

1. 8:00 A.M. 11-6-2019 Packet

Documents:

[11-6-2019 PACKET.PDF](#)

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, November 6, 2019 @ 8:00 a.m.

Governmental Center, 2nd Floor Commission Chambers
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

- ❖ Please turn off all cell phones or switch them to silent mode.
- ❖ Any person may make a video, audio or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.

If you need auxiliary aid assistance, contact 231-922-4760.

CALL TO ORDER:

1. OPENING CEREMONIES, EXERCISES, OR INVOCATION (Gordie Lapointe)
(If the opening ceremonies include an invocation, the invocation should precede all other ceremonies, such as the singing of the National Anthem or Pledge of Allegiance, and shall be done in accordance with an invocation policy as adopted by the Board of Commissioners.)
2. ROLL CALL:
3. APPROVAL OF MINUTES:
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
 - a. Minutes of October 16, 2019 (Regular Meeting)..... 3
 - b. Minutes of October 23, 2019 (Study Session) 11
 - c. Minutes of October 30, 2019 (Study Session) 13
4. FIRST PUBLIC COMMENT

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provisions of the Michigan Open Meetings Act. Public Comment shall be carried out in accordance with the following Board Rules and Procedures:

Any person wishing to address the Board shall state his or her name and address.

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions, if any. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, allow an additional opportunity or time to speak if determined germane and necessary to the discussion.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment may be received during the meeting when a specific agenda topic is scheduled for discussion by the Board. Prior to the first public comment, the Chairperson will indicate the topics on the agenda for which public comment will be accepted. Members of the public wishing to comment should raise their hand or pass a note to the clerk in order to be recognized, and shall not address the board until called upon by the chairperson. Please be respectful and refrain from personal or political attacks.

5. APPROVAL OF AGENDA
6. CONSENT CALENDAR:

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the

public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Commission action adopting the consent calendar.

All Information identified on the Consent Calendar can be viewed in it's entirety at www.grandtraverse.org.

a. Receive:	
1) Northwest Michigan Community Action Agency minutes of 8-15-19.....	15
2) Traverse Area District Library (Special Board Meeting) minutes of 9-22-19.....	19
3) Department of Health & Human Services minutes of 9-24-19	20
4) Finance Report	23
5) Employee Recognition – Making a Difference Quarterly Winner – John Sabatini, Jr.	28

b. Approvals:	
1) Health Department - Dental Services Agreement – Amendment #22.....	29
2) Resource Recovery – Clean Sweep Grant 2020.....	42
3) Budget Amendments	52

c. Action:	
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7. SPECIAL ORDERS OF BUSINESS:

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. DEPARTMENTAL ITEMS:

a. Northwestern Regional Airport Commission (NRAC) – Property Purchase	61
b. Facilities – Carpet Replacement for Hall of Justice	66
c. Civil Counsel - Authorization to File Lawsuit against Ronald and Landa Alpers	81

10. UNFINISHED BUSINESS:

a. County Clerk – Conversion of Old Board Minutes and Packets	82
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11. NEW BUSINESS:

a. Proposed meeting calendar for January of 2020.....	84
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12. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)

13. COMMISSIONER/DEPARTMENT REPORTS:

14. NOTICES:

15. CLOSED SESSION:

1) To consider strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement as permitted under MCL 15.268(c).	
2) To consider an attorney-client privileged memorandum as permitted under MCL 15.243(l)(g)	

16. ADJOURNMENT

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
October 16, 2019

Chairman Hentschel called the meeting to order at 8:00 a.m. at the Governmental Center.

OPENING CEREMONIES, EXERCISES OR INVOCATION

An invocation was given by Brian Harcey, Good News Media, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Betsy Coffia (arrived at 8:01 am), Bryce Hundley, Brad Jewett, Gordie LaPointe, Addison Wheelock, Jr. and Rob Hentschel

EXCUSED: Ron Clous

APPROVAL OF MINUTES

Minutes of October 2, 2019 Regular Meeting

Minutes of October 9, 2019 Study Session

Moved by Wheelock, seconded by Jewett to approve the minutes listed above. Motion carried.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

Margaret Monsour

Brenda Earl

Alan McCullough

Carol Shuckra

Gretchen Iorio

Harold Lassers

Dave Nichols

Ann Rogers

Sylvia McCullough

Dave Petrove

Ted Iorio

APPROVAL OF AGENDA

Moved by Coffia, seconded by Jewett to approve the agenda as presented. Motion carried

CONSENT CALENDAR

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Information identified on the Consent Calendar can be viewed in its entirety at
www.grandtraverse.org

A. RECEIVE AND FILE

1. Airport Commission Minutes of August 20, 2019 (Regular Meeting)
2. Airport Commission Minutes of September 13, 2019 (Special Meeting)
3. Airport Governance Advisory Minutes of August 20, 2019 – *removed from Calendar*
4. Expenditure Report > \$5,000
5. Road Commission Monthly Report - *removed from Calendar*
6. Construction Code Board of Appeals Appointment
7. Making a Difference – 3rd Quarter - *removed from Calendar*

B. APPROVALS

1. Resolution 149-2019
Administration
Vehicle Replacement Policy
2. Resolution 150-2019
Commission on Aging
Addition of Snow Removal Vendor Contract
3. Resolution 151-2019
Administration
Central Records
Clerical & Records Agreement
4. Resolution 152-2019
Boards & Committees
Brownfield Redevelopment Authority
Board of Public Works
5. Resolution 153-2019
Finance
September 2019 Claims
6. Resolution 154-2019
Finance
FY2019 Budget Amendments

7.

Resolution 155-2019

Administration

Boardman Lake Loop Construction Project Funding Agreement

8.

Resolution 156-2019

Administration

Automated Fleet Fuel Purchase

ACTION ON THE CONSENT CALENDAR

After the County Clerk read the Consent Calendar for the record. The following items were removed:

a-3 Page 15 By Hundley

a-5 Page 18 By Coffia

a-7 Page 7 By Coffia

Moved by Wheelock, seconded by Jewett to approve the Consent Calendar minus items a-3, a-5, and a-7.

Roll Call Vote: Yes 6, Excused 1

SPECIAL ORDERS OF BUSINESS

a. Public Hearing and Approval Consideration for Pugsley Redevelopment Brownfield Plan

Chris Forsyth, reviewed the Pugsley Redevelopment Brownfield Plan and introduced Mac McClelland, and Marc McKellar.

Mac McClelland, Otwell Mawby, reviewed presentation on the Pugsley Redevelopment Brownfield Plan.

Marc McKellar, North Bay Capital Attorney, spoke to house building, investment of the Pugsley property, and potential rail service.

Captain Chris Clark, Sheriff's Department, spoke to the benefit of having the gun range located at the Puglsey area.

Public Hearing Opened at: 9:19 am

Public Comment

Dave Petrove – In support

Dave Nichols – In support

Marc McKellar – In support

Andy Smits – In support

Public Hearing Closed at: 9:25 am

Resolution 157-2019
Pugsley Redevelopment Brownfield Plan

Moved by Wheelock, seconded by Coffia to approve Resolution 157-2019.
Roll Call Vote: Yes 6 Excused 1

Commissioners took a break at 9:27 a.m.
Commissioners returned to regular session at 9:47 a.m.

ITEMS REMOVED FROM CONSENT CALENDAR

a-3 Airport Governance Advisory Minutes of August 20, 2019

Moved by Hentschel, seconded by Hundley to instruct staff to collect questions from Commissioners in October 2019 and report on current and possible future governance structures, bring back answers to entire board by the end of January 2020.
Motion carried.

Moved by Hundley, seconded by Jewett to receive and file the Airport Governance Advisory Minutes of August 20, 2019.
Motion carried.

a-5 Road Commission Monthly Report

Brad Kluczynski, Road Commission Manager, answered Commissioners' questions.

Moved by Coffia, seconded by Jewett to receive and file the Road Commission Monthly Report.
Motion carried.

a-7 Making a Difference – 3rd Quarter

Moved by Coffia, seconded by Jewett to receive and file the Making a Difference – 3rd Quarter.
Motion carried.

DEPARTMENT ACTION ITEMS

a. Grand Traverse Sheriff's Office

1) Potential Purchase of Pugsley Ponds Area

Chris Forsyth, Deputy County Administrator, reviewed the potential purchase of Pugsley Ponds Area and answered Commissioners' questions. Captain Clark answered Commissioners' questions regarding proposed training uses.

Resolution 158-2019
Sheriff's Office
Pugsley Ponds Area

Moved by Wheelock, seconded by Jewett to approve Resolution 158-2019.
Motion carried.

b. Equalization

1) Apportionment Report

James Baker, Equalization Director, reviewed Apportionment Report and answered Commissioners' questions.

Resolution 159-2019
Equalization
Apportionment Report

Moved by Wheelock, seconded by Hundley to approve Resolution 159-2019.
Motion carried.

c. Commission on Aging

1) Home Chore – Purchase of Two (2) Trucks

Cynthia Kienlen, Commission on Aging Director, reviewed the request for the purchase 2 trucks for the Home Chore program and answered Commissioners' questions.

Resolution 160-2019
Commission on Aging
Home Chore – Purchase of Two (2) Trucks

Moved by Jewett, seconded by Wheelock to approve Resolution 160-2019.
Motion carried.

d. Drain Commissioner

1) Silver Lake – Lake Level Special Assessment District

Steve Largent, Drain Commissioner, reviewed Silver Lake – Lake Level Special Assessment District and answered Commissioner's questions.

Resolution 161-2019
Drain Commissioner
Silver Lake
Lake Level Special Assessment District

Moved by Wheelock, seconded by Coffia to approve Resolution 161-2019.
Motion carried.

2) Duck Lake – Lake Level Special Assessment District

Steve Largent, Drain Commissioner, reviewed Duck Lake – Lake Level Special Assessment District and answered Commissioners' questions.

Resolution 162-2019
Drain Commissioner
Duck Lake
Lake Level Special Assessment District

Moved by Wheelock, seconded by Jewett to approve Resolution 162-2019.
Motion carried.

e. Civil Counsel

1) FOIA Appeal

Kit Tholen, Deputy Civil Counsel, reviewed the FOIA Appeal and answered Commissioners' questions.

Brooke Kansler, Record Eagle reporter, spoke on the FOIA Appeal.

Moved by Coffia, seconded by Hundley to table the motion to a special meeting to be held October 23, 2019.

Roll Call Yes 2 No 4

Nays: Jewett, LaPointe, Wheelock, and Hentschel
Motion Failed

Moved by Wheelock, seconded by Jewett to continue to hold Attorney Client Privileged memos as confidential.

Roll Call Yes 5 No 1

Nays: Coffia

Moved by Wheelock, seconded by Jewett to affirm the denial of the FOIA Appeal.

Roll Call Yes 5 No 1

Nays: Coffia

f. Board & Committee Appointments

1) Update and Request to Appoint Ad Hoc Committees

Ad Hoc for Airport & Parks and Recreation

Commissioners: Hentschel, Coffia and Clous

Ad Hoc for DHHS and Veterans Affairs

Commissioners: LaPointe, Coffia, and Clous

Ad Hoc for Public Works and TADL

Commissioners: Wheelock, Coffia and Jewett

Ad Hoc for BATA, Building Authority and EDC

Commissioners: Jewett, Hundley and Wheelock

Moved by Hentschel, seconded by Jewett to recommend the above Ad Hoc Committees for interviews and recommendations for board member appointments.

Motion carried.

Commissioners took a break at 11:10 a.m.

Commissioners returned to regular session at 11:16 a.m.

UNFINISHED BUSINESS

a. Ethics Ad Hoc Information/Discussion (request by Coffia)

Commissioner Coffia spoke on the Ethics Ad Hoc committee and proposed policy language provided by Human Resources Director and Civil Counsel.

Moved by Hundley, seconded by Coffia as a demonstration of our commitment to ethical dealings and to ensure a fair and impartial process for dealing with ethics violations, and in the interest of overall transparency and accountability in government on behalf of county taxpayer resources, the county board of commissioners votes hereby adopts the attached draft language provided to the Ethics Ad Hoc by civil counsel and the Human Resources director into the ethics policy.

Moved Jewett, seconded by Hentschel to table the main motion until the next regular meeting, November 6, 2019.

Roll Call: Yes 5 No 1

Nays: LaPointe

Moved by Hentschel, seconded by Hundley, to instruct the Ethics Ad Hoc Committee to meet between now and the first meeting in December and provide a written recommendation to the Board of Commissioners.

Motion carried.

b. County Parking Lot Ordinance

Nate Alger, County Administrator, reviewed background on the County Parking Lot Ordinance and answered Commissioners' questions.

Moved by Coffia, seconded by Hundley to approve proposed County Parking Lot Ordinance with amendment of no enforcement on Wednesdays between the hours of 8:00 am to 1:00 pm.

Moved by Coffia, seconded by Hentschel to lay the motion on the table until the next regular meeting.

Motion carried.

NEW BUSINESS

None

COMMISSIONER/DEPARTMENT REPORTS

None

PUBLIC COMMENT

Dave Petrove

Ann Rogers

Bruce Moore

Kelly MacIntosh

Christina Riddle

NOTICES

None

CLOSED SESSION

None

Meeting adjourned at 12:19 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) _____ (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Study Session
October 23 2019

Chairman Hentschel called the meeting to order at 8:00 a.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

The Pledge of Allegiance to the Flag of the United States of America was recited.

