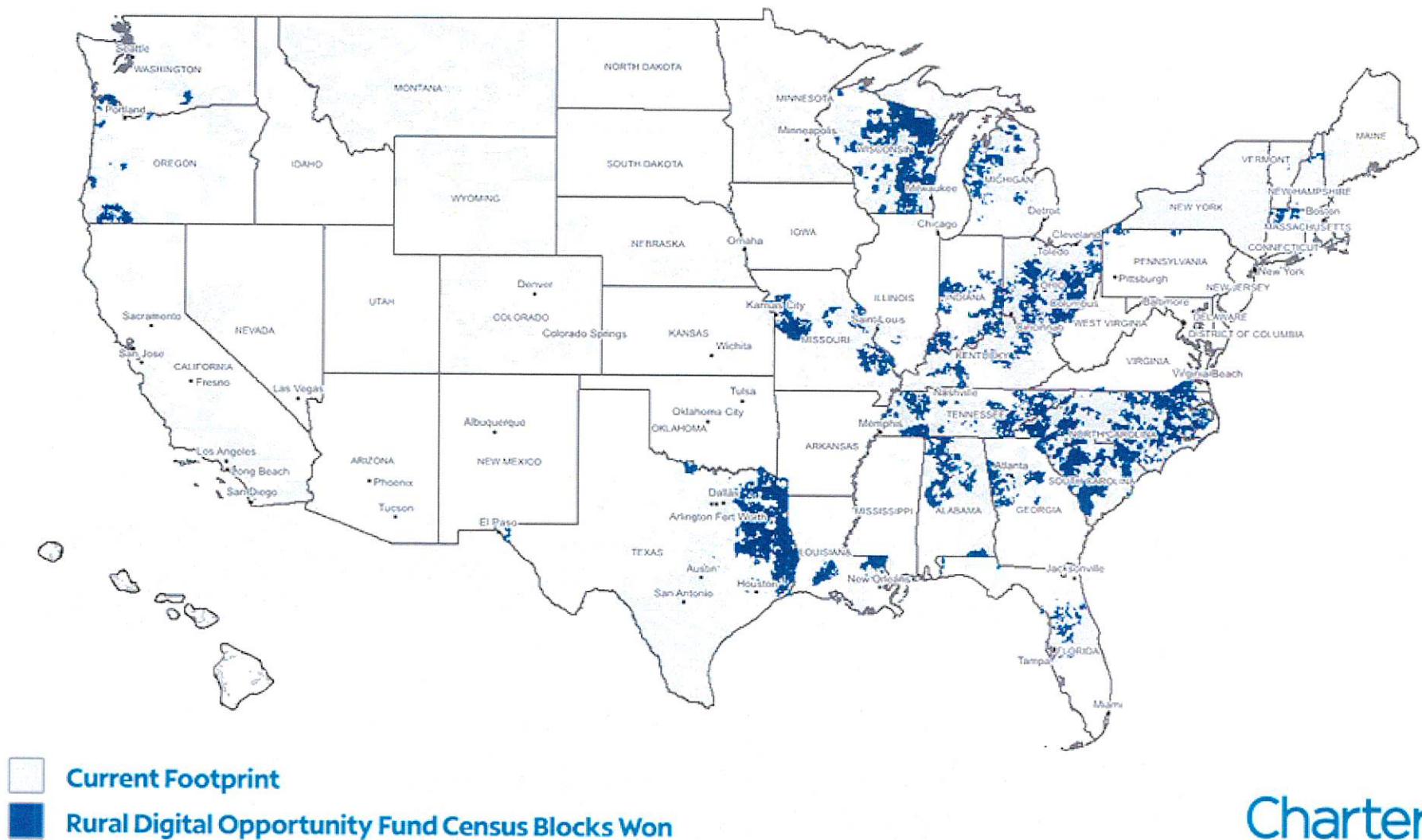
Marilyn Passmore
Director, State Government Affairs

Charter
COMMUNICATIONS

Current network 800,000+ miles



Charter RDOF adding 115,000 miles of network



NETWORK TECHNOLOGY & SPEEDS

- Charter's RDOF build will be **FTTH** at speeds of up to **1 gig down, 500 Mbps up**
- Spectrum Internet offers fast, reliable service with
 - **no modem fees**
 - **no contracts**
 - **no data caps**

↓ **1000**
Mbps

↑ **500**
Mbps

Charter's RDOF-supported impact on Michigan

FCC RDOF Support	\$26.6M
Charter Investment	~ \$100M
# of MI Counties impacted	33
Charter's current MI network	30,000+ miles
Charter adding	3,000+ miles of fiber
# of MI addresses awarded to Charter via RDOF program	~35K

