

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, April 17, 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

(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 April 3, 2019 (Regular Meeting) 3
- b. Minutes of April 9, 2019 (Equalization Meeting) 8

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)	Department of Health & Human Services Minutes of 1-22-19.....	9
2)	Northwest Michigan Community Action Agency, Inc. Minutes of 2-21-19	11
3)	Department of Health & Human Services Minutes of 2-26-19.....	15
4)	Grand Traverse Conservation District March 2019 Report	18
5)	Road Commission April 2019 Report.....	27
b.	Approvals:	
1)	Commission on Aging – Approval of Payment for Outside Agency Funding.....	28
2)	Resource Recovery – Hauler License Approvals.....	30
3)	March 2019 Claims	32
4)	Budget Amendments.....	55
5)	District Court – Restructuring of Staffing Plan – Budget Neutral	59
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Building Code Effectiveness Grading Schedule Results for Grand Traverse County.....	61
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	Commission on Aging:	
1)	Approval of BATA Contract for COAST Bus	111
2)	Approval of Equipment Maintenance Contract with Lark Lawn and Garden	124
b.	Facilities Management:	
1)	Window Cleaning Contract.....	130
c.	Health Department:	
1)	Subcontract Agreements for Syringe Service Program Expansion	132
d.	Administration:	
1)	Municipal Employee Retirement System (MERS)	
a)	Unfunded Pension Obligation Payment Policy	167
b)	Resolution Authorizing Additional Pension Obligation Payments in year 2019 and Adoption of an Unfunded Pension Obligation Payment Policy	168
2)	Consideration to Rescind Resolution #161-2015	170
10.	UNFINISHED BUSINESS:	
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
	Emergency Management for Elected Officials – May 22 nd @ 9:00 a.m.	
15.	CLOSED SESSION:	
	To consider a written legal opinion protected from disclosure under attorney-client privilege related to the Marilyn Palmer jail suicide incident as permitted under MCL 15.268 (h).	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
April 3, 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 Dan Hawkins, Kingsley Village Manager, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Gordie LaPointe, Ron Clous, Addison Wheelock, Jr. (8:27 a.m.), Brad Jewett, Bryce Hundley, Betsy Coffia, and Rob Hentschel

APPROVAL OF MINUTES

Minutes of March 20, 2019 Regular Meeting

Moved by Hundley, seconded by Clous to approve the minutes listed above. Motion carried.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

Brenda Rusch
Lynn VanNess
David Petrove
Ann Rogers
Tom Emmett

APPROVAL OF AGENDA

Remove #15, Closed Session.

Moved by Clous, seconded by Coffia to approve the agenda minus #15, Closed Session. Motion carried.

CONSENT CALENDAR

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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 its entirety at www.grandtraverse.org

A. RECEIVE AND FILE

1. Northwestern Regional Airport Commission Organization Meeting minutes of January 29, 2019
2. Northwestern Regional Airport Commission Regular Meeting minutes of January 29, 2019 – *Removed from Calendar.*
3. Northwestern Regional Airport Commission Special Meeting minutes of January 31, 2019
4. Department of Health and Human Services (Pavilions) minutes of February 22, 2019
Removed from Calendar.
5. County Treasurer – 4th Quarter 2018 Investment Report
6. Resource Recovery – 2018 Annual Solid Waste Report – *Removed from Calendar.*

B. APPROVALS

1. Resolution 50-2019
Gypsy Moth Suppression Fund
Closure of Fund 245
2. Resolution 51-2019
Finance
Budget Amendments

ACTION ON THE CONSENT CALENDAR

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

A-6	Page 24	By LaPointe
A-4	Page 20	By Clous
A-2	Page 11	By Hundley

Moved by Coffia, seconded by Jewett to approve the Consent Calendar minus items A-2, A-4, and A-6.

Roll Call Vote: Yes 6, Excused 1

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR

A-2 Northwestern Regional Airport Commission Regular Meeting minutes of January 29, 2019

Moved by Coffia, seconded by Hundley to Receive and File Northwestern Regional Airport Commission Regular Meeting Minutes of January 29, 2019. Motion carried.

Commissioner Wheelock arrived at 8:27 a.m.

A-4 Department of Health and Human Services (Pavilions) minutes of February 22, 2019

Moved by Clous, seconded by Jewett to Receive and File Department of Health and Human Services (Pavilions) minutes of February 22, 2019. Motion carried.

A-6 Resource Recovery – 2018 Annual Solid Waste Report

Moved by LaPointe, seconded by Clous to Receive and File Resource Recovery – 2018 Annual Solid Waste Report. Motion carried.

DEPARTMENT ACTION ITEMS

a. Administration

- 1) Conservation Resource Alliance (CRA) Boardman Dams Consultant Agreement
Amy Beyer, Conservation Resource Alliance Director, gave a presentation to update the Commissioners on the Dam project.

Resolution 52-2019
Boardman Dams
Conservation Resource Alliance (CRA)
Consultant Agreement

Moved by Wheelock, seconded by Jewett to approve Resolution 52-2019.
Motion carried.

b. Corrections/Facilities

- 1) Jail Shower Wall Modification
Tom Bensley, Sheriff, and Todd Ritter, Jail Administration, provided information on the jail shower project.

Resolution 53-2019
Jail
Hallmark Construction
Shower Wall Modifications

Moved by Wheelock, seconded by Jewett to approve Resolution 53-2019.
Motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

a. Cherry Capital Airport Discussion

Nate Alger, County Administrator, provided the background of the County's involvement with Cherry Capital Airport and the FAA safety requirements.

Commissioners LaPointe, Coffia and Hentschel provided additional information from their meeting with the Northwestern Regional Airport Commission.

PUBLIC COMMENT

The following people addressed the Commissioners concerning the Cherry Capital Airport.

Gretchen Iorio
David Petrove
Ann Rogers
T.J. Andrews

Chairman Hentschel requested that the Cherry Capital Airport Administration's contact information be put in the minutes.

Cherry Capital Airport Administration

Website: www.tvcairport.com

Email: admin@tvcairport.com

Mailing Address:

Administrative Office, 727 Fly Don't Drive, Traverse City, MI 49686

Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.

Telephone Contact:

Administration Phone: (231) 947-2250, option 0

FAX: 231-947-4329

Moved by Coffia, seconded by Hentschel to direct staff to update the County website with the Northwestern Regional Airport Commission's contact information and Board of Directors' contact information. In addition, staff should send a request to the Airport Commission asking them to update their website with their contact information and a list of the Airport Commission members' contact information. Motion carried.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

Ted Iorio
David Petrove
Tom Emmett

COMMISSIONER/DEPARTMENT REPORTS

Nate Alger, County Administrator, indicated that the local DHHS board requested that the Commissioners hold off on sending a resolution to the State regarding the DHHS software issue.

Commissioners gave updates on meetings and events they attended.

NOTICES

April 9, 2019 – Equalization Meeting (8:00 a.m.)

April 9, 2019 – Study Session (immediately following Equalization Meeting)

April 11, 2019 – Board Member Basics (1:00 p.m.)

April 17, 2019 – Regular Board Meeting (8:00 a.m.)

May 22, 2019 – Emergency Management for Elected Officials (9:00 a.m.)

CLOSED SESSION – REMOVED FROM AGENDA

To consider a written legal opinion protected from disclosure under the attorney-client privilege related to the Marilyn Palmer Jail suicide incident as permitted under MCL 15.268(h)

Meeting adjourned at 10:35 a.m.

Bonnie Scheele, County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Equalization Meeting
April 9, 2019

Chairman Hentschel called the meeting to order at 8:02 a.m. at the Governmental Center.

OPENING CEREMONIES, EXERCISES OR INVOCATION

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

PRESENT: Addison Wheelock, Jr., Gordie LaPointe, Brad Jewett, Bryce Hundley,
Betsy Coffia, Ron Clous, and Rob Hentschel

PUBLIC COMMENT

None

EQUALIZATION ANNUAL REPORT

Jim Baker, Equalization Director, reviewed the annual report and answered Commissioners' questions.

Resolution 54-2019

Equalization
2019 Annual Report

Moved by Coffia, seconded by Wheelock to approve Resolution 54-2019. Motion carried.

MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) INFORMATION

Nate Alger, County Administrator, Chris Forsyth, Deputy County Administrator, and Dean Bott, Finance Director, provided updated information regarding the MERS defined benefit retirement program. Commissioners discussed possible future payment actions to stay on track with the obligation.

Moved by Hentschel, seconded by LaPointe, to direct staff to provide a recommendation for a payment policy similar to Scenario 2 provided by MERS in their report and report back to the Commissioners at a future meeting. Motion carried.

PUBLIC COMMENT

Bruce Moore addressed the Commissioners during Public Comment

Meeting adjourned at 9:31 a.m.

Bonnie Scheele, County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) (Initials)

**GRAND TRAVERSE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BOARD MEETING MINUTES
JANUARY 22, 2019**

PRESENT: Ralph Soffredine, Chair
 Rodetta Harrand, Vice-Chair
 John Rizzo, Member
 Gordie LaPointe, County Commissioner
 Kristine Lagios, DHHS Director

GUESTS: Amanda Hessem, DHHS MiTEAM
 Cindy Ooley, DHHS Assistance Payments Program Manager

The regular meeting of the Grand Traverse County Department of Human Services was called to order at 9:23 a.m. by Chair Soffredine in the First Floor Conference Room, Traverse City State Office Building, 701 South Elmwood Avenue, Traverse City, Michigan.

PUBLIC COMMENT: None.

REVIEW AND FILE:

- A. Green Book – Assistance Data – November 2018
- B. Trend Report – Fiscal Years 2016, 2017, 2018

APPROVAL OF AGENDA – Chair Soffredine asked if there were any additions, changes, or corrections to agenda. Kristine Lagios asked to add Continuous Quality Improvement presented by Amanda Hessem and Universal Caseload by Cindy Ooley. These items will be added after Approve of Minutes. Motion to approve the agenda as amended was made by Rizzo, seconded by Harrand. Motion carried.

APPROVAL OF MINUTES - The minutes from the December 19, 2018 meeting were reviewed. Motion to approve the minutes as presented made by Rizzo, seconded by Harrand. Motion carried.

CONTINUOUS QUALITY IMPROVEMENT – Amanda Hessem, MiTEAM – Working on developing a team to focus on areas in Children’s Protective Services (CPS) and Foster Care, ISEP (Implementation, Sustainability and Exit Plan) compliance, and tying in the CPS audit data. Board members requested an update on where our county stands with the audit report.

UNIVERSAL CASELOAD (UCL) UPDATE – CINDY OOLEY, AP PROGRAM MANAGER – Cindy Ooley reported staff on working on overdues. Workers from the non UCL counties have been assigned to assist with the overdues. She reported we would not know if UCL is working until we have been caught up. The non UCL counties will not be rolled out until the problems have been resolved.

FINANCIAL

- A. The Financial Report for December 2018 was reviewed. Motion to accept the financial report made Harrand, seconded by Rizzo. Motion carried.

NEW BUSINESS

A. Personnel

- Request submitted for an Assistance Payments lead worker.
- MYOI (Michigan Youth Opportunities Initiative) will be transferring to Disability Determination Services.
- Staffing allocation has not been received as of this date. There will be 179 Children's Protective Services workers allocated statewide, Grand Traverse may receive one or two.

B. Director Updates

- Due to the government shutdown, the state is issuing FAP (Food Assistance Program) benefits for February in January.
- Robert Gordon is the new director for MDHHS.

Board Member Harrand brought up for discussion the program proposal for funds to promote a community event/conference revolving around trauma. John Redinger, DHHS Foster Care Worker, will report to the board regarding this subject.

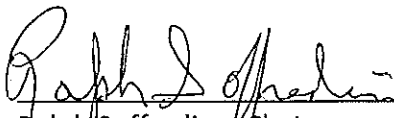
CONTRACTS

- A. COUN19-Various - Clinical and Group Counseling, Ancillary Services. Fair Market Rate contract for counselors. Reviewed by board members.

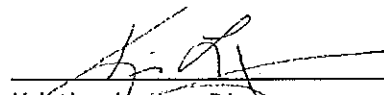
PUBLIC COMMENT: Gordie LaPointe, county commissioner, reported on two big issues the county is working on which included the unfunded liability of the pension fund and the jail issue where they are looking at better alternatives for its use or building a new jail.

NEXT BOARD MEETING – February 26, 2019

ADJOURNMENT – The meeting was adjourned 10:07 a.m.



Ralph Soffredine, Chair



Kristine Lagios, Director

Date: 2/26/19

✓ Approved

Corrected and Approved

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – February 21, 2019**

PRESENT:

Art Jeannot
Tom Kelley
Rev. Gerald Cook
Larry Levensgood
Rev. Gerald Cook
Debbie Bishop
Mary Klein
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaits
Marc Milburn
Ralph Stephan
Judy Nichols
Tom Olmsted
Gillian Gines

ABSENT:

Ed Boettcher (E)
Crystal Abramczyk
Tonya Schroka (E)
George Lasater
Louis Fantini (E)
Lindsey Walker (E)
Tony Ansoerge (E)
Brenda DeKuiper
Carol Smith (E)
Patty Cox
Jeff Miller (E)
Jennifer Smith
Izzy Lyman (E)

The meeting was called to order at 12:36 P.M. by Chairperson Rev. Gerald Cook. Following the Pledge of Allegiance, roll call taken and a quorum established.

AGENDA

Rev. Gerald Cook requested approval for the meeting Agenda.

Motion by Marc Milburn, supported by Pam Niebrydowski, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the January 17, 2019 meeting of the Board of Directors were presented for Board action.

Motion by Judy Nichols, supported by Peachy Rentenbach, that the minutes of the January 17, 2019 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Rev. Gerald Cook introduced Dr. Leigh Ngirarsaol from Kalkaska County. Patty Cox has a conflict with the meeting time and will not be able to continue on the Board. Dr. Ngirarsaol is Veteranarian and a County Commissioner for Kalkaska County.

Motion by Peachy Rentenbach, supported by Debbie Bishop to accepted Dr. Leigh Ngirarsaol as the new Public Sector representative from Kalkaska County. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Shannon Phelps reviewed the minutes from the Policy Council meetings on February 14, 2019.

Motion by Judy Nichols, supported by Debbie Bishop to accept the Policy Council meeting minutes for February 14, 2019, as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, presented the Financial Reports and Annual Operations Plan and Report Summary for January 2019, bank credit card statements, and the status of Agency Program Operations. The 2019 NMCAA Leadership class has started with 12 participants. The Saturday Special held on February 9 was attended by 82 people and 52 tax returns were completed. There was a special Veterans Tax Day on February 14 and 18 tax returns were completed. The Bureau of Community Action and Economic Opportunity (BCAEO) has created new dashboards that will provide information and graphics from data submitted by Community Action programs throughout the state. We will be incorporating some of these in our Board reporting.

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

BUSINESS

GOVERNANCE COMMITTEE REPORT

Peachy Rentenbach, Governance Committee Chairperson, announced that the Governance Committee meet earlier today. The committee reviewed the Board roster along with the Board member job description. Orientation for new Board members will be in April. All Board members are welcome to attend. Orientation of new member should include support for better understanding of acronyms and of the multiple funding sources that support the agency. Updated Board Books are available and will be available on the website.

SENIOR NUTRITION INVESTMENT COMMITTEE REPORT

Rev. Gerald Cook, Senior Nutrition Investment Committee Chairperson, announced that the Senior Investment Committee met earlier today with Kristi Avery. As of January 31, 2019, the value of the Investment fund was \$270,526.40 which represents a 4.79% increase so far for 2019. A slight rebound from the low returns in 2018. The Committee recommends that the Board approve an investment of approximately two thousand dollars in cash in the Pimco account.

Motion by Tom Kelley, support by Tom Olmsted that a conversion \$2,000 thousand dollars in cash be converted into the Pimco account. Motion carried.

HEAD START COST OF LIVING ALLOWANCE (COLA)

NMCAA Board of Directors Meeting
February 21, 2019
Page 3

Shannon Phelps, Director of Child and Family Development, announced that Head Start and Early Head Start have announced a Cost of Living Increase (COLA) for 2019. This is a permanent increase of 1.77% in wages for all employees. The fringe benefit package will also be increased for all eligible employees. This increase will be retroactive back to January 1, 2019.

Motion by Marc Milburn, supported Judy Nichols that the Head Start/Early Head Start COLA increase of 1.77% be accepted as presented. Motion carried.

SUPPORTIVE SERVICES FOR VETERAN FAMILIES GRANT

Melodie Linebaugh, Homeless Prevention Manager, announced that NMCAA is applying to the Veteran's Administration (VA) for a renewal of the Supportive Services for Veteran Families (SSVF) Grant for 2019 – 2020. The total for the grant is \$666,267, which is a 2% increase from the 2018 – 2019 amount from the VA. The grant will be submitted by February 22, 2019.

Motion by Tom Kelley, supported by Judy Nichols that the SSVF grant be submitted as presented. Motion carried.

ROTARY GRANT FOR YOUTH PROGRAM

Melodie Linebaugh announced that NMCAA received \$140,000 from Rotary which will be used for the match requirement that is needed for the Youth Homeless Demonstration Project. Four youth were housed this week in East Bay Flats as a part of this program.