PRESENT: Betsy Coffia (8:03 a.m.), Bryce Hundley, Brad Jewett, Addison Wheelock, Jr.,
Ron Clous, Gordie LaPointe, and Rob Hentschel

PUBLIC COMMENT

The following person addressed the Commissioners during Public Comment.

Noelle Moeggenberg

MOTION TO END STUDY SESSION AT 10:00 A.M.

Moved by Jewett, seconded by LaPointe to conclude the study session at 10:00 a.m.

Roll Call Vote: Yes 5, No 2

Nay: Hundley and Coffia

RECOMMENDED 2020 BUDGET

Commissioners invited the department heads and elected officials present to speak about their staffing requests. Due to a miscommunication between the Administration office and the elected officials regarding when they would be presenting to the board, the elected officials requested to be added to a future study session.

Chairman Hentschel indicated that motions regarding “procedure” would be allowed during this study session.

Wendy Hirschenberger, Health Officer, requested clarification on staffing requests for the Health Department since a lot of their revenue is from grants.

Moved by Coffia, seconded by Hundley to invite elected officials and department heads to give a 15 minute formal presentation regarding their staffing requests at the October 30th Study Session. Commissioner Hundley added a friendly amendment to have them include in the agenda packet copies of the department requests.

Roll Call Vote: Yes 3, No 4

Nay: Jewett, Wheelock, Clous, LaPointe and Hentschel

Motion failed.

Moved by Wheelock, seconded by Jewett to allow the 3 elected officials that were requesting additional staff to appear at the October 30th Study Session to submit their formal presentations regarding their staffing requests and the elected officials documentation of request will be included in the agenda packet.

Roll Call Vote: Yes 6, No 1
Nay: Hentschel

Sheriff Tom Bensley and Prosecuting Attorney Noelle Moeggenberg spoke about their staffing requests and answered Commissioners' questions. More detail will be forthcoming at the October 30, 2019 Study Session.

Commissioner Coffia requested Administration to bring back a report on the County Commissioners' 2019 budget status.

PUBLIC COMMENT

None

ADJOURNMENT

Meeting adjourned at 9:55 a.m.

Bonnie Scheele County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) _____ (Initials) _____

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Study Session
October 30 2019

Chairman Hentschel called the meeting to order at 8:00 a.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

The Pledge of Allegiance to the Flag of the United States of America was recited.

PRESENT: Gordie LaPointe, Addison Wheelock, Jr. (8:03 a.m.), Brad Jewett, Bryce Hundley, Betsy Coffia, and Rob Hentschel

EXCUSED: Ron Clous

Chairman Hentschel moved the Family Court presentation up because Judge Stanton had to be in court at 8:30 a.m.

RECOMMENDED 2020 BUDGET

c. Family Court Request

Melanie Stanton, Probate Judge, presented her staffing increase request.

PUBLIC COMMENT

The following person addressed the Commissioners during Public Comment.

David Petrove

RECOMMENDED 2020 BUDGET

a. Sheriff's Office Presentation

The following people presented the Sheriff's Office staffing increase request.

Tom Bensley, Sheriff

Chris Clark, Sheriff's Office

Kip Belcher, Michigan State Police, District 7

Charlie Hamlin, Prosecuting Attorney's Office

Mike Caldwell, Michigan State Police

Jeff O'Brien, City Police

Randy Fewless, Sheriff's Office

b. Prosecuting Attorney's Presentation

Noelle Moeggenberg, Prosecuting Attorney, presented her staffing increase request.

c. Family Court Request – Moved before Public Comment

d. Board of Commissioners' Budget Information

Commissioners asked Administration questions regarding the 2020 Board of Commissioner's budget. Dean Bott, Finance Director, will check on the budget and report back to the Commissioners.

PUBLIC COMMENT

The following person addressed the Commissioners during Public Comment.

Mike Shea

ADJOURNMENT

Meeting adjourned at 11:55 a.m.

Bonnie Scheele County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) _____ (Initials) _____

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – August 15, 2019

PRESENT:

Art Jeannot
Larry Levengood
Rev. Gerald Cook
Izzy Lyman
Lindsey Walker
Sam Getsinger
Debbie Bishop
Tony Ansorge
Carol Smith
Carolyn Rentenbach
Grace Ronkaitis
Jeff Miller
Marc Milburn
Ralph Stephan
Jennifer Smith
Judy Nichols

ABSENT:

Ed Boettcher (E)
Tom Kelley (E)
Tonya Schroka (E)
Bob Draves (E)
Louis Fantini (E)
Mary Klein (E)
Brenda DeKuiper
Dr. Leigh Ngirarsaoi
Pam Niebrzydowski (E)
Tom Olmsted

The meeting was called to order at 12:30 P.M. by Chairperson Rev. Gerald Cook. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Rev. Gerald Cook requested approval for the meeting Agenda.

Motion by Judy Nichols, supported by Jennifer Smith, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the June 20, 2019 meeting of the Board of Directors were presented for Board action.

Motion by Sam Getsinger, supported by Peachy Rentenbach, that the minutes of the June 20, 2019 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Jerry Cook introduced Bethany Parent from Wexford County. Bethany is a Head Start Policy Council representative for the Marty Paul Head Start classroom and Representative to the State Conference for NMCAA's Policy Council.

Motion by Judy Nichols, supported by Debbie Bishop to accepted Bethany Parent as the new Consumer Sector Representative from Wexford County. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Shannon Phelps, Child Family Development Director presented the minutes from the Policy Council meetings on August 8, 2019.

Motion by Debbie Bishop, supported by Ralph Stephan to accept the Policy Council meeting minutes for August 8, 2019 as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, presented the Financial Reports and Annual Operations Plan and Report Summary for June and July 2019, bank credit card statements for June and July 2019, and the status of Agency Program Operations. *100 Day Challenge – Northern Michigan* will provide safe and stable housing for 64 youth and young adults (14 – 24) in 100 days. Our area and NMCAA have been recognized as leaders nationally in the effort to end youth homelessness. Progress continues to be made on the *EHS Expansion Grant* and enrollment has officially begun. *Kronos*, our new workforce management and payroll software, will be used to support an electronic On-boarding process. Working to ensure our website is *Americans with Disabilities Act (ADA)* compliant by September 30, 2019. *Community Building and Engagement (CBE)* will be a focus in the coming year.

Motion by Art Jeannot, supported by Judy Nichols, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

EXECUTIVE / AUDIT COMMITTEE REPORT

Rev. Gerald Cook, Executive / Audit Committee Chairperson, announced that the Executive / Audit Committee met earlier today. The committee reviewed the Board of Directors Committee grid and will be assigning members to committees.

A Performance Evaluation of the Executive Director was completed per the parameters of the contract and an evaluation of "Meets Expectations" was determined for each area of review. The committee recommends a 1.7% COLA pay and fringe package increase to commence on October 1, 2019 and to extend the employment contract until September 30, 2022. It is also recommended to adjustment the Optional Earnings to bring the amount in line with other full-time employees.

Motion by Art Jeannot, supported by Grace Ronkaitis that the 1.7% COLA pay and fringe package increase and contract extension to September 30, 2022 for the Executive Director be accepted as presented.

SENIOR INVESTMENT COMMITTEE

Jerry Cook announced that the Senior Investment Committee met earlier today. The balance of the fund was \$282,241.35 as of April 30, 2019 and was \$290,144.76 as of July 31, 2019. This represents a 12.29% YTD return. The committee does not recommend any changes to the fund at this time.

Motion by Tony Ansorge, supported by Jennifer Smith to accept the Senior Investment Committee report as presented. Motion carried.

HEAD START HEALTH AND SAFETY SUPPLEMENTAL GRANT

Shannon Phelps presented the Head Start Health and Safety Supplemental Grant which will be used for the Forest Area Early Learning Center, a current Early Head Start partner with NMCAA. The requested supplemental Amount is \$24,750 and will be used to create an open floor plan for the Forest Area Early Learning Center and provide a safe access to the playground. These changes will allow for enhanced learning opportunities and safety for the children served at this Center.

Motion by Sam Getsinger, supported by Larry Levengood, that the Head Start Health and Safety Supplemental Grant be accepted as presented. Motion carried. One "no" vote.

STRATEGIC PLAN UPDATES

Kerry Baughman reviewed the progress of the 2018 NMCAA Strategic Plan. The Goals include: #1 Community needs guide NMCAA programs and Services, #2 To provide consistent messaging for programs and NMCAA, #3 NMCAA employees and volunteers provide excellent customer service, #4 NMCAA programs are sustainable through diversified funding, and #5 addresses how the other 4 goals will be attained and monitored. Progress was made on all goals with a focus on Goal #4 in the second year. The 2018 Strategic Plan was created by the Management group with the Executive Leadership Team. These two groups continue to meet on a bi-monthly basis to keep on track with these agency goals.

CSBG FY 2020 COMMUNITY ACTION PLAN

Kris Brady, Community Services Director, presented the FY 2020 Community Services Block Grant (CSBG). The grant covers a 2-year period from October 1, 2019 through September 30, 2021. The amount is for \$592,538 and is used for administration and direct program costs.

Motion by Art Jeannot, supported by Lindsey Walker to accept the CSBG FY 2020 Grant as presented. Motion carried.

The CSBG-D FY 2020 is for an Automatic Allocation of \$18,000.

Motion by Jeff Miller, supported by Marc Milburn to accept the CSBG-D FY 2020 Grant as presented. Motion carried.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM FY 2020 GRANT

Lisa Ritter, Weatherization Manager, presented the Low-Income Energy Assistance Program (LIHEAP) for fiscal year 2020. The grant will be from October 1, 2019 through September 30, 2020 with an anticipated amount of \$258,173.

Motion by Jeff Miller, supported by Marc Milburn to accept the Low-Income Home Energy Assistance Program FY 2020 Grant. Motion carried.

OTHER BUSINESS

- 8/19/19 Community action CEO Roundtable with Congressman John Moolenaar
- 7/22/19 Ashley Halladay-Schmandt and Melodie Linebaugh attended Capitol Day at the National Alliance to End Homeless conference in Washington, DC and met with senior staff from the offices of Congressman Moolenaar and Bergman to talk about new homeless initiatives.
- Weatherization Reauthorization Bills (H.R. 2041 and S. 983) have been reported out of committee for full consideration in both the House and Senate. We are told that they are likely to pass in September. The bill includes a five-year reauthorization of the Weatherization Assistance Program.

BOARD COMMENTS

None

There being no further business to come before the Board, the meeting was adjourned at 2:20 P.M.

Next meeting will be Thursday, September 18, 2019 at 12:30 PM, at NMCAA 3 Mile Office.

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary



Board of Trustees Special Meeting

MINUTES (approved)

Sunday, September 22, 2019 at 1:00pm

McGuire Community Room

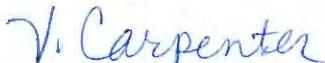
610 Woodmere Ave., Traverse City, MI 49686

A special meeting of the Traverse Area District Library Board of Trustees was convened on September 22, 2019 at 1:00pm to for the purpose of honoring the retirement of Director Gail Parsons Juett.

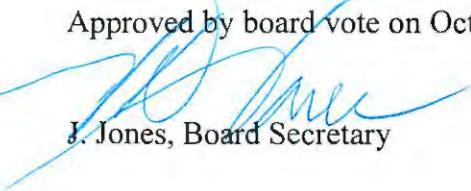
Present were President Gersch, Vice President Vickery, Treasurer Gillman, Secretary Jones, Trustee Mathewson, and Trustee Sullivan. Remarks and were made by President Gersch, Friends of TADL board member Amy Shamroe, Director Parsons Juett, and Treasurer Gillman.

On behalf of the TADL board, President Gersch expressed sincere gratitude to Parsons Juett, presented her with a plaque in recognition of exemplary service and made a unanimous resolution of the trustees to extend best wishes to Parsons Juett for a happy retirement. The gathering ended at 3:00pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on October 17, 2019,


J. Jones, Board Secretary

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**
1000 Pavilions Circle, Traverse City, MI 49684

MINUTES OF THE SEPTEMBER 27, 2019 MEETING

PRESENT: Ralph Soffredine, Rodetta Harrand, John Rizzo
Kory Hansen, Rose Coleman, Robert Barnes, Darcey Gratton
Gordie LaPointe Board
Staff
Commission
ABSENT:
QUESTS:

ABSENT:

GUESTS:

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:00 am by Board Chair Ralph Soffredine in the Board Room at the Grand Traverse Pavilions.

Public Comment - Andi Gerring - Family member, stated that a copy of the state annual survey has been placed in the public binder and suggested for the board to review and read the survey findings. Soffredine reiterated for Gerring to submit her concerns to Administration first. Gerring stated she's just using her three minutes of public comment and shared her concerns relating to the nurse call system in relation to the survey findings. Lapointe noted a copy of the survey was provided in the packet and is on the agenda.

County Liaison Report – LaPointe shared discussions at the most recent county board of commissioner meetings. Topics of discussion were on the airports outdated bylaws regarding the current governance and whether forming an authority is the right move versus a commission model that is in place now. Another topic of discussion was on the county jail and their ongoing safety issues.

Approval of Agenda – Chair Soffredine asked if there were additions, changes or corrections to the agenda. Motion was made by Harrand to approve the Agenda as presented, seconded by Rizzo and carried unanimously.