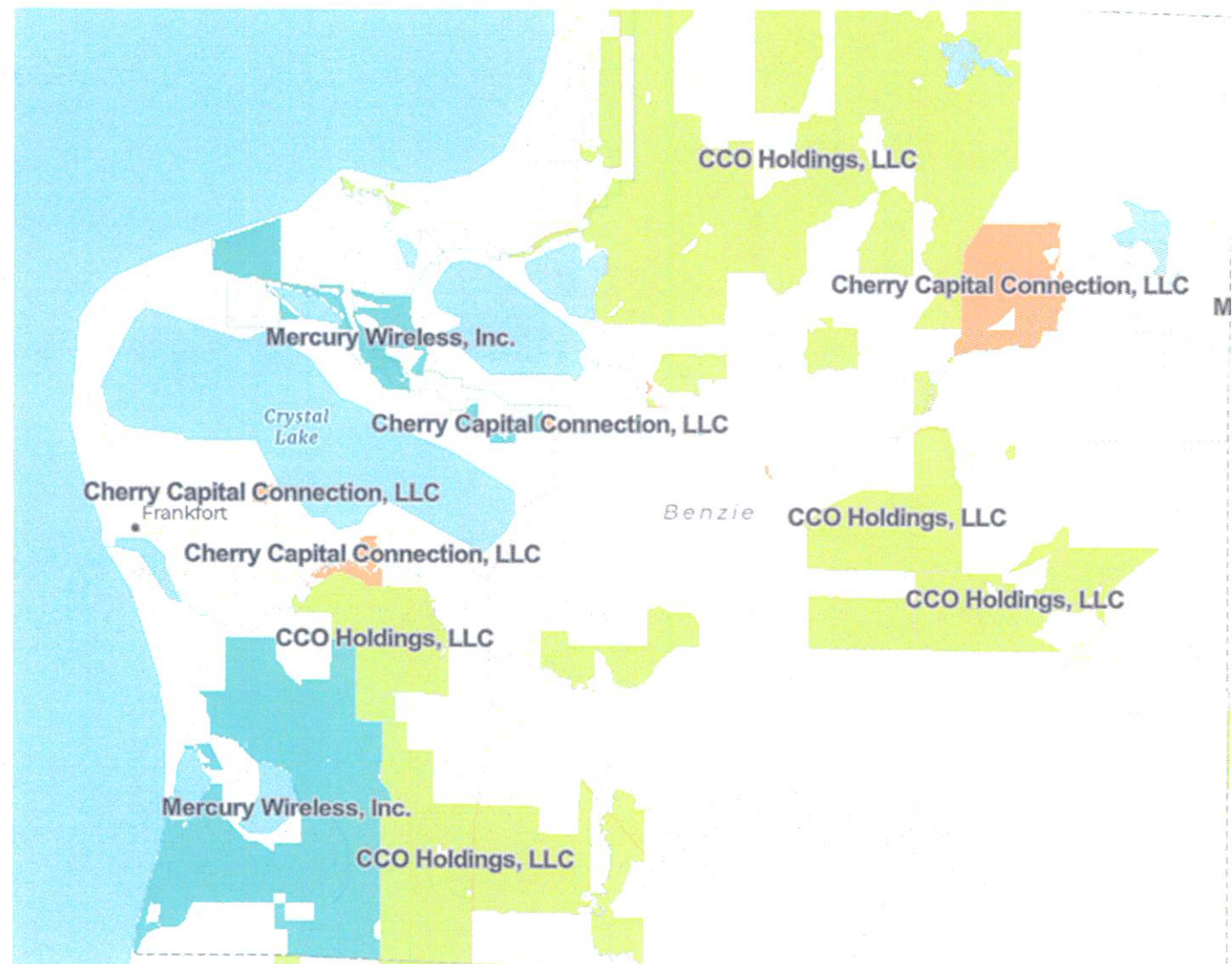


\$4 of every **\$5:**

PRIVATE CAPITAL
INVESTED BY CHARTER

Charter RDOF in Benzie Co, MI

Locations Awarded	1,335
Assigned support (10 years)	\$1.19M
Estimated Charter investment	\$4.8M



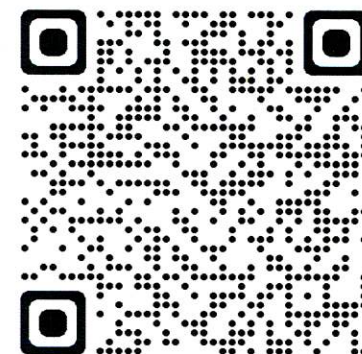
Charter Spectrum RDOF in Benzie Co, MI

Locations won	1,335
Assigned support (10 years)	\$1.19M
Estimated Charter investment	\$4.8M



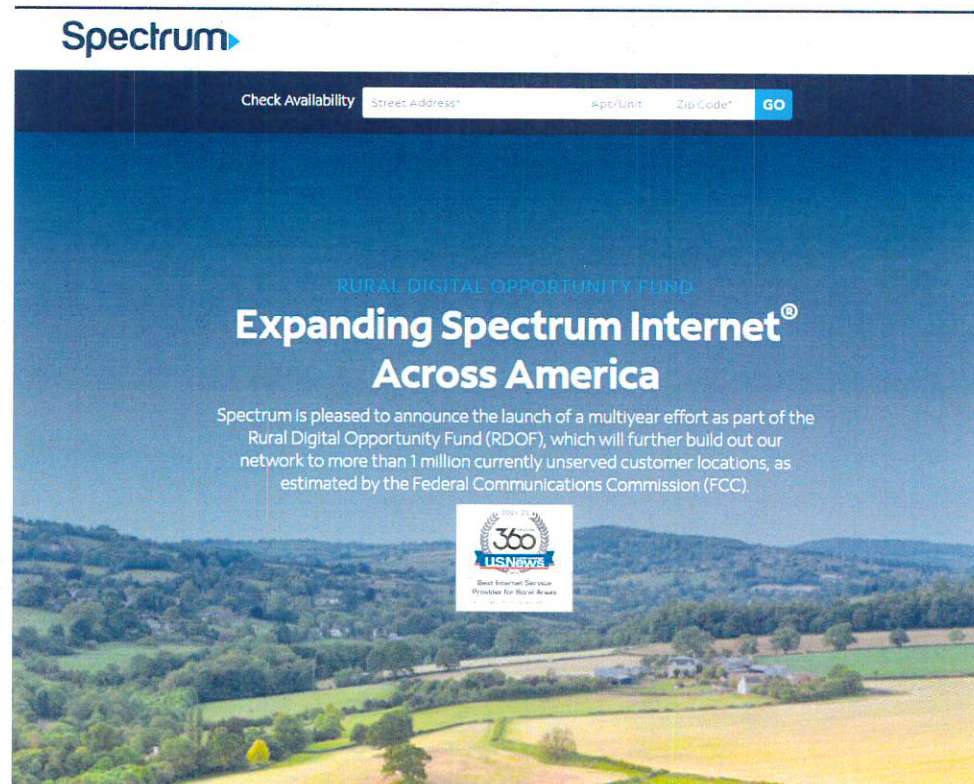
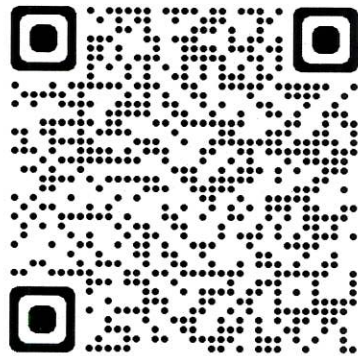
Charter Spectrum in Benzie County, MI