2019 TAX PROGRAM

Karen Emerson, Financial Services Manager, reviewed the 2019 Tax Program. There is a goal of completing 3005 tax returns for 2018. New changes for this year include a larger location for the Charlevoix clients and volunteers by moving to the First Baptist Church, a new site at the Inland Township Hall in Interlochen, and a strong marketing campaign for all 10 counties.

BCAEO WEATHERIZATION ASSISTANCE PROGRAM ALLOCATION ERROR

Kerry Baughman explained that a letter was received the end of January alerting us of an error in the Heating Degree day calculation. Three agencies were impacted, NMCAA, NEMSCA, and Five Cap. NMCAA's current allocation for program year 2018 is \$698,046. A change to the calculation has been proposed that would take into account the number of counties served by the agency. This change will lessen the impact of the proposed decrease in funding increasing the PY 2019 allocation from \$481,395 to \$621,158. Updates will follow as this change is finalized within the Michigan Department of Health and Human Services.

OTHER BUSINESS

- Risk Management: Governance. Link to survey was emailed to all Board members. Hard copies are available.

OS 4.6 An organization-wide, comprehensive risk management assessment has been completed within the past 2 years and reported to the governing board (last completed 3/17)

- BCAEO Desk and Organizational Standards Review Week of April 8.
- Head Start CLASS review Week of March 4th. (The Classroom Assessment Scoring System (**CLASS**) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms)
- Michigan Nonprofit Association is hosting Nonprofit Legislative Day at the Capital on Wednesday, March 6th in Lansing. Hear from elected officials and public experts about how to advocate effectively on behalf of the people you serve.
- ***Meals on Wheels: Moomer's Ice Cream Fundraising Event March 16th from 11:00 a.m. to 9:00 p.m.***

BOARD COMMENTS

None

With no further business to come before the Board, the meeting was adjourned at 1:51 P.M.

Next meeting: Thursday, March 21, 2019 at 12:30 PM

Location of the March 21, 2019 meeting:

**Presbyterian Church of Traverse City
701 Westminster Road
Traverse City, MI 49686**

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary

**GRAND TRAVERSE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BOARD MEETING MINUTES
February 26, 2019**

PRESENT: Ralph Soffredine, Chair
 Rodetta Harrand, Vice-Chair
 John Rizzo, Member
 Gordie LaPointe, County Commissioner
 Kristine Lagios, DHHS Director

GUESTS: Carol Crawford

The regular meeting of the Grand Traverse County Department of Human Services was **called to order at 9:04 AM** by Chair Soffredine in the First Floor Conference Room, Traverse City State Office Building, 701 South Elmwood Avenue, Traverse City, Michigan.

PUBLIC COMMENT: Commissioner LaPointe noted he is in his second month of appointment as commissioner. He has been touring various departments and facilities. He indicated the county jail tour was enlightening and he has been impressed overall with his tours. He noted the county is still working on the budget deficit.

Chair Soffredine presented Carol Crawford with a plaque of appreciation for her service as a commissioner representing the board over the years.

APPROVAL OF AGENDA – The addition of Telephone and Newspaper Article were requested under New Business. Motion to approve the agenda as amended made by Rizzo, seconded by Harrand. Motion carried.

APPROVAL OF MINUTES - The minutes from the January 22, 2019 meeting were reviewed. Motion to approve the minutes as presented made by Harrand, seconded by Rizzo. Motion carried.

FINANCIAL

A. Financial Report for January 2019

- The Financial Report for January 2019 was reviewed. Chair Soffredine questioned the employee training balance. He would like money put back into the budget if it is not being used as previously allocated. He would like a report back next month. Kris Lagios indicated Steve Wade would like to return funds and asked if it could be re-appropriated to another agency. He should submit a request to the Board. Motion to accept the financial report made Rizzo, seconded by Harrand. Motion carried.

NEW BUSINESS

A. Telephone

- Chair Soffredine asked about calling into the office and getting cycled through the automated system. He would like a report back on how it will be resolved. Board Member Rizzo indicated he called into client connect and was informed it would be a 5 minute wait but waited 1 hour 15 minutes and then hung up. The system did not offer a call back option.

B. Newspaper Article

- Chair Soffredine wants an emergency plan in place for serving the needs of clients when short staffed. He suggested a letter to the state level Director from the local board. Commissioner LaPointe suggested contacting legislators. Rizzo asked about a tracking mechanism available to the public for tracking the backlog of cases. There is information on this located on the website. Chair Soffredine wanted to know where we stand in our tri-county offices for how many are not being served. He wants a letter sent on behalf of the board to the regional director to tell her what the problem is, that the board is concerned, and to ask what they are going to do about it. He would also like it sent to senators and representatives, and to the MDHHS Director. Rizzo offered to write a letter to state appointed officials.

Commissioner LaPointe asked if it is an option to go back to the old system. Rizzo wanted to clarify that the board is not criticizing local staff.

Rizzo asked about County Commissioners endorsing the letter to state officials. He was informed to request this be added as an agenda item to the County Commissioners meeting.

C. Personnel Updates

- The staffing allocation package was approved.
- We have a new AP worker who started Monday from Kalamazoo.
- We are filling four CPS staff positions – 2 additional (1 from BSC, 1 new allocation), 2 from vacancies of employees leaving.
- There is a new specialized unit for expungements.

D. Director Updates

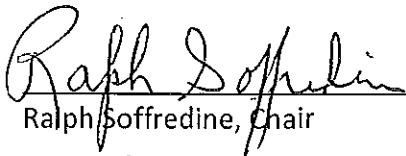
- MCSSA has contacted Kris Lagios and wants to know if the board would like to present or be part of the conference. Rizzo will make contact with MCSSA on behalf of the Grand Traverse Board. Opioid overdose drug (Narcan) is an agenda item for the next conference. The drug can be disposed of at hospitals or police departments for employees who received a sample at training. Employees cannot have/administer the drug.
- Kris asked about the board paying Zonta dues. Requests for funds can be made to the board.
- Kris asked about meetings at the Pavillions and who is responsible for the minutes. Rizzo will have Darcy send the minutes to Kris.

PUBLIC COMMENT: Commissioner LaPointe advised Rizzo to make sure he gets added to agenda for the Commissioners meeting.

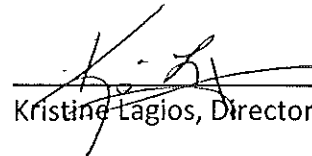
Commissioner LaPointe indicated he would like to come in and see the work flow process in the office.

NEXT BOARD MEETING – March 26, 2019

ADJOURNMENT – The meeting was adjourned 10:29 AM.



Ralph Soffredine, Chair



Kristine Lagios, Director

Date: 3/26/19



Approved

Corrected and Approved

Grand Traverse Conservation District

March 2019 Report

CONSERVATION TEAM

OWNER/PARKLAND: City of Traverse City – Brown Bridge Quiet Area

Administration

- Met with City staff on a couple occasions regarding the proposed CIP and General Maintenance Budget for Brown Bridge.
- Prepared for and held a Brown Bridge Advisory Committee meeting.
- Continued work on the Brown Bridge Management Plan update.
- Continued to work with City Admin regarding bulleted rules to post on-site.
- Advertised for and hired two seasonal Parkland Technician positions to assist with parkland management.

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Swept floors and restocked vault-toilets at BBQA parking lots

Grants

- USFWS/GLFWRA Phase II In-Stream Habitat Wood: Held a partner meeting with the City, DNR, NRCS/GTB, and DEQ

Other

- Met with Elmer's staff regarding the reach of their largest crane to set the 90' Brown's Landing Bridge.
- Encountered issues when attempting to pour the north abutment. Will retry once the frost laws go off.
- Hand placed 10 cubic yards (20 yards total) of 4"-12" rock rip-rap in-front of each abutment for scour protection.
- Met with City Admin, GT County, Bata and other partners regarding Rotary's Greilick Outdoor Recreation and Education Center (GOREC) and how the former Boy Scout Camp-Camp Greilick property can be used to attract and house groups to work on area parklands and other community projects.

OWNER/PARKLAND: Garfield Township – Various

Administration

- Advertised for and hired two seasonal Parkland Technician positions to assist with parkland management
- Attended and reported at Garfield Township Parks and Recreation Commission meeting
- Sought and secured native trees and shrubs for planned spring stewardship events with local schools and for buffer along Silver Lake Recreation Area and E. Silver Lake Road

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash at all Garfield parks
- Cleared trails at all parks of downed trees and branches by chainsaw as necessary
- Replaced ripped laminated trail intersect map by the cistern at the Commons Natural Area
- Provided weekly routine walk-throughs of the Silver Lake dog park to refill dog bag dispensers and change trash receptacle
- Coordinated trail steward to cover up graffiti at undesired locations at the Commons
- Monitored snow plowing activities along property boundary of Kids Creek Park and Great Wolf Lodge to ensure water resources are not being impacted
- Cleared snow plowed piles away from trailhead entries and trash receptacles to facilitate user access and contracted trash removal
- Began changing seasonal posters at trailhead info stations to reflect spring time topics

Other

- Collaborated with TC West Middle School and GT Stewardship Initiative in development of a planned planting project at Kids Creek Park in consideration of tree diseases, climate change and species migration northward
- Planned stewardship planting project with the Greenspire School at the Commons
- Planned for Earth Day Work Bee event held on April 22 at Miller Creek Nature Reserve

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Advertised for and hired two seasonal Parkland Technician positions to assist with parkland management
- Corresponded with Kristine Erikson, Director of County Parks and Recreation, regarding a request for public input to name the watercraft landing at the former Boardman Dam site
- Met with Jack Robbins, NER Advisory Committee member and property neighbor, to discuss post dam removal recreation plans

- Drafted map to facilitate future submission of a MDEQ permit to construct boardwalk in re-connection of former Beaver Pond Loop
- Collaborated with TART representatives in planning and development of the Boardman River Trail- reviewed draft Request for Proposals for planned construction south of Robbins Bridge

Routine Monitoring and Maintenance

- Provided routine parking lot and trailhead inspections to refill dog bag dispensers and pick-up trash
- Cleared snow piles at trailheads and in front of trash receptacles to maintain accessibility for park users and contracted waste removal
- Removed trees and cleared branches along trails as necessary
- Monitored beaver activity at mouth of tributary downstream of Beitner Road near outlet into Boardman River on the NER
- Assessed property boundary at the end of the universally accessible Lone Pine Trail to determine need for private property signs
- Monitored mouth of Robbins Creek and how it is reacting to lowering of water level post Sabin Dam removal
- Assessed the need for increased caution signs at watercraft landings to inform users of swift currents and rapids
- Began changing seasonal posters at trailhead information stations to reflect spring topics

Grants

- Attended Parks & Recreation Business Development Team meeting and a regular meeting of the Parks & Recreation Commission regarding a Consumer's Energy Planet Award opportunity for the Lone Pine Pedestrian Bridge
- Submitted, with Parks & Recreation Commission approval, a Consumer's Energy Planet Award proposal in partnership with the Watershed Center Grand Traverse Bay (grantee), Conservation Resource Alliance, and the Grand Traverse Band of Ottawa & Chippewa Indians for the Lone Pine Pedestrian Footbridge at the Natural Education Reserve
- Formed a MOA between GTCD, Grand Traverse Band, and the County to apply for Environmental Quality Incentives Program (EQIP) funds to help revegetate the recently exposed bottomlands of Sabin Pond
- Inventoried and mapped dead snag trees in sections of riparian forest buffer adjacent to Sabin Bottomlands for EQIP grant application
- EQIP (existing) finalized spring plant orders and firmed up planting crew contractors needed to help revegetate the recently exposed bottomlands of Boardman Pond

Other

- Coordinated a day in April with TART and GT Hiking Club volunteers to continue construction of pods for boardwalk along the Boardman River Trail
- Planed for Arbor Day public work bee events held on April 26 and 27 to plant native seedlings in the recently exposed bottomlands post dam removals

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Advertised for and hired two seasonal Parkland Technician positions to assist with parkland management
- Attended and prepared the draft agenda and minutes for the monthly Hickory Meadows Advisory Committee (HMAC) meeting
- Attended and provided updates at the monthly Rec Authority Board meeting
- Reviewed draft management recommendations by the HMAC
- Began draft workplan and budget for 2019/20 fiscal year
- Submitted GT County Soil Erosion and Sedimentation Control Permit to construct proposed trail from the M-72 trailhead at Hickory Meadows
- Corresponded with Cathlyn Sommerfield, CS Research and Consulting, in development of a report generated from collected user surveys at Hickory Meadows trailheads
- Met with Derek Melville, City Superintendent of Parks and Recreation, to further plan buffer installation and identify items for Hills development contractors to follow-up on, such as seeding of drain field and grading of access sites
- Contacted tree farms and nurseries to determine availability and cost of native trees and shrubs desired for planned buffer installation this spring

Routine Monitoring and Maintenance

- Monitored trailheads and parking areas weekly to replace dog waste bags, ensure safe access, and collect litter
- Downloaded and analyzed trail counter data at the three formalized trailheads at Hickory Meadows
- Continued to monitor grooming efforts and reposted winter trail etiquette signage as necessary
- Continued to supply, collect, and record user surveys at main trailheads regularly
- Downloaded and analyzed trail counter data at trailheads
- Changed seasonal posters at trailhead information stations to reflect spring topics

Grants

- DTE Energy Tree Planting Grant - sought and secured native tree and shrubs for buffer installation through awarded funds

Other

- Re-scheduled volunteer day with Pathfinder School in April to install student constructed bird nest boxes at Hickory Meadows
- Planned for public work bee event on Mother's Day weekend, Saturday, May 11, at Hickory Meadows

OWNER/PARKLAND: Rotary Camps & Services – East Creek Reserve & Canterbury Woods

Administration

- Submitted a budget for and signed a 3yr. Agreement for continued parkland management services
- Advertised for and hired two seasonal Parkland Technician positions to assist with parkland management
- Planned for upcoming work projects for the 2019 field season

Routine Monitoring and Maintenance

- Performed trailhead inspection along Wadsworth Rd. (Mayfield Rd. inaccessible)

Other

- Met with City Admin, GT County, Bata and other partners regarding Rotary's Greilick Outdoor Recreation and Education Center (GOREC) and how the former Boy Scout Camp-Camp Greilick property can be used to attract and house groups to work on area parklands and other community projects.
-

BOARDMAN RIVER STEWARDSHIP

- Participated in a MDEQ MiWaters Webinar regarding the on-line permit application process.
 - Held a Phase-II wood partner progress meeting to improve 1,200 lineal feet of instream habitat at Brown Bridge.
-

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 571

Program Participants this month: 429

Drop ins this month: 142

Nature Center Visitation this year: 929

Nature Center Visitation Mar 2018: 479

Program Participants Mar 2018: 384

Drop-in Mar 2018: 95

Nature Center Visitation since 2008: 86,553

Program Participation & Program Planning:

- Roughly 211 people participated in our Spring Break Series events during spring break week at the Boardman River Nature Center.
- Family Night was a new free event held on the Friday night of spring break. We had 31 people come to the Nature Center to enjoy a short hike and s'mores.
- New interpretive signage installed around Boardman River Nature Center
- We had 2,400+ organic interactions (+653 via paid advertising) through Facebook with our Spring Break Series promotions.

- Attended the Traverse City Family Expo and directly spoke to roughly 200 people about the Nature Center and program offerings
- Education Director attended Nature-Based programming business planning workshop in Midland.
- Roughly 80 preschoolers and their families experienced Nature-Based preschool programming at the Nature Center.
- Held meeting with several area partners who are interested in collaborative programming.
- Submitted grants to the Kiwanis Foundation and Oleson Foundation to support education at the Boardman River Nature Center.
- Summer Camp registration opened to the public. Roughly \$36,700 in camp registration fees generated in March.
- Education team attended two webinars on Nature-Based play incorporation and best practices in the industry.
- Hired five seasonal summer camp staff to staff Nature-Day camp.