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REVIEW AND FILE

- (1) Minutes of the 8/30/19 Board Meeting
- (2) Williams Thank You
- (3) Both Thank You
- (4) The Compass – September
- (5) P.E.P. Talk Employee Newsletter – September
- (6) Media Report – August

Motion was made by Harrand to approve the Consent Calendar as presented. Motion seconded by Rizzo and carried unanimously.

Items Removed From Consent Calendar – none

PACE Update – Hansen shared the final copy of the 3-way agreement with the effective date of September 1 to begin marketing and enrollment activities. The first participate will start on October 1 and more referrals are being reviewed for November. On September 23, PACE North held an open house and ribbon cutting event.

Annual State Inspection Survey – Hansen stated that we had our annual state inspection survey August 19 - 26. Coleman discussed the surveyor's findings including one that is being appealed. The plan of correction (POC) was approved and all citations have been cleared during the re-visit on September 24. Coleman stated an update on the disputed citation should be received by October 2, in hopes that it will be removed from the survey.

Life Safety Code Inspection – Coleman reviewed the citations received during the Annual Life Safety Code Survey. All were simple and low cost corrections and have been cleared by the revisit on September 23.

Resident/Family Satisfaction Survey – Hansen reported that in July a satisfaction survey was conducted by My InnerView, a national survey company who conducts similar surveys to many nursing homes. Hansen reported that we had sent out 240 surveys and 93 were returned for a 39% response rate. Hansen reviewed the breakdowns of the data and stated this was a good survey with similar results to last year if not slightly better.

Certificate of Need Updated Bed Need Calculation – Hansen reviewed the updated Certificate of Need (CON) methodology for the state which has now been approved by the C.O.N. Commission. Hansen stated calculations haven't been updated in decades which had shown overcapacity for most for the state's counties. The report indicated that Grand Traverse County remains above what the projected need will be for nursing home beds, but is now much closer to the current bed count need.

Concert on the Lawn Update – Hansen reported that this year's concert on the lawn series generated over \$33,000 in concession sales, over \$19,000 in goodwill donations and sponsorships of \$22,400 with the total revenue being just over \$75,000 for the whole series. Hansen stated overall the weather was great with the exception of the last concert being rained out.

Grand Event: Life Update – Hansen stated the Grand Event provided just over \$50,000 in net proceeds and the committee has already begun planning the same theme for next year's event.

Chief Executive Officer Report – Hansen reviewed his monthly report and stated that quite a bit of time was spent during and after the Annual and Life Safety Code survey's. Educational meetings have occurred with retirees on changes to their helath insurance of a paid monthly stipend via a Health Care Savings Program account through MERS.

Financial Report – Hansen reviewed the financial operations report for August, 2019. Hansen outlined revenue and expenses compared to budget for each of the Pavilions' programs that include the Medical Care Facility (skilled nursing), The Cottages (Assisted and Independent Living) and Adult Day Services. Additional information was provided on respective census and accounts receivable along with the total cash ending balance. Hansen summarized the review of vouchers for the month that were in order without exception. The Social Accountability Summary was reviewed indicating the amount of uncompensated care provided and volunteer hours for the month. Motion made by Rizzo to accept the financial operations report as presented. Motion seconded by Harrand and carried unanimously.

Request to Purchase – My Unity KPI Dashboard Software - Hansen reviewed the request to purchase an additional module to the current Electronic Medical Record (EMR). Netsmart, as

our current EMR, was the only bid received. Motion was made by Rizzo to approve the purchase of an additional module from the current EMR vendor as presented for \$12,000.00. Motion seconded by Harrand and carried unanimously.

Facility Assessment – Coleman requested approval of the Facility Assessment that board members received earlier in the month to review. The Facility Assessment must be reviewed and approved by the governing board at least annually per the new regulations of Requirements of Participation as part of the Quality Assurance Performance Improvement (QAPI) program. Motion was made by Harrand to approve the Facility Assessment as presented, seconded by Rizzo and carried unanimously.

Jane Lermont Smallwood, NP - Attending Privileges - Hansen reviewed the request of Jane Lermont Smallwood, NP, to have attending privileges as recommended by Medical Director Dr. Phillip Esienberg, M.D. Jane is joining Sound Physicians, to serve nursing homes and assisted living facilities. Motion was made by Harrand to approve Jane Lermont Smallwood, NP, for attending privileges, seconded by Rizzo and carried unanimously.

Stephanie Horanic Videan, NP - Attending Privileges - Hansen reviewed the request of Stephanie Horanic Videan, NP, to have attending privileges as recommended by Medical Director Dr. Phillip Esienberg, M.D. Stephanie is joining Sound Physicians, to serve nursing homes and assisted living facilities. Motion was made by Rizzo to approve Stephanie Horanic Videan, NP, for attending privileges, seconded by Harrand and carried unanimously.

Grand Traverse Pavilions Announcements -

(1) August Service Excellence Award - Hansen reviewed weekly winners

Public Comment/Input

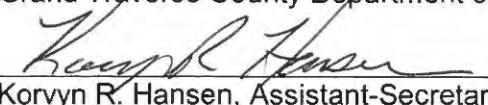
Andi Gerring - Family member, made comments on the nurse call system and how it has not been functional for five months. Gerring stated that the state surveyors reviewed complaints in the family council minutes and noted that the family council minutes are no longer available. Gerring also shared information on Dana Nessel, the Attorney General's new initiative on protecting the elders and handed out a Vulnerable Adult Incident Report form. Gering requested it to be made available to families. Coleman noted that the surveyors review resident council minutes and not family council minutes. Coleman also noted that the new nurse call system is functional, but as a new system, there's a learning process and the purchase of the dome lights, approved last month, will help towards improvement. Rizzo requested for Gerring's request regarding the Vulnerable Adult Incident Report form be reviewed next month because it isn't appropriate to be discussed in public comment.

Meeting adjourned at 10:17 a.m.

Signatures:



Ralph Soffredine - Chair
Grand Traverse County Department of Health and Human Services Board


Korbyn R. Hansen, Assistant-Secretary

Date: October 25, 2019

Approved
Corrected and Approved



GRAND TRAVERSE COUNTY FINANCE DEPARTMENT

400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR
DEPUTY FINANCE DIRECTOR

(231) 922-4680
(231) 922-4682

DATE: October 31, 2019

TO: Grand Traverse County Board of Commissioners

FROM: Dean Bott, Finance Director

RE: Budget to Actual Revenue and Expenditure Report (Unaudited)

Please find attached the Budget to Actual Revenue and Expenditure Reports for the County's General Fund and other Governmental Funds for the three month period ending September 30, 2019. This information is reported on the cash basis of accounting.

Please do not hesitate to contact me with any questions or for additional information.

**GRAND TRAVERSE COUNTY
FISCAL YEAR 2019
BUDGET TO ACTUAL
REVENUE REPORT (UNAUDITED)
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

GENERAL FUND

REVENUE SOURCE	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 9/30/2018	FY19 ORIGINAL BUDGET	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2019	AVAILABLE BALANCE	% BUDGET USED
Taxes	24,527,075	20,966,669	25,273,000	25,273,000	21,273,816	3,999,184	84%
Licenses and Permits	52,587	52,160	9,000	9,000	7,520	1,480	84%
Federal Grants	205,668	91,734	101,043	107,894	55,716	52,178	52%
State Grants	3,598,589	2,282,546	3,651,670	3,658,731	2,433,792	1,224,939	67%
Local Unit Contributions	1,781,922	1,694,504	1,868,151	1,894,818	1,427,511	467,307	75%
Charges for Services	4,324,639	3,132,938	4,068,168	4,073,668	3,147,411	926,257	77%
Fines and Forfeitures	110,100	72,619	86,500	86,500	75,798	10,702	88%
Interest and Rents	704,002	827,818	817,889	817,889	971,191	(153,302)	119%
Other Financing Sources	2,241,244	2,153,048	2,269,764	2,369,122	2,391,651	(22,529)	101%
Transfers In	714,676	707,175	793,350	1,506,604	793,976	712,628	53%
Fund Balance	-	-	-	-	-	-	0%
TOTAL REVENUES	38,260,502	31,981,211	38,938,535	39,797,226	32,578,382	7,218,844	82%

FISCAL YEAR 2019
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING SEPTEMBER 30, 2019

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 9/30/2018	FY19 ORIGINAL BUDGET	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2019	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
LEGISLATIVE									
101	Board of Commissioners	274,875	194,783	425,109	438,109	282,855	155,254	65%	1%
	SUBTOTAL	274,875	194,783	425,109	438,109	282,855	155,254	65%	1%
JUDICIAL									
147	Jury Commission	49,787	33,447	49,540	49,540	30,260	19,280	61%	0%
148	Probate Court	826,525	567,937	840,044	855,264	583,346	271,918	68%	2%
149	Family Court-Juvenile Division	1,640,717	1,136,840	1,699,778	1,719,564	1,174,848	544,716	68%	4%
	SUBTOTAL	2,517,029	1,738,224	2,589,362	2,624,368	1,788,454	835,914	68%	7%
GENERAL GOVERNMENT									
155	ART Grant	41,316	31,090	-	-	-	-	0%	0%
172	Administrator/Controller	339,589	139,262	405,128	481,128	335,511	145,617	70%	1%
174	Brownfield Administration	43,953	37,264	23,500	23,500	2,894	20,606	12%	0%
191	Elections	122,699	50,501	79,051	79,051	27,846	51,205	35%	0%
201	Finance	513,203	352,494	532,406	532,406	360,116	172,290	68%	1%
215	County Clerk	907,458	640,271	914,528	914,528	611,346	303,182	67%	2%
225	Equalization	562,307	376,360	579,208	579,208	377,315	201,893	65%	1%
226	Human Resources	524,939	303,642	648,123	640,123	401,486	238,637	63%	2%
229	Prosecuting Attorney	1,795,724	1,222,366	1,804,055	1,811,116	1,106,215	704,901	61%	5%
230	Equalization/East Bay	179,890	118,134	186,753	190,253	146,078	44,175	77%	0%
236	Register of Deeds	386,569	264,200	395,383	399,383	289,024	110,359	72%	1%
242	County Surveyor	64,280	3,342	68,760	68,760	7,400	61,360	11%	0%
253	County Treasurer	425,785	283,079	424,721	424,721	279,207	145,514	66%	1%
257	Cooperative Extension	264,155	188,547	263,003	269,203	192,835	76,368	72%	1%
261	Building Authority-Rent	1,334,870	1,056,335	1,117,200	1,119,465	843,290	276,175	75%	3%
265	Facilities Management	785,367	525,226	882,997	906,897	661,015	245,882	73%	2%
272	Wellness Program	-	-	-	20,000	5,106	14,894	26%	0%
275	Drain Commission	41,833	20,798	54,309	54,309	25,289	29,020	47%	0%
276	Soil Erosion & Sedimentation	66,976	63,445	-	-	-	-	0%	0%
280	Soil Conservation	27,500	22,500	27,500	27,500	7,500	20,000	27%	0%
400	Planning & Development	45,619	13,042	25,000	25,000	-	25,000	0%	0%
	SUBTOTAL	8,474,032	5,711,898	8,431,625	8,566,551	5,679,473	2,887,078	66%	22%
PUBLIC SAFETY									
307	Central Records	878,789	567,664	848,673	855,000	560,184	294,816	66%	2%
308	Central Dispatch	298,582	-	275,000	275,000	-	275,000	0%	1%
311	Sheriff-Special Investigation	121,657	79,555	125,790	125,790	78,451	47,339	62%	0%
312	Sheriff-County Investigation	1,210,165	836,417	1,257,256	1,257,256	829,188	428,068	66%	3%
314	Sheriff-County Patrol	6,264,206	4,193,892	6,777,419	6,773,257	4,619,907	2,153,350	68%	17%
316	Secondary Road Patrol	112,478	62,404	119,137	119,137	72,901	46,236	61%	0%
322	OHSP Enforcement	17,654	-	8,827	12,158	11,386	772	94%	0%
325	Sheriff-Administration	660,362	407,373	656,148	656,148	445,781	210,367	68%	2%
326	Seatbelt Enforcement	-	-	-	3,520	3,431	89	97%	0%
327	Snowmobile Enforcement	36,055	20,826	25,710	25,710	16,687	9,023	65%	0%
331	Sheriff-Marine Law Enforcement	131,788	89,987	136,262	153,697	117,068	36,629	76%	0%
348	Medical Marijuana Grant 2016	29,160	26,130	-	-	-	-	0%	0%
351	Sheriff-Corrections	5,417,132	3,757,615	5,831,005	5,781,005	3,666,437	2,114,568	63%	15%
352	Corrections-Interim Services	80,000	72,101	135,000	135,000	72,305	62,695	54%	0%
353	Sheriff - Bailiff Program	-	-	-	50,000	-	50,000	0%	0%
435	Emergency Management	41,114	32,705	-	-	-	-	0%	0%
	SUBTOTAL	15,299,142	10,146,669	16,196,227	16,222,578	10,493,726	5,728,952	65%	41%
HEALTH & WELFARE									
631	Substance Abuse	358,487	193,238	390,525	390,525	299,602	90,923	77%	1%
651	Ambulance	25,000	25,000	25,000	25,000	25,000	-	100%	0%
682	Veterans	7,350	7,349	-	-	-	-	0%	0%
	SUBTOTAL	390,837	225,587	415,525	415,525	324,602	90,923	78%	1%
OTHER									
865	Insurance & Bonds	817,918	476,602	680,000	680,000	280,135	399,865	41%	2%
890	Miscellaneous Contingencies	195,269	112,500	145,970	149,279	25,000	124,279	17%	0%
891	Appropriations to Non-Profit	682,200	511,650	682,200	682,200	511,650	-	0%	2%
894	Pension Stabilization	-	-	-	712,628	-	712,628	0%	2%
	SUBTOTAL	1,695,387	1,100,752	1,508,170	2,224,107	816,785	1,236,772	37%	6%
TRANSFERS									
965	County Law Library Fund	-	-	-	-	-	-	0%	0%
968	Health Department Fund	1,314,000	993,833	1,344,000	1,378,191	1,025,096	353,095	74%	3%
970	Child Care Fund	647,255	597,191	700,000	700,000	525,000	175,000	75%	2%
971	Department of Human Services	49,445	32,500	49,445	49,445	32,500	16,945	66%	0%
974	Parks & Recreation Fund	315,183	236,387	340,183	321,983	246,037	75,946	76%	1%