<u>Community</u>	<u>Existing</u>	<u>RDOF</u>	<u>Status</u>
Almira Township	X	X	Active-2022
Benzonia Township	X	X	Active-2022
Blaine Township		X	Active-2023
Colfax Township		X	Active-2022
City of Frankfort	X		
Crystal Lake Township	X		
Gilmore Township	X	X	Active-2022
Grand Traverse Band of Ottawa and Chippewa Indians - Benzie	X		
Homestead Township	X	X	Active-2022
Inland Township	X	X	Active-2022
Joyfield Township	X	X	Active-2023
Lake (Benzie Co.) Township		X	Active-2022
Platte Township		X	Active-2022
Village of Benzonia	X		
Village of Beulah	X		
Village of Elberta	X		
Village of Honor	X		
Village of Lake Ann	X		
Weldon Township	X	X	Active-2023



Spectrum Rural Expansion

<https://www.spectrum.com/cp/build>



The screenshot shows the Spectrum website's rural expansion page. At the top, the Spectrum logo is on the left, and a search bar on the right contains the text "Check Availability" followed by input fields for "Street Address*", "Apt./Unit", and "Zip Code*", with a "GO" button. Below the search bar, the page features a large blue header with the text "RURAL DIGITAL OPPORTUNITY FUND" in small white letters, followed by "Expanding Spectrum Internet® Across America" in large white font. A paragraph below states: "Spectrum is pleased to announce the launch of a multiyear effort as part of the Rural Digital Opportunity Fund (RDOF), which will further build out our network to more than 1 million currently unserved customer locations, as estimated by the Federal Communications Commission (FCC)." A small logo for the "300 US News" award is visible, with text below it: "Best Internet Service Provider for Rural Areas". The background of the page is a scenic photograph of a rural landscape with rolling green hills, trees, and a few houses under a clear blue sky.

Correspondence

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING AGENDA
Wednesday, October 25, 2023 – 2:00 p.m.
Leelanau County Government Center-Upper-Level Community Meeting Room
8527 E Government Center
Suttons Bay, MI 49682**

or

Electronically, via conference call

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

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

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes from the Regular Board of Health Meeting of September 27, 2023.

Approval of the Agenda

Public Comment Period

1. Health Officer Update – Dan Thorell
2. Personnel and Finance Committee Report-Personnel and Finance Committee
 - A. Accounts Payable - Action
 - B. Out of State Travel Request – Action
 - C. Office Closure-December 1st - Action
3. Staff Reports
 - A. Medical Director – Dr. Joshua Meyerson
 - B. Personal Health – Michelle Klein
 - C. Environmental Health Director – Eric Johnston
 - D. Administrative- Dodie Putney

Public Comment Period

Enter Closed Session to conference with Legal Counsel

Reconvene Open Session

Board Comments

Adjourn

Personnel and Finance Comm. Meeting- October 25, 2023 1:00 pm
Leelanau County Government Center – Upper-Level Community Meeting Room
Electronically via conference call:
(213) 282-9788 and enter Conference ID: 807 213 701#

