

R E S O L U T I O N

50-2019

Gypsy Moth Suppression Fund

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 2019 and reviewed the Finance Director's request to authorize the closure of Fund 245 and transfer the balance to the General Fund; and,

WHEREAS, the Gypsy Moth Suppression Fund (Fund 245) has not had any transactions or activity recorded in the fund since 2009; and,

WHEREAS, the fund currently has a balance of \$626.00, which is the net amount by which General Fund transfers to the fund exceeded the actual expenditures in the Gypsy Moth Suppression Fund for the years 2008 and 2009; and,

WHEREAS, based on the lack of activity or current need for this fund, it is recommended that the fund be closed by transferring the cash balance back to the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the closure of Fund 245, the Gypsy Moth Suppression Fund, and transfer the balance of \$626.00, back to the General Fund.

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: April 3, 2019

RESOLUTION

51-2019

**Finance Department
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 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: April 3, 2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Hall of Justice

Submitted by: Finance

Budget Number: 27220

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	
101 000 582.00		Local Grants		16,667.00	

16,667.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease				
Account Number		Account Name		Amount	
101 148 977.00		Machinery & Equipment		8,334.00	
101 149 977.00		Machinery & Equipment		8,333.00	

16,667.00

Check Figure -

To amend the budget for the purchase of an x-ray machine and security cameras for the Hall of Justice and for the subsequent receipt of grant funds awarded through a Risk Avoidance Program (RAP) Grant with our insurance provider Michigan Municipal Risk Management Authority (MMRMA). The approval of the x-ray machine and the security cameras with matching grant funds was approved at the February 6, 2019 Board of Commissioner meeting with resolution #21-2019. KPrime Technologies was awarded the x-ray machine purchase.

Signature: _____

Accountant Approval: C.A. Woy

Finance Director Approval: Kian Bott

Date: _____

Date: 3/13/19

Date: 3/13/19

Board of Commissioner Meeting Approval Date: 3/20/19 4-3-19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: General Fund - Wellness Program

Submitted by: Dean Bott

Budget Number: 27234

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
101-272-743.00		Other Supplies		1,100.00
101-272-812.00		IT Charges		303.00
101-272-818.00		Contract Services		10,785.00
101-272-956.00		Employee training		3,812.00
101-272-957.00		Awards & Recognition		4,000.00

20,000.00

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease			
Account Number		Account Name		Amount
101-890-999.00		Transfer Out		20,000.00

20,000.00

Check Figure -

Summary:

Establish separate department within the General Fund for Wellness Program. \$20,000 included in the 2019 Budget for this purpose with funds included in the Miscellaneous Contingencies department.

Signature: _____

Date: 3/21/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 3/21/2019

Board of Commissioner Meeting Approval Date: 4/3/19



**GRAND TRAVERSE COUNTY
Budget Amendment Request**

Department: Parks & Recreation Fund

Submitted by: Dean Bott

Budget Number: 27224

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
208-752-543.00	State Grant	147,000.00

147,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
208-752-976.01	Improvements	147,000.00

147,000.00

Check Figure

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Summary:

Budget Michigan Enhancement Grant received for improvements to the Civic Center Amphitheater

Signature: _____

Date: 3/14/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 3/14/2019

Board of Commissioner Meeting Approval Date: 4/3/19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Parks & Recreation Fund

Submitted by: Dean Bott

Budget Number: 27235

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
208-752-675.00	Contributions - Private Sources	10,000.00
208-752-686.00	Reimbursements	2,000.00

12,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
208-752-818.00	Contract Services	12,000.00

12,000.00

Check Figure

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Summary:

Budget funds received from developer for temporary grading easement at the Civic Center and funds to be received from Norte for traffic garden concept as part of the north end landscaping project. \$10,000 and \$2,000 respectively.