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 9/30/2018	FY19 ORIGINAL BUDGET	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2019	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
975	Friend of the Court Fund	262,432	194,118	266,085	282,139	218,428	63,711	77%	1%
978	County Facilities Fund	1,819,519	1,246,967	1,662,623	1,662,623	1,246,967	415,656	75%	4%
979	CIP Fund	766,155	279,828	500,000	500,000	375,000	125,000	75%	1%
982	Circuit Court Fund	1,482,502	951,620	1,523,070	1,501,396	952,050	549,346	63%	4%
983	District Court Fund	2,876,469	2,002,708	2,910,111	2,833,111	1,825,448	1,007,663	64%	7%
986	Community Corrections Fund	76,240	57,180	77,000	77,000	57,750	19,250	0%	0%
	SUBTOTAL	9,609,200	6,592,332	9,372,517	9,305,888	6,504,276	2,801,612	70%	23%
	GENERAL FUND TOTAL APPROPRIATIONS	38,260,502	25,710,245	38,938,535	39,797,226	25,890,171	13,736,505	65%	

GRAND TRAVERSE COUNTY
FISCAL YEAR 2019
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING SEPTEMBER 30, 2019



SUMMARY BY FUND

FUND	FUND NAME	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 9/30/2018	FY19 ORIGINAL BUDGET	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2019	AVAILABLE BALANCE	% BUDGET USED
101	GENERAL FUND	38,260,502	25,710,245	38,938,535	39,797,226	25,890,171	13,907,055	65%
131	13TH CIRCUIT COURT	2,018,004	1,329,722	1,841,232	1,841,232	1,312,471	528,761	71%
132	LCVR	13,000	1,380	12,000	12,000	9,155	2,845	76%
136	86TH DISTRICT COURT	4,019,621	2,813,570	3,566,826	3,620,525	2,576,243	1,044,282	71%
202	COUNTY SPECIAL PROJECTS	-	-	18,322	18,322	-	18,322	0%
207	CENTRAL DISPATCH/911	2,615,937	1,957,981	2,621,388	2,688,865	2,011,187	677,678	75%
208	PARKS AND RECREATION	1,342,975	971,586	1,163,059	1,550,998	613,187	937,811	40%
209	MAPLE BAY DEVELOPMENT	500	-	11,243	11,243	-	11,243	0%
215	FRIEND OF THE COURT	2,226,175	1,441,494	2,301,064	2,338,792	1,585,453	753,339	68%
222	HEALTH DEPARTMENT	6,954,661	4,845,704	6,956,660	7,426,996	5,103,645	2,323,351	69%
252	VETERANS' MILLAGE	658,027	380,981	659,000	669,000	360,233	308,767	54%
256	REGISTER OF DEEDS AUTOMATION	174,500	94,152	185,500	185,500	105,435	80,065	57%
259	MIDC	196,463	-	782,258	782,258	464,771	317,487	59%
260	COMMUNITY CORRECTIONS PA511	924,865	609,906	912,467	912,467	583,297	329,170	64%
261	COUNTY LAW LIBRARY	6,500	-	42,210	42,210	-	42,210	0%
262	FEDERAL EQUITABLE SHARING	50	-	-	-	-	-	0%
263	CONCEALED PISTOL LICENSING	39,000	15,872	36,000	36,000	14,476	23,524	40%
264	CORRECTIONS OFFICERS TRAINING	66,000	22,451	66,000	66,000	23,459	42,541	36%
266	CRIMINAL JUSTICE TRAINING ACT	17,000	9,131	10,000	10,000	9,660	340	97%
269	MICHELL CREEK WATERSHED	-	-	8,155	8,155	-	8,155	0%
278	HOUSING TRUST	72,500	-	250,000	250,000	-	250,000	0%
279	CDBG	50,350	6,548	200,000	200,000	74,851	125,149	37%
280	NEXT MICHIGAN	95,400	22,518	25,000	25,000	13,625	11,375	55%
281	EDC	209,500	36,114	50,000	50,000	-	50,000	0%
287	TNT FORFEITURE FUND	63,094	39,950	68,250	68,250	31,710	36,540	46%
288	TNT GRANT	102,200	68,635	97,000	133,079	111,217	21,862	84%
292	CHILD CARE FUND	1,946,510	926,650	1,779,000	1,779,000	848,490	930,510	48%
295	ANIMAL CONTROL	283,960	161,509	321,500	321,500	231,925	89,575	72%
297	COMMISSION ON AGING	3,069,642	1,685,199	3,287,722	3,350,098	1,890,572	1,459,526	56%
298	SENIOR CENTER	622,870	385,284	612,455	633,455	403,122	230,333	64%
471	COUNTY FACILITIES	2,769,682	1,225,958	1,948,100	1,956,100	1,176,181	779,919	60%
472	CAPITAL IMPROVEMENT PROJECTS	1,419,655	521,495	500,000	1,459,000	359,248	1,099,752	25%
636	INFORMATION TECHNOLOGY	2,045,080	1,347,811	2,388,826	2,389,376	1,744,971	644,405	73%
TOTAL APPROPRIATIONS		72,284,223	46,631,846	71,659,772	74,632,647	47,548,755	27,083,892	64%

Employee Recognition: Making a Difference in Grand Traverse County

Quarterly Reception October 25, 2019



Quarterly Winner:

John Sabatini, Jr., Family Division Juvenile John was nominated by Kris Randall. Kris states, "Mr. Sabatini is a juvenile probation officer with the Family Division. He supervises intensive youth under court jurisdiction. One of the youth under court jurisdiction was placed in a lengthy detention program. Upon completion of the program, the youth was accepted into the Michigan Youth Challenge Academy and discharged from probation. During mentor weekend, when the youth was required to have his head shaved to enter the program, Mr. Sabatini drove downstate on his own time to support the youth and had his head shaved along with the youth to show support for the youth and the choice he had made entering the Michigan Youth Challenge Academy. The youth was discharged from probation. Mr. Sabatini's responsibility had ended."

Congratulations John!



Action Request

Meeting Date:	11/6/2019		
Department:	Health Department	Submitted By:	Wendy Hirschenberger
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Dental Service Agreement - Amendment #22 - Renewal		
Estimated Time:	0 (in minutes)	Laptop Presentation:	No

Summary of Request:

Renewal of the Dental Service Agreement - Amendment #22 between the Health Department of Northwest Michigan (HDNW) and the Grand Traverse County Health Department (GTCHD). This amendment provides for an extension of the previous agreement to provide dental care for the uninsured. The overarching purpose of this funding is to provide outreach to the community to assure that residents of Northern Michigan are able to be linked to a dental home and can overcome barriers in receiving adequate oral health care. The current funding received under this agreement is \$48,843 designated for GTCHD to provide oral health outreach in Grand Traverse County for October 1, 2019 to September 30, 2020. This amount is a decrease of \$2,864 compared to the amount received from October 1, 2018 to September 30, 2019. The terms of the agreement are October 1, 2019 through September 30, 2020.

Suggested Motion:

Approve the renewal of the Dental Service Agreement - Amendment #22 for \$48,843 with Health Department Northwest Michigan (HDNW) for providing oral health outreach in Grand Traverse County for the period of October 1, 2019 through September 30, 2020.

Financial Information:

Total Cost:	\$0.00	General Fund Cost:	\$0.00	Included in budget:	Yes
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles: Dental Service Agreement - Amendment #22; Dental Service Agreement - Exhibit E

R E S O L U T I O N
XX-2019
Health Department
Dental Service Agreement – Amendment #22

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 6, 2019 and reviewed from the Grand Traverse County Health Officer to approve Amendment #22 to the Dental Services Agreement with the Health Department of Northwest Michigan (HDNW); and,

WHEREAS, this is an extension of an agreement to provide dental care for the uninsured for the period October 1, 2019, through September 30, 2020; and,

WHEREAS, the current funding mechanism results in approximately \$48,843 designated for oral health outreach in Grand Traverse County; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves Amendment #22 to the Dental Services Agreement with the Health Department of Northwest Michigan (HDNWM) for the provision of dental services to the uninsured.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: November 6, 2019

Amendment Number 22
to the
Dental Services Agreement
between
Grand Traverse Health Department
and
HEALTH DEPARTMENT OF NORTHWEST MICHIGAN (HDNWM)
For the period October 1, 2019 through September 30, 2020

I. AMENDMENT PURPOSE AND JUSTIFICATION AND FUNDING

The purpose of this amendment is to extend the ending date to September 30, 2020 and the local cost of \$23.00 per unduplicated persons served. The State Plan Amendment submitted by the State of Medicaid office provides a financing mechanism to cover the costs of providing dental services to Medicaid recipients. The \$23.00 per client served has been suspended until further notice.

The Dental Clinics North Oral Health Medicaid Outreach Plan and Funding mechanism to provide outreach and enrollment in Medicaid programs and Northern Dental Plan, and provide oral health screening, education, and referral through existing LHD maternal and child health programs is included in this amendment.

Oral Health Medicaid Outreach Plan Instructions and Funding Allocation Schedule are in Exhibit E and updated on an annual basis.

Quarterly Financial Status Reports and Outreach Reports are due to the Director of Community Health Services, Health Department of Northwest Michigan, 220 West Garfield, Charlevoix, Michigan 49720.

II. SPECIAL CERTIFICATION

The Individual or officer signing this amendment certifies by his or her signature that he or she is authorized to sign this amendment on behalf of the responsible governing board, official or agency.

III. This amendment is in place from October 1, 2019 through September 30, 2020 and may be terminated by either party with a 60-day notice.

SIGNATURE SECTION

Approved: _____
Signature _____ Date _____

Name/Title

Approved: _____
Signature _____ Date _____

Lisa Peacock, Health Officer; Health Department of Northwest Michigan

EXHIBIT E: ORAL HEALTH MEDICAID OUTREACH ACTIVITIES, REPORTING AND FUNDING FORMULA

With the implementation of the State Plan Amendment and other program efficiencies, funding is available for Oral Health Medicaid Outreach and Enrollment for Dental Clinics North local health department partners.

The Health Department of Northwest Michigan has established a funding mechanism to reimburse our partner local health department partners for Oral Health Medicaid Outreach and Enrollment. The total allocation for distribution is \$243,000 for October 1, 2019-September 30, 2020 and is planned to be distributed on a population-based formula per distribution schedule included in this document.

The purpose of this funding is to assure a local presence for focused oral health outreach and enrollment activities, including:

- Healthy Kids/MIChild, Healthy Michigan Plan, Northern Dental Plan Outreach and On-line Enrollment Assistance
- Linking clients with dental home
- Providing oral health screening, education, and referral in WIC, MIHP, and other health department programs
- Developing Local/Regional programs and policies
- Identifying resources and providing technical assistance to community partners such as Head Start to facilitate Healthy Kids enrollment and coordination of dental home

The Oral Health Outreach Plan is intended to create increased awareness of the importance of oral health, and increase access to services through enrollment in coverage opportunities such as Healthy Kids/MIChild, Healthy Michigan Plan, and the Northern Dental Plan for low income children and adults and other populations with special needs.

- It is required that each local health department receiving Oral Health Outreach funding submit a quarterly report, demonstrating they are meeting the purpose of the funding
- The Health Department of Northwest Michigan encourages each local health department receiving these funds to explore ways they are conducting Medicaid outreach with the Oral Health Outreach funding per the state of Michigan bulletin MSA 05-29, Local Health Department Outreach Activities
 - If it is determined that local health departments are conducting Medicaid outreach, each local health department should include a section on oral health outreach in their quarterly MDHHS Medicaid Outreach narrative. A copy of this narrative (template attached) should be submitted to the Health Department of Northwest Michigan to comply with the requirement to submit a quarterly report

**Year 2020 Funding
(October 1, 2019-September 30, 2020)**

Funding for 2020 utilizes the following formula: % population X \$243,000 = allocation. Allocations are as follows:

Local Health Department	% population	Allocation
Benzie-Leelanau Health Department	9.5	\$23,085
District Health Department #2	16.7	\$40,581
District Health Department #4	19.8	\$48,114
District Health Department #10 (Kalkaska and Crawford)	7.7	\$18,711
Grand Traverse County Health Department	20.1	\$48,843
Health Department NW MI	26.2	\$63,666
TOTAL	100%	\$243,000

Reporting Requirements:

Quarterly Program Report and Financial Status Reports (FSR) are due:

- January 15, 2020
- April 15, 2020
- July 15, 2020
- October 15, 2020

Submit FSR and Program Narrative Reports to Natalie Kasiborski, Director of Community Health Services: n.kasiborski@nwhealth.org

The following resources are designed to provide additional guidance about outreach activities and reporting:

- Summary and Examples of Medicaid Outreach Areas
- Sample Oral Health Outreach Narrative Report
- Narrative Report Template

Summary and Examples of Medicaid Outreach Areas

Medicaid Outreach Area #A: Medicaid Outreach and Public Awareness

Description: This category is when staff performs activities that inform eligible or potentially eligible individuals about Medicaid and how to access Medicaid programs, including Dental Clinics North. This category is also used for describing the services covered under Medicaid and how to obtain Medicaid preventive services. Often families are confused or unaware of what their Medicaid, MICHILD, or Healthy Michigan Plan coverage provides and where they can obtain services, especially dental services.