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 9 (Antrim/Grand Traverse), 7 (Benzie/Leelanau)

Risk Assessments Completed: 4 (Antrim/Grand Traverse), 12 (Benzie/Leelanau)

Farms Verified: 5

Updates:

- 2/28-3/2: Great Lakes Hop and Barley Conference
- 2/23-3/1: Christmas Tree Conference at Great Wolf Lodge
- 3/5: Grand Traverse Fruit Growers Council Meeting
- 3/5: Benzie-Manistee County Farm Bureau Board Meeting
- 3/5: Pollinator Health Meeting
- 3/5: Leelanau Conservation District Board Meeting
- 3/7: Antrim County Reverification
- 3/7: Antrim County Reverification
- 3/8: Freshwater Roundtable Meeting
- 3/11: Leelanau County Verification
- 3/12: Produce Safety Goal Setting Meeting – Manistee Conservation District
- 3/15: Produce Safety/Food Safety Modernization Act Training
- 3/18: Quarterly Meeting with Regional Coordinator of Conservation Programs
- 3/20: Antrim Conservation District Board Meeting
- 3/20: Forest, Wetland, and Habitat Phase 1 – Leelanau County
- 3/21: MAEAP 5000th Verification Celebration
- 3/28: Grand Traverse County Reverification
- 3/28: Grand Traverse County Verification

Current Projects:

- Working with:
 - 10 Farms in Antrim
 - 23 Farms in Grand Traverse
 - 19 Farms in Leelanau
 - 7 Farms in Benzie
- Promoting 2019 cost-share opportunities to producers in our four counties.
- Assisting producers in utilizing the MAEAP-fund code for NRCS EQIP applications
- Working on reverifying MAEAP farms for 2019.
- Planning and promoting 2019 agrichemical container recycling collections.
- Serving on Freshwater Roundtable to plan 2019 Freshwater Summit.
- Preparing for upcoming potential Phase 1 Events: Integrated Pest Management Kickoff and P45 Viticulture Group Kickoff

Upcoming Events:

- 4/1: Grand Traverse Fruit Growers Council Meeting
 - 4/2: Leelanau Conservation District Board Meeting
 - 4/10: Looking Under the Canopy: Orchard Floor Management to Minimize Orchard Pests and Optimize Fruit Quality
 - 4/12: Freshwater Roundtable Meeting
 - 4/13: Domestic Well Water Screening Event
 - 4/17: Food and Farming Network Meeting
 - 4/18: Grand Traverse Local Emergency Planning Committee Meeting
 - 4/23: Integrated Pest Management Kickoff at Northwest Michigan Horticultural Research Station
 - 4/26: P45 Viticulture Group Kickoff
 - 4/27: Earth Day Event
-

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Public Inquiry Responses: 14

Active Contacts: 191

Passive Contacts: 29,587

Acres Surveyed: 1,298

Sites Surveyed: 46

Acres Treated: 0

Sites Treated: 0

Volunteer Hours: 0

Volunteers: 0

Meetings/Presentations:

- 3/5 - "Attended" Tools for Engaging Landowners Effectively webinar
- 3/5 - Attended & advised at GT Bay Watershed Planning meeting; 15 present
- 3/6 - Presented *Remove Invasives, Plant Natives* at GTCD Seedling Sale Workshop; 10 participants
- 3/18 - Chaired MISC Core Team meeting (Lansing)
- 3/20 - Presented on Knotweed & Cooperative Invasive Species Management Areas (CISMAs) at MDARD inspectors training; ~25 attendees

Treatments, Restoration, and Surveys:

- Hemlock woolly adelgid surveys: 1,298 acres, 46 sites

Other Accomplishments:

- Reprinted *Plan Before You Plant* brochure!
- Drafting *Clean Boats Clean Waters* MISGP mini-grant application--Due April 5.

Upcoming Events:

- [Spring Go Beyond Beauty meeting](#): April 3
 - ISN Partner Meeting: April 11, 1pm, Boardman River Nature Center
 - Additional ISN events scheduled: www.habitatmatters.org/eventsworkbees
-

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
CISMA	Cooperative Invasive Species Management Area (ISN is one)
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Northwest Michigan Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
MISGP	Michigan Invasive Species Grant Program
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

TO: Chair – Board of Commissioners
FROM: Brad Kluczynski, Manager
DATE: April 5, 2019
SUBJECT: **REPORT FOR THE APRIL 17, 2019 MEETING
AT 8:00 A.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**
cc: Board of County Road Commissioners

A GTCRC representative will be available to provide more detailed responses at the BOC meeting on the following items:

1. **East-West Corridor Consultant** – Over 500 surveys were completed, either online or hard copy. OHM is tabulating the comment cards and survey open-ended questions. Modeling of the proposed alternatives is underway. Focus groups, stakeholder/LAG groups will have met prior to this meeting. The next public meeting will be scheduled soon. The study period has been extended to late May, with reports due to the Board at their May 25 meeting.
2. **Budget 2019** – With winter maintenance expected to conclude shortly, our first budget amendment will be discussed at our April meeting. Should funds be found available, small in-house projects will be considered.
3. **Mason Creek/Duck Lake Road** – The Board approved two bids for this project. One is the purchase of a timber bridge, and the second is for the removal of the current bridge and installation of the timber bridge. The respective costs of these projects is \$218,777.10 and \$210,007.77. Additionally, contracts with Conservation Resource Alliance were approved in the amounts of \$12,500 and \$130,000 for grant administration and the acceptance of grants in the amounts of \$130,000.
4. **TTCI Presentations** – Manager and staff presented an overview of the 2018 projects, East-West Corridor Study and a preview of 2019 projects on March 19, 2019.
5. **May 2, 2019 MTA-Road Commission Annual Meeting** – Please mark your calendars and plan to join us for our 18th Annual Joint Meeting, May 2, 2019 at 12 Noon at the Elks Lodge. GTCRC will be your host and the program. RSVP to Deb Hunt at 922-4848, extension 207 or email dhunt@gtcrc.org. Looking forward to seeing you there.



Action Request

Meeting Date:	April 17, 2019		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	922-4688
Agenda Item Title:	Approval for payments of outside agency funding		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

Approval for payments of yearly funding to:

1. Catholic Human Services Senior Companion Program \$12,000
To assist in funding the services of senior companions providing transportation and companionship for 42 of our clients with 13 senior companions.
 2. Northwest Michigan Community Action Agency-Meals on Wheels \$20,000
To fund 5,714 meals @ \$3.15 per meal for 485 homebound seniors in GTC. The actual expenditures included: \$10,629 (food and disposables), \$6,000 (labor), and \$3,371 (miscellaneous costs, including utilities, supplies, etc.).
 3. Area on Aging of NW Michigan (Local Support) \$7,503
To provide funds for a local match that is necessary for AAANM to obtain federal and state funding for their Medicare and Medicaid clients.
- Submitted and approved for the 2019 budget.

Suggested Motion:

To approve the payments of yearly funding to: Catholic Human Services Senior Companion Program \$12,000
Northwest Michigan Community Action Agency-Meals on Wheels \$20,000
Area on Aging of NW Michigan (Local Support) \$7,503

Financial Information:

Total Cost:	\$39,503	General Fund Cost:	0	Included in budget:	☒ Yes ☐ 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			
Human Resources Director			
Civil Counsel			
Administration:	☐ Recommended	Date:	
<u>Miscellaneous:</u>			

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

Commission on Aging – Approval of Payment for Outside Agency Funding

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 17, 2019, reviewed the request to approve the annual payments by the Commission on Aging to Catholic Human Services, Northwest Michigan Community Action Agency and Area Agency on Aging of Northwest Michigan for services identified; and,

WHEREAS, The Commission on Aging provides funding as follows:

- 1) Catholic Human Services in the amount of \$12,000 to assist in funding the services of senior companions providing transportation and companionship for 42 of our clients with 13 senior companions;
- 2) Northwest Michigan Community Action Agency in the amount of \$20,000, to fund the meals on wheels program to homebound seniors; and,
- 3) Area Agency on Aging in the amount of \$7,503, to provide funding for the local match necessary to obtain Federal and State funding for their Medicare and Medicaid clients.

WHEREAS, these amounts were submitted and approved in the 2019 budget; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approve the annual payments by the Commission on Aging to Catholic Human Services, Northwest Michigan Community Action Agency and Area Agency on Aging of Northwest Michigan 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: April 17, 2019



Action Request

Meeting Date:	April 17, 2019		
Department:	Resource Recovery	Submitted By:	David Schaffer
Contact E-Mail:	dschaffer@grandtraverse.org	Contact Telephone:	231.995-6075
Agenda Item Title:	2019 Hauler Licenses		
Estimated Time:	0	Laptop Presentation:	☐ Yes ☒ No

(in minutes)

Summary of Request:

Staff has received and reviewed the following applications for 2019 hauler licenses:

Yard Waste Applications Received:

Y-2019-12 Old Mission Associates

Y-2019-13 Deering Tree Service

Special Solid Waste Applications Received:

Solid Waste Applications Received:

The above applications have been found to be administratively complete and fee has been paid.
(License numbers will be granted upon approval)

Suggested Motion:

Approve 2019 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ 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		
Human Resources Director		
Civil Counsel		
Administration: ☐ Recommended Date: 		
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

Resource Recovery – 2019 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on February 6, 2019 and reviewed requests to approve the Hauler Licenses for 2019 as follows:

Yard Waste Haulers:	Old Mission Associates Deering Tree Service
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WHEREAS, the above applications have been found to be administratively complete and approval is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve Hauler Licenses for 2019 as identified above.

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 17, 2019



Action Request

Meeting Date:	April 17, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	March 2019 Claims Approval		
Estimated Time:	Board Packet (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

Claims and payroll disbursement activity for the month of March 2019 is requested for approval, as attached. Further detail regarding disbursements may be requested directly from the Finance Department.

Suggested Motion:

Approval of the requested claims and payroll disbursements for the month of March 2019.

Financial Information:

Total Cost: \$5,848,794.18	General Fund Cost:	Included in budget:	☒ Yes ☐ 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	4/9/2019
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
March 2019 Claims Summary

RESOLUTION

XX-2019

**Finance Department
March 2019 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 17, 2019, and reviewed claims and payroll disbursements for the month of March 2019 that were requested by the Director of Finance and are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached CLAIMS AND PAYROLL DISBURSEMENT FOR THE MONTH OF March 2019 are hereby approved. (See file for attachments.)

APPROVED: April 17, 2019

MARCH 2019 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	3/12/2019	589,796.23
CLAIMS AND ACCOUNTS	3/26/2019	782,291.98
TOTAL CLAIMS AND ACCOUNTS		1,372,088.21
IMMEDIATE PAYMENTS	3/1/2019	5,053.25
IMMEDIATE PAYMENTS	3/1/2019	68,098.23
IMMEDIATE PAYMENTS	3/4/2019	1,000.00
IMMEDIATE PAYMENTS	3/5/2019	539.63
IMMEDIATE PAYMENTS	3/6/2019	186,641.26
IMMEDIATE PAYMENTS	3/11/2019	22,763.75
IMMEDIATE PAYMENTS	3/12/2019	2,920.03
IMMEDIATE PAYMENTS	3/13/2019	726,244.45
IMMEDIATE PAYMENTS	3/15/2019	24,810.68
IMMEDIATE PAYMENTS	3/15/2019	328,865.06
IMMEDIATE PAYMENTS	3/19/2019	99,584.00
IMMEDIATE PAYMENTS	3/21/2019	108,308.51
IMMEDIATE PAYMENTS	3/21/2019	17,692.08
IMMEDIATE PAYMENTS	3/22/2019	4,408.12
IMMEDIATE PAYMENTS	3/22/2019	12,846.15
IMMEDIATE PAYMENTS	3/25/2019	688.00
IMMEDIATE PAYMENTS	3/27/2019	374,275.05
IMMEDIATE PAYMENTS	3/28/2019	2,220.56
IMMEDIATE PAYMENTS	3/29/2019	6,394.89
IMMEDIATE PAYMENTS	3/29/2019	30.00
TOTAL IMMEDIATE PAYMENTS		1,993,383.70
TOTAL CLAIMS AND ACCOUNTS, AND IMMEDIATE PAYMENTS		3,365,471.91
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	3/12/2019	27,666.04
HEALTH	3/26/2019	49,155.34
TOTAL HEALTH CLAIMS		76,821.38
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	3/6/2019	48,420.55
DPW Check Runs	3/15/2019	146,166.14
DPW Check Runs	3/20/2019	38,566.40
DPW Check Runs	3/27/2019	16,325.62
TOTAL DPW CHECK RUNS		249,478.71
Pending Claims:		3,535.00
TOTAL RECONCILING ITEMS		329,835.09
Total Claims, Immediate & Reconciling		3,695,307.00
Monthly Check Distribution Summary		3,695,307.00
Difference		0.00
PAYROLL		
PAYROLL	3/8/2019	936,795.90
PAYROLL	3/22/2019	908,119.95
BENEFITS	3/31/2019	308,571.33
TOTAL PAYROLL		2,153,487.18
FOR BOARD APPROVAL:		
TOTAL CLAIMS, IMMEDIATE, RECONCILING & PAYROLL		5,848,794.18

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
MARCH 2019**

Payee Name	Amount
GRAND TRAVERSE COUNTY Total	\$ 937,881.62
GARFIELD CHARTER TOWNSHIP Total	\$ 368,469.66
PRIORITY HEALTH Total	\$ 313,608.47
EAST BAY CHARTER TOWNSHIP Total	\$ 159,948.58
TRAVERSE CITY TREASURER Total	\$ 127,896.91
BILL MARSH AUTO GROUP Total	\$ 127,413.78
FOX GRAND TRAVERSE Total	\$ 122,809.82
ACME TOWNSHIP Total	\$ 82,891.49
STATE OF MICHIGAN Total	\$ 81,974.10
PORCELAIN PATROL SERVICE Total	\$ 69,771.48
FIDLAR TECHNOLOGIES, INC. Total	\$ 66,416.00
ELMWOOD TOWNSHIP Total	\$ 42,399.59
DELTA DENTAL Total	\$ 42,061.04
TRAVERSE CITY LIGHT & POW Total	\$ 40,719.65
PENINSULA TOWNSHIP Total	\$ 40,139.23
CORRECT CARE SOLUTIONS LL Total	\$ 39,637.48
DTE ENERGY Total	\$ 35,467.62
TYLER TECHNOLOGIES INC Total	\$ 34,018.55
CONSUMERS ENERGY Total	\$ 30,725.17
KERR PUMP AND SUPPLY, INC Total	\$ 30,587.80
TRAVERSECONNECT Total	\$ 25,000.00
FIFTH THIRD BANK Total	\$ 24,954.20
TOTAL COURT SERVICES OF M Total	\$ 24,749.44
CH2M HILL INC. Total	\$ 21,063.69
MUTUAL OF OMAHA INSURANCE Total	\$ 20,175.89
WMU HOMER STRYKER MD SCHO Total	\$ 19,665.00
SHELL CREDIT CARD CENTER Total	\$ 19,288.14
CHERRYLAND ELECTRIC Total	\$ 19,132.65
CENTRAL LAKE ARMOR EXPRES Total	\$ 18,188.80
KPRIME TECHNOLOGIES Total	\$ 17,825.00
ELMER'S CRANE & DOZER Total	\$ 16,652.15
ARAMARK Total	\$ 16,517.94
ENGINEERED PROTECTION SYS Total	\$ 16,018.24
WAARA TECHNOLOGIES LLC Total	\$ 15,709.90
STT INC. Total	\$ 15,531.36
GUARDIAN MEDICAL MONITORI Total	\$ 14,326.55
EAGLE VILLAGE, INC. Total	\$ 13,909.50
MICHIGAN POLICE EQUIPMENT Total	\$ 11,599.00
WOMEN'S RESOURCE CENTER Total	\$ 10,700.00
MISSAUKEE WILDERNESS YOUT Total	\$ 10,360.00
MEDSYS SOFTWARE SOLUTIONS Total	\$ 10,000.00
THOMSON REUTERS - WEST Total	\$ 9,715.97

Payee Name	Amount
THE ROCK Total	\$ 9,600.00
ATT MOBILITY Total	\$ 8,601.91
VARIPRO BENEFIT ADMINISTR Total	\$ 8,250.82
PITNEY BOWES Total	\$ 8,220.78
CYNTHIA ANN CONLON Total	\$ 7,982.00
CITY OF TRAVERSE CITY Total	\$ 7,951.12
ACCESS INTERACTIVE LLC / Total	\$ 7,746.00
SERVPRO OF GRAND TRAVERSE Total	\$ 7,705.91
BAY AREA TRANSPORTATION A Total	\$ 7,585.00
KENDALL ELECTRIC INC Total	\$ 7,408.21
ENTERPRISE FM TRUST Total	\$ 7,273.92
AT&T GLOBAL SERVICES Total	\$ 6,791.65
LINCOLN NATIONAL LIFE INS Total	\$ 6,400.88
CONVERGE ONE INC Total	\$ 6,168.00
PROSECUTING ATTORNEYS ASS Total	\$ 6,100.00
LEELANAU COUNTY Total	\$ 5,842.57
TRAVERSE CITY FLEET REPAI Total	\$ 5,828.80
ADDICTION TREATMENT SERVI Total	\$ 5,744.00
GLAXOSMITHKLINE PHARMACEU Total	\$ 5,732.28
OFFICE DEPOT,INC Total	\$ 5,515.82
MILLARD DEAN ELDRED Total	\$ 5,300.00
CHIEF SUPPLY CORPORATION Total	\$ 5,184.59
CUTTIN IT CLOSE OUTDOOR Total	\$ 5,150.00
BETHANY CHRISTIAN SERVICE Total	\$ 5,076.54
FEYEN-ZYLSTRA INC Total	\$ 5,039.39
GRAFF, GRAFF & HELVESTON Total	\$ 4,882.44
IMAGESOFT, INC. Total	\$ 4,800.00
JANET M MISTELE Total	\$ 4,777.00
PAUL T. JARBOE PLC Total	\$ 4,621.00
MARK AYERS PLOWING Total	\$ 4,461.00
BRETT C BAIRD Total	\$ 4,449.00
IRIS WASTE DIVERSION SPEC Total	\$ 4,400.00
DAVID J CLARK Total	\$ 4,160.00
KANE & ASSOCIATES, PLC Total	\$ 4,135.00
MICHAEL P COLLINS Total	\$ 4,090.62
FIDELITY SECURITY LIFE IN Total	\$ 4,067.78
PRIORITY DISPATCH Total	\$ 4,050.00
PRIORITY HEALTHCARE DISTR Total	\$ 3,990.00
MATTHEW CONNOLLY Total	\$ 3,945.00
JOHNSON OUTDOORS Total	\$ 3,850.00
ROSCOMMON COUNTY Total	\$ 3,696.00
OLIVER AND COMPANY Total	\$ 3,630.00
DOUGLAS A KING Total	\$ 3,450.00
VINCENT J MALONEY Total	\$ 3,371.25
SHAWN WORDEN Total	\$ 3,280.00
BRIDGET THUENTE Total	\$ 3,232.93