Signature: _____

Date: 3/22/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 3/22/2019

Board of Commissioner Meeting Approval Date: 4/3/19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27213

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
		222 413 506.00	Federal grants	48,500.00
				<u>48,500.00</u>

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 413 701.00	Department head	500.00
		222 413 702.00	Full time & regular	5,000.00
		222 413 715.00	FICA	530.00
		222 413 716.00	Health, optical	1,350.00
		222 413 716.02	Short & long-term disability	120.00
		222 413 717.00	Life insurance	50.00
		222 413 718.01	Retirement DC	750.00
		222 413 718.05	Retirement DB	1,000.00
		222 413 719.00	Worker's comp insurance	250.00
		222 413 727.00	Office supplies	100.00
		222 413 818.00	Contract services	35,000.00
		222 413 860.01	Conventions & conferences	750.00
		222 413 942.00	Indirect costs	1,500.00
		222 413 942.01	County indirect cost	1,000.00
		222 413 969.59	Personal health indirect cost	600.00
				<u>48,500.00</u>

Check Figure

Summary:

To record 2019 budget for a Harm Reduction Syringe Service program. This program received a \$50,000 grant from Michigan Department of Health and Human Services to be utilized from November 1, 2018 until September 30, 2019. Approximately \$1,500 of the grant was used in 2018. The remaining portion of the grant will be received and expensed by September 30, 2019. This budget includes a portion of the grant going towards contract service which will be designated for a local community partner to establish and run a syringe service program.

Signature: 

Date: 3/8/2019

Accountant Approval: 

Date: 3/12/19

Finance Director Approval: 

Date: 3/13/19

Board of Commissioner Meeting Approval Date: 3/20/19 4-3-19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27216

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
		222 603 543.00	State Grant	20,000.00
				<u>20,000.00</u>

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 603 701.00	Department head	150.00
		222 603 702.00	Full time & regular	5,000.00
		222 603 715.00	FICA	500.00
		222 603 716.00	Health, optical insurance	1,000.00
		222 603 716.02	Short & long-term disability	100.00
		222 603 717.00	Life insurance	100.00
		222 603 718.01	Retirement DC	500.00
		222 603 718.05	Retirement DB	750.00
		222 603 719.00	Worker's comp insurance	100.00
		222 603 727.00	Office supplies	200.00
		222 603 729.00	Printing	750.00
		222 603 729.02	Copy machine use	200.00
		222 603 730.00	Postage	100.00
		222 603 860.00	Travel	300.00
		222 603 909.00	Advertising	5,000.00
		222 603 942.00	Indirect costs	1,750.00
		222 603 942.01	County indirect costs	750.00
		222 603 969.59	Personal health indirect costs	2,750.00
				<u>20,000.00</u>

Check Figure

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Summary:

To record additional funding of \$20,000 received from Michigan Department of Health and Human Services (MDHHS) for Hepatitis A Response. An original amount of \$5,000 was received during the initial MDHHS grant allocations in October 2018. The total Hepatitis A Response funding is to be utilized between October 1, 2018 and September 30, 2019.

Signature: Marissa Milliron

Date: 3/8/2019

Accountant Approval: C. A. W. 489

Date: 3/12/19

Finance Director Approval: Dean Bahr

Date: 3/13/19

Board of Commissioner Meeting Approval Date: 3/20/19

4-3-19

R E S O L U T I O N

52-2019

Conservation Resource Alliance (CRA) Boardman Dams Consultant Agreement

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 2019, and reviewed request to approve the Boardman River Dams Implementation Team Consultant Agreement with CRA for 2019 in the amount of \$17,500; and,

WHEREAS, CRA has served as the County's consultant for the dams removal project since 2011, including fund-raising, grant monitoring and point of contact; and,

WHEREAS, Although the Corp of Engineers have removed the Boardman and Sabin Dams, restoration work continues and the MDEQ permits remain open and the county will need to rely on CRA for assistance; and,

WHEREAS, the annual fee is being reduced to \$17,500 for the scope of services identified.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners, approve a contract with Conservation Resource Alliance as Boardman River Dams Implementation Team Consultant for 2019 in the amount of \$17,500.

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: April 3, 2019

R E S O L U T I O N

53-2019

Jail Shower Wall Modification contract with Hallmark Construction

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 2019 and reviewed request to approve release of funds for contract to modify the jail shower in the amount of \$15,875.00; and,

WHEREAS, This recommendation is a safety update to allow better observation of the shower areas due to the recent suicide issues taking place in this area; and,

WHEREAS, Bids were solicited with only one bid being received from Hallmark Construction; and,

WHEREAS, funds are available in the Capital Improvement Project (CIP) budget and this job includes the modification of 10 cell shower areas.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve a contract in the amount of \$15,875.00, with Hallmark Construction to complete the jail shower wall safety modification.

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: April 3, 2019