

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING AGENDA
Wednesday, October 22, 2025 – 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: 162 385 321#

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 24, 2025.

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. EH Fee Schedule Adjustment - Action
3. Staff Reports
 - A. Personal Health – Michelle Klein
 - B. Environmental Health Director – Eric Johnston
 - C. Administrative- Shelley Jablon

Public Comment Period

Board Comments

Adjourn

Personnel and Finance Comm. Meeting- October 22, 2025 1:00 pm
Leelanau County Government Center – Upper-Level Community Meeting Room
Electronically via conference call:
(213) 282-9788 and enter Conference ID: 162 385 321#

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, September 24, 2025 2p.m.
Benzie County Resource Center
6051 Frankfort Hwy.
Benzonia, MI 49616**

Chairperson Allgaier called the meeting to order at 2:01 p.m.

Members Present: Mark Walter – Leelanau County Board of Commissioners-left at 3:20pm
Christina Trigg – Benzie County Board of Commissioners
Gary Sauer - Benzie County Board of Commissioners
Gwenne Allgaier – Leelanau County Board of Commissioners

Members Excused: Dr. David Quimby – Leelanau County Member at Large

Members Absent: Dr. Mark Kuiper – Benzie County Member at Large

Staff Present: Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health
Dan Thorell – Health Officer
Dr. Joshua Meyerson – Medical Director
Shelley Jablon – Director of Administrative Services

Guest Present: Nick Dow-Benzie-Leelanau District Health Department

Pledge of Allegiance

Approval of the August 27, 2025 Regular Board of Health Meeting Minutes:

Motion By: Sauer to approve the July 23, 2025 BOH meeting minutes as presented.

Seconded By: Walter

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

Approval of the Agenda:

Motion By: Trigg to approve the agenda as presented.

Seconded By: Walter

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

Public Comment: None

Health Officer Update- Dan Thorell

A report was distributed prior to the meeting. Please refer to it for details.

Accounts Payable

Motion By: Sauer to approve accounts payable and pay the bills in the amount of \$254,947.24.

Seconded By: Trigg

Roll Call Vote: Walter- yea, Allgaier - yea, Trigg – yea, Sauer -yea

4 yeas 0 nay 1 excused 1 absent Motion carried

August Financial Statements

Motion By: Sauer to accept the August financial statements as presented.

Seconded By: Trigg

Roll Call Vote: Walter- yea, Allgaier - yea, Trigg – yea, Sauer - yea

4 yeas 0 nay 1 excused 1 absent Motion carried

FY 2025 Amended Budget

Motion By: Walter moved to approve the fiscal year 2025 amended budget as presented.

Seconded By: Sauer

Roll Call Vote: Walter- yea, Allgaier - yea, Trigg – yea, Sauer - yea

4 yeas 0 nay 1 excused 1 absent Motion carried

FY 2026 Budget

Motion By: Sauer moved to approve the fiscal year 2026 budget as presented.

Seconded By: Walter

Roll Call Vote: Walter- yea, Allgaier - yea, Trigg – yea, Sauer - yea

4 yeas 0 nay 1 excused 1 absent Motion carried

Office Closure for 12/4/25 All Staff Meeting

Motion By: Walter moved to approve the closure of the BLDHD offices on Thursday, December 4, 2025, for the annual staff meeting.

Seconded By: Trigg

Roll Call Vote: Walter- yea, Allgaier - yea, Trigg – yea, Sauer - yea

4 yeas 0 nay 1 excused 1 absent Motion

Proposed Public Office Closure During Christmas/New Year Holiday Period

Motion By: Walter moved to approve the closure of BLDHD offices to the public on December 26, 29, and 30, 2025, to navigate staffing shortages and allow staff the option of using paid time off to support important time with family.

Seconded By: Sauer

Roll Call Vote: Walter- yea, Allgaier - yea, Trigg – yea, Sauer - yea

4 yeas 0 nay 1 excused 1 absent Motion

BLDHD Plan of Operation during State Government Shutdown

Motion By: Sauer moved to approve continued BLDHD normal operations for a period of 2 weeks beginning October 1, 2025, in the event the Michigan Legislature does not pass a Fiscal Year 2026 budget and there is a state government shutdown.