Benzie Transportation Authority - August 2023 Income Statement

	August 2023		Variance	Oct - Aug 2023		Variance	2023	August 2022		Oct - Aug 2022	
	Actual	Budget	Favorable (Unfavor)	Actual	Budget	Favorable (Unfavor)	Annual Budget	Actual	Budget	Actual	Budget
Income											
40100 - Passenger	15,527.09	13,000.00	2,527.09	129,410.45	108,900.00	20,510.45	118,900.00	12,709.51	9,500.00	95,022.08	80,500.00
40200 - Contract Fares	4,571.42	5,500.00	(928.58)	57,074.88	54,500.00	2,574.88	60,200.00	1,386.00	1,900.00	33,995.70	22,700.00
40615 - Advertising Income	600.00	537.50	62.50	12,828.53	19,622.50	(6,793.97)	20,160.00	587.50	537.50	18,800.00	9,512.50
40710 - Sale of Maintenance Services	0.00	0.00	0.00	240.93	0.00	240.93	0.00	0.00	1,250.00	1,276.98	13,750.00
40760 - Gains from Sale Capital Assets	64,350.00	0.00	64,350.00	64,350.00	0.00	64,350.00	0.00	0.00	0.00	0.00	0.00
40810 - Donations	250.00	0.00	250.00	250.00	0.00	250.00	0.00	0.00	0.00	50.00	0.00
40800 - Taxes Levied Directly for/by TA	(157.08)	0.00	(157.08)	723,991.40	723,279.40	712.00	723,279.40	0.00	0.00	688,407.00	686,836.21
41101 - State Operating Assistance	66,718.00	66,718.00	0.00	733,898.00	733,898.00	0.00	800,615.88	11.01	0.00	607,805.00	607,805.00
41301 - Section 5311	0.00	0.00	0.00	312,514.50	312,514.50	0.00	416,687.00	55,255.00	55,255.00	282,914.00	284,287.50
41361 - CRRSA Act	0.00	0.00	0.00	312,514.50	312,514.50	0.00	416,687.00	0.00	0.00	282,914.00	284,287.50
41398 - RTAP	1,492.40	0.00	1,492.40	11,912.15	4,000.00	7,912.15	5,500.00	665.50	650.00	9,453.95	5,000.00
41400 - Interest Income/Other Revenue	3,482.39	583.00	2,899.39	53,253.06	6,417.00	46,836.06	7,000.00	1,716.56	83.34	5,309.61	916.66
Total Income	156,834.22	86,338.50	70,495.72	2,412,238.40	2,275,645.90	136,592.50	2,569,029.28	72,331.08	69,175.84	2,025,948.32	1,995,595.37
Expense											
50101 - Operators Wage	77,676.60	64,808.00	(12,868.60)	796,373.27	777,692.00	(18,681.27)	842,500.00	66,930.81	50,000.00	631,641.23	527,000.00
50102 - Salary and Other Wage	27,893.94	30,685.00	2,791.06	346,325.61	368,215.00	21,889.39	398,900.00	25,046.26	28,000.00	314,303.40	337,900.00
50103 - Dispatchers Wage	20,126.09	12,869.00	(7,257.09)	213,005.77	154,429.00	(58,576.77)	167,300.00	20,925.25	13,500.00	184,295.92	132,500.00
50209 - 457 Co-Match	1,760.00	1,760.00	0.00	21,980.00	21,120.00	(860.00)	22,880.00	3,400.00	3,360.00	41,200.00	40,320.00
50200 - Fringe Benefits	27,270.93	25,075.00	(2,195.93)	353,816.00	312,573.00	(41,243.00)	347,651.00	19,929.17	27,324.27	298,090.56	308,055.59
50310 - Board Compensation	200.00	160.00	(40.00)	2,920.00	3,240.00	320.00	3,920.00	680.00	320.00	5,240.00	2,800.00
50302 - Marketing Expense	2,031.60	1,250.00	(781.60)	13,834.13	13,750.00	(84.13)	15,000.00	1,733.49	1,250.00	10,691.96	13,750.00
50399 - Service Expense	9,473.68	4,207.00	(5,266.68)	133,597.52	91,674.00	(41,923.52)	96,650.00	12,799.87	27,654.36	74,249.16	78,810.64
50401 - Fuel - Propane, Diesel, Unlead	16,867.09	20,334.00	3,466.91	188,682.05	223,666.00	34,983.95	244,000.00	18,152.44	10,000.00	157,672.54	110,000.00
50402 - Tires and Tubes	0.00	0.00	0.00	7,946.09	12,500.00	4,553.91	12,500.00	2,740.10	0.00	4,279.71	8,000.00
50404 - Major Purchase	0.00	0.00	0.00	0.00	2,625.00	2,625.00	3,500.00	0.00	0.00	0.00	1,750.00
50405 - Office Supplies	164.81	700.00	535.19	6,003.58	6,600.00	596.42	7,200.00	1,216.04	716.66	5,948.28	7,883.34
50406 - Parts Revenue Vehicles	3,005.29	2,083.00	(922.29)	28,726.56	22,913.00	(5,813.56)	25,000.00	1,535.04	2,083.33	20,959.57	22,916.63
50407 - Parts for Non Revenue Vehicle	0.00	83.00	83.00	68.47	913.00	844.53	1,000.00	0.00	83.33	45.49	916.63
50499 - Materials and Supplies	2,060.38	1,874.00	(186.38)	18,243.23	20,614.00	2,370.77	22,500.00	1,702.40	1,874.98	20,581.75	20,624.78
50500 - Utilities	2,225.99	3,091.00	865.01	40,147.75	42,141.00	1,993.25	45,228.00	3,381.05	3,695.00	43,038.37	46,946.00
50603 - Insurance	0.00	0.00	0.00	55,400.00	51,800.00	(3,600.00)	51,800.00	0.00	0.00	53,149.00	51,800.00
50700 - Taxes and Fees	283.74	170.00	(113.74)	3,144.72	1,700.00	(1,444.72)	1,900.00	70.73	180.00	4,490.84	1,720.00
50902 - Travel, Meetings & Training	2,997.34	417.00	(2,580.34)	7,917.78	4,587.00	(3,330.78)	5,000.00	883.14	833.33	10,376.21	9,166.63
50903 - Association Dues and Subscr	2,589.49	200.00	(2,389.49)	10,612.15	5,800.00	(4,812.15)	6,000.00	351.99	100.00	4,947.79	5,800.00
57402 - Ineligible RTAP	342.25	0.00	(342.25)	11,912.15	4,000.00	(7,912.15)	(5,500.00)	0.00	650.00	9,453.95	5,000.00
Total Expense	196,969.22	169,766.00	(27,203.22)	2,260,656.83	2,142,552.00	(118,104.83)	2,314,929.00	181,477.78	171,625.26	1,894,655.73	1,733,660.24
Net Profit or Loss	(40,135.00)	(83,427.50)	43,292.50	151,581.57	133,093.90	18,487.67	254,100.28	(179,761.22)	(171,541.92)	131,292.59	261,935.13

Reconciled balances as of August 31, 2023

Honor Bank - Certificate of Deposit	\$250,000.00
Huntington Bank - Certificate of Deposit	\$250,000.00
WestShore Bank - Certificate of Deposit	\$250,000.00
Honor Bank Checking	\$96,980.01
Honor Bank - Money Mkt.	\$65,487.07
MichiganClass-liquid asset security	\$741,043.93
Total	\$1,653,511.01



BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel (231) 627-8855
Fax (231) 627-8881
E-mail ccaa@cheboygancounty.net

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS

RESOLUTION No. 2023-14

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.