Payee Name	Amount
SANOFI PASTEUR, INC. Total	\$ 3,148.28
VERIZON WIRELESS Total	\$ 3,079.50
MUNSON HEALTHCARE Total	\$ 3,000.00
SPERRY FORENSIC PATHOLOGY Total	\$ 3,000.00
MERCK & CO., INC. Total	\$ 2,970.54
NICHOLS Total	\$ 2,955.63
CONFLICT RESOLUTION SERVI Total	\$ 2,950.00
NEUMANN LAW GROUP Total	\$ 2,881.20
TELE-RAD, INC. Total	\$ 2,822.24
D/LT. DANIEL KING Total	\$ 2,811.16
KYLE B TREVAS Total	\$ 2,792.50
THOMAS J SEGER Total	\$ 2,765.00
4FRONT CREDIT UNION Total	\$ 2,754.23
NORTHERN OFFICE EQUIPMENT Total	\$ 2,649.14
CHARM-TEX Total	\$ 2,521.04
LIGHTHOUSE INSURANCE Total	\$ 2,500.00
PAUL HUBBELL Total	\$ 2,430.00
PHILIP A SETTLES Total	\$ 2,425.00
MITCHELL & MCCORMICK, INC Total	\$ 2,400.00
CHERRYLAND HUMANE SOCIETY Total	\$ 2,370.75
BIS DIGITAL Total	\$ 2,291.91
EAST BAY LEGAL Total	\$ 2,250.00
LIFE STORY FUNERAL HOME - Total	\$ 2,250.00
TRAVERSE CITY RECORD EAGL Total	\$ 2,249.03
PREIN & NEWHOF Total	\$ 2,223.85
HAVILAND CONSUMER PRODUCT Total	\$ 2,188.00
LESLEY'S LANDSCAPING Total	\$ 2,150.00
IMAGE360 Total	\$ 2,133.17
AMERICAN WASTE Total	\$ 2,128.00
MGT OF AMERICA CONSULTING Total	\$ 2,050.00
ROBERT HENTSCHEL Total	\$ 2,030.00
TENURGY LLC Total	\$ 2,019.34
JANE BURNSIDE Total	\$ 2,008.16
ANTHONY YOUNG Total	\$ 2,000.00
MAPLE RIVER DIRECT MAIL L Total	\$ 2,000.00
TRAVERSE NARCOTICS TEAM Total	\$ 2,000.00
INFLUENCE DESIGN FORUM LL Total	\$ 1,995.00
TRAVERSE CITY AREA PUBLIC Total	\$ 1,989.71
FIRST CHRISTIAN CHURCH Total	\$ 1,960.00
GOURDIE-FRASER, INC Total	\$ 1,895.00
MICHAEL SCHMERL Total	\$ 1,850.00
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 1,840.00
GRAND TRAVERSE PAVILIONS Total	\$ 1,833.84
GTR EQUIPMENT CO Total	\$ 1,830.97
MITCHELL T FOSTER PC Total	\$ 1,794.96
TITLE CHECK LLC Total	\$ 1,776.36

Payee Name	Amount
PFIZER PHARMACEUTICALS Total	\$ 1,764.62
LAW OFFICE OF MATTIAS JOH Total	\$ 1,760.00
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,759.93
CHARTER COMMUNICATIONS Total	\$ 1,752.27
NEXUS FAMILY SERVICES INC Total	\$ 1,690.00
TRAVERSE AREA SUPPORT SER Total	\$ 1,680.00
CHRISTINE BORING Total	\$ 1,603.32
86TH DISTRICT COURT Total	\$ 1,568.00
CIRCUIT COURT RECORDS Total	\$ 1,559.00
TRAVERSE CITY AREA CHAMBE Total	\$ 1,550.00
DAVID G GRUNST Total	\$ 1,545.00
ETNA SUPPLY COMPANY Total	\$ 1,540.52
CHERRY CAPITAL CAB, LLC Total	\$ 1,520.00
JOSEPH G MOLLICA Total	\$ 1,487.00
NEALIS ENGINEERING, INC. Total	\$ 1,454.50
SUMMIT COMPANIES Total	\$ 1,418.94
GREAT LAKES BUSINESS SYST Total	\$ 1,410.97
BADGER METER, INC. Total	\$ 1,408.80
CINTAS CORP #729 Total	\$ 1,407.98
JENNIFER WHITTEN ATTORNEY Total	\$ 1,400.00
THOMAS CREATIVE APPAREL I Total	\$ 1,400.00
SCHINDLER ELEVATOR CORPOR Total	\$ 1,388.64
GEI CONSULTANTS Total	\$ 1,352.50
SHEILA SNYDER Total	\$ 1,325.00
PURCHASE POWER Total	\$ 1,299.96
TRI-GAS DISTRIBUTING CO. Total	\$ 1,292.85
FAMILY COURT RECORDS Total	\$ 1,284.35
COLLEEN S DOW TRUST Total	\$ 1,250.00
MARTINSON FUNERAL HOME Total	\$ 1,250.00
R&S NORTHEAST LLC Total	\$ 1,239.15
COHL, STOKER & TOSKEY PC Total	\$ 1,211.30
LONG LAKE TOWNSHIP Total	\$ 1,200.00
ELECTION SYSTEMS & SOFTWA Total	\$ 1,199.00
DICKINSON WRIGHT PLLC Total	\$ 1,135.00
CITY OF FARMINGTON HILLS Total	\$ 1,125.00
GRAND TRAVERSE INDUSTRIES Total	\$ 1,113.58
FASTENAL COMPANY Total	\$ 1,108.39
MICHIGAN PIPE & VALVE Total	\$ 1,105.80
GRAY & SEAMAN, P.C. Total	\$ 1,083.75
A BROOKS DARLING Total	\$ 1,077.00
PRO MAINTENANCE 4 SEASONS Total	\$ 1,050.00
GERALD FERRY Total	\$ 1,046.77
MAPPING SOLUTIONS Total	\$ 1,000.00
SPEEDWAY SUPERAMERICA LLC Total	\$ 1,000.00
T. BASCH, INC. Total	\$ 1,000.00
HON LARRY NELSON Total	\$ 996.68

Payee Name	Amount
SHEREN PLUMBING AND HEATI Total	\$ 975.00
MARK A RISK Total	\$ 950.00
MUNSON MEDICAL CENTER Total	\$ 921.49
JOY VALLEY COUNSELING AND Total	\$ 900.00
ADVANCED TURF SOLUTIONS Total	\$ 872.00
PROASSURANCE Total	\$ 867.00
WHITEWATER TOWNSHIP Total	\$ 866.02
CAMBRIA HOTEL DOWNTOWN DA Total	\$ 856.75
MARRIOTT AT THE RENAISSAN Total	\$ 838.21
MARIE WALKER, PLLC Total	\$ 825.00
HEATHER R BLANTON-DYKSTRA Total	\$ 815.75
NYE UNIFORM CO., INC Total	\$ 810.44
VITAL HANDS LLC Total	\$ 810.00
GRAND TRAVERSE MOBILE COM Total	\$ 804.35
ROBERT A MICKEVICIUS Total	\$ 800.00
ARTHUR H. LANDAU Total	\$ 788.00
BAILEY LAW OFFICE, PLLC Total	\$ 780.00
SMART START MICHIGAN Total	\$ 756.50
DAVID A. DOBREFF Total	\$ 754.00
H.M. DAY SIGNS Total	\$ 750.00
BULLS-I INC Total	\$ 733.68
STORY ROOFING COMPANY INC Total	\$ 728.13
DIANA S HOLCOMBE Total	\$ 697.50
MICHIGAN STATE UNIVERSITY Total	\$ 675.00
COPY CENTRAL Total	\$ 670.50
LINDA E WASIELEWSKI Total	\$ 669.50
GRAND BAY MARINE Total	\$ 666.00
ANTHONY SCHWEIFLER Total	\$ 648.99
GOVERNMENT FINANCE OFFICE Total	\$ 640.00
MIDLAND COUNTY JUVENILE C Total	\$ 640.00
COMFORT INN (KALAMAZOO) Total	\$ 611.10
DAVID & MARGARET LUNDY Total	\$ 600.00
BETSY COFFIA Total	\$ 590.00
B & B PRINTING Total	\$ 585.00
GRAND TRAVERSE MACHINE CO Total	\$ 580.50
OLSON, BZDOK & HOWARD PC Total	\$ 575.00
KONICA MINOLTA BUSINESS S Total	\$ 563.93
MPARKS Total	\$ 550.00
VICTORIA RHODES Total	\$ 547.22
BAY AREA PET HOSPITAL Total	\$ 530.33
REFEREES' ASSOCIATION OF Total	\$ 530.00
WILLIAMS CHEVROLET Total	\$ 524.20
CYNERGYCOMM.NET INC Total	\$ 519.37
TAMMY ODOM Total	\$ 501.68
DONALD YANNETT SR Total	\$ 500.00
JAMES M LINDSAY Total	\$ 500.00

Payee Name	Amount
MARIANNE KERN Total	\$ 500.00
MAURICE DORE DENNIS Total	\$ 500.00
MEMBERS CREDIT UNION Total	\$ 500.00
MICHAEL R. ARGYLE Total	\$ 500.00
NAN STRICKLER Total	\$ 500.00
WILLIAM OLIVER Total	\$ 500.00
DEWEESE HARDWARE Total	\$ 499.86
KCI Total	\$ 494.34
JESSICA LYNNE-ROSE HENDGE Total	\$ 494.00
MEDLINE INDUSTRIES Total	\$ 488.35
JOHNSTONE SUPPLY - #234 Total	\$ 485.67
PREMIER OUTDOORS Total	\$ 485.00
AMERIGAS Total	\$ 475.56
BRAMER AUTO Total	\$ 472.26
JULIE DUBAY Total	\$ 472.12
BILL MARSH AUTO RENTALS Total	\$ 470.92
MCMILLEN'S INSTANT FRAMER Total	\$ 452.15
VARI SALES CORPORATION Total	\$ 445.50
AMIAH GILLET Total	\$ 441.16
ELITE FABRICARE Total	\$ 428.00
GOVCONNECTION INC Total	\$ 426.49
LEXISNEXIS RISK DATA MANA Total	\$ 423.01
MARK'S PLUMBING PARTS Total	\$ 421.43
INTERNATIONAL CODE COUNCI Total	\$ 405.05
ADMIRAL PETROLEUM CO Total	\$ 400.00
JASON &/OR JERRY FRANCISC Total	\$ 400.00
LA PROFESSIONAL CLEANING Total	\$ 400.00
JOANNE KELLY Total	\$ 397.98
LAND INFORMATION ACCESS A Total	\$ 396.00
AIRGAS Total	\$ 393.25
BRENDA MILLER-GOKEY Total	\$ 389.00
JEREMIAH MLEKO Total	\$ 389.00
SHEILA MOSLEY Total	\$ 389.00
US BANK EQUIPMENT FINANCE Total	\$ 386.24
WALMART COMMUNITY CARD Total	\$ 384.38
MARGARET DRURY Total	\$ 369.84
SYNERGY TELCOM INC., Total	\$ 369.56
INTEGRITY BUSINESS SOLUTI Total	\$ 368.81
WHELOCK & SONS WELDING I Total	\$ 359.09
ORASURE TECHNOLOGIES, INC Total	\$ 356.95
AUTO OWNERS INSURANCE Total	\$ 353.38
SARA MARIE HOFFMAN Total	\$ 350.33
NMCAA/BASA Total	\$ 350.00
SOS LEARNING LAB LLC Total	\$ 350.00
GOVERNMENTAL BUSINESS SYS Total	\$ 344.40
CROWNE PLAZA LANSING WEST Total	\$ 343.44

Payee Name	Amount
SASHA TENEE GAINES Total	\$ 342.00
ODALYS D AZCARRAGA Total	\$ 341.99
AMERICAN WATER WORKS ASSC Total	\$ 340.00
MARY CAIN TRIPOD Total	\$ 335.60
SARAH JEAN RINVELT Total	\$ 335.60
BWMS TRAINING Total	\$ 330.00
SECURITY SANITATION,INC. Total	\$ 329.51
POTTERS FINE PASTRIES Total	\$ 326.47
GOODWILL OPTICAL Total	\$ 326.00
GORDON LAPOINTE Total	\$ 321.56
KIDS CREEK FAMILY COUNSEL Total	\$ 320.00
QDOBA MEXICAN GRILL Total	\$ 320.00
STAPLES Total	\$ 319.35
NUTRITION MATTERS Total	\$ 318.00
TARA AYLSWORTH Total	\$ 317.84
DANE BLANCHARD Total	\$ 317.34
E&J SUPPLY, INC. Total	\$ 312.78
MML Total	\$ 312.50
RON CLOUS Total	\$ 312.08
MICHAEL HOROWITZ Total	\$ 310.00
IN-HOME HEALTHCARE SERVIC Total	\$ 309.75
BRIAN POTTER Total	\$ 303.00
RICHARDSON BUSINESS SOLUT Total	\$ 302.50
UPS STORE,THE #3948 Total	\$ 300.60
DANIEL & TAMMY STRICKER Total	\$ 300.00
ELLEN MOONEY Total	\$ 300.00
FINAL TOUCH CLEANING SERV Total	\$ 300.00
HERTLER & ASSOCIATES INC Total	\$ 300.00
KONRAD MOLTER Total	\$ 300.00
MICHELINE ANTOINETTE DECA Total	\$ 300.00
MR & MRS DON HESS Total	\$ 300.00
NADEAN SUE JOHNSON Total	\$ 300.00
RILEY BALENTINE Total	\$ 300.00
ROBERT W GARBACZ JR Total	\$ 300.00
SCHMUCKAL OIL Total	\$ 300.00
LILY MANN DORMITZER Total	\$ 298.49
GALLS INC. Total	\$ 297.98
PENGAD Total	\$ 295.19
NORTHWOODS PRINTERS/OFFIC Total	\$ 289.99
THE PUBLIC GROUP Total	\$ 289.63
CHRISTOPHER FORSYTH Total	\$ 289.55
BONNIE SCHEELE Total	\$ 288.90
MAUREEN C HUGHES Total	\$ 288.80
PAKOR INC - NW8935 Total	\$ 286.27
SETH IRVIN FOUST Total	\$ 283.12
KIMBERLY ZIEGLER GREENMAN Total	\$ 281.65

Payee Name	Amount
KYLE ATTWOOD Total	\$ 279.45
NORTHWOOD PAINT & SUPPLY Total	\$ 278.43
JENNY ROBLES Total	\$ 277.53
DEBRA MARGARET SAFRONOFF Total	\$ 274.76
MEDLER ELECTRIC COMPANY Total	\$ 273.83
MEIJER, INC. Total	\$ 273.68
TARGET INFORMATION Total	\$ 272.24
SIMPLE CREDIT, INC. Total	\$ 270.00
TRACY ANN ENDRES Total	\$ 269.60
MICHAEL RUGGLES Total	\$ 268.00
MARGARET E ALLEN Total	\$ 260.00
BROOKSIDE VETERINARY HOSP Total	\$ 257.01
SPARTAN NASH Total	\$ 256.07
ROBERT GREGORY NEDOW Total	\$ 252.15
CARL WILLIAM BURTT II Total	\$ 250.62
SUZANNE BORSOS Total	\$ 250.21
HITS, INC., Total	\$ 250.00
JASON A RAZAVI . Total	\$ 250.00
WALMART Total	\$ 239.14
ADVANCED BUILDING CONTROL Total	\$ 237.50
BRAD JEWETT Total	\$ 235.69
MICHIGAN MUNICIPAL RISK M Total	\$ 235.00
ARTS AUTO & TRUCK Total	\$ 229.07
BRENDA VOIGHT Total	\$ 227.24
CENTURYLINK Total	\$ 226.69
LISA PHILO Total	\$ 226.37
ROSALIE DOHM Total	\$ 225.00
ZACHARY JABOUR Total	\$ 225.00
BRITTANY B SAMPLE Total	\$ 224.63
RHONDA YANSKA Total	\$ 223.18
EUROTROL Total	\$ 216.16
APPLIED INDUSTRIAL TECHNO Total	\$ 216.05
MARCIE MONTGOMERY Total	\$ 215.83
COLLEEN VANKLOMPENBERG Total	\$ 215.40
MELISSA ZENNER Total	\$ 214.42
NICOLE L HEIGES Total	\$ 213.20
WENDY S HIRSCHENBERGER Total	\$ 210.39
BRYCE POTTER HUNDLEY Total	\$ 210.00
SIRCHIE FINGER PRINT Total	\$ 210.00
AMANDA STEELE Total	\$ 209.67
MICHAEL LAHEY Total	\$ 208.88
NANCY ICKES Total	\$ 205.90
MARY URYASZ Total	\$ 204.16
ANDREW WAITE Total	\$ 201.94
KELLY RYAN ADAMS Total	\$ 201.00
LATITUDE SUBROGATION SERV Total	\$ 200.75