Examples of work with oral health outreach funding

- Assess each caller for MA eligibility and provide information and assistance if eligible
- Distribute flyers/brochures in health departments and community locations, including laundromats, Intermediate School Districts & Physician offices
 - Flyers include: MICHILD, Healthy Kids, Healthy Michigan Plan, Dental Clinics North “tear-offs” and handouts, Medicaid application information
- Outreach/assess for Medicaid eligibility in health department programs and community locations and refer to DCN clinics
- Mail newsletters to children ages 0-5 to promote immunizations, WIC, Medicaid/MICHILD, CSHCS, and oral health/access to dental services, including Dental Clinics North
- Send MICHILD/Healthy Kids brochures to families whose children failed vision and hearing screening
- Media Outreach on DCN in local newspapers, websites, etc

Medicaid Outreach Area #B: Facilitating Medicaid Eligibility Determination

Description: Activities in this category are related to assisting potential Medicaid eligible individuals in applying for Healthy Kids/MICHILD benefits, Healthy Michigan Plan, or Northern Dental Plan. Adults, age 19-64, under 138% above poverty are eligible for the Healthy Michigan Plan. Those over 138% above poverty and enrolled in the Health Insurance Marketplace will not have a dental benefit and are encouraged to continue to enroll in the Northern Dental Plan. Seniors over 65 continue to be at high risk for no dental insurance and may benefit from the NDP.

Examples of work with oral health outreach funding:

- Facilitate enrollment into MIHP and refer to Dental Clinics North
- Assist pregnant women with on-line Medicaid application process for themselves, their children & their spouses (HMP)
- Requirement: Provide individuals with assistance with completing applications for Healthy Kids, MICHILD, and Healthy Michigan Plan; Accept all referrals from DCN Central Intake and Appointment Scheduling for uninsured clients to assist them with enrolling in insurance.

- Provided education to clients via verbal and written form

Medicaid Outreach Area #C: Program Planning, Policy Development and Interagency Coordination Related to Oral Health Services

Description: Under this category, the DCN LHD partners work collaboratively with other community agencies and DCN in the identification of need, and development of oral health initiatives targeted to the Healthy Kids/MICchild, Medicaid, Healthy Michigan Plan and uninsured low income population eligible for the Northern Dental Plan.

Examples of work with oral health outreach funding:

- Identification of oral health needs of special population groups, such as developmentally disabled and nursing home residents and planning activities to reach these populations.
- Work with Head Start to ensure all children who are Medicaid eligible are enrolled and are receiving dental care.
- Working with other dental providers, including Medicaid providers and private providers, to define the scope of each agency's capacity to deliver oral health services to the Medicaid and uninsured population
- Analyzing data related to oral health needs of the Medicaid and uninsured population and working with Dental Clinics North to develop a plan to fill those needs
- Monitoring and evaluating policies and procedures within health department programs for connecting individuals to oral health services, including, but not limited to: universal assessment of Medicaid eligibility, assistance with Medicaid applications, assessment of oral health needs, referrals to oral health providers
- Designing and implementing strategies to: identify individuals who may be at high risk for poor outcomes because of poverty, dysfunctional families, and/or inappropriate referrals, and who need dental interventions; identify pregnant beneficiaries who may be at high risk of poor health outcomes because of drug usage, lack of appropriate prenatal care, and/or abuse or neglect; and assuring individuals with any significant health problems are diagnosed and treated early.
- Developing procedures for tracking and resolving family requests for assistance with oral health needs with Dental Clinics North.
- Developing new oral health programs with Dental Clinics North for the Medicaid population, as determined by a needs assessment and geographic mapping.
- Working with pediatricians to promote referrals for Medicaid clients to Dental Clinics North for Age 1 appointments
- Working with OBGYNs to promote referrals for Medicaid clients to Dental Clinics North for prenatal oral health appointments

Medicaid Outreach Area #D: Referral, Coordination, and Monitoring of Healthy Kids/MICchild, Healthy Michigan Plan and Northern Dental Plan Services

Description: Identify plan for oral health (dental home) for all Healthy Kids/MICchild, Healthy Michigan Plan and Northern Dental Plan enrollees.

Examples of work with oral health outreach funding

- **Requirement:** Continue to provide Early Childhood Caries prevention screening, education, and referral in WIC and MIHP. Per MSA Bulletin 8-50, Fluoride varnish application is a Medicaid billable service, either to Delta Dental or the child's Medicaid Health Plan for 0-3 year olds when applied by a registered nurse. Also, an Oral Health Assessment is billable by the nurse for 0-3 year old children. Assistance is available from HDNW/DCN to implement this service.
- Monitoring delivery of services: Report access to care problems as they are identified to DCN Oral Health Coordinator.
- Individuals are referred to a medical or dental provider from BCCCP & WISEWOMAN
- Medicaid Outreach and Dental Outreach is done while the vision and hearing technicians are in the schools providing services.
- Making referrals for, and coordinating access to, Dental Clinics North.
- Reviewing clinical notes of staff by a designated clinician to identify dental referral and follow-up practices, and making recommendations to supervisors for improvements as needed.
- Providing both oral and written instructions about the referral policies and procedures between the LHDs and Dental Clinics North for appropriate coordination of health services.
- Working with agencies providing Medicaid services to improve the coordination and delivery of oral health care services, to expand access to specific populations of Medicaid eligibles, and to improve collaboration around early identification of dental problems. Activities include the development, implementation, and amending of Interagency Agreements related to Medicaid services.

Medicaid Outreach Area #E: Medicaid Specific Training on Outreach Eligibility and Services

Description: Activities under this category are those that focus on coordinating, conducting, or participating in training for staff who provide outreach services or who instruct other entities, such as schools or Head Start personnel, about the Medicaid program, benefits of the program, and/or how to provide MICHild/Healthy Kids, Healthy Michigan Plan and NDP application assistance.

Examples of work with oral health outreach funding:

- Requirement: All LHDs receiving DCN Oral Health Outreach funding will have at least one staff member who is trained in MI Bridges as a Navigator and as a Certified Application Counselor for the Marketplace to better assist DCN clients with insurance enrollment.
- Attend MDHHS-sponsored training
- Provide trainings at staff meetings or to community members or attend trainings that focus on:
 - connecting clients to Dental Clinics North or a dental home
 - identifying individuals needing oral health services
 - Dental Clinics North policies and procedures, including how to refer individuals to receive assistance through the Northern Dental Plan

- Oral health standards or evidence-based dental services, such as Age 1 appointments, the importance of Prenatal dental appointments, or fluoride varnish

Medicaid Outreach Area #F: Arranging for Medicaid-related Transportation

Description: This category is for assisting an individual to obtain transportation to Dental Clinics North.

Examples of work with oral health outreach funding:

- Scheduling or arranging transportation to Dental Clinics North through MIHP, CSHCS, or Community Connections

Medicaid Outreach Area #G: Arranging for Provision of Medicaid-related Translation Services

Description: This category is for LHD employees who provide translation services related to Dental Clinics North services

Examples of work with oral health outreach funding:

- Arranging for or providing translation services that assist the individual to access transportation and dental health services.
- Arranging for or providing translation services that assist the individual to “communicate” with dental providers, including Dental Clinics North
- Arranging for or providing translation services that assist the individual to understand necessary care or treatment.
- Assisting the individual to define/explain their symptoms to their dental home, including Dental Clinics North providers.
- Arranging for or providing signing services that assist family members to understand how to provide necessary dental support and care to an individual.

SAMPLE ORAL HEALTH OUTREACH REPORT NARRATIVE
Provided by the Health Department of Northwest Michigan period of
10/1/18-12/31/18

ORAL HEALTH WORK

Dental Clinics North (DCN) is a partnership of six (6) local health departments in northern Lower Michigan. The clinics provide comprehensive oral health care to children and adults with Medicaid and low-income, uninsured clients. Multiple levels of special financial assistance are available to clients based on income and insurance status and eligibility.

A. Medicaid Outreach and Public Awareness

- Significant Medicaid outreach was completed through the attendance at community events and health fairs. Medicaid covered services were promoted, and referrals are made to Medicaid providers for services.
- School-based oral health screenings are completed throughout the year; every child participating in a screening (about 6,000 students each year) receives information about Medicaid insurance and Medicaid covered services to bring home to their family.
- Informing families and distributing literature about the services and availability of many different Michigan Medicaid programs, such as Healthy Kids and Children's Special Health Care Services.
- Informing and encouraging families to access Medicaid managed care systems, i.e., Medicaid Health Plans.
- Informing families about Medicaid covered oral health services and the value of preventive health services and periodic exams.
- Working with Obstetric providers in the Grand Traverse Region to promote oral health services among the pregnant population.
- Presenting and informing families about the availability of Medicaid dental health providers, specific covered dental health services, and how to effectively utilize services and maintain participation in the Medicaid program.

B. Facilitating Medicaid Eligibility Determination

- The Health Department conducts all the appointment scheduling for Dental Clinics North. Each incoming phone caller is assessed for Medicaid eligibility and assisted with the application process.
- Meetings were held within the health department team to design a process for universal screening of Medicaid eligibility.

C. Program Planning, Policy Development, and Interagency Coordination Related to Medical Services

- Continue to meet with My Community Dental Centers (MCDC), creating a collaborative of dental and administrative professionals to provide consultation and advice on the delivery of oral health services to the Medicaid population and

developing methods to improve the referral and service delivery process by Medicaid providers.

- Continue to meet with MCDC, monitoring and evaluating policies and criteria for performance standards of the dental health delivery system and designing strategies for improvements.
- Partnering with the Michigan Department of Health and Human Services to contribute to an epidemiological study, including the surveying of older adults for need of oral health services, accessibility of oral health services, and usage of Medicaid covered dental services.
- Continued nursing home program throughout the region that can be replicable. Majority of clients are on Medicaid. Includes education, screening and referral for oral health services.
- Work with MCDC to establish a policy to connect pregnant women to oral health services throughout northern Michigan, including procedures within Central Intake at the Health Department and at the front desk with MCDC staff
- Continued to work on policies and procedures to implement a school-based oral health services program, including an oral health assessment, fluoride varnish, and sealant application.
- Continued work with Washtenaw County Public Health and My Community Dental Centers on implementing a new framework of better screening, assessment, treatment, and follow-up of tobacco users who are clients at Dental Clinics North.
- Significant work was completed this quarter in revising, updating, and implementing new policies and procedures as it relates to serving the Medicaid and uninsured DCN client population.
- The Northern Dental Plan, a sliding fee schedule, for DCN clients was updated; multiple meetings were held with HDNW staff to revise the policy and brainstorm how best to serve the uninsured and Medicaid population.
- Meetings were held with health department staff to design a process for referral of our Medicaid-eligible population to our partner health department's Application Counselors.
- Many meetings have occurred with oral health staff to implement dental sealant clinics in our health district. Dental sealants are covered by Medicaid, and the health department bills Medicaid for those services. This service is increasing access to Medicaid-covered services, and Medicaid outreach is conducted with each family. If any oral health needs are found, the Oral Health Coordinator initiates a referral for services and works with the family and partner agencies to connect the child to needed dental care.

D. Referral, Coordination and Monitoring of Medical Services

- Working with the Traverse Health Clinic, an FQHC, to explore how to integrate oral health data with the patient's medical record.
- Making referrals to, and coordinating access to, medical and dental services covered by Medicaid

- For all incoming phone calls to schedule a Dental Clinics North appointment, the Health Department makes referrals for and/or schedules appropriate Medicaid-covered services.
- Each clinic day, Dental Clinics North conducts a thorough quality improvement chart review on a sampling of charts from all 8 dental clinics.
- Significant work was completed by the Grand Traverse Region Oral Health Coalition, which is detailed below
- Continued work to screen students throughout the region covered by the 8 Dental Clinics North for oral health needs. Students are assessed for need of oral health services, including dental sealants and dental exams, and are referred to dental providers, including those that accept Medicaid.
- Continued providing care coordination through CHAP program on behalf of DCN-East Jordan, Gaylord, Petoskey, Mancelona, and Traverse City. This work will expand throughout the DCN region.

E. Medicaid Specific Training on Outreach Eligibility and Services

- Facilitated trainings with Obstetric providers to improve the delivery of oral health services for pregnant women.
- Participated in a training with MCDC on how to utilize the “fast track” process for pregnant women within Dentrix that allows for pregnant women to receive an expedited appointment at Dental Clinics North.