District 1
Jeff Ostman

District 2
Richard B. Sangster
Vice-Chairman

District 3
Michael Newman

District 4
Ron Williams

District 5
Kimberlee Pappas

District 6
John B. Wallace
Chair

District 7
Steve Warfield

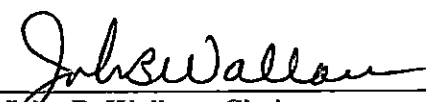
THEREFORE, BE IT RESOLVED that **CHEBOYGAN COUNTY** opposes the pre-emption of local control in solar and wind siting and zoning.

Motion by Commissioner Richard Sangster, seconded by Commissioner Kimberlee Pappas to approve Resolution 2023-14 as presented. A roll call vote was taken.

AYES: Seven (7) NAYS: Zero (0) ABSENT: Zero (0)

Adopted this 10th day of October, 2023

Dated: October 10, 2023

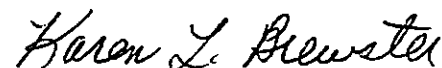


John B. Wallace, Chairman
Cheboygan County Board of Commissioners

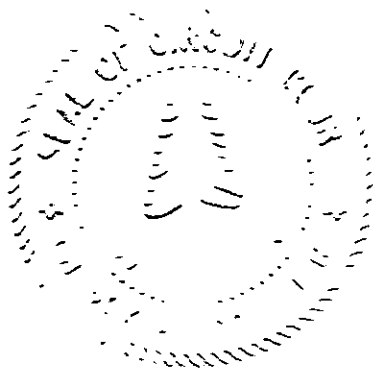
State of Michigan)
) ss.
County of Cheboygan)

I, the undersigned, the Clerk of the County of Cheboygan, Cheboygan County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Cheboygan County Board of commissioners at its regular or reconvened meeting held on October 10, 2023, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

In Testimony Whereof, I have hereunto set my hand, and affixed the seal of said Court and County, at Cheboygan this 10th day of October, 2023.



Karen L. Brewster
Cheboygan County Clerk Register



LENAWEE COUNTY BOARD OF COMMISSIONERS
301 N. Main St. Courthouse ~ Adrian, MI 49221

CHAIR
James Van Doren

(517) 264-4508
www.lenawee.mi.us

Dawn Bales
Karol "KZ" Bolton
Terry Collins
Nancy Jenkins-Arno
Kevon Martis
David Stimpson
Ralph Tillotson

VICE-CHAIR
Dustin Krasny



RES#2023-16

Support of Local Control of Land Used

A Resolution expressing Support to Maintain Local Control Over Local Land Uses Including, But Not Limited to Short-term Rentals, Industrial Solar Installations, Industrial Wind Turbine Installations, Carbon Dioxide Capture and Sequestration, and Sand and Gravel Mining

WHEREAS, local units of government are best able to determine which uses should and should not be in their local communities and what plans are best and reasonable for each neighborhood rather than having these decisions forced onto townships by the state government; and

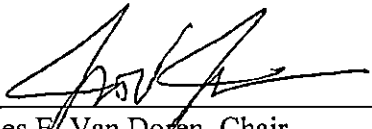
WHEREAS, the legislature of the State of Michigan may propose and attempt to pass into law bills that strip away local community control over local land uses including, but not limited to: short-term rentals, industrial solar installations, industrial wind turbine installations, carbon dioxide capture and sequestration, and sand and gravel mining; and

NOW, THEREFORE, the Lenawee County Board of Commissioners resolves as follows:

- Section 1.** The Lenawee County Board of Commissioners is opposed to the legislature of the State of Michigan proposing and passing bills that take away or otherwise limit local control over local land uses, including, but not limited to: short-term rentals, industrial solar installations, industrial wind turbine installations, carbon dioxide capture and sequestration, and sand and gravel mining.
- Section 2.** The Lenawee County Board of Commissioners supports local control of construction, operation, maintenance, repair, replacement, and decommissioning of industrial wind facilities, industrial solar facilities, sand and gravel mines, carbon dioxide capture and sequestration, and similar uses in our community.
- Section 3.** The Lenawee County Board of Commissioners supports the longstanding right of local community self-determination as provided by the laws and constitution of the State of Michigan.
- Section 4.** As members of the Lenawee County Board of Commissioners, we resolve to maintain the duties and responsibilities bestowed upon us as elected representatives by our constituents to execute their will to the best of our abilities in these matters.

BE IT FURTHER RESOLVED that a copy of this resolution be provided to the County's elected representatives in the Michigan Legislature and the United States Congress; to the Governor of Michigan and all 83 counties, along with the Michigan House and Senate Energy Committee Chairpersons; and to Michigan Association of Counties.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, October 11, 2023, in Adrian, Michigan.


James E. Van Doren, Chair


Roxann Holloway, County Clerk

RESOLUTION

NO: 2023-10-177

LIVINGSTON COUNTY

DATE: October 10, 2023

Resolution Establishing the Livingston County Health Advisory Committee – Board of Commissioners

WHEREAS, the Livingston County Board of Commissioners (BOC) desires a wider array of perspectives with respect to health policy, especially regarding pandemic and epidemic policy.