Payee Name	Amount
BAY AREA RECYCLING FOR CH Total	\$ 200.00
CHERRY HILL HAVEN AFC Total	\$ 200.00
DEVON HOLMES Total	\$ 200.00
JC PENNEY Total	\$ 200.00
MSHDA Total	\$ 200.00
NORTHERN LAKES COMMUNITY Total	\$ 200.00
WILLIAM & MARY POLLARD Total	\$ 200.00
WMU SCHOOL OF MEDICINE Total	\$ 200.00
MICHIGAN RESTAURANT ASSOC Total	\$ 199.00
LESLEY HOLLYDAY Total	\$ 196.10
CENTRE STREET CAFE Total	\$ 192.00
CARRIE SORENSEN Total	\$ 191.43
NORTHERN A-1 KALKASKA Total	\$ 190.00
PROFILE Total	\$ 190.00
KWIK PRINT Total	\$ 189.00
LESLIE ANNE SNELLER Total	\$ 187.79
TERI QUINN Total	\$ 187.24
ERIN JOHNSON Total	\$ 186.28
CDM MOBILE SHREDDING LLC Total	\$ 185.00
KEVIN CONRADY Total	\$ 185.00
KAREN ZENNER Total	\$ 184.58
ELYSE Y MCELDERRY Total	\$ 184.44
ANDREA COOPER Total	\$ 181.49
RANDLE SCOTT GRANT Total	\$ 180.00
HOPKINS MEDICAL PRODUCTS Total	\$ 175.70
A+ EVENT ENTERTAINMENT Total	\$ 175.00
MARY WENGER-TOWNSEND Total	\$ 171.92
CYNTHIA ANN KOTT Total	\$ 171.68
APPRISS SAFETY Total	\$ 170.00
SARAH LUTZ Total	\$ 169.24
DEBORAH STERNAMAN Total	\$ 167.91
EDWARD THOMA Total	\$ 166.51
ALICIA THAYER Total	\$ 164.37
ACE WELDING & MACHINE, IN Total	\$ 160.00
MATAI,C/O HWY TRAINING SA Total	\$ 160.00
AMANDA DENBOER Total	\$ 159.79
DEAN BOTT Total	\$ 157.78
MICHIGAN PUBLIC HEALTH IN Total	\$ 156.19
MENARDS Total	\$ 154.56
CLARISSA FASEL Total	\$ 153.70
NORTHERN MICHIGAN JANITOR Total	\$ 151.05
CALHOUN COUNTY Total	\$ 150.00
DEBORAH DAILEY Total	\$ 150.00
EMBROIDME Total	\$ 150.00
JOSHUA JOHN SMITH Total	\$ 150.00
TRAVERSE BAY MARINE INC. Total	\$ 150.00

Payee Name	Amount
TRAVERSE REPRODUCTION & S Total	\$ 148.78
ZORO TOOLS INC Total	\$ 146.99
JULIE DODSON Total	\$ 146.39
NALS OF MICHIGAN 2019 ANN Total	\$ 145.00
ROBERT D ROBBINS Total	\$ 143.79
ZIMMERMAN LONG, PLLC Total	\$ 143.00
SARA M DEMAN Total	\$ 142.04
LANGUAGE LINE SERVICES Total	\$ 141.50
BLAIR SELF STORAGE Total	\$ 140.00
HAHN NGUYEN Total	\$ 140.00
MICH ASSOC OF PROFESSIONA Total	\$ 140.00
THE MAPLE CLINIC, INC Total	\$ 140.00
CMP DISTRIBUTORS Total	\$ 139.52
RON & JANET RAMOIE Total	\$ 138.45
JENNY LYNN GRIST Total	\$ 137.81
REDWOOD TOXICOLOGY LABORA Total	\$ 135.52
MARK ROBERTS Total	\$ 135.00
MCCARDEL CULLIGAN WATER C Total	\$ 135.00
DOUGLAS ANSTEY Total	\$ 133.00
OAKWOOD VETERINARY HOSPIT Total	\$ 132.25
HABITEC SECURITY, INC. Total	\$ 132.00
ELECTRONIC MONITORING SYS Total	\$ 131.75
STERICYCLE INC Total	\$ 130.86
DARLENE A SZUMKO Total	\$ 130.00
MECRA Total	\$ 130.00
ADDISON WHEELOCK, JR. Total	\$ 128.20
GMCC INC Total	\$ 128.00
GRAND TRAVERSE VETERINARY Total	\$ 125.50
ASHLEY JUSTICE Total	\$ 125.28
DOUGLAS BAUMANN Total	\$ 125.00
ARI CORNMAN Total	\$ 121.66
TRANSUNION RISK AND ALTER Total	\$ 120.65
ACCREDITATION, AUDIT & RI Total	\$ 120.00
DAVID LYLE MOORE Total	\$ 120.00
APPLIED IMAGING Total	\$ 116.06
TRAVERSE BAY AREA CREDIT Total	\$ 103.85
DAVID M AKERS Total	\$ 103.73
NORTHWOOD ANIMAL HOSPITAL Total	\$ 103.25
BONNIE JEAN WATTELET Total	\$ 100.00
CASEY'S EXCAVATION LLC Total	\$ 100.00
CHEMICAL BANK Total	\$ 100.00
DAVID CARPENTER Total	\$ 100.00
DEPARTMENT OF HEALTH & HU Total	\$ 100.00
DEPT OF HUMAN SERVICES Total	\$ 100.00
ENCOMPASS INSURANCE Total	\$ 100.00
HANOVER INSURANCE COMPANY Total	\$ 100.00

Payee Name	Amount
HASTINGS MUTUAL INSURANCE Total	\$ 100.00
IAED Total	\$ 100.00
MANDFRED & SANDRA GRUNWAL Total	\$ 100.00
MARK SMITH Total	\$ 100.00
NORTHERN MICHIGAN CODE OF Total	\$ 100.00
REYNOLDS-JONKHOFF FUNERAL Total	\$ 100.00
ROBERT GODZIEBIEWSKI Total	\$ 100.00
ROY C. NICHOLS Total	\$ 100.00
SCHMELTZER LAW PLLC Total	\$ 100.00
SCHMUCKAL OIL CO Total	\$ 100.00
SET SEG INSURANCE Total	\$ 100.00
YORK RISK SERVICES GROUP, Total	\$ 100.00
BEATRIZ CRUZ Total	\$ 95.52
TOP LINE ELECTRIC LLC Total	\$ 95.00
AAM PLUMBING & HEATING Total	\$ 94.00
ANIMAL MEDICAL CENTER Total	\$ 93.25
TINA L BRADEN Total	\$ 92.71
THIRLBY AUTOMOTIVE Total	\$ 91.95
KELLOGG HOTEL AND CONFERE Total	\$ 90.95
PATTI BAKER Total	\$ 89.44
JENNIFER L WEBER Total	\$ 89.20
CHILDREN'S ADVOCACY CENTE Total	\$ 89.00
MICHIGAN COMMUNITY COLLEG Total	\$ 87.50
STATE FARM Total	\$ 85.00
KEVIN JASON FERRIS Total	\$ 84.00
MERIDIAN HEALTH PLAN OF M Total	\$ 83.72
TWICE TRENDY TOTS Total	\$ 83.65
SMILEMAKERS, INC. Total	\$ 82.89
TRACIE MULLEN Total	\$ 81.23
MCHC PHARMACY Total	\$ 80.00
SOS ANALYTICAL Total	\$ 80.00
LUCAS CLARK Total	\$ 78.88
STACY LIN HOWE Total	\$ 78.64
UNION TOWNSHIP Total	\$ 77.22
SHERWIN-WILLIAMS Total	\$ 76.67
CYNTHIA KIENLEN Total	\$ 76.27
RYAN WALSH Total	\$ 75.57
GANDER MOUNTAIN Total	\$ 75.00
LAMPASAS COUNTY Total	\$ 75.00
MERRILL LYNCH Total	\$ 75.00
STONEHOUSE BREAD Total	\$ 75.00
TC TOWING & RECOVERY Total	\$ 75.00
TYLER CLARK Total	\$ 75.00
NEIKO LEE SOPER Total	\$ 74.00
SHARAYAH RENEE KLER Total	\$ 73.20
CHLOE NICOLE REAMER Total	\$ 72.50

Payee Name	Amount
DENNY LEE BANKS Total	\$ 72.50
ACE HARDWARE Total	\$ 70.32
KAREN COPELAND Total	\$ 69.60
MICHAEL ROOF Total	\$ 69.60
YOUNG SUPPLY COMPANY Total	\$ 69.60
NICOLE JACOBSON Total	\$ 68.97
CHRISTINEA MARIE PODSAID Total	\$ 68.50
TROY ALAN NOBLE Total	\$ 68.00
JENNIFER OVERTON Total	\$ 67.86
MARCIA LYNCH Total	\$ 67.67
PETER FORTON Total	\$ 67.51
MICHIGAN ASSOCIATION CIRC Total	\$ 67.50
GRANT TOWNSHIP Total	\$ 66.67
LYNDA SUE TULIK Total	\$ 66.50
TODD WILLIAM MCMANUS Total	\$ 66.50
NICHOLAS ALLEN BEATON Total	\$ 66.24
HOME DEPOT CREDIT SERVICE Total	\$ 65.96
KINDLUND CONSTRUCTION Total	\$ 65.82
LONG LAKE VET Total	\$ 65.50
BRADLEY SCOT OGDEN Total	\$ 65.00
PRIME TIME NEWS & OBSERVE Total	\$ 65.00
JEREMIAH PRIEST Total	\$ 64.96
LORNA ALGER Total	\$ 63.92
CRIME VICTIMS SERVICES CO Total	\$ 63.70
WEST SHORE PUBLICATIONS, Total	\$ 63.37
STEVEN JOHN BIGELOW Total	\$ 61.60
PHARMPAK, INC. Total	\$ 60.53
CENTRAL HIGH SCHOOL Total	\$ 60.00
CHRISTOPHER THOLEN Total	\$ 59.12
BAY WEST ANIMAL CLINIC Total	\$ 59.00
HOSPITAL NETWORK HEALTHCA Total	\$ 59.00
ANSWER UNITED Total	\$ 58.19
CLARKE-EVERETT DOG & CAT Total	\$ 58.00
THOMAS BENSLEY Total	\$ 58.00
LISA ANNE KING Total	\$ 57.54
ALFRED JOSEPH MARCHANT Total	\$ 54.00
ACE BUYERS Total	\$ 53.75
GARY WALES Total	\$ 53.75
BRUCE WAYNE WHIPPLE Total	\$ 53.48
CHARLES M HAMLYN Total	\$ 53.36
AMY TULPA Total	\$ 51.75
SARA LYNN MILLER Total	\$ 51.74
FRONTIER COMMUNICATIONS Total	\$ 51.73
MARTHA THORELL Total	\$ 51.62
LINDA & EDWARD HORN Total	\$ 51.54
KYLE LOUIS SMITH Total	\$ 51.45

Payee Name	Amount
EAST BAY ANIMAL HOSPITAL Total	\$ 50.75
MARLEN HOLLENBECK Total	\$ 50.68
THOMAS M JURGESS Total	\$ 50.52
MEIJER, INC Total	\$ 50.48
POWER LINE SUPPLY Total	\$ 50.42
ALLSTATE INSURANCE COMPAN Total	\$ 50.00
AMANDA FRANKS Total	\$ 50.00
CHOCTAW COUNTY Total	\$ 50.00
CHUCK HILL Total	\$ 50.00
DAVID DONALD CHARLES HILL Total	\$ 50.00
FRIEND OF THE COURT Total	\$ 50.00
GALLAGHER BASSETT SERVICE Total	\$ 50.00
GINA DEWEY Total	\$ 50.00
JOSEPH THOMAS TRUBIROHA Total	\$ 50.00
JUDY E GILL Total	\$ 50.00
JULIE WHITE Total	\$ 50.00
KEN ENGELKING Total	\$ 50.00
KIM MILWARD Total	\$ 50.00
MARVIN PETER NORDEEN Total	\$ 50.00
NICHOLAS FERGUSON Total	\$ 50.00
ORADEE KOUMLIENE Total	\$ 50.00
PERFECT FIT LLC Total	\$ 50.00
STEVE KORODY Total	\$ 50.00
VINCE'S FINE JEWELRY Total	\$ 50.00
WEST MICHIGAN C.U. Total	\$ 50.00
DEBORAH DEGROOT LARIMER Total	\$ 49.50
ANIXTER INC Total	\$ 49.10
NOREEN STANLEY Total	\$ 49.08
LAURA SHUMATE Total	\$ 48.30
JOY MELODY NEWTON Total	\$ 48.20
COMPANION ANIMAL HOSPITAL Total	\$ 48.00
JOSHUA ENDRES Total	\$ 47.05
RICHARD AND SHELDENE SMIT Total	\$ 46.00
ELLEN NORENE DOBSON Total	\$ 45.88
LINDSAY KING Total	\$ 45.24
WATKINS PHARMACY & SURGIC Total	\$ 45.00
BRUCE EDWARD GRAVES Total	\$ 44.72
RODETTA HARRAND Total	\$ 44.55
STACY FOLGMANN Total	\$ 44.35
RAMON MOSQUEDA JR Total	\$ 42.50
MARTIN JOSEPH SEND Total	\$ 42.40
MICHAEL ALLEN CALDWELL Total	\$ 42.40
FERGUSON'S LAWN EQUIPMENT Total	\$ 42.34
MICHIGAN DEPARTMENT OF ST Total	\$ 42.00
ART'S AUTO & TRUCK PARTS Total	\$ 41.06
MARK ROBERT DEAN Total	\$ 41.00

Payee Name	Amount
WEST MICHIGAN STAMP & SEA Total	\$ 40.10
JANET MARIE HUBBELL Total	\$ 40.08
JUAN MIGUEL MENDOZA Total	\$ 40.08
GERALD KRAJENKE Total	\$ 40.00
PATRICIA ANN MCGILLIVRAY Total	\$ 39.50
FIREFLY COMPUTERS, LLC Total	\$ 39.00
RYAN WALTER VOISIN Total	\$ 39.00
CHAD MICHAEL LEWIS Total	\$ 38.92
CHASE MORGAN ERWIN Total	\$ 38.92
DANIEL PETER WIESKE Total	\$ 38.22
AUDRA NANCY COLE Total	\$ 38.00
KIMBERLY KAY DELEON Total	\$ 38.00
NORTHERN GREENLAWN, INC. Total	\$ 37.50
CHRISTINE R GARDNER Total	\$ 37.31
AFNI INSURANCE COMPANY Total	\$ 37.29
MARIJANE LUCAS Total	\$ 37.03
ANN MULCAHY MAWBY Total	\$ 36.60
LINDA SUE COBURN Total	\$ 36.60
RICHARD THOMAS MICUNEK Total	\$ 36.60
CAROLYN SMITH GARDNER Total	\$ 35.44
GAIL LORRAINE KEELER Total	\$ 35.00
HEALTH DEPT NURSE ADMINIS Total	\$ 35.00
J COLE TRANSPORTATION Total	\$ 35.00
SUSAN BOWEN Total	\$ 35.00
LARRY FREDERICK VANZANDT Total	\$ 34.86
JOHN B WOLF SR Total	\$ 34.40
RODNEY ALAN KEMP Total	\$ 34.28
KATHLEEN ANN SCHEPPE Total	\$ 33.70
SARAH ANNAMARIE KROUPA Total	\$ 33.70
JEFFREY GREEN Total	\$ 33.56
LANCE E GATES Total	\$ 33.12
LANDON FOSTER Total	\$ 33.00
MICHAEL LEIGEB Total	\$ 32.54
CHRISTOPHER JOSEPH DENT Total	\$ 31.96
KRISTINE ERICKSON Total	\$ 31.67
JOAN FLEET Total	\$ 30.89
AMY OBRIEN Total	\$ 30.80
CHRISTOPHER JUDE LELIEVRE Total	\$ 30.80
MARY GRACE EBY Total	\$ 30.80
PATRICIA A WALKER Total	\$ 30.80
ANN BIXBY Total	\$ 30.00
BRIAN SPRINGSTEAD Total	\$ 30.00
BYTE PRODUCTIONS LLC Total	\$ 30.00
DEVON & ANNETTE HOBBS Total	\$ 30.00
JOSEPH RUTHKOWSKI Total	\$ 30.00
NICHOLAS OLARY Total	\$ 30.00