Seconded By: Trigg

Roll Call Vote: Walter- yea, Allgaier - yea, Trigg – yea, Sauer - yea

4 yeas 0 nay 1 excused 1 absent Motion

Staff Reports:

Medical Director – Dr. Joshua Meyerson

A report was distributed prior to the meeting. Please refer to it for details.

Personal Health – Michelle Klein

A report was distributed at the beginning of the meeting. Please refer to it for details.

Environmental Health – Eric Johnston

A report was distributed at the beginning of the meeting. Please refer to it for details. Nick Dow, Food Coordinator for BLDHD, presented a power point presentation of the report.

Administrative – Shelley Jablon

A report was distributed prior to the meeting. Please refer to it for details.

Public Comment – None

Board Comments – none

Adjourn

Motion By: Allgaier to adjourn the BOH meeting at 3:35 p.m.

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

Gwenne Allgaier, Chairperson

Sanna Johnson, Recording Secretary

DRAFT

To: Benzie-Leelanau District Health Department Board of Health Members

From: Daniel Thorell, MS, RS, Health Officer

Date: October 16, 2025

Subject: October Board of Health Report

1. Staffing and Service Delivery

In September, the FY 2026 BLDHD budget was approved by the BOH. This budget included approximately \$1.5M less revenue than the FY25 budget which equates to an 18% decrease. Mostly through attrition, agency staffing has been adjusted down by 6.2 FTEs, all in the Personal Health Division. The agency has not drastically reduced services as the demand is still present. However, Leadership is working on ways to prioritize and streamline programs and services to manage workloads for staff. Some of these adjustments are listed below:

- Evaluate staffing needs at fall respiratory immunization clinics
- Evaluate and reduce the number of fall respiratory clinics both in our offices and in the community
- Evaluate and consider reduction in regular immunization clinics
- Evaluate MIHP and WIC program caseloads and possibly consider waitlist policy

There is a balance when determining how much to pull back from some of our services due to lost billing revenue. This is monitored closely and will inform decisions regarding service reductions and staffing.

Regardless of our efforts to become more efficient and streamlined, service delivery will be impacted. Due to our staffing shortages, public health nurses, supervisors, and the Division Director are helping out by working at the front desk and covering calls and emails coming into central intake. BLDHD clients will potentially see delays and/or reduction in appointment availability. BLDHD staff are dedicated professionals and will do their best to make sure all clients are served well. However, the balance between service delivery and workload must be considered in this current environment.

Another consideration that needs to be pointed out is the agency's diminished capacity to respond to a communicable disease outbreak. When an outbreak occurs that requires significant staff resources, it will be difficult to carry on normal program operations. This could have a short term (couple of weeks) impact, or an outbreak response could last for months. This is always an unknown, but it is important to note that federal funding cuts have affected local health departments and the state health department's ability to manage a public health emergency.

2. Michigan Budget Highlights for Public Health and Healthcare

Ensuring Health Care is Affordable and Accessible

- \$29.8 billion to continue core Medicaid services, including:
- \$14.5 billion for physical health managed care.
- \$5.5 billion for mental and behavioral health.
- \$4.5 billion in continued Medicaid funding for programs that help seniors and people with disabilities remain in their homes and communities for as long as possible and ensure that nursing home care is available when necessary.
- \$1.8 billion to continue support for community and behavioral health programs, including autism services, community supports, and Certified Community Behavioral Health Clinics.
- \$430.3 million in continued funding for Children's Special Health Care Services, providing treatment and advocacy for children with chronic or complex conditions.
- \$428.2 million in continued support for family health services including dental care, immunizations, pregnancy prevention, and prenatal outreach to ensure children and families have access to care.
- \$193.4 million in continued support for epidemiology, EMS, and laboratory services, including healthy homes programs and lead prevention to protect families from environmental and health threats.