WHEREAS, additional perspectives will enhance the ability of the Livingston County Department of Public Health (Health Department), Livingston County Board of Health (BOH), and the BOC to design and implement policies that balance public health needs with individual constitutional liberties.

WHEREAS, an advisory committee of local experts focused on scientific literature review and fact-finding would help the BOC, BOH and Health Department by advising on assigned public health policy matters and making recommendations to the BOC, BOH and Health Department as necessary on such matters assigned by the BOC or BOH.

THEREFORE, BE IT RESOLVED the BOC approves the formation of the Livingston County Health Advisory Committee (HC).

BE IT FURTHER RESOLVED that the HC shall be governed by the attached by-laws titled “Livingston County Health Advisory Committee By-Laws, initial release dated 9/25/23, as such bylaws may be amended from time to time in the discretion and authority of the BOC.

BE IT FURTHER RESOLVED that the Director of the Livingston County Health Department and the Livingston County Administrator are directed to assist the HC to perform functions assigned by the BOC or BOH by fulfilling requests for relevant documents that are statutorily allowed.

BE IT FURTHER RESOLVED that the Livingston County Administrator is allowed to spend up to \$10,000 per year to acquire documents as prescribed by the Freedom of Information Act (FOIA). These FOIA requests shall be presented to Livingston County Administrator via a resolution passed by a majority vote of the HC. Such requests shall be limited to supporting the fact-finding mission as described in the HC by-laws.

BE IT FURTHER RESOLVED that the BOC directs the HC to include a review of pandemic/epidemic health policies and a review of informed consent policies as part of their initial focus.

BE IT FURTHER RESOLVED that the County Administrator shall provide the HC with a webpage on the Livingston County website for the posting of meeting minutes and reports approved by the HC.

BE IT FINALLY RESOLVED that the County Clerk shall send all 83 Michigan County Boards of Commissioners a copy of this resolution and a copy of HC by-laws.

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MOVED: D. Helzerman

SECONDED: F. Sample

CARRIED: Roll Call Vote: Yes (6): D. Helzerman, F. Sample, W. Nakagiri, J. Drick, R. Deaton, and N. Fiani; No (3): D. Domas, M. Smith, and J. Gross; Absent (0): None

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 10th 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 12th day of October 2023, A.D.



Elizabeth Hundley

ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK

**LIVINGSTON COUNTY HEALTH ADVISORY COMMITTEE
BY-LAWS**

**ARTICLE I
NAME**

The name of this body is the Livingston County Health Advisory Committee.

**ARTICLE II
AUTHORITY**

The Livingston County Health Advisory Committee was established by the Livingston County Board of Commissioners on the 10th day of October, 2023 in Resolution 2023-10-177.

The Health Advisory Committee (HC) was created under the discretion of the Board of Commissioners (BOC) for specific and limited purposes set forth in the Resolution and these By-Laws. The HC is strictly a fact-finding and advisory committee. The HC shall operate under the County's operating and fiscal policies.

**ARTICLE III
POWERS AND DUTIES: ANNUAL REPORT**

1. The HC is a fact-finding and advisory committee which may occasionally render advice to the BOC and the Livingston County Board of Health (BOH), around health policy. As such, the HC may only make recommendations to the BOC and/or BOH concerning the exercise of government authority.
2. The HC serves the BOC and BOH in the evaluation of health policy options on those BOC or BOH assigned public health policy matters.
3. The HC shall balance public health needs with individual constitutional liberties. Thus, the HC shall provide the BOC and BOH with balanced recommendations based on review of scientific literature that shall include one or more of the following: conventional medicine, alternative medicine, herbal medicine, and nutritional medicine.
4. HC's review of scientific literature shall not be limited to government research or government funded research.
5. The HC is not legally authorized to render a "final decision" on health policy but, rather, is tasked with making recommendations to the BOC and/or BOH as necessary on matters assigned to the HC by the BOC or BOH.
6. The HC shall provide an annual report to BOC outlining the activities, findings, recommendations, and accomplishments of the HC, and additional reports as may be requested by the BOC.

ARTICLE IV
COMMITTEE ORGANIZATION

Section 1. Committee Membership: HC shall be under the general control of the Livingston County BOC and shall consist of five (5) or seven (7) voting members. The BOC shall appoint all members (voting and non-voting). Each member shall be a citizen of Livingston County and have education/experience in at least one of the following areas: conventional medicine, alternative medicine, herbal medicine, nutritional medicine, internal medicine, general practice, OB/GYN, geriatrics, pediatrics, nursing, infectious disease, cancer, palliative care, public health field, and health care law. The BOC may appoint up to two Commissioners to serve as non-voting members. The Director of the Livingston County Health Department may recommend a representative of the Health Department to the BOC for appointment as a non-voting representative, provided that the nominee meets the above qualifications.

Section 2. Term of Members: The term of office of an HC member shall be 2 years from the date of appointment. A member may be reappointed. All members upon appointment shall take an oath to uphold the constitutions of the United States of America and the State of Michigan. The oath shall be the same oath as required for Commissioners elected to the BOC. (Constitution of Michigan, 1963, Article XI, Section 1, MCL 15.151, Section 1).

Section 3. Vacancies in Office: When a vacancy occurs on the HC, either by death, resignation, or removal, the vacancy shall be filled by an appointment by the BOC. This appointment shall be for the remainder of the unexpired term.

Section 4. Neglect of Duties: HC members shall attend meetings and functions of the HC. Members shall be required to attend a minimum of 75% of the regular meetings per year. In cases where such does not occur, the HC shall request a member's resignation and/or request the BOC to remove the HC member.