Payee Name	Amount
STEVEN L ROUSH Total	\$ 30.00
THOMAS HILDER AMOR Total	\$ 30.00
ANNE MARY GREENWAY Total	\$ 29.64
DOUGLAS FRANCIS KABBES Total	\$ 29.64
PETER O'DONNELL BRICK Total	\$ 29.64
ROBERT WILLIAM SCHLITTS I Total	\$ 29.64
SHEILA GALLOWAY Total	\$ 29.64
WRIGHT EXPRESS FLEET SERV Total	\$ 29.51
CHARLOTTE ALVAN Total	\$ 28.48
CHRISTINE ELIZABETH LEE Total	\$ 28.48
JAMES VAUGHN GIFFORD Total	\$ 28.25
JAMES WEMIGWANS Total	\$ 28.00
JUSTIN PETTY Total	\$ 28.00
MARILYN THERESE HAYES Total	\$ 28.00
JASON ALLEN BENAK Total	\$ 27.90
CHRISTINA LEIGH TROTTER Total	\$ 27.32
JENNIFER LEE REDDING Total	\$ 27.32
LEEANN BROWN SPRUNK Total	\$ 27.32
SARNA LOMAR SALZMAN Total	\$ 27.32
TASHA A RUNBERG Total	\$ 27.32
KURSTAN CRAWFORD Total	\$ 27.25
CHERRY CAPITAL MOBILE PET Total	\$ 27.00
STAPLES BUSINESS ADVANTAG Total	\$ 26.99
STEVEN J FASEL Total	\$ 26.79
BETTY JEANNE BRISTOL Total	\$ 26.74
JODY RACHELLE HAYDEN Total	\$ 26.74
THE COPY SHOP Total	\$ 26.40
FOUNDATION BUILDING MATER Total	\$ 26.30
ANNE CALLAHAN Total	\$ 26.16
JOHN DAVID SHEARD Total	\$ 26.16
NORVEL MANNING-JOSEPH DER Total	\$ 26.16
SEAN MICHAEL WARD Total	\$ 26.16
DEVIN BLUE Total	\$ 26.07
ANTHONY HIRDNING Total	\$ 26.00
DEBRA A MIKOWSKI Total	\$ 25.98
TARGET STORES Total	\$ 25.01
ALISHA T MOCERE Total	\$ 25.00
ASHLEY ANN ARVON Total	\$ 25.00
BLUE SKY RENTALS Total	\$ 25.00
BRIAN CHARLES SCHUCK Total	\$ 25.00
CHEMICAL BANK MIDLAND Total	\$ 25.00
CHRISTINA M BOSTELMAN Total	\$ 25.00
DAVID EARL LOVEJOY Total	\$ 25.00
DOUGLAS DIXON Total	\$ 25.00
FARM BUREAU INSURANCE GRO Total	\$ 25.00
FREDERICK SWAFFER Total	\$ 25.00

Payee Name	Amount
HORIZON BOOKS, INC. Total	\$ 25.00
JACK CAPEHART Total	\$ 25.00
JULIE PERRY-TURNER Total	\$ 25.00
KINNEY'S COMPLETE AUTO Total	\$ 25.00
KRISTY DENNY Total	\$ 25.00
LARRY O SAWALLICH Total	\$ 25.00
MARINA SILKOVSKYY Total	\$ 25.00
OSTERMAN JEWELERS Total	\$ 25.00
PAUL APPOLD Total	\$ 25.00
RICHARD K STINER Total	\$ 25.00
RICHARD MICHAEL BECK, MD Total	\$ 25.00
SCOTT HOWARD Total	\$ 25.00
SHANE A MARQUETTE Total	\$ 25.00
SUBWAY Total	\$ 25.00
UNIVERSAL UNDERWRITERS IN Total	\$ 25.00
DIANA LYN ELLIOTT Total	\$ 24.50
JAMES ALEX SZYDLOWSKI Total	\$ 24.00
MARK DONALD JONES Total	\$ 24.00
JOSEPH VOILES Total	\$ 23.79
APRILLE LYNN SUTTON Total	\$ 23.75
KATRINA GIRARDIN Total	\$ 23.20
BATTERIES PLUS Total	\$ 23.15
EVELYN LIVINGSTON Total	\$ 23.06
ALEXANDRIA HEBERT Total	\$ 23.00
DUSTY KEITH SWITALA Total	\$ 23.00
JACOB LEVI FAUNCE Total	\$ 23.00
RICKY LEE WAHLSTROM Total	\$ 23.00
ANDREW SCOTT WILSON Total	\$ 22.50
DAVID ALLAN CASSLEMAN Total	\$ 22.00
JOSEPH ALAN MACDONALD Total	\$ 22.00
RYAN GREENE Total	\$ 22.00
SHANNON PAUL CRAMPTON Total	\$ 22.00
SUSAN WILLIS Total	\$ 22.00
FAIRFIELD INN AND SUITES Total	\$ 21.40
DEBRA JEAN BEAUDOIN Total	\$ 21.25
EDWARD LAWRENCE HALVORSEN Total	\$ 21.25
HELEN P POSTMA Total	\$ 21.25
JASON ALLEN Total	\$ 21.25
BRITTNEY ELIZABETH ROKOS Total	\$ 21.00
NAOMI CYNTHIA CALL Total	\$ 21.00
DANIEL PAUL FALCONER Total	\$ 20.50
DAVID G LAKE Total	\$ 20.50
ROBERT DALE HUNT Total	\$ 20.50
TAYLOR ROSE HAMMOND Total	\$ 20.50
WILLIAM CLARK Total	\$ 20.46
ANTHONY LYLE LAKE Total	\$ 20.25

Payee Name	Amount
IRA VERNON ESCH Total	\$ 20.25
ANGELA MARIE WIEBE Total	\$ 20.00
BRANDON HENDGES Total	\$ 20.00
CLYDE PACKER Total	\$ 20.00
DISTRICT 7 EMERGENCY MANA Total	\$ 20.00
FRANCES MASSEY Total	\$ 20.00
LANCE REED Total	\$ 20.00
MATTHEW THOMAS MARCOUX Total	\$ 20.00
MISTY HOLLEY Total	\$ 20.00
PROFESSIONAL TOOL SERVICE Total	\$ 20.00
RACHEL ANDERSON Total	\$ 20.00
RICHARD EDMOND JAKEE Total	\$ 20.00
ROBERT JOSEPH BRUNER Total	\$ 20.00
SARA K DEVAUN Total	\$ 20.00
SERENA HOLLY SZIMANSKI Total	\$ 20.00
THOMAS MCKENNAN BROWN Total	\$ 20.00
TIMOTHY MCGREW Total	\$ 20.00
WILLIAM MARSHALL Total	\$ 20.00
MIKE GRAY Total	\$ 19.99
JESSIE GUZMAN Total	\$ 19.75
ROBERT ZACH EMERY Total	\$ 19.75
JEFFERY LEE ADAMICK Total	\$ 19.50
JOSHUA IAN-WEHMUELLER VEI Total	\$ 19.50
MICHAEL FORT Total	\$ 19.50
ROBERT EARL JURY Total	\$ 19.50
ADAM THOMAS RICHTER Total	\$ 19.25
CINDY MARIE RICKERD Total	\$ 19.25
JANELL CLAYTON Total	\$ 19.25
MELLISSA GRACE OLSON Total	\$ 19.25
SARAH ELIZABETH SCHIN Total	\$ 19.25
WINIFRED RUTH BELL Total	\$ 19.25
KATHLEEN & MICHAEL SHEEAN Total	\$ 19.14
CLARA HOLLY Total	\$ 19.00
JEREMY WILLIAM ALLEN Total	\$ 19.00
KRIN TAYLOR PERREAULT Total	\$ 19.00
SHAWN B LEURCK Total	\$ 19.00
STEVEN KOLZEUCHAR Total	\$ 19.00
WENDY MARIE WILKINSON Total	\$ 19.00
ANDREA MICHELLE WALWORTH Total	\$ 18.75
BOYD KELVIN RICHARDS Total	\$ 18.75
EUGENE LEROY BAUGHAN Total	\$ 18.75
JENNIFER L MCCAIN Total	\$ 18.75
KRYSHA JESKO Total	\$ 18.75
RICHARD CARL HOLCOMBE Total	\$ 18.75
SVEA PERAI-KAYANN WIKSTRA Total	\$ 18.75
TAMARA GAIL CARLSON Total	\$ 18.75

Payee Name	Amount
BETSY ANN LONGTON Total	\$ 18.50
CELESTE NICHOLE MORRIS Total	\$ 18.50
KATHERINE FRANCES JABARA Total	\$ 18.50
SARAH ELZABETH HUBBELL Total	\$ 18.50
SHERRIE MARVIN GARVER Total	\$ 18.50
BETHANY PAYNE Total	\$ 18.25
VICTOR WILLIAM DINSMOORE Total	\$ 18.08
AMY KING Total	\$ 18.00
LAUREN ROSE OSBON Total	\$ 18.00
MARY ELLEN BLUHM Total	\$ 18.00
MICHAEL BEN RUEDE Total	\$ 18.00
SHAWN BRIAN STOWE Total	\$ 18.00
DIANE LYNN ZIENTEK Total	\$ 17.75
TAMARA HUBBELL Total	\$ 17.75
AMANDA MAE FLYNN Total	\$ 17.50
BRANDON MICHAEL-LEON JENK Total	\$ 17.50
ERIC DOUGLAS NIEZGODA Total	\$ 17.50
JAMIE DEE BECK Total	\$ 17.50
JAN ELLEN WAGNER Total	\$ 17.50
KATHLEEN ANN HATFIELD Total	\$ 17.50
KEVIN PATRICK WINANS Total	\$ 17.50
MELISSA LYNN BASSETT Total	\$ 17.50
SARAH ANNE FRIESS Total	\$ 17.50
TED PATRICK DONN Total	\$ 17.50
KATHRYN A NIXON Total	\$ 17.30
MITCHELL JOHNSON Total	\$ 17.00
NICHOLAS JAMES DEEMER Total	\$ 17.00
BETHANY ANNE PHILLIPS Total	\$ 16.75
THOMAS FRANCIS POINTE Total	\$ 16.75
DIANA JARAMILLO GUILLERMO Total	\$ 16.50
LORI LYNN MCMULLEN Total	\$ 16.50
MARGARET ROBERTSON HUNTER Total	\$ 16.50
MARIN PAIGE BUNNER Total	\$ 16.50
ALBERT EUGENE BUCHANAN J Total	\$ 16.25
BENJAMIN JON PEEK Total	\$ 16.25
CHARLES W COLPEAN Total	\$ 16.25
TINA MARIE MARTINEK Total	\$ 16.25
CAROLYN KRISTOF Total	\$ 16.24
CARLY LUIS MACGILLIVRAY Total	\$ 16.00
DAVID ALAN BUCKEL Total	\$ 16.00
JEREMY EDWARD MALONEY Total	\$ 16.00
KATHLEEN RITA BIRDSALL Total	\$ 16.00
THOMAS ARTHUR DILLOWAY Total	\$ 16.00
MATILDE JUAN TORRES Total	\$ 15.78
SUZANNE ILEEN LEAUREAUX Total	\$ 15.75
DONNA GRACE DYER Total	\$ 15.50

Payee Name	Amount
MEGHAN RACHEL MCDERMOTT Total	\$ 15.50
MONG SHAHLA MARMA Total	\$ 15.50
UNITED PARCEL SERVICE Total	\$ 15.45
DANIEL GARY GUY Total	\$ 15.00
GILBERTS SERVICE OIL CO Total	\$ 15.00
JEAN BRITTAIN Total	\$ 15.00
KAREN CASEBEER Total	\$ 15.00
NATHAN & CHERYL DALE Total	\$ 15.00
TONI ZAHM-SPEARING Total	\$ 15.00
TYLER MICHAEL TOLIVER Total	\$ 15.00
LANA PAYNE Total	\$ 14.62
DAN THORELL Total	\$ 14.00
ERIC BURT Total	\$ 14.00
TRAVIS A HORN Total	\$ 14.00
DONNA THOMA Total	\$ 13.25
SUZANNE BARSHEFF Total	\$ 12.92
GT ATHLETIC CLUB Total	\$ 12.50
JEFFREY THOMAS LAKIES Total	\$ 12.50
MICHIGAN MUNICIPAL LIABIL Total	\$ 12.50
ROBERT PANTER Total	\$ 12.50
TRAVERSE BAY INN Total	\$ 12.50
ZACHARY RYAN EGERER Total	\$ 12.50
ARTHUR NICKERSON Total	\$ 12.43
SHIRLEY ZERAFA Total	\$ 12.30
BRANDON M MEYER Total	\$ 12.00
C & J ELECTRICAL SERVICES Total	\$ 12.00
WASH-N-GO CARWASH Total	\$ 12.00
DAVE BRAYTON Total	\$ 10.59
KELENE FRAISER Total	\$ 10.00
WEXFORD COUNTY Total	\$ 10.00
FAMILY FARE Total	\$ 9.99
RANDY SCHMUCKAL Total	\$ 9.47
ALYSSA STAR DARLIN Total	\$ 9.00
GARY VAN RAALTE Total	\$ 9.00
NORTHERN MICHIGAN VETERIN Total	\$ 8.75
BARBARA ROSE JANSSEN Total	\$ 8.60
PRO IMAGE DESIGN Total	\$ 8.50
JULIE CLARK Total	\$ 8.40
EMILY RICE Total	\$ 8.24
ROBERT W GRAY Total	\$ 7.52
ALLEN SUPPLY Total	\$ 7.35
GERALD WARREN Total	\$ 6.60
MONTE EUGENE CAREW Total	\$ 6.25
JENNIFER REBECCA PETERSON Total	\$ 6.20
AUTUMN AMORMINO Total	\$ 6.09
BROWN,JON Total	\$ 6.00

Payee Name	Amount
ROBERT LOUIS JANSSEN Total	\$ 6.00
SHANE LEA THOMPSON Total	\$ 6.00
MCKESSON MEDICAL SURGICAL Total	\$ 5.84
ANNA M WEESE Total	\$ 5.44
AC PAW Total	\$ 5.00
DON ORR Total	\$ 5.00
MISTY WRIGHT Total	\$ 5.00
ORKIN PEST CONTROL Total	\$ 4.33
AMERICAN COPPER & BRASS L Total	\$ 2.04
THE HABERDASHERY Total	\$ 1.66
VINTAGE DU JOUR Total	\$ 1.66
CHRISTINE A GARDNER Total	\$ -
DELL MARKETING LP Total	\$ -
DILLON PATRICK LIZENBY Total	\$ -
JASON WILLIAM MCMAHON Total	\$ -
Grand Total	\$ 3,695,307.00



Action Request

Meeting Date:	April 17, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2019 Budget Amendments		
Estimated Time:	Board Packet (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

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. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2019 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2019 budget as presented.

Suggested Motion:

Approve FY2019 budget amendments as presented.

Financial Information:

Total Cost:	n/a	General Fund Cost:	n/a	Included in budget:	☐ Yes ☒ 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	Dean Bott DB	4/9/2019
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2019

R E S O L U T I O N

XX-2019

**Finance Department
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 17, 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 17, 2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27240

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

☒ Increase	☐ Decrease	Account Number	Account Name	Amount
		222 606 582.00	Local grants	13,500.00
		222 606 626.41	Insurance reimbursement	3,750.00

☒ Increase	☐ Decrease	Account Number	Account Name	Amount
		222 606 702.00	Full time & regular part-time	3,000.00
		222 606 715.00	FICA	444.00
		222 606 716.00	Health, optical	750.00
		222 606 716.02	Short & long-term disability	150.00
		222 606 717.00	Life insurance	100.00
		222 606 718.01	Retirement DC	100.00
		222 606 718.05	Retirement DB	100.00
		222 606 719.00	Worker's comp insurance	100.00
		222 606 727.00	Office supplies	300.00
		222 606 729.00	Printing & binding	100.00
		222 606 729.02	Copy machine use	50.00
		222 606 730.00	Postage	10.00
		222 606 740.00	Food	3,500.00
		222 606 743.00	Other supplies	1,000.00
		222 606 818.00	Contract services	6,000.00
		222 606 860.00	Travel	696.00
		222 606 860.01	Conferences	850.00

17,250.00

Check Figure

Summary:

To record a budget for the Mom Power Grant of \$13,500 to be received in the fall of 2019. This grant will be received from Benzie-Leelanau District Health Department and the original funding is from the Michigan Health Endowment funding for implementation and expansion of Mom Power in Northern Michigan. Mom Power is an attachment based parenting program for families and their children. The participants will be assigned in an intervention group and will be invited to learn about parenting and self-care skills information at a community location, facilitated by two trained and experienced clinicians in a group setting. As part of this grant, during the group settings, a meal will also be provided to the participants and their families. In addition, Grand Traverse County Health Department (GTCHD) will be able to bill for a portion of these services provided during the implementation of these group interventions.

Signature: WSH Date: 4/2/2019

Accountant Approval: C.A. Way Date: 4/8/19

Finance Director Approval: Dean Pott Date: 4/8/19

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: General Fund - Miscellaneous Contingencies

Submitted by: Dean Bott

Budget Number: 27250

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

☒ Increase Account Number	☐ Decrease Account Name	Amount
842-501-698.01	Note Issuance - Other Sources	200,000.00

200,000.00

☒ Increase Account Number	☐ Decrease Account Name	Amount
842-501-818.00	Contract Services	200,000.00

200,000.00

Check Figure -

Summary:

Budget \$200,000 in additional note proceeds secured by Drain Commissioner for the Cass Road Drain Improvement Project.