Oral Health Outreach Reporting Template

Local Health Department:

Reporting Time Period:

- A. Medicaid Outreach and Public Awareness**
 -
- B. Facilitating Medicaid Eligibility Determination**
 -
- C. Program Planning, Policy Development, and Interagency Coordination Related to Medical Services**
 -
- D. Referral, Coordination and Monitoring of Medical Services**
 -
- E. Medicaid Specific Training on Outreach Eligibility and Services**
 -
- F. Arranging for Medicaid-related Transportation**
 -
- G. Arranging for Provision of Medicaid-related Translation Services**
 -



Action Request

Meeting Date:	11/6/2019		
Department:	Resource Recovery	Submitted By:	David Schaffer
Contact E-Mail:	dschaffer@grandtraverse.org		
Contact Telephone: 231-995-6075			
Agenda Item Title: MDARD Clean Sweep Pesticide Grant 2020			
Estimated Time:	0 (in minutes)	Laptop Presentation: <input checked="" type="radio"/> Yes <input type="radio"/> No	

Summary of Request:

The Grand Traverse County (GTC) Resource Recovery Department (RRD) has been the recipient, administrator and fiduciary of the Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep Grant for 12 counties over the past several years. The grant funds require no match and allow for the total reimbursement of the costs to properly dispose of pesticides collected at the GTC and surrounding areas Household Hazardous Wastes Events. The GTC RRD would like to continue this program once again in 2020.

Suggested Motion:

For the GTC Chairperson to sign 3 copies of the MDARD Grant Agreement for the fiscal year October 1, 2019 - September 30, 2020, as provided.

Financial Information:

Total Cost:	N/A	General Fund Cost:	N/A	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

N/A

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration:	<input checked="" type="checkbox"/> Recommended	Date:
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Miscellaneous:

Attachments: N/A

Attachment Titles:

R E S O L U T I O N

XX-2019

FY2020 Michigan Department of Agriculture and Rural Development

Clean Sweep Grant

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 6, 2019 and reviewed request to approve the FY2020 Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep Grant in the amount of \$35,000; and,

WHEREAS, Grand Traverse County's Resource Recovery Department is the recipient, administrator and fiduciary of the MDARD Clean Sweep Grant for 12 counties; and,

WHEREAS, These grant funds require no match and allow for the reimbursement of the costs to properly dispose of pesticides collected at the GTC and surrounding area Household Hazardous Waste events; and,

WHEREAS, the grant for the period October 1, 2019-September 30, 2020 is for the maximum amount of \$35,000; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the FY2020 Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep Grant in the amount of \$35,000.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: November 6, 2019

200000000133

**Michigan Agriculture Environmental Assurance Program
Clean Sweep Program**

Grant Agreement

Between

Michigan Department of Agriculture and Rural Development

and

County of Grand Traverse

October 1, 2019 – September 30, 2020

Michigan Department of Agriculture and Rural Development
Michigan Agriculture Environmental Assurance Program
Clean Sweep Program

By authority granted under Act No. 65 of the Public Acts of 2019, the Michigan Department of Agriculture and Rural Development, (hereinafter the "Grantor") hereby agrees to provide the County of Grand Traverse (hereinafter, the "Grantee") with grant assistance subject to the terms and conditions, and limitations as set forth herein.

The maximum amount of grant assistance hereby offered is \$35,000.00.

The grant shall be effective from October 1, 2019 through September 30, 2020.

If the project is not completed in the initial period, a grant extension may be considered by the Grantor. Approval of an extension is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions. If the Grantee requires an extension, the Grantee should contact the Grant Administrator as soon as it is evident an extension is needed. Any request for extension must be made to the Grant Administrator in writing before the expiration of the grant.

Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by the Legislature as part of a budget reduction or reduced for any other reason, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

Grantee accepts the grant and agrees that the funds made available through the grant will be used only as set forth herein.

Dated this _____ day of _____, 2019

Rob Hentschel, Chairperson
County of Grand Traverse

Dated this _____ day of _____, 2019

James Johnson, Director
Environmental Stewardship Division

**Michigan Department of Agriculture and Rural Development
Grant Agreement**

TITLE: Michigan Agriculture Environmental Assurance
Program (MAEAP) Clean Sweep Program

GRANTEE/ADDRESS: David Schaffer
County of Grand Traverse
2650 LaFranier Road
Traverse City, Michigan 49686
Phone: 231-995-6075
E-mail: dschaffer@grandtraverse.org

**GRANT ADMINISTRATOR/
ADDRESS:** Carrie Fidler
Michigan Department of Agriculture &
Rural Development
Environmental Stewardship Division
P.O. Box 30017
Lansing, Michigan 48909
Phone: 517-284-5614
E-mail: fidlerc@michigan.gov

**TOTAL AUTHORIZED
BUDGET:** \$35,000.00

GRANT NUMBER: 200000000133

I. GENERAL TERMS AND CONDITIONS

A. Record Retention

Grantee shall retain all financial reports, supporting documents and statistical records for a period of three years after the close of the grant. Grantee shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of three years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

B. Procurement

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

C. Grant Changes

The Grantee must obtain prior written approval for program changes from the Grant Administrator. Grant changes include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of 20% or more of the grant amount.

D. Regulation Compliance

The Grantee and Grantee's contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations that in any manner affect the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

E. Non-Discrimination Clause

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this Grant Agreement will contain a provision requiring non-discrimination in employment, as herein specified, that is binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101, *et seq.* Any breach of this

covenant may be regarded as default under Section J and grounds for cancelling the Grant Agreement.

F. Unfair Labor Practices

Pursuant to Act No. 278 of the Public Acts of 1980, as amended, MCL 423.321 *et seq.*, the State of Michigan (the State) shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to MCL 423.322.

Grantee shall not enter into a contract for the performance of this grant with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to MCL 423.324, the Grantor may void this Agreement if, subsequent to entering this Agreement, the name of the Grantor or the name of any of Grantor's subcontractors, manufacturers or suppliers appears in the register.

G. Liability Insurance

The Grantee shall provide and maintain insurance in an amount sufficient to protect from claims that may arise out of or result from the Grantee's operations under this grant, or for anyone whose acts they are legally liable.

H. Indemnification

Each party to this Grant Agreement must seek its own legal representation and bear its own costs in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation and that each party shall be responsible for any judgments entered against it.

I. Conflict of Interest

No member of the legislative, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this Grant Agreement. No member of the Grantee's Board of Directors, its employees, partner agencies or their families shall have any personal benefit from this Grant Agreement.

J. Cancellation

This Grant Agreement may be canceled by 30 day written notice by either party. If canceled, Grantee must provide a Final Report and invoice within 30 days of cancellation.

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as set forth below.

Default is defined as the failure of the Grantee to fulfill the obligations of the Grant Agreement. In case of default by the Grantee, the Grantor may cancel the Grant Agreement immediately and all unused grant funds must be returned by

the Grantee immediately. All disallowed costs and overpayments shall also be returned by the Grantee within 30 days of cancellation.

In the event the Grantor no longer needs the service specified in the grant due to department changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, the Grantor may cancel or reduce the grant by giving the Grantee written notice of such cancellation or reduction 30 days prior to the date of cancellation or reduction. All costs incurred by the Grantee between the grant cancellation or reduction notice and the cancellation or reduction date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been cancelled.

The Grantor may immediately cancel the grant without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; attempting to influence a public employee to breach the ethical conduct standards for State employees; violation of a state or federal antitrust statute; or any other criminal offense which in the sole discretion of the Grantor, reflects on the Grantee's business integrity.

K. Electronic Funds Transfer

In accordance with Act No. 207 of the Public Acts of 2004, payments under this Grant Agreement must be processed by electronic funds transfer (EFT).

Grantees are required to register to receive payments by EFT at the SIGMA website <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> .

L. Freedom of Information

This is a grant from public funds and records associated with it are subject to disclosure under Michigan's Freedom of Information Act.

II. SPECIAL TERMS AND CONDITIONS

A. Statement of Purpose

The purpose of this grant is to provide funding support for pesticide collection and disposal.

B. Statement of Work

The Grantee shall accept pesticides from any end-user of pesticides that resides in the State of Michigan.

1. End-users of pesticides shall not be charged for disposal costs for those billed to this grant.
2. User fees, when charged, shall be charged uniformly without regard to the residence of the end user or the amount of pesticides presented for disposal.
3. End-users of pesticides shall enjoy equal access to the Grantee's pesticide collection program and facility without regard to the residence of the end-user.
4. Agribusinesses may present pesticides for disposal with advanced approval from the Grantee and the Grantor. The business must submit a detailed inventory listing amounts of pesticides collected by EPA Registration Number, weight, and volume.
5. The Grantee is responsible for reporting the weight of pesticides and the tare weight of barrels, flex bins, packaging, and other containers and materials used to package pesticides for disposal. The Grantee will clarify in the contract with their disposal vendors to collect this information, as necessary.

C. Budget

This is a cost reimbursement grant funded with state restricted funds from the Freshwater Protection Fund. Costs may include:

- Pesticide disposal
- Waste hauler fees (reimbursement not to exceed \$1.65 per pound)
- On-site handling and labor costs
- Packaging materials
- Transportation costs
- Relevant training costs - registration fee only

The budget may not exceed \$35,000.00.

D. Payment Schedule

Payments will be made available upon receipt of reports as defined in Section II.F.

Grantee will be reimbursed for the disposal costs of pesticides and associated expenses, up to the amount indicated on disposal vendor invoices.

E. Audit

The project will be subject to audit by the state who may review the adequacy of the financial management/reporting system during, or at any time subsequent to, the award.

F. Reporting

The Grantee shall submit program data and requests for reimbursement to MDA-ESD-Grants@michigan.gov with a copy to the program manager at EatonA@michigan.gov.

1. Requests for reimbursement are due quarterly:

- January 7, 2020
- April 7, 2020
- July 7, 2020
- October 5, 2020

Requests may be submitted more frequently as collection events occur.

The final billing must be submitted no later than October 5, 2020. If a vendor invoice(s) for final collection is not yet available, an estimate of final costs, based on pounds collected, must be submitted by this date.

If there is no program activity to report for a quarter, the Grantee must notify the Grantor via MDA-ESD-Grants@michigan.gov and EatonA@michigan.gov.

2. Each request for reimbursement shall include:

- a. MDARD Clean Sweep Request for Reimbursement Form itemizing reimbursement for each collection site.
- b. Itemized vendor invoices with pesticides clearly identified. The vendor invoices shall summarize the total tare weight of pesticides collected and the weight of containers and packaging used by the vendor to dispose of pesticides.
- c. A summary of the types and amounts of pesticides collected by EPA Registration Number, weight, and volume if collecting from a business.
- d. Hazardous waste transportation manifest.



Action Request

Meeting Date:	11/6/2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	(231) 922-4680
Agenda Item Title:	Fiscal Year 2019 Budget Amendments		
Estimated Time:	(in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Public Act 2 of 1968 (MCL 141.437) requires the original appropriations resolution or budget to be amended when necessary. The following budget amendments are presented to amend the Fiscal Year 2019 Budget.

Suggested Motion:

Approval of the Fiscal Year 2019 budget amendments presented.

Financial Information:

Total Cost:	General Fund Cost:	\$0.00	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY.

Reviews:	Signature	Date
Finance Director	Dean Bott	10/29/2019
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

**Finance Department
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 6, 2019, and reviewed budget amendments for Fiscal Year 2019 that have been requested by the Director of Finance and are recommended for approval; and,

WHEREAS, Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures; and,

WHEREAS, The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances; and,

WHEREAS, Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2019 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2019 budget are hereby approved. (See file for attachments.)

APPROVED: November 6, 2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department:

General Fund

Submitted by:

Dean Bott

Budget Number:

27635

Budget Adjustment Options:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.
Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease		
Account Number		Account Name	Amount
101-000-699.00		Transfer In	712,628.00

712,628.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease		
Account Number		Account Name	Amount
101-894-718.05		Retirement - DB UAL	712,628.00

712,628.00

Budget transfer from Land Bank from the proceeds of property sales to be used to fund the additional \$750,000 payment to MERS for our defined benefit pension plan.

Signature: Dean Bott

Date: 10/31/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: _____

Board of Commissioner Meeting Approval Date: 11/6/2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department:

Land Bank

Submitted by:

Heidi Scheppé & Dean Bott

Budget Number:

27433

Budget Adjustment Options:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.
Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
		620-000-401.00 Fund Balance	658,928.00
		620-000-686.00 Reimbursements	25,000.00
<u>683,928.00</u>			

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
		620-000-999.00 Transfer Out	683,928.00
<u>683,928.00</u>			

Budget additional available fund balance and reimbursement revenues to cover transfer to General Fund.
Funds transferred are from the proceeds of property sales by the Land Bank.

Signature: Heidi Scheppé

Date: 10/29/2019

Accountant Approval: Heidi Scheppé

Date: 10/29/19 10/30/19

Finance Director Approval: Dean Bott

Date: 10/31/19

Board of Commissioner Meeting Approval Date: 11/6/2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department:

Land Bank

Submitted by:

Heidi Scheppé & Dean Bott

Budget Number:

27634

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.
Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease		
Account Number		Account Name	Amount
620-000-999.00		Transfer Out	28,700.00

28,700.00

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease		
Account Number		Account Name	Amount
620-000-992.00		Contingency	28,700.00

28,700.00

Amend budget to cover balance of transfer to General Fund.