Section 5. Officers: The HC shall elect a Chairperson, a Vice Chairperson, and a Secretary at the first meeting following the appointment of members by the BOC, for a term of one year. Thereafter, officers shall be elected by the HC at their first meeting in subsequent years.

Section 6. General Conduct: HC shall function as a unit; therefore, individual members shall not speak for the HC unless authorized by the HC to do so. The HC shall not speak for the BOC or BOH, nor shall any member use his or her appointment to lobby legislators as a representative of the BOC, BOH, or the HC.

Section 7. Powers and Duties: The HC shall have such other powers and duties as shall from time to time be provided by law or be assigned by the Livingston County BOC.

ARTICLE V OFFICERS AND STAFF

Section 1. Chairperson: The Chairperson's duties and powers shall include the following:

- A. He/she shall preside over all meetings of the HC.
- B. He/she shall be the ceremonial representative of the HC and shall perform such other duties as specified by law or the Livingston County BOC.

Section 2. Vice Chairperson: The Vice Chairperson shall preside in the absence of the Chairperson and shall perform such other duties as may from time to time be assigned.

Section 3. Secretary: The Secretary shall be the Secretary of the HC and shall perform such duties as may from time to time be assigned. The Secretary shall:

- A. Record the minutes for all proceedings of the HC.
- B. Make regular entries of all resolutions and decisions upon all questions.
- C. Record the vote of each member on any questions submitted to the HC if requested by any member present.
- D. Prepare copies of the minutes of proceedings of the HC for distribution to members of the HC pursuant to Article VI Section 6.
- E. Distribute copies of all minutes, resolutions, and formal reports of the HC to the BOC, the Livingston County Administrator, and the Livingston County Health Department Director.
- F. Perform such other and further duties as the HC may require.

ARTICLE VI MEETINGS

Section 1. All meetings of the HC shall be held in accessible public facilities and shall be conducted according to the Open Meetings Act. (Act 267 of the Public Act of 1976, MCL 15.261 et seq., as amended)

Section 2. Regular Meetings: Except as otherwise required by law, or provided by the HC, regular meetings of the Board shall be as follows:

- A. The HC shall meet at least bi-monthly on a schedule determined by the HC at its first meeting of the year. Additional meetings of the Board may be convened by the Chairperson, or as requested by any two members of the HC, or by the BOC.

B. All meetings of the HC shall be held at the County Administration Building.

Section 3. Special Meetings: The Chairperson or any two (2) members of the Committee upon written notice being served to each member or left at his/her place or residence or via email at least eighteen (18) hours prior to such meeting may call a special meeting. Members may waive notice of any special meeting either before or after the holding thereof.

Section 4. Adjourned Meetings: Any legal meeting of the HC may be adjourned from time to time as the Board may deem necessary.

Section 5. Quorum: A majority of the members shall constitute a quorum for the transaction of the business of the HC.

Section 6. Voting: Except as otherwise provided by statute or parliamentary rules, all questions shall be determined by the votes of a majority of the members present.

Section 7. Distribution of Minutes: Proposed minutes shall be available for public inspection not more than eight (8) business days after each meeting. A copy of the proposed minutes shall be distributed to each member not less than six (6) days prior to the next regularly scheduled meeting.

Approved minutes shall be available for public inspection not later than five (5) business days after the meeting in which the HC approves the minutes. Corrections to the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Correction minutes shall be available no later than the next subsequent meeting after corrections. The corrected minutes shall show both the original entry and the correction.

ARTICLE VII

OTHER PROVISIONS

Section 1. HC members are subject to statutory provisions governing Conflicts of Interest, Act 317 of the Public Acts of 1968, MCL 15.321 et seq., as amended.

Section 2. HC members may be subject to other statutory provisions governing public officers and employees in Chapter 15 of the Michigan Compiled Laws, as amended.

Section 3. The HC shall comply with the Michigan Freedom of Information Act (Act 442 of the Public Acts of 1976, MCL 15.231 et seq., as amended).

Section 4. Public participation: Any member of the public may address the HC during the "call to the public." Individuals addressing the HC shall provide their name and address and shall ordinarily limit their comments to 3 minutes unless the time is otherwise extended by the Chairperson or by a majority vote of the HC. Although members of the public may give oral testimony, they shall be encouraged to provide written testimony to assist the HC in its fact-finding function.

Section 5. Rules of Order: Robert's Rules of order, newly revised, shall govern the HC in all the deliberations except as modified by these bylaws. The Rules of Order of business may be suspended at any meeting by a two-thirds (2/3) vote of those present.

ARTICLE VIII **AMENDMENTS**

The BOC shall have the right to amend, alter, change, add to, or repeal these bylaws at any time, by the affirmative vote of a majority of the members of the entire BOC at any regular or special meeting and with or without action by the HC.

ARTICLE IX **DISSOLUTION**

The HC shall automatically dissolve four (4) years after the date of its creation unless renewed for another term of four (4) years by adoption of a new resolution of the BOC.

The Livingston County Board of Commissioners approved these bylaws at a regular meeting held October, 10, 2023.



COUNTY CLERK'S OFFICE

Tracey Cochran, County Clerk

301 West Upton

Reed City, MI 49677

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

OSCEOLA COUNTY

RESOLUTION 2023-0016

MICHIGAN LEGISLATURE BILLS SB299, SB300, HB 4479 & HB 4480

WHEREAS, there are currently pending in the Michigan Legislature certain bills. SB299, SB300, HB 4479 & HB 4480, which would impose statewide regulations for the implementation of and maintenance of septic systems; and

WHEREAS, these bills as presently drafted, would require inspection of all systems every five years and would impose much greater expenses and work hours on local public health departments; and

WHEREAS, the bills would dramatically increase the requirements for septic inspectors and make it much more difficult to find, hire and retain qualified personnel; and

WHEREAS, the current legislation does not provide a permanent, secure funding mechanism to cover these increased costs, which will invariably be shifted to our local health departments, and

WHEREAS, the Osceola County Board of Commissioners recognizes the critical importance of protecting the Michigan's water resources, including groundwater, lakes and streams, and other surface waters, but concludes that the bills do not provide a sustainable or financially feasible solution in areas that do not have the benefit of municipal sanitary systems; and

WHEREAS, soil types vary considerably throughout Michigan making it difficult to establish generalized "one size fits all" rules for septic systems.