Signature: _____

Date: _____

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 4/8/2019

Board of Commissioner Meeting Approval Date: _____



Action Request

Meeting Date:			
Department:	District Court	Submitted By:	Carol Stocking
Contact E-Mail:	cstockin@grandtraverse.org	Contact Telephone:	231-922-4502
Agenda Item Title:	Restructuring of staffing plan - Budget Neutral		
Estimated Time:	5-10 minutes (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

The District Court would like to restructure our current staffing plan using existing FTE's already budgeted in our 2019 budget. This restructured staffing plan is budget neutral and would in fact save the County \$4585.19.

Using FTE's that we already have budgeted, we would like to create a .8 FTE Office Specialist position at \$23,649.60 per year.

In our 2019 budget we currently have:

\$18,212.84 (budgeted .4 probation position unfilled)
\$13,587.60 (current FTE's from an open position)
\$31,800.44 - Total we have to work with

To increase the compliance position from a .5 to a .6 FTE (and taking into account the employees step increase on 10/25/19) it will cost: \$3,565.65

\$31,800.44 - 23,649.60 (Office Specialist) = \$8,150.84

\$8150.84 - 3565.65 (Increase to compliance position) = \$4,585.19 cost savings

Suggested Motion:

Request to be placed on consent calendar.

Financial Information:

Total Cost: -0-	General Fund Cost: -0-	Included in budget: ☒ Yes ☐ 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		
Human Resources Director		
Civil Counsel		
Administration: ☐ Recommended Date: _____		
Miscellaneous: _____		

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

District Court – Restructure Staffing Plan

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 17, 2019, reviewed request to approve restructuring of staffing plan in the District Court as identified below; and,

WHEREAS, District Court will use FTE's that have been approved in the 2019 Budget to create a .8 FTE Office Specialist position at \$23,649.60, and increase the compliance position from a .5 to a .6 FTE; and,

WHEREAS, the above changes should actually result in a savings of approximately \$4,500 in 2019.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves the restructuring of staffing plan in the District Court 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: April 17, 2019



1000 Bishops Gate Blvd., Suite 300
Mt. Laurel, NJ 08054

tel. 1-800-444-4554

April 4, 2019

Mr. Bruce Remai, Director/Building Official
Grand Traverse Co
2650 Lafranier
Traverse City, MI 49686

RE: Building Code Effectiveness Grading Schedule Results
Grand Traverse Co, Grand Traverse County, MI

Dear Mr. Remai:

We wish to thank you for the cooperation given to our representative, Thomas VanderMaas, during our recent survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 3 for 1 and 2 family residential property and 2 for commercial and industrial property.

The Insurance Services Office, Inc. (ISO) is an insurer-supported organization with the primary mission of providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within Grand Traverse Co that has been issued a Certificate of Occupancy in the year 2019 and forward.

We will email our report which provides additional information about our classification process and how we have graded various aspects of your community's building codes and their enforcement.

We want to highlight the fact that the Building Code Effectiveness Grading Schedule is an insurance underwriting and information tool; it is not intended to analyze all aspects of a comprehensive building code enforcement program nor is it for purposes of determining compliance with any state or local law or for making property/casualty loss prevention and life safety recommendations.

If you have any questions about the Classification that was developed, please let us know. Additionally, if you are planning on any future changes in your building codes or their enforcement, please advise us as these changes may affect our analysis and your community's grading classification.

Sincerely,

Cynthia Maahs Knobbs, IAAI-CFI, CFPS
Community Mitigation Analyst
856-533-4188
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Enclosure

cc: Mr. Nate Alger, County Administrator

Building Code Enforcement Evaluation Report

Selections from the reviews of the

Grand Traverse Co
Building Code Enforcement Agency
In the County of Grand Traverse
In the State of Michigan

11/19/2018 Evaluation



Building Code Effectiveness Grading Schedule (BCEGS®)

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Section 1 Executive Summary

Not all communities have rigorous building codes, nor do all communities enforce their codes with equal commitment. Yet the effectiveness of local building codes can have a profound effect on how the structures in your community will fare in a hurricane, earthquake, or other natural disaster.

Studies conducted following recent natural disasters concluded that total losses might have been as much as 50% less if all structures in the area had met current building codes. Building-code enforcement can have a major influence on the economic well-being of a municipality and the safety of its citizens. Insurance Services Office (ISO) helps distinguish amongst communities with effective building-code adoption and enforcement through comprehensive program called the Building Code Effectiveness Grading Schedule (BCEGS®).

ISO is an independent statistical, rating, and advisory organization that serves the property/casualty insurance industry. ISO collects information on a community's building-code adoption and enforcement services, analyzes the data, and then assigns a Building Code Effectiveness Classification from 1 to 10. Class 1 represents exemplary commitment to building-code enforcement. The concept behind BCEGS is simple. Municipalities with well-enforced, up-to-date codes demonstrate better loss experience, and their citizens' insurance rates can reflect that. The prospect of minimizing catastrophe-related damage and ultimately lowering insurance costs gives communities an incentive to enforce their building codes rigorously.

The following management report was created specifically for Grand Traverse Co based on a BCEGS survey conducted on 11/19/2018. This report can help you evaluate your community's building-code enforcement services utilizing benchmarking data collected throughout the country. The report is designed to give your management team an expanded prospective for dealing with the important issues surrounding effective building code enforcement. This is accomplished through comparisons of your code enforcement to that of others in your area and state. The analysis goes further to allow you to compare your jurisdiction to others across the country with similar permit, plan review and inspection activity. ISO thanks you for your participation and we encourage you to take advantage of the information contained in this report to assist in making decisions regarding the level of code enforcement best suited for Grand Traverse Co.

The survey conducted has resulted in BCEGS class of 3 for 1 and 2 family dwellings and a class 2 for all other construction. More information regarding how this recent survey compares to previous surveys is provided below.

Table 1 details the points your department earned during the most recent survey as well as the points earned in the previous survey including a comparison of the two. This information may be used to track local trends or pin-point improvement target areas.

Table 1

	Building Code Effectiveness Grading Point Comparison						
	Point Totals					Difference	
	Current Grading Yr:		Maximum Point Possible	Previous Grading Yr:			
	2018			2014			
	Com	Res		Com	Res	Com	Res
Section I - Administration of Codes	39.76	39.54	54.00	32.98	32.76	6.78	6.78
Section 105 - Adopted Codes	8.00	7.60	8.00	8.00	7.60	0.00	0.00
Section 108 - Additional Code Adoptions	3.35	3.35	4.00	3.35	3.35	0.00	0.00
Section 110 - Modification to Adopted Codes	4.00	3.80	4.00	4.00	3.80	0.00	0.00
Section 112 Method of Adoption	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Section 115 - Training	8.75	8.75	13.00	7.16	7.16	1.59	1.59
Section 120 - Certification	7.45	7.45	12.00	3.76	3.76	3.69	3.69
Section 125 - Building Official's Qualification / Exp/ Education	3.00	3.00	4.00	2.40	2.40	0.60	0.60
Section 130 - Selection Procedure for Building Official	0.50	0.50	0.50	0.00	0.00	0.50	0.50
Section 135 - Design Professionals	0.24	0.24	2.00	0.19	0.19	0.05	0.05
Section 140 - Zoning Provisions	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Section 145 - Contractor / Builder Licensing & Bonding	0.30	0.68	1.00	0.30	0.68	0.00	0.00
Section 155 - Public Awareness Programs	2.17	2.17	2.50	1.82	1.82	0.35	0.35
Section 160 - Participation in Code Development Activities	0.50	0.50	0.50	0.50	0.50	0.00	0.00
Section 165 - Administrative Policies & Procedures	0.50	0.50	0.50	0.50	0.50	0.00	0.00

Building Code Effectiveness Grading Point Comparison (continued)

	Point Totals						
	Current Grading Yr:		Maximum Point Possible	Previous Grading Yr:			
	2018			2014		Difference	
	Com	Res		Com	Res	Com	Res
Section II - Plan Review	22.70	22.70	23.00	23.00	21.36	-0.30	1.34
Section 205 - Existing Staffing	9.00	9.00	9.00	9.00	7.36	0.00	1.64
Section 210 - Experience of Personnel	1.20	1.20	1.50	1.50	1.50	-0.30	-0.30
Section 215 - Detail of Plan Review	11.50	11.50	11.50	11.50	11.50	0.00	0.00
Section 220 - Performance Evaluation for Quality Assurance	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Section III - Field Inspection	22.84	22.84	23.00	21.04	22.93	1.80	-0.09
Section 305 - Existing Staffing	9.00	9.00	9.00	7.11	9.00	1.89	0.00
Section 310 - Experience of Personnel	2.84	2.84	3.00	2.93	2.93	-0.09	-0.09
Section 315 - Managing Inspection and Re-inspection activity	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Section 320 - Inspection Checklist	2.00	2.00	2.00	2.00	2.00	0.00	0.00
Section 325 - Special Inspections	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Section 330 - Inspections for Natural Hazard Mitigation	1.50	1.50	1.50	1.50	1.50	0.00	0.00
Section 335 - Final Inspections	2.50	2.50	2.50	2.50	2.50	0.00	0.00
Section 340 - Certificate of Occupancy	2.00	2.00	2.00	2.00	2.00	0.00	0.00
Section 345 - Performance Evaluations for Quality Assurance	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Subtotal:	85.30	85.08	100.00	77.02	77.05	8.28	8.03
The final score is determined by a relationship between Item 105 and the balances of the scoring.							
Final Score:	85.30	81.21	100.00	77.02	73.58	8.28	7.63

Section 2 Background Information

Introduction

ISO collects information from communities in the United States on their adoption and enforcement of building codes. ISO analyzes the data using its Building Code Effectiveness Grading Schedule (BCEGS) and then assigns a BCEGS Classification number to the community. The classification number-which ranges from 1 to 10-measures a jurisdiction's commitment to the adoption and enforcement of building codes affecting the construction of new buildings. Class 1 indicates the most favorable classification of commitment to the adoption and enforcement of building codes.

ISO's commitment to polling each building code enforcement agency on a regular basis is important to the program - periodic surveying helps determine if a community has made any significant changes since its last field evaluation. This ongoing effort is designed to re-evaluate each community at approximate 5-year intervals or sooner if changes indicate a potential revision to the classification number.

The purpose of this report is fourfold:

1. To summarize a community's scoring under the criterion contained in the BCEGS program.
2. To identify opportunities for communities desiring to improve their BCEGS classification number.
3. To assist a community in understanding how other jurisdictions with similar needs address building code adoption and enforcement.
4. To provide hazard mapping information important in planning and developing a sustainable community.

Data Collection and Analysis

ISO has evaluated over 14,000 code enforcement departments across the United States. In each of these communities, three elements of building code adoption and enforcement are reviewed. These three elements are the administration of codes, plan review and field inspection.

Administration of Codes:

ISO evaluates the administrative support for code enforcement within the jurisdiction -- the adopted building codes and the modifications of those codes through ordinance, code enforcer qualifications, experience and education, zoning provisions, contractor/builder licensing requirements, public awareness programs, the building department's participation in code development activities, and the administrative policies and procedures. This section represents 54% of the analysis in the BCEGS program.

Plan review division:

Consideration is given to determine staffing levels, personnel experience, performance evaluation schedules, and the level of review of construction documents for compliance with the adopted building code of the jurisdiction being graded. This section represents 23% of the analysis.

Field inspection:

Consideration is given to determine staffing levels, personnel experience, performance evaluation schedules, and the level of the agency's review of building construction. This section also represents 23% of the analysis.

The information necessary to determine the BCEGS classification number was collected from the community building officials through a combination of on-site interviews and completed questionnaires.

Section 3 Code Adoption

Recognizing that building codes are continually being reviewed and updated to reflect emerging technology and best practices, the BCEGS program encourages communities to make every effort to adopt the latest edition of one of the building codes without amendments. The program is sensitive to the reality that building code adoption is not always a local issue, nor do the wheels of progress turn rapidly all the time. To receive maximum BCEGS credit for this very important section a community must adopt and implement the revised code within two years of the publication of the building code.

As detailed in Figure 3-1 below, eight points are the maximum available for the adoption of a building code. The final calculation to determine a jurisdiction's BCEGS classification employs the ratio of the points possible and the points earned in the building code adoption section as a factor for all other points earned in the system. Therefore, a jurisdiction enforcing the latest building code will have a ratio of 1 and no adjustment will be made to the points earned. A department enforcing a building code that was published six years prior to the survey date would have a ratio of 6.88/8 or .86 so the jurisdiction would receive credit for 86% of the points earned throughout the evaluation process.

Table 3-1 Criteria for Building Code Adoption Points

If the published date of the listed codes is within 5 years of the date of the grading:		
Building Code(s) addressing commercial and /or residential construction	8.00	points
If the published date of the listed codes is within 6 years of the date of the grading:		
Building Code(s) addressing commercial and /or residential construction	6.88	points
If the published date of the listed codes is within 10 years of the date of the grading:		
Building Code(s) addressing commercial and /or residential construction	2.21	points
If an earlier edition of the listed codes is adopted:		
Building Code(s) addressing commercial and /or residential construction	0.85	point

For departments surveyed in 2018 the BCEGS program uses the following as the latest edition of Building codes available.

Table 3-2 Latest Edition Available

	Publisher	Publication Year
Commercial Building Code		
Residential Building Code		

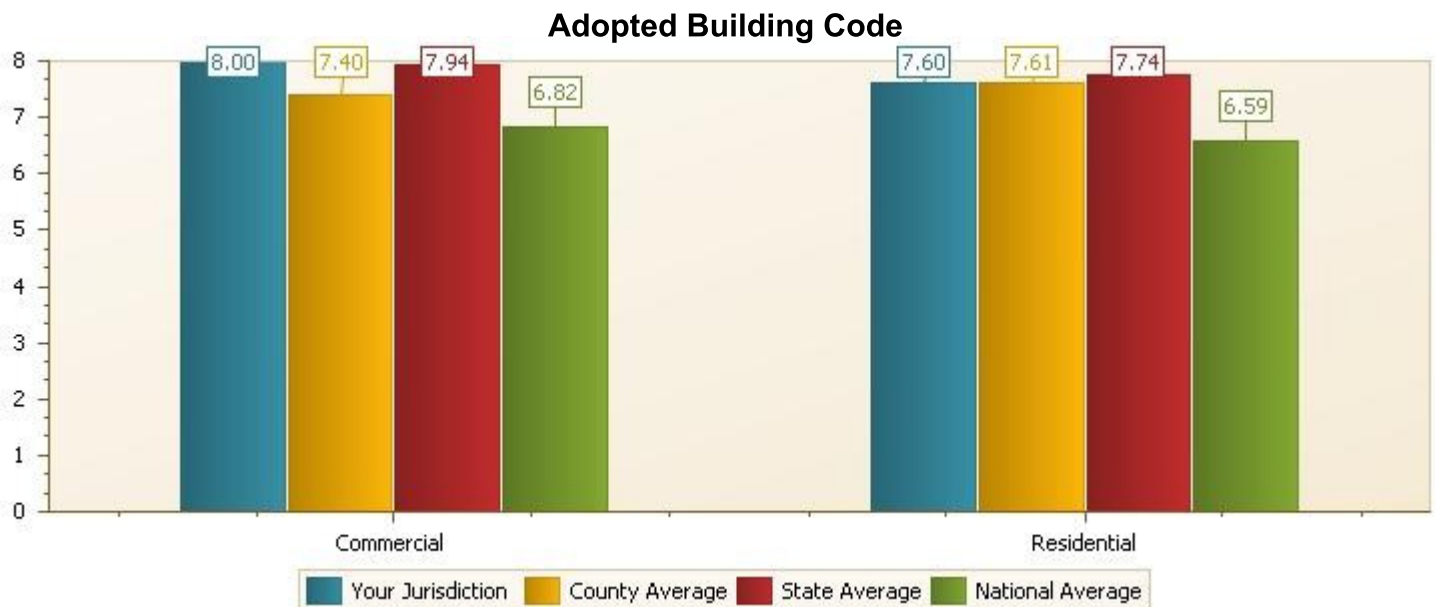
Table 3-3 Building Codes Enforced in Grand Traverse Co

	Publisher	Publication Year	Effective Year
Commercial Building Code	ICC	2015	2017
Residential Building Code	ICC	2015	2016

The following is the first of many “Benchmarking Information” sections located in this report. The purpose of the benchmarking information is to provide data ISO has collected in the course of its evaluations of code enforcement departments throughout the country. The data should not be considered a standard but rather information which allows you to compare operations in your jurisdiction to those conducted by other jurisdictions with similar conditions. Benchmarking information will be distinguished from other information in this report by a green Benchmarking Information bar above the table or figure.

Benchmarking Information

Chart 3-4 BCEGS points awarded comparison



Item 108. Additional Code Adoptions:

This section reviews the adoption and enforcement of electrical, mechanical, plumbing, energy, and wildland urban interface codes. Adopted codes are evaluated by year of publication including amendments and enforcement efforts. Table 3-5 details the criteria for earning points under this section.