Protecting Michigan's Air, Land, and Water

- \$129 million for local infrastructure projects supported by a federal grant.
- \$83.3 million for water quality programs that protect Michigan's rivers, lakes, and groundwater.
- \$77.6 million for the Renew Michigan program, supporting contaminated site remediation and cleanup, brownfield redevelopment, solid waste management, recycling, and sustainability projects.
- \$40.2 million for drinking water and environmental health programs to safeguard public health.
- \$25.1 million for materials management programs, including recycling and waste reduction.
- \$5 million one-time investment to advance water affordability.
- \$4.1 million for environmental stewardship through the Michigan Agriculture Environmental Assurance Program to promote sustainable farming practices.

ACCOUNTS PAYABLE TOTALS
(October 2025)
BOH meeting

09/30/2025.....	\$270,769.44
10/15/2025.....	\$100,836.81
10/15/2025.....	\$148,026.62
10/15/2025.....	\$490.00
TOTAL	\$520,122.87

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00844 - MISC AP SEPT

10100 - Honor Bank Checking

From 9/30/2025 Through 9/30/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
9/30/2025	9/30/2025	47385	BCN	252520054933	HEALTH INSURANCE		53,976.26	Check
9/30/2025	9/30/2025	47386	CMDHD	BLDHDCJSFY25	CROSS JURIDICTONAL GRANT CC STAFF TRAINING & STIPEND		3,600.00	Check
9/30/2025	9/30/2025	47387	Dearborn Life Insurance Company	09152025DL	LIFE INSURANCE		279.00	Check
9/30/2025	9/30/2025	47388	Delta Dental	RIS0006605130	DENTAL INSURANCE		4,098.43	Check
9/30/2025	9/30/2025	47389	FRANKFORT-ELBERTA AREA SCHOOLS	09252025	SWP CONSTRUCTION AT FRANKFORT SCHOOL		147,510.00	Check
9/30/2025	9/30/2025	47390	Grand Traverse Mobile Communications	61701	SPARE BATTERY REPLACEMENT		136.85	Check
9/30/2025	9/30/2025	47391	Great Lakes Water Quality Laboratory, Inc.	B25-152	WATER TESTING FOR B25-152		40.00	Check
9/30/2025	9/30/2025	47392	DC Collective Grocer, LLC	09102025HF	ICE CREAM SANDWICHES/POPSIC... FOR PC ICE CREAM SOCIAL		92.88	Check
9/30/2025	9/30/2025	47393	Harm Reduction Michigan	704JAN	BENZIE SSP WORK FOR 1/2025		1,111.25	Check
9/30/2025	9/30/2025		Harm Reduction Michigan	705	BENZIE SSP WORK FOR 2/2025		1,111.25	Check
9/30/2025	9/30/2025		Harm Reduction Michigan	707	BENZIE SSP WORK 3/2025		1,111.25	Check
9/30/2025	9/30/2025		Harm Reduction Michigan	725	BENZIE SSP WORK FOR 4/2025		1,111.25	Check
9/30/2025	9/30/2025		Harm Reduction Michigan	731	BENZIE SSP WORK FOR 5/2025		1,111.25	Check
9/30/2025	9/30/2025		Harm Reduction Michigan	738	BENZIE SSP WORK FOR 6/2025		1,111.25	Check
9/30/2025	9/30/2025		Harm Reduction Michigan	742	BENZIE SSP WORK FOR 7/2025		1,111.25	Check
9/30/2025	9/30/2025		Harm Reduction Michigan	756	BENZIE SSP WORK FOR 8/2025		1,111.25	Check
9/30/2025	9/30/2025	47394	JASON GROSS	09182025JG	REFUND SEWAGE PORTION OF PERMIT-ON CITY SEWER		195.00	Check
9/30/2025	9/30/2025	47395	Kathryn Preston	09122025KP	REFUND/ONLY NEED TANK NOT WHOLE SYSTEM		280.00	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00844 - MISC AP SEPT