THEREFORE BE IT RESOLVED, that the Osceola County Board of Commissioners opposes SB299, SB300, HB 4479 and HB4480 as introduced and urges the Michigan Legislature to consider the costs to local health departments before adopting changes to the septic provisions of the Michigan Public Health Code.

THEREFORE BE IT FURTHER RESOLVED, that this resolution shall be forwarded to all Michigan counties, Michigan Association of Counties, members of the Michigan Legislature and to other stakeholders.

STATE OF MICHIGAN)

COUNTY OF OSCEOLA)

I, the undersigned, the duly qualified and acting Clerk of the County of Osceola, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 4th day of October, 2023, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 4th day of October 2023.



Tracey Cochran, Osceola County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 22nd day of August, 2023 at 6:30 PM local time.

PRESENT: Commissioners: Roger Belknap, Rebekah Curran, Allison Miedema, Kyle Terpstra, Gretchen Cosby, Douglas Zylstra, Roger Bergman, Jacob Bonnema, Sylvia Rhodea, Lucy Ebel, Joe Moss.

ABSENT: Commissioners: None.

It was moved by Commissioner Allison Miedema and supported by Commissioner Rebekah Curran that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners ("Board") swore an oath to uphold the Constitutions of the United States and the State of Michigan, which protect the natural, God-given rights to life, liberty, and the pursuit of happiness. These Constitutions not only guarantee these freedoms, they also protect and guard against government infringing on these rights; and

WHEREAS, the Due Process Clause of the Fourteenth Amendment protects the rights of parents to make decisions concerning the care of their children and the right to make medical decisions on behalf of their children; and

WHEREAS, Michigan Revised School Code, MCL 380.10, affirms, "It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children;" and

WHEREAS, constitutional freedoms are not suspended in times of crisis or everyday life, at the whim of elected officials, unelected health officials, or for the benefit of government bureaucracy or private institutions; and

WHEREAS, Michigan law provides exemptions to childhood vaccine requirements for school and licensed childcare programs for medical, religious, or other reasons, as follows:

MCL 333.9215 Exemptions.

(1) A child is exempt from the requirements of this part as to a specific immunization for any period of time as to which a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.

(2) A child is exempt from this part if a parent, guardian, or person in loco parentis of the child presents a written statement to the administrator of the child's school or operator of the group program to the effect that the requirements of this part cannot be met because of religious convictions or other objection to immunization; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) enacted Administrative Rule 325.176 (12) on January 1, 2015, requiring parents or guardians who want a religious or philosophical exemption from one or more vaccines for their child(ren), to attend a vaccine education session at their local health department and obtain a state-issued certified waiver; and

WHEREAS, the Ottawa County Department of Public Health provides waiver appointments as established by MDHHS Administrative Rule; and

WHEREAS, the Board respects the right of parents to choose to vaccinate or to exempt their child from one or more vaccines, and acknowledges differing conclusions and practices exist within the medical community regarding the risk-benefit assessment of vaccines and communicable diseases; and

WHEREAS, the Board acknowledges individual genetic risks and contraindications exist regarding vaccines and medical interventions, and respects the right of parents and individuals to make personal medical decisions free of pressure and coercion; and

WHEREAS, the Board values the ethical standard of fully informed consent regarding both the risks and benefits of vaccines, to include full disclosure of ingredients, as well as the adverse effects of vaccines as reported to VAERS, the Vaccine Adverse Event Reporting System, established as the national safety surveillance program; and

WHEREAS, the Board respects the religious, moral, and ethical considerations of vaccines developed or manufactured using fetal cells from aborted infants, such as vaccines for chickenpox, rubella, hepatitis A, measles, mumps, rubella, and certain Covid-19 vaccines.

NOW THEREFORE BE IT RESOLVED, the Ottawa County Board of Commissioners respects the individual freedoms and parental rights of the people of Ottawa County to make choices regarding childhood vaccines; and

BE IT FURTHER RESOLVED, the Board recommends that Ottawa County promotion of vaccines for school and licensed childcare programs include full and accurate information regarding available exemptions and waivers from vaccine requirements; and

BE IT FURTHER RESOLVED, the Board recommends that vaccine waiver sessions include information on both the risks and the benefits of vaccines, a copy of vaccine package inserts, vaccine ingredients, and a link to VAERS data; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to Senators Mark Huizenga, Roger Victory, and Rick Outman, Representatives Nancy DeBoer, Luke Meerman, Brad Slagh, Rachelle Smit, and Greg VanWoerkom, and the Clerk of each county in the State of Michigan.

YEAS: Commissioners: Roger Belknap, Rebekah Curran, Allison Miedema, Kyle Terpstra, Gretchen Cosby, Jacob Bonnema, Sylvia Rhodea, Lucy Ebel, Joe Moss.

NAYS: Commissioners: Douglas Zylstra and Roger Bergman.

ABSTENTIONS: Commissioners: None.

RESOLUTION ADOPTED:



Joe Moss, Chairperson, Ottawa County
Board of Commissioners



Justin Roebuck, Ottawa County Clerk/Register