Table 3-5 Criteria for sub-code adoption points

If the published date of the listed codes is within 5 years of the date of the grading: 0.67 point for each of the five subcodes If the published date of the listed codes is within 6 years of the date of the grading: 0.33 point for each of the five subcodes If the published date of the listed codes is within 10 years of the date of the grading: 0.18 point for each of the five subcodes If an earlier edition of the listed codes is adopted: 0.004 point for each of the five subcodes

For departments surveyed in 2018 the BCEGS program uses the following as the latest edition of sub-codes available.

Table 3-6 Latest edition of Sub-Codes Available

Type of Code	Publisher	Publication Year
Commercial:		
Electrical Code	NFPA	
Plumbing Code	ICC / IAPMO	
Mechanical Code	ICC / IAPMO	
Fuel Gas Code	ICC / NFPA	
Energy Code	ICC / ASHRAE	
Wildland Urban Interface Code	ICC	
Residential:		
Electrical Code	NFPA	
Plumbing Code	ICC / IAPMO	
Mechanical Code	ICC / IAPMO	
Fuel Gas Code	ICC / NFPA	
Energy Code	ICC / ASHRAE	
Wildland Urban Interface Code	ICC	

ASHRAE - American Society of Heating, Refrigeration and Air Conditioning Engineers

ICC - International Code Council

IAPMO - International Association of Plumbing and Mechanical Officials

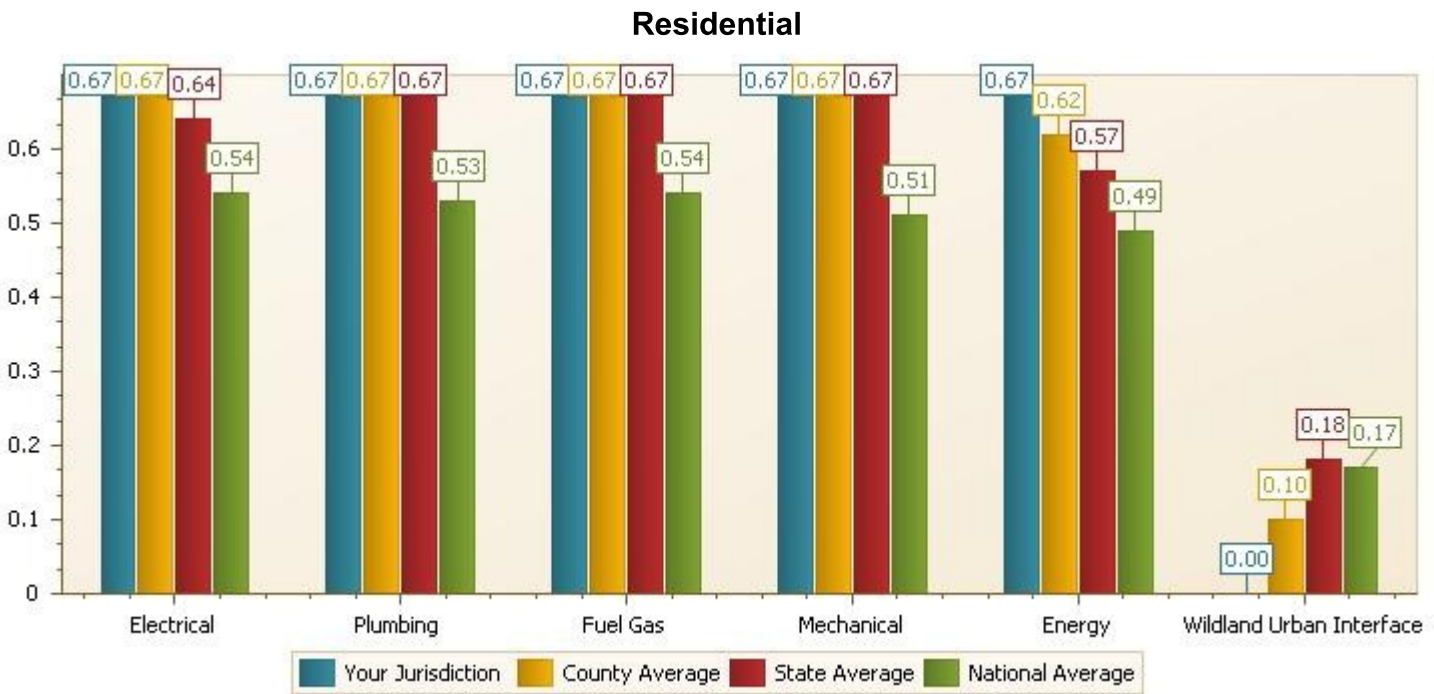
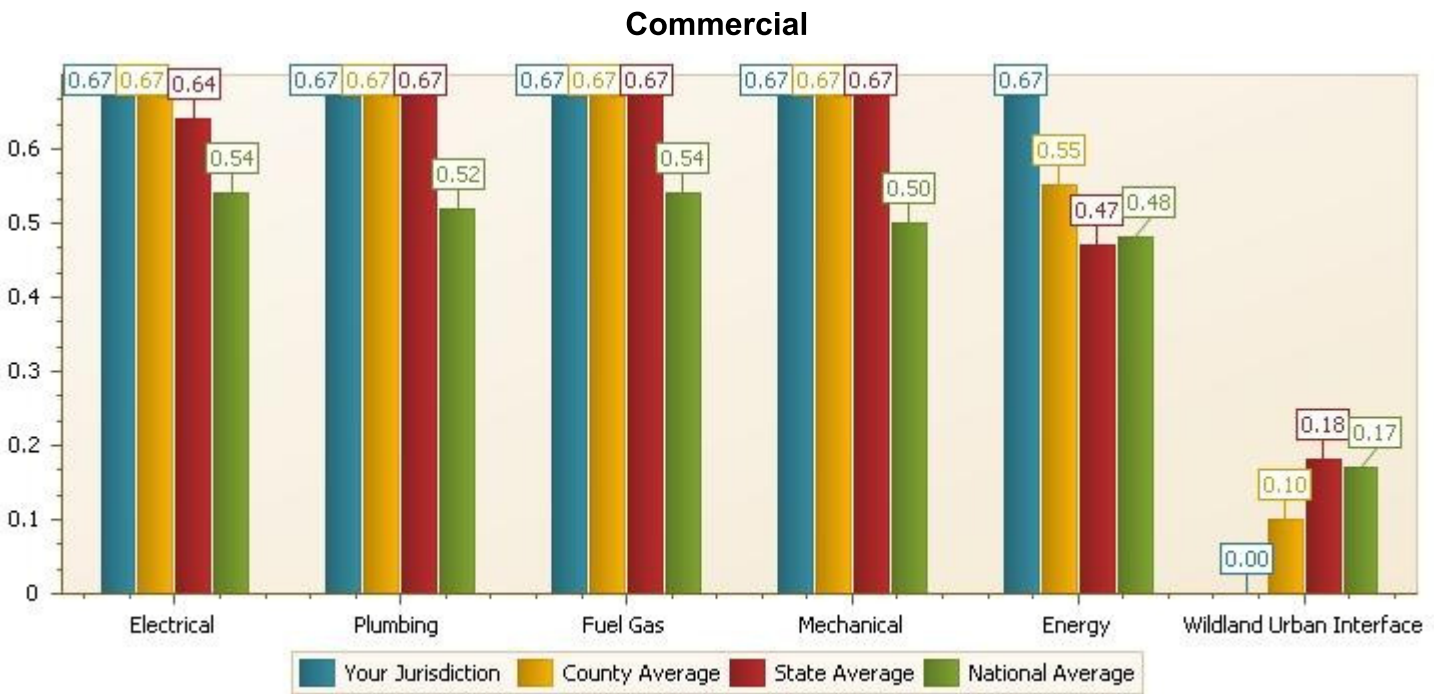
NFPA - National Fire Protection Association

Table 3-7 Sub Codes Enforced in Grand Traverse Co

Type of code	Publisher	Publication Year	Effective Year
Commercial:			
Electrical Code	NFPA	2017	2019
Plumbing Code	ICC	2015	2017
Mechanical Code	ICC	2015	2017
Fuel Gas	ICC	2015	2017
Energy Code	ICC	2015	2017
Wildland Urban Interface Code	OTHER		
Residential:			
Electrical Code	NFPA	2014	2016
Plumbing Code	ICC	2015	2016
Mechanical Code	ICC	2015	2016
Fuel Gas	ICC	2015	2016
Energy Code	ICC	2015	2016
Wildland Urban Interface Code	OTHER		

Benchmarking Information

Chart 3-8 additional code adoption

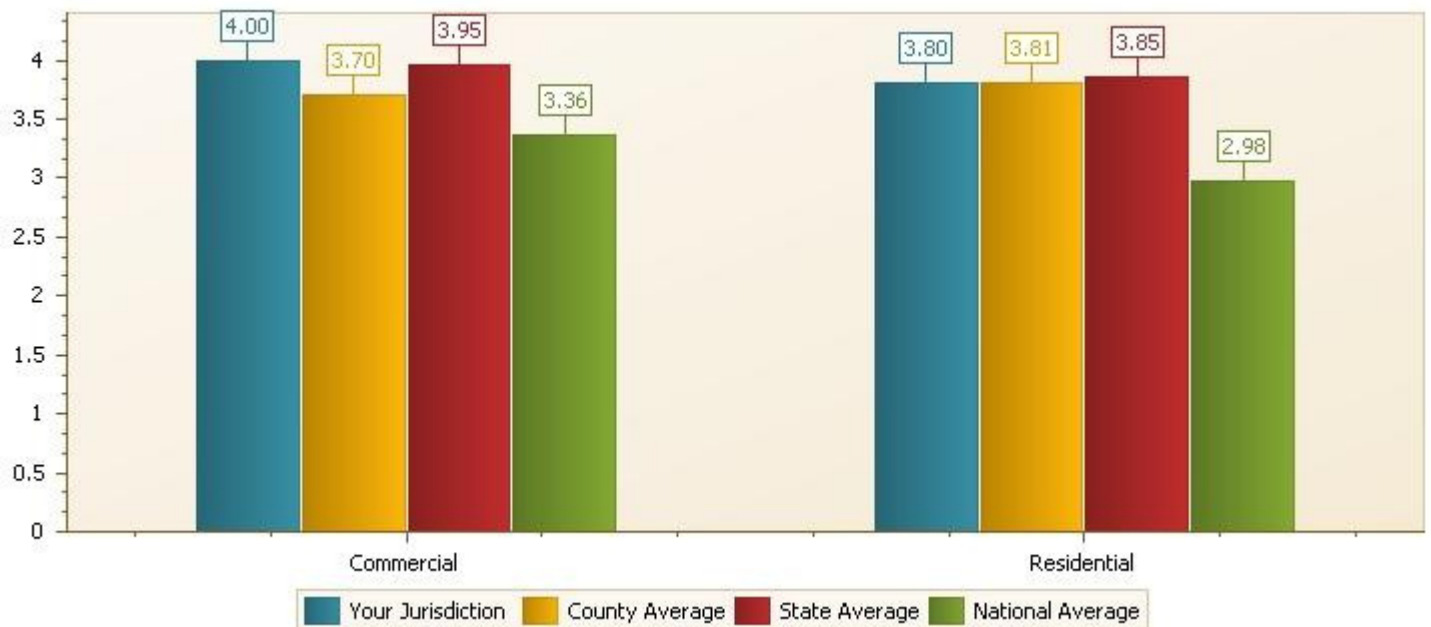


Item 110. Modification to adopted codes:

The BCEGS program encourages timely and unmodified adoption of the latest edition available of the building code. It is not uncommon for a jurisdiction to adopt a code and then modify it in some way. The most common modifications are administrative, which the BCEGS program is not overly concerned with. Some jurisdictions, however, modify the structural aspects of the code. Modifications are viewed as favorable when the intention is to strengthen the code. Due to the difficulty and expense of finitely determining the effect on a code of a specific action which weakens the code, no partial credit is available for this section. Note, however, that due to the formula: $(\text{Points credited in section 105} \times 0.125 \times 4.0)$ the points awarded for this item are reduced if the latest building code is not adopted and enforced. There is a direct correlation between the points earned for the adopted building code and the points available for this section. When modification serves to weaken the intent or effectiveness of the adopted building code relative to structural aspects or natural hazard mitigation features, no points will be awarded for this section.

Benchmarking Information

Chart 3-9 Comparison of Points Earned for Section 110

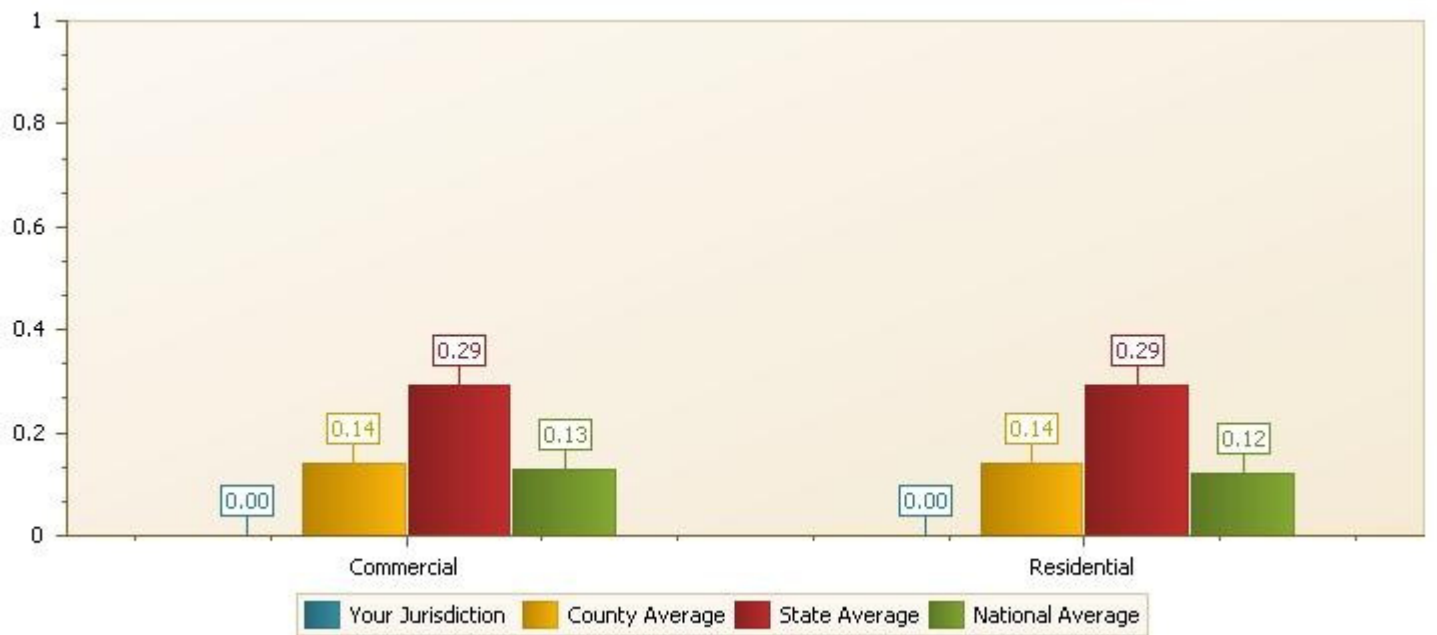


Item 112. Method of Adoption:

Updating the adopted codes to the latest code published by a nationally recognized building code development and publication organization within 12 months of the publication of the code is beneficial for the jurisdiction. It provides the latest and most modern technology for natural hazard mitigation. This section allows the opportunity to recognize the timely un-amended adoption of a nationally promulgated building code

Benchmarking Information

Chart 3-10 Points Earned for Timely (within one year of the publication date) Un-Amended Code Adoption



Section 4 Education, Training, and Certification

The Building Code Effectiveness Grading Schedule reviews the tools available to a building code department to determine what level of protection the jurisdiction has decided to offer. In this section we review the qualifications of the code enforcement personnel. By maintaining highly qualified, well trained staff the building code enforcement department is better equipped to encourage the construction of code compliant buildings.

The BCEGS program does not mandate any level of training certification or experience but it does recognize the technical and evolving nature of construction code enforcement. Therefore, 39% of the available points in the analysis are dependent on education, training and experience. The evaluation is much diversified. For instance, credit can be earned for hours of training taken, dollars spent on training, incentives for outside training, and hiring requirements. After review of this information a building code department may determine that a higher caliber employee or more incentives to current employees could assist them in performing their duties more efficiently and professionally.

The number of personnel is an important factor when comparing and correlating education and training. To standardize these numbers this report converts all employees to full time. Therefore a department with two full time code enforcers the number of employees will be two. If a department has five full time code enforcers and seven part time code enforcers each working twenty hours per week the department will show as eight and one half employees.

Grand Traverse Co employs 9.55 code enforcement personnel. This staffing level is equal to one code enforcement personnel for each 7,406 citizen or one code enforcement personnel for each 282.62 permits issued. If the jurisdiction was divided equally, each code enforcer would be responsible for an area of 45.69 square miles.