10100 - Honor Bank Checking

From 9/30/2025 Through 9/30/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
9/30/2025	9/30/2025	47396	Leelanau County	09172025LC	OCTOBER 2025 MAINTENANCE COST FOR LEELANAU EH		2,650.00	Check
9/30/2025	9/30/2025	47397	Leelanau Montessori	09172025LM	OCTOBER 25 RENT FOR LEELANAU PH		6,273.28	Check
9/30/2025	9/30/2025	47398	Linda Thornton	091825LT	REFUND SEPTIC PERMIT FEE AS SEPTIC NOT FAILED		302.00	Check
9/30/2025	9/30/2025	47399	Metropolitan Life Insurance Company	09142025ML	LIFE INS, SHORT/LONG-TERM DIS, VOL LIFE INS		4,545.87	Check
9/30/2025	9/30/2025	47400	Munson Occupational Health & Medicine	241788-00	DRUG SCREEN/PHYSICAL FOR 2 EMPLOYEES		286.00	Check
9/30/2025	9/30/2025	47401	Northern Sprinkler System	38964	BLOW OUT SPRINKLER SYSTEM FOR WINTER -BCRC		110.00	Check
9/30/2025	9/30/2025	47402	NW MI-AIMH	09302025NW	REIMBURSEMENT FOR FOOD PURCHASED/FRATERN... OF FATHERS		841.04	Check
9/30/2025	9/30/2025	47403	Robert White	92425RW	REFUND SEPTIC COST/SPOUSE HAD STROKE AND NOT DOING PROJECT		302.00	Check
9/30/2025	9/30/2025	47404	Trophy Trolley	64909	2 EMPLOYEE NAME TAGS		24.00	Check
9/30/2025	9/30/2025	47405	Yousef Bader	09222025YB	REFUND-SHOULD NOT OF CHARGED FOR REVIEW FOR REMODEL		178.00	Check
9/30/2025	9/30/2025	ACH093025SEP01	Applied Innovation	2935590	COPIERS/PRINTERS		362.51	Voucher
9/30/2025	9/30/2025	ACH093025SEP02	Autumn Jurek	09252025AJ	FLOWCODE SUBSCRIPTION REIMBURSEMENT FOR 10/2024		108.00	Voucher
9/30/2025	9/30/2025	ACH093025SEP03	Debbie Aldridge	09182025DA	REIMBURSEMENT FOR CONFERENCE REGISTRATION FEE/MI CHW		125.00	Voucher

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00844 - MISC AP SEPT

10100 - Honor Bank Checking

From 9/30/2025 Through 9/30/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
9/30/2025	9/30/2025	ACH093025SEP04	Jennifer Flohe-Payne	09252025JFP	MEAL REIMBURSEMENT FOR WIC PEER UPDATE		24.14	Voucher
9/30/2025	9/30/2025	ACH093025SEP05	KSS Enterprises	1709549	TOILERT PAPER AND ROLL TOWEL FOR LEELANAU		255.71	Voucher
9/30/2025	9/30/2025	ACH093025SEP06	NHF Sub Benzie-Leelanau	091725NHF	BCRC		4,885.00	Voucher
9/30/2025	9/30/2025	ACH093025SEP07	Nugent Hardware	092525NUG	UPS SHIPPING OF WATER SAMPLES & OUTLET PLUGS		21.97	Voucher
9/30/2025	9/30/2025	ACH093025SEP08	Patagonia Health Inc.	13485	PERSONAL HEALTH SOFTWARE		4,526.22	Voucher
9/30/2025	9/30/2025	ACH093025SEP09	Solutions For You, LLC	HA-13RJQW	CLEANING FOR SEPT IN LEELANAU		1,200.00	Voucher
9/30/2025	9/30/2025	ACH093025SEP10	SOS Analytical	255087	BACTERIA WATER SAMPLE FOR NORTHPORT MARINA		150.00	Voucher
9/30/2025	9/30/2025	ACH093025SEP11	Wyant Computer Services	35181	UPDATED COMPUTERS FOR R RONK & L PALMER		4,642.26	Voucher
9/30/2025	9/30/2025	ACH093025SEP12	Wyant Computer Services	35187	SOFTWARE LICENSES		10,309.25	Voucher
9/30/2025	9/30/2025	M093025SEP001	Synchrony Bank/Amazon.com	17GQ-KQJX-73VQ	SEPT MANUAL AP		80.05	Check
9/30/2025	9/30/2025	M093025SEP002	Cardmember Service	09162025SJ	SEPT MANUAL AP		1,130.28	Check
9/30/2025	9/30/2025	M093025SEP003	Cardmember Service	09162025DT	SEPT MANUAL AP		2,514.00	Check
9/30/2025	9/30/2025	M093025SEP004	Cardmember Service	09162025DP	SEPT MANUAL AP		1,646.03	Check
9/30/2025	9/30/2025	M093025SEP005	Synchrony Bank/Amazon.com	1X3P-9P1N-4KJ3	SEPT MANUAL AP		584.91	Check
9/30/2025	9/30/2025	M093025SEP006	DTE Energy	0911/2025DTE	SEPT MANUAL AP		54.82	Check
9/30/2025	9/30/2025	M093025SEP007	Synchrony Bank/Amazon.com	163C-4JDP-3J6W	SEPT MANUAL AP		667.24	Check
9/30/2025	9/30/2025	M093025SEP008	Synchrony Bank/Amazon.com	1MKT-GF79-3MVM	SEPT MANUAL AP		337.58	Check
9/30/2025	9/30/2025	M093025SEP009	Aflac	502832	SEPT MANUAL AP		1,454.26	Check
9/30/2025	9/30/2025	M093025SEP010	Synchrony Bank/Amazon.com	161M79L7-NRJK	SEPT MANUAL AP		646.10	Check
9/30/2025	9/30/2025	M093025SEP011	Synchrony Bank/Amazon.com	1FR6-JNHN-CPW3	SEPT MANUAL AP		433.50	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00844 - SEPT MANUAL AP