Signature: Heidi Scheppé

Date: 10/29/2019

Accountant Approval: C.A. Wolf

Date: 10/29/19 10/30/19

Finance Director Approval: Dean Bott

Date: 10/31/19

Board of Commissioner Meeting Approval Date: 11/6/2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Central Dispatch
Submitted by: Jason Torrey
Budget Number: 27577

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.
Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		207 308	977.00 Machinery & Equipment	21,477.00

21,477.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		207 308	686.00 Reimbursements	21,477.00

21,477.00

Check Figure

To amend the 2019 budget for the purchase of public safety software that includes Web CAD Monitor and Mobility products from Tyler Technologies as approved with Board Resolution 200-2018. This purchase was budgeted for in 2018 but the purchase and application were not completed to satisfaction until recently. This project is partially funded by reimbursements from other Townships and Emergency Service providers.

Signature: email approval

Date: 10/11/2019

Accountant Approval: C-A-Wol

Date: 10/11/19

Finance Director Approval: Leon Park

Date: 10/14/19

Board of Commissioner Meeting Approval Date: 11/6/2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Commission on Aging
Submitted by: Cynthia Kienlen
Budget Number: 27593 ✓

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.
Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
297	720	401.00 Fund Balance Forward	45,630.00

45,630.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
297	720	978.00 Vehicle	45,630.00

45,630.00

Check Figure

Commission on Aging requested two vehicles be replaced during 2019. \$36,000 was budgeted for one of those replacements in 2019, which was expected to be a three quarter ton pickup. Commission on Aging was advised to purchase one ton pickups instead. The purchase of two one ton pickups was approved during the October 16, 2019 Board of Commissioner meeting for a total of \$81,630.

Signature:	<u>Cynthia Kienlen (via written request)</u>	Date:	<u>10/16/2019</u>
Accountant Approval:	<u>C. A. Wolf</u>	Date:	<u>10/18/19</u>
Finance Director Approval:	<u>Tom Bott</u>	Date:	<u>10/21/19</u>
Board of Commissioner Meeting Approval Date: <u>10/21/19 11/6/19</u>			



GRAND TRAVERSE COUNTY Budget Amendment Request

Department:

Resource Recovery

Submitted by:

David Schafer

Budget Number:

27622

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.

Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
691-520-543.06	State Grant-Farm Pesticides	3,958.00
690-520-469.00	T. Grinder Tipping Fees	888.00
691-520-626.00	Charges For Services Rendered	2,513.00
691-520-675.00	Contributions - Private Sources	3,842.00

11,201.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
691-520-818.13	Farm Pesticides	11,201.00

11,201.00

Summary:

Increase Farm Pesticides expenditure line item to cover invoices for services rendered using related state grant funds and other revenue sources that are available. The use of other revenue sources is due to the fact that the 2019 expenditures include \$7241.90 of expenditures for services that were actually provided in 2018 with the revenue recognized in the prior year (2018).

Signature: Dean Bott

Date: 10/25/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 10/25/19

Board of Commissioner Meeting Approval Date: 11/6/2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department
Submitted by: Marissa Milliron
Budget Number: 27629

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.
Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
222	105	582.00 Local grants	24,000.00
			<u><u>24,000.00</u></u>

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
222	105	727.00 Office supplies	500.00
222	105	743.00 Other supplies	2,500.00
222	105	748.00 Gas, oil & grease	200.00
222	105	805.02 Contractual-Other	16,000.00
222	105	812.00 IT charges	1,500.00
222	105	850.00 Telephone	500.00
222	105	850.04 Tele-cellular	500.00
222	105	860.00 Travel	1,000.00
222	105	860.01 Conferences & conventions	1,000.00
222	105	941.02 System software	300.00
			<u><u>24,000.00</u></u>

Check Figure

Summary:

To increase revenues and expenditures for the Substance Use Assessment Grant received from Catholic Human Services in the amount of \$24,000. The scope of work for this grant is for members of the Northern Michigan Public Health Alliance (NMPHA) to complete a substance use assessment for the Grand Traverse County Drug Free Coalition. Grand Traverse County Health Department is serving as the fiduciary of this grant. The members of the NMPHA, which include Health Department Northwest and District Health Department #10, will each be reimbursed \$8,000 from these grant funds for their participation in the substance use assessment.

Signature: Marissa Milliron

Date: 10/29/2019

MSH

Accountant Approval: C. Q. Way

Date: 10/31/19

Finance Director Approval: Bear Bott

Date: 10/31/19

Board of Commissioner Meeting Approval Date: 11/6/19



October 30, 2019

Mr. Nathan Alger
Grand Traverse County Administrator
400 Boardman Ave.
Traverse City, MI 49684

Dear Mr. Alger,

In August of 2014 the Federal Aviation Administration (FAA) installed a GPS Approach into the north/south Runway 18/36. This new approach improved standards and safety for aircraft landing on runway 36. This approach required a wider Runway Protection Zone (RPZ) as directed by the FAA. This wider RPZ impacts nine parcels with eight different owners. The first parcel (the Charter Property located at 701 W. South Airport Road) was acquired in March of 2015 by the Northwestern Regional Airport Commission (NRAC) with the permission of the two counties. It continues to be the goal of NRAC to purchase these properties within the RPZ as they become available. The FAA has been agreeable to the voluntary acquisition process.

The property owner at 718 Duell Road has approached the NRAC for a voluntary acquisition of their property within the RPZ. The Airport is reviewing this opportunity by doing the following per FAA Guidelines:

- Hire – Engineering and Consultant Firm
- Review Title Reports and policy
- Conduct Appraisal Reports and Review
- Conduct Phase I – Environmental Study
- Require property warranties to meet FAA Good Title Standards
- Good Faith Offer
- Purchase agreement

The Airport Commission will use airport funds restricted for the purchase of property. The Good Faith Offer is for \$200,061.50, the Engineering Firm/Land Service, Environmental Study is approximately \$30,000. It also is the intent of the Northwestern Regional Airport Commission to remove the building and restore the area to level ground. The estimated cost is \$40,000. Once this project is complete the airport will seek reimbursement of all funds from the FAA.

Mr. Chet Janik
October 15, 2019
Page 2

The Airport Commission is required to seek approval of this land acquisition from the Leelanau County and Grand Traverse County Boards as part owner of the airport property. The request is to add the parcel at 718 Duell Road to the current property owned by the two counties to meet the requirements of the FAA approach standards

At the request of the Northwestern Regional Airport Commission, we respectfully ask this item be placed before your board. Please contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "K.C. Klein".

Kevin C. Klein, A.A.E.
Airport Director



0 75 150 300 Feet

South Airport Road

Former Charter Property
(Acquired)

LEGEND

- AIRPORT PROPERTY
- RUNWAY PROTECTION ZONE
- FUTURE FEE SIMPLE ACQUISITION

MAP ID	PIN	SITE ADDRESS	OWNER NAME
1	05-013-044-00	745 W SOUTH AIRPORT RD	KOLBUSZ
2	05-013-048-00	736 DUELL RD	MKWA LLC
3	05-013-047-00	724 DUELL RD	BELBOT
4	05-013-049-00	718 DUELL RD	HUMPHREY
5	05-013-034-00	723 DUELL RD	LEASEWELL INC
6	05-013-019-00	S01 W SOUTH AIRPORT RD	G & E LEASING LLC
7	05-013-060-10	495 W SOUTH AIRPORT RD	G & E LEASING LLC
8	05-041-020-00	486 W WELCH CT	PROKIN LLC
9	05-041-019-00	487 W WELCH CT	C & B INVESTMENTS LLC

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



CHERRY CAPITAL AIRPORT
GRAND TRAVERSE COUNTY

RUNWAY 36 APPROACH
2190051

Page 8 of 10

RESOLUTION

- 2019

**Grand Traverse County Board of Commissioners
Resolution Authorizing Northwestern Regional Airport Commission to Acquire 718
Duell Road, Traverse City, Michigan**

WHEREAS, the Grand Traverse County Board of Commissioners met in Regular Session on November 6, 2019; and

WHEREAS, Grand Traverse County and Leelanau County are owners of the property associated with the Cherry Capital Airport, a public airport (the "Airport"); and

WHEREAS, Grand Traverse County and Leelanau County (the "Counties") acquired the Airport from the City of Traverse City on July 6, 1990; and

WHEREAS, under Section 134 of the Michigan Aeronautics Code (MCL 259.134), the Counties jointly operate the Airport through the Northwestern Regional Airport Commission (NRAC); and

WHEREAS, in August of 2014 the Federal Aviation Administration (FAA) installed a GPS Approach into the north/south Runway 18/36 improving standards and safety for aircraft landing on runway 36 and requiring a wider Runway Protection Zone (RPZ) as directed by the FAA; and

WHEREAS, 718 Duell Road, Traverse City, Michigan (the "Property"), is in the revised RPZ for Runway 18/36; and

WHEREAS, the owners of the Property approached the Airport regarding a voluntary purchase of the Property; and

WHEREAS, the Airport has obtained an appraisal and a review appraisal for the Property and negotiated with the property owners in good faith for acquisition of the Property and has entered into a Purchase and Sale Agreement for the Property with the owners; and

NOW, THEREFORE, BE IT RESOLVED, the Board on this _____ day of _____, 2019, does declare and determine as follows:

1. The terms and conditions as approved by the NRAC of the Purchase and Sale Agreement for the Property are hereby approved and the NRAC shall be authorized to acquire the Property pursuant to the terms of the Purchase and Sale Agreement.

2. The Property acquired shall be held jointly in the name of the Northwestern Regional Airport Commission, Leelanau County and Grand Traverse County for the purpose of expanding and operating a public airport as provided in MCL 259.133, 134, and 135.

3. A technical amendment to the Joint Operating Agreement for the NRAC and the

Agreement Amending and Replacing Lease of May 1, 1972, shall be made in order to specify the Property, which shall be incorporated collectively with the legal description of the Airport.

4. The NRAC's right to continue to act in an agency relationship as specified in paragraph XI of the Amended Joint Operating Agreement dated February 17, 1999, is reaffirmed and the NRAC is authorized to take any and all actions to complete the acquisition of the Property and the terms of the Purchase and Sale Agreement on behalf of both Grand Traverse and Leelanau Counties.

5. The County Clerk is directed to forward this resolution to the NRAC.

Motion by:

Seconded by:

Roll Call Vote: Aye Nay Excused

Robert Hentschel

Betsy Coffia

Ron Claus

Brad Jewett

Bryce Hundley

Gordie LaPointe

Addison Wheelock, Jr.

State of Michigan
County of Grand Traverse

I, Bonnie Scheele, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office of the whole thereof. In testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the _____ day of _____, 2019.

Bonnie Scheele, Grand Traverse County Clerk

Action Request



Meeting Date:	10/29/19		
Department:	Facilities	Submitted By:	Joe Berry
Contact E-Mail:	jberry@grandtraverse.org	Contact Telephone:	231-922-4401
Agenda Item Title:	Install carpet in HOJ Probation area		
Estimated Time:	10 (in minutes)	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Summary of Request:

Approval for installation of carpeting in the lower level, east side, probation offices. RFQ was placed on MITN and 2 bids were received. Spec was written for Mannington Commercial grade carpet with anti-microbial treatment to the attached pad. The winning bid was from Ritsema & Associates of Traverse City.

Suggested Motion:

Approve the installation bid made by Ritsema Associates for the sum of \$22,700

Financial Information:

Total Cost:	\$22,700	General Fund Cost:		Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

471-167-930.00

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	<input checked="" type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2018

Installation of Carpet in Hall of Justice Probation Area

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on November 6, 2019, and reviewed request to approve the purchase and installation of carpeting in the lower level, east side, probation area of the Hall of Justice; and,

WHEREAS, as a part of the recent remediation activity in the Hall of Justice, specs were written for replacement commercial grade carpet with anti-microbial treatment to the pad; and,

WHEREAS, Bids were requested with two responses received, the lower bid being from Ritsema Associates in the amount of \$22,700; and,

WHEREAS, Although the bid is within approval limits for the County Administrator, this is being presented to the board for information due to the interest in the project taking place at the Hall of Justice.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County ratify the award of a contract with Ritsema in the amount of \$22,700 to replace the carpeting in the lower level of the Hall of Justice as identified.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.

APPROVED: November 6, 2019

BID TABULATION

Project: HOJ Carpet

Bid Date: Friday, October 25, 2019 - noon

	Contractor	Lump Sum Bid	Bid Bond	Remarks
1	Hi-Tsumura (LJSC)	\$22,700.00		
2	Floor Covering Brokers	\$23,895.00		
3				
4				
5				
6				
7				
8				



Memorandum

Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686
(231) 922-4401 Fax (231)922-3532
jberry@grandtraverse.org

TO: Prospective Bidders
DATE:
FROM: Joe Berry – Director of Facilities
SUBJECT: Request for Bid – Carpet of HOJ

Grand Traverse County invites qualified firms to submit a sealed bid for installation of Carpeting for GTC Hall of Justice at 280 Washington Ave. Traverse City. This project will include prepping floor and leveling for installation of new Carpet and vinyl base.