10100 - Honor Bank Checking

From 9/30/2025 Through 9/30/2025

<u>Effective Date</u>	<u>Document Date</u>	<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>RU Code</u>	<u>Check Amount</u>	<u>Payment Type</u>
Report Total							270,769.44	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00849 - SEPT MANUAL AP

10100 - Honor Bank Checking

From 9/30/2025 Through 10/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
9/30/2025	9/30/2025	M101525SEP001	Consumers Energy	093025CE	SEPT MANUAL AP		2,572.63	Check
9/30/2025	9/30/2025	M101525SEP002	Verizon Wireless	6125000803	SEPT MANUAL AP		1,197.02	Check
10/15/2025	10/15/2025	47406	AMERISOURCEBERGEN	3228360899	FLUMIST		261.90	Check
10/15/2025	10/15/2025	47407	Brittany Struble	10082025BAS	REFUND OF BOARD OF APPEALS FEE		475.00	Check
10/15/2025	10/15/2025	47408	ECKLER BUILDING SOLUTIONS, LLC	9272025EBS	FINAL BILL FOR BUILDING CONTRACTOR FOR OFFICE REMODEL		48,431.20	Check
10/15/2025	10/15/2025	47409	Fort Road Residence LLC	09282025FRR	REFUND FOR DOUBLE PAYMENT FOR DHS INSPECTION		170.00	Check
10/15/2025	10/15/2025	47410	Harm Reduction Michigan	801	SEPTEMBER BENZIE SSP WORK		1,111.25	Check
10/15/2025	10/15/2025	47411	Kendra Thompson	09272025KT	FINAL ARCHITECT BILL FOR REMODEL		7,000.00	Check
10/15/2025	10/15/2025	47412	Leelanau Montessori	2024-25-04	JULY-SEPT QUARTERLY MAINTENANCE BILLING		2,910.78	Check
10/15/2025	10/15/2025	47413	Picture Perfect Asphalt Restoration	2536	CRACK FILLING, SEAL COATING & STRIPING THE BCRC PARKING LOT		9,260.00	Check
10/15/2025	10/15/2025	47414	Republic Services #239	0239-003862025	WASTE & RECYCLING PICKUP		699.61	Check
10/15/2025	10/15/2025	47415	The Standard	09302025TS	VISION INSURANCE		581.13	Check
10/15/2025	10/15/2025	47416	Traverse City Area Public Schools	6020	OCTOBER REG & MINI FLYERS		52.41	Check
10/15/2025	10/15/2025	ACH101525SEP01	Northern Michigan Janitorial Services	3180	SEPT. CLEANING SERVICES AT BCRC		6,505.00	Voucher
10/15/2025	10/15/2025	ACH101525SEP02	SOS Analytical	254883	WATER TESTING		4,260.00	Voucher
10/15/2025	10/15/2025	ACH101525SEP03	Valley City Linen	093025VCL	RUG CLEANING SVC FOR BCRC		361.98	Voucher
10/15/2025	10/15/2025	ACH101525SEP04	Wyant Computer Services	35242	4 LAPTOPS, WARRENTIES, MEMORY		12,672.84	Voucher
10/15/2025	10/15/2025	ACH101525SEP05	Wyant Computer Services	35250	LAPTOP, WARRENTY AND MEMORY		2,314.06	Voucher
Report Total							100,836.81	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00850 - MISC AP OCT

10100 - Honor Bank Checking

From 10/15/2025 Through 10/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
10/15/2025	10/15/2025	47417	AMERISOURCEBERGEN	3228663285	RSV FOR LEELANAU OFFICE		11,781.12	Check
10/15/2025	10/15/2025		AMERISOURCEBERGEN	3228663348	40 DOSES RSV FOR BENZIE OFFICE		11,781.12	Check
10/15/2025	10/15/2025		AMERISOURCEBERGEN	3229248843	TUBERSOL FOR LEELANAU OFFICE		694.44	Check
10/15/2025	10/15/2025		AMERISOURCEBERGEN	3229248921	PREVNAR VACCINE FOR BENZIE OFFICE		5,272.94	Check
10/15/2025	10/15/2025		AMERISOURCEBERGEN	3229248922	TUBERSOL FOR BENZIE OFFICE		694.44	Check
10/15/2025	10/15/2025	47418	BCN	252800092895	EMPLOYEE HEALTH INSURANCE		57,541.92	Check
10/15/2025	10/15/2025	47419	Dolly Parton's Imagination Library GTR	1422 1025	OCTOBER 2025 DPIL BOOKS		1,164.70	Check
10/15/2025	10/15/2025	47420	ICC CDS,LLC	CMS0027874	LASERFICHE SOFTWARE & SUPPORT FOR 12/1-10/30/26		9,010.00	Check
10/15/2025	10/15/2025	47421	Glen Lake Community Church	100225GLCC	RENTAL OF KITCHEN, HALL FOR FAMILIES TOGETHER MONTHLY DINNER		400.00	Check
10/15/2025	10/15/2025	47422	Lakeshore Custom Homes	10142025LCH	REFUND SEPTIC PORTION/ON COMMUNITY SYSTEM		236.00	Check
10/15/2025	10/15/2025	47423	State of Michigan	791-11360439	STATE OWED FOOD FEES		436.00	Check
10/15/2025	10/15/2025	47424	TKS Security	32491	SECURITY SERVICES FOR OCT-DEC 2025		324.00	Check
10/15/2025	10/15/2025	ACH101525OCT01	Debbie Aldridge	10072025DA	REIMBURSEMENT FOR HOTEL ROOM FOR MICHWA CONFERENCE		121.98	Voucher
10/15/2025	10/15/2025	ACH101525OCT02	Health Department of Northwest Michigan	6328	BLDHD MEDICAL OFFICER FOR 10/25		5,240.59	Voucher
10/15/2025	10/15/2025	ACH101525OCT03	Moderna	903169529	COVID 19 ADULT VACCINE FOR LEELANAU		18,255.93	Voucher
10/15/2025	10/15/2025	ACH101525OCT04	Moderna	903169604	COVID 19 ADULT VACCINE FOR BENZIE		18,255.93	Voucher
10/15/2025	10/15/2025	ACH101525OCT05	Wyant Computer Services	35274	DOCKING STATIONS FOR 2 LAPTOPS		522.54	Voucher
10/15/2025	10/15/2025	M101525OCT001	MERS Retirement	00171849-1	OCT MANUAL AP		3,857.00	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00850 - OCT MANUAL AP