Attached to this letter is an Invitation to Bid and Bid Form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County. The County also reserves the right to reject any and all bids received as a result of this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

The completed bid forms must be submitted no later than **12:00 10/25/2019** to:

Carpet
Grand Traverse County Administration
400 Boardman Ave.
Traverse City, Michigan 49684

Attachments:

1. Instructions to Bidders
2. Specifications
3. Bid Form



REQUEST FOR

PROPOSAL

HOJ Carpet

Due: 12:00 10/25/2019
Anticipated Award Date: 11/01/2019

Issued by

**Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686**

INSTRUCTIONS TO BIDDERS

GENERAL INFORMATION

1-1 Purpose

Grand Traverse County is requesting bids for the **HOJ Carpet**

This project will include:

Prep and leveling of floor for acceptance of new carpet

Installation of approx. 3,850sq' of:

Mannington Spin Collection Equalizer

Self Assembly Collection Stockinette

Color TBD

2' x 2' squares

M-care Antimicrobial Injection into carpet backing

Roppe vinyl base in all areas

Business operations will continue during the majority of the project, Minor shutdowns for testing will be scheduled as needed

1-2 Pre-bid Conference

No Pre-bid conference will be held but questions can be answered by calling (231) 922-4401

1-3 Contract Award

The contract that may be entered into will be that which is most advantageous to the County, price and other factors considered. The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County.

1-4 Rejection of Bids

The County reserves the right to reject any and all bids received as a result of this Request For Bids, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

1- 5 Incurring Costs

Grand Traverse County is not liable for any cost incurred by the firm prior to the issuance of a contract.

1- 6 Inquiries

Questions that arise as a result of this RFB which require a written response must be submitted in writing to Facilities Management no later than 10 a.m. on **10/24/2019**

1-7 Addenda to the RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be provided to all firms Through the MITN website

1-8 Response Date

To be considered, sealed bids must arrive at Facilities Management office on or before the **12:00**⁷¹

10/25/2019 deadline. Firms mailing bids should allow normal delivery time to insure timely receipt of their bids. No faxed or emailed bids will be accepted.

1-9 Bids

To be considered, firms must submit a complete response to this RFB, using the format provided. Sealed bids must be submitted in two [2] copies to the Issuing Office. No other distribution of bids will be made by the firm. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFB, the bid must remain valid for at least sixty (60) days.

1-10 Acceptance of Bid Content

The bid contents of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

1-11 Interview/Oral Presentation

The County may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the County to ask questions and for the bidder to clarify the bid. The Issuing Office will schedule these presentations.

1-12 News Releases

News releases pertaining to this RFB or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

1-13 Disclosure of Bid Contents

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFB.

1-14 Independent Price Determination

By submission of a proposal, the bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

- A. The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder to any competitor; and
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1-15 Contractor's Liability

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be

provided by the successful bidder to the County prior to Contract execution and will be included as a Contract rider. Listed below are the minimum limits to liability.

Coverage

Limits of Liability

Workers' Compensation	Statutory
Employer's Liability	\$ 500,000
Commercial General Liability	\$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
Excess Liability Coverage	\$1,000,000 each occurrence

The contractor must provide these property and liability insurance coverage(s) on an "Occurrence Basis".

Coverage(s) shall include the following extensions:

- (A) Contractual Liability
- (B) Products and Completed Operations
- (C) Independent Contractors Coverage
- (D) Broad Form General Liability Extensions or equivalent

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-16 County's Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

1-17 Permits

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-18 Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.

1-19 Safety

The contractor shall comply with and ensure that the contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry and for the construction industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the County Project Office at least one on-site person who is the contractor's qualified, authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and ⁷³ shall have the authority and responsibility to take

prompt corrective measures, which may include removal of the contractor's personnel from the work site. The contractor shall provide to the County, at the County's request, a copy of the contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

1-20 OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.

1-21 Hazardous Materials

Grand Traverse County is subject to the Hazard Communication Standard, 29 CFR S1910.1200 (standard). The contractor agrees that it will provide or cause to be provided material safety data sheets required under the standard for all hazardous materials supplied to the County or used in the performance of the work. Such material safety data sheets shall be delivered to the County no later than the time of actual delivery of any hazardous materials to the County or use of such material in the performance of work under the contract by the contractor or its subcontractors. Container labeling meeting the requirements of the standard shall be appropriately affixed to the shipping or internal containers. The County reserves the right to refuse shipments of hazardous materials not appropriately labeled, or when material safety data sheets have not been received prior to or at the time of receipt of the shipment for use by the County or for use by the contractor in the performance of the contract, or whenever the material is delivered in a manner inconsistent with any applicable law or regulation. **Contractor is responsible for removal of hazardous material related to the job, after job has been completed.**

SPECIFICATIONS

- Prep and leveling of floor for acceptance of new carpet
- Installation of approx. 3,850sq' of:
 - Mannington Spin Collection Equalizer
 - Self Assembly Collection Stockinette
 - Color TBD
 - 2' x 2' squares
 - M-care Antimicrobial Injection into carpet backing
 - Roppe vinyl base in all areas



PROJECT BID FORM

GRAND TRAVERSE COUNTY

PROJECT:
DU^E DATE:

HOJ Carpet
12:00 10/25/2019

TO: Grand Traverse County
400 Boardman Ave.
3rd floor admin office
Traverse City, Michigan 49686

FROM: Ritsema Associates
1155 Hastings Street #6
Traverse City, Michigan 49686

Bidder's Tel. No.: 231 / 313-6605

Federal ID # 38-1678929

PROJECT DESCRIPTION

The purpose of the project is to (DETAILS).

SPECIAL TERMS AND CONDITIONS

The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

N/A The undersigned has participated in the pre-bid conference.

The undersigned has completed the proposal supplement and bid breakdown forms – including faxing a copy to Nealis Engineering.

The undersigned has reviewed all specifications and requirements listed on the prints provided by CTM Associates, Inc. and Nealis Engineering.

The undersigned agrees that they are responsible for acquiring permits necessary to complete the job and abiding by all code requirements.

PROOF OF BONDABILITY

No bond is required at this time. Grand Traverse County reserves the right to request that the successful bidder submit a letter from Surety, licensed to do business in the State of Michigan, stating that they are able to obtain Performance Bonds, and Labor and Material Payment Bonds, for one hundred percent (100%) of the Base Bid amount.

BONDING COST

At the Owners option, bonds will be furnished at an increase to the Base Bid sum as follows:

A. Labor and Material Payment Bond Add (\$ 136.00)
B. Performance Bond Add (\$ included above)

ACKNOWLEDGMENTS

By initialing, the undersigned acknowledges that:

RC The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. N/A Dated _____

Addendum No. _____ Dated _____

RC The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

RC The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

RC Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFB to which this proposal is a response.

FEES FOR HANDLING ADDITIONAL WORK

For additional work to be performed, upon instruction of the owner, by the undersigned or subcontractors of the undersigned, the undersigned agrees to add to the subcontractor's sums for such additional work, a fee of Fifteen percent (15 %), which fee includes all the charges of the undersigned for overhead and profit.

The undersigned agrees that each proposal covering extra work shall be accompanied with complete itemized material and labor breakdown.

For all revisions involving the deletion (after award) of contract work, the undersigned agrees that full credit for material and labor costs shall be given the owner for such deleted work. The undersigned further agrees that any credit will not include any factor reflecting undersigned's overhead or profit.

NEGOTIATION

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful bidder, the bidder will be willing to negotiate with the owner for the purpose of making reductions in the contract work. The contractor shall agree to give full credit for all such deductions in the work requested by the owner, including full value for labor, material and subcontract work, and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon contract price.

PROPOSED SUBCONTRACTORS AND SUPPLIERS

The undersigned submits the "Subcontractors Listing" below, listing proposed subcontractors for any portions of the work to be subcontracted and the amounts of their sub-bids.

- Proposed Subcontractor TBD

\$ _____
(amount in words) (amount in figures)

Work to be performed:

- Proposed Subcontractor _____

(amount in words) \$ (amount in figures)

Work to be performed:

The undersigned agrees to be responsible for the work, materials, equipment, and supplies furnished by each subcontractor.

Waivers of lien will be required from all subcontractors, if applicable, at the time of final bill submission.

BASE PROPOSAL

Ritsema Associates hereby proposes to furnish design service and construction implementation for completion of the HOJ Carpet project as called for in the request for bids for:

Twenty two thousand, seven hundred and 00/100 \$ 22,700.00
(amount in words) (amount in figures)

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 60 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

Corporation incorporated under the laws of the State of Michigan

Partnership Names and Address of all members

<u>NAME</u>	<u>ADDRESS</u>
William J Ritsema, President	3000 Dormax Street
Wayne Monson, Vice President	Grandville, MI 49418

Sole Proprietorship, doing business as _____

Authorized Negotiator

Name Rob Campbell Title Estimator / Project Manager

License # _____ Type _____
(if applicable)

Signed this 25th day of October, 2019.

NOTES/CLARIFICATIONS:

1. Carpet Stairs, labor only - material by others. ADD \$150.00



October 25, 2019

Grand Traverse County Courthouse Attn: Joe
Berry

Install Mannington Spin Collection Equalizer with M-Care Antimicrobial carpet backing, color TBD in lower level of the Hall of Justice. Install Roppe vinyl cove base, color TBD throughout. All demo to be completed by others.

Labor & Materials: \$23,895.00

Thank you,

Larry Stoltz Mike
Makowski
231.941.4700

1794 Barlow, Traverse City, MI 49686 • 5704 US-31 N, Williamsburg, MI 49690 • (231) 941.4700



Noelle R. Moeggenberg
Prosecuting Attorney
324 Court Street
Traverse City, MI 49684
(231) 922-4600

AGENDA ITEM – CLOSED SESSION

TO: Board of County Commissioners; Chris Cramer, County Administration

FROM: Christopher Tholen, Deputy Civil Counsel

DATE: October 18, 2019

RE: Authorization to File Lawsuit against Ronald and Landa Alpers

Commissioners,

I am requesting that you enter closed session, as permitted by MCL 15.243(1)(g) to consider an attorney-client privileged memorandum authored by me. As we will discuss, I am requesting your authorization to file a lawsuit against the above named individuals. This is related to enforcing our rights from a settlement agreement that the County entered into with the Alpers' in 2014. I am not permitted by law to publicly discuss the contents of that settlement agreement and subsequent events due to confidentiality and non-disparagement clauses within that settlement agreement.

After answering any questions about the memorandum, we would return to an open meeting for you to consider and adopt an appropriate resolution.

Respectfully,

A handwritten signature in black ink, appearing to read "Christopher Tholen".

TO: Board of Commissioners
FROM: Bonnie Scheele, County Clerk *BS*
SUBJECT: Conversion of old board minutes and packets
MEETING: November 5, 2019

The Board of Commissioners requested that I get an estimate for converting our old Board minutes and packets into a digital format that can be put on the County website. I did an inventory of the minutes and packets we have and the format they currently are in (see attached).

We have been working with Greg Colton from Graphic Sciences, Inc. for years converting our paper Circuit Court files to images so I asked him to take a look at what we have and give me an estimate to convert these records. I was concerned about the old libers but it appears that they have already been microfilmed which will save us money. Until we convert the microfilm, we will not know for certain if we have any "packets" included on these rolls. The estimate to convert the microfilm we have to a digital format that can be "indexed" is just under \$5,500.00.

I have court records imaged every year and I have enough money in our 2019 budget to proceed with this project, if you wish. According to the Purchasing Policy, the amount to do this project can be approved by the County Administrator.

Once we have these documents in a digital format, you will need to work with IT in order to determine how to get them on the website and what the cost will be to do so.

BOARD OF SUPERVISORS/COMMISSIONERS
RECORD INVENTORY

LIBERS AND BOOKS

Liber 1 – 1853 to 1892 – hand written
Liber 2 – 1892 to 1909 – hand written through part of 1903
Liber 3 – 1909 to 1923
Liber 4 – 1924 to 1936
Liber 5 – 1936 to 1946
Liber 6 – 1946 to 1956
Liber 7 – 1956 to 1963
Liber 8 – 1963 to 1971
Liber 9 – 1972 to 1979
Liber 10 – 1979 to 1985
Liber 11 – 1985 to 1989
Liber 12 – 1990 to 1991

BOC Individual Minute Books for each year – 1992 to Present

RECORDS – MINUTES AND BOARD PACKETS

1853 to 1991 - Microfilm. We have minutes and we may also have board packets for some, or all, of these years on these microfilm rolls. Once we convert the microfilm to digital, we will know exactly what records we have. 1853 to 1903 are hand written so OCR may not work on these records.

1992 to present - Digital images. Minutes and board packets on County server.

INDEX OF MOTIONS AND RESOLUTIONS

1853 to 1939 – No index of motions or resolutions

1940 to 1955 – Index of resolutions only - Paper format

1956 to 1980 – Index of motions and resolutions - Paper format (liber indexes)

1981 to present – Index of motions and resolutions in AS-400 program

IMAGES OF RESOLUTIONS

1853 to 1967 – Resolutions will be found in the body of the images we convert from microfilm to digital.

1968 to 1998 – Resolutions on County server.

1999 to present - Digital Image attached in AS-400 program

365

PROPOSED

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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1	2 8:00 Organizational Meeting	3	4
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New Year's Day

5	6	7	8	9	10	11
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8:00
Board Meeting

12	13	14	15	16	17	18
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8:00
Study Session
(as needed)

19	20	21	22	23	24	25
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8:00
Board Meeting

Martin Luther King Day

26	27	28	29	30	31
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8:00
Study Session
(as needed)