10100 - Honor Bank Checking

From 10/15/2025 Through 10/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
10/15/2025	10/15/2025	M101525OCT002	Charter Communicaitons	5311501100125	OCT MANUAL AP		685.00	Check
10/15/2025	10/15/2025	M101525OCT003	Charter Communicaitons	5311401100125	OCT MANUAL AP		179.98	Check
10/15/2025	10/15/2025	M101525OCT004	Charter Communicaitons	5281701100125	OCT MANUAL AP		219.98	Check
10/15/2025	10/15/2025	M101525OCT005	Charter Communicaitons	5280501100125	OCT MANUAL AP		900.00	Check
10/15/2025	10/15/2025	M101525OCT006	Charter Communicaitons	5281601100125	OCT MANUAL AP		40.00	Check
10/15/2025	10/15/2025	M101525OCT007	Synchrony Bank/Amazon.com	1DK6-DC7L-CD7Q	OCT MANUAL AP		371.98	Check
10/15/2025	10/15/2025	M101525OCT008	Synchrony Bank/Amazon.com	1V3P-LX4Y-3LMH	OCT MANUAL AP		39.03	Check
Report Total							148,026.62	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00854 - MISC AP SEP

10100 - Honor Bank Checking

From 9/30/2025 Through 10/15/2025

<u>Effective Date</u>	<u>Document Date</u>	<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>RU Code</u>	<u>Check Amount</u>	<u>Payment Type</u>
10/15/2025	10/15/2025	47425	Byte Productions, LLC	209994	ANNUAL ADA COMPLIANCE PLUGIN		490.00	Check
Report Total							490.00	

Temporary Campground Permit Fee Increase

- The State of Michigan has increased its fees for temporary campground permits. Because the temporary campground fees on our fee schedule include both the local and state portions, we are requesting an adjustment to our listed fees to account for the state's increase. This adjustment will ensure continued compliance with state requirements and maintain accurate billing. Our portion of the fee will remain unchanged; only the state portion will increase. To illustrate:

State of Michigan Fee Schedule for Temporary Campground Licenses Effective through 2026, 2027, and 2028

Number of Sites in Temporary Campground	State Portion of Fees
1-25 sites	\$119
26-50 sites	\$160
51-75 sites	\$201
76-100 sites	\$242
101-500 sites	\$361
501 or more sites	\$804

BLDHD Fee Schedule Proposed Adjustment for FY 2026

Campgrounds				
263	2162	Campground Fee - Late Fee (50% of Permit Fee)		
263	2126	Campground Fee	148	
263	2127	Construction Fee - Minor Alteration/Addition	128	
263	2128	Construction Fee - Major Addition or New Campground	332	Adjusted Fee
		Temporary Campground (1-25 sites) Includes State of MI fee \$109 (Increased to \$119)	187	197
		Temporary Campground (26-50 sites) Includes State of MI fee \$146 (Increased to \$160)	242	256
		Temporary Campground (51-75 sites) Includes State of MI fee \$184 (Increased to \$201)	300	317
		Temporary Campground (76- 100 sites) Includes State of MI fee \$221 (Increased to \$242)	354	375
		Temporary Campground (101-500 sites) Includes State of MI fee \$330 (Increased to \$361)	520	551
		Temporary Campground (501+sites) Includes State of MI fee \$734 (Increased to \$804)	980	1050

Proposed Motion:

I move that the Board of Health approve an adjustment to the temporary campground fees listed in the Benzie-Leelanau District Health Department fee schedule, to reflect the recent increase in the State of Michigan's portion of the temporary campground permit fee.

Director of Administrative Services
Report – August 2025
Shelley Jablon

The purpose of the administration division is to manage the finances, purchasing, billing, human resources, technology and assist in the building areas of the Health Department.

Finance :

There were no financials included this month as Fiscal Year 2025 is being wrapped up. Once the year is closed out the final financials for this time period will be provided.

Human Resources:

Bridget Moore started October 13, 2025 as our new Administrative Assistant for the Environmental Health Division.

Technology, Purchasing and Billing:

No new changes since our last meeting.

Building:

The parking lot at the Benize Resource Center was resurfaced this past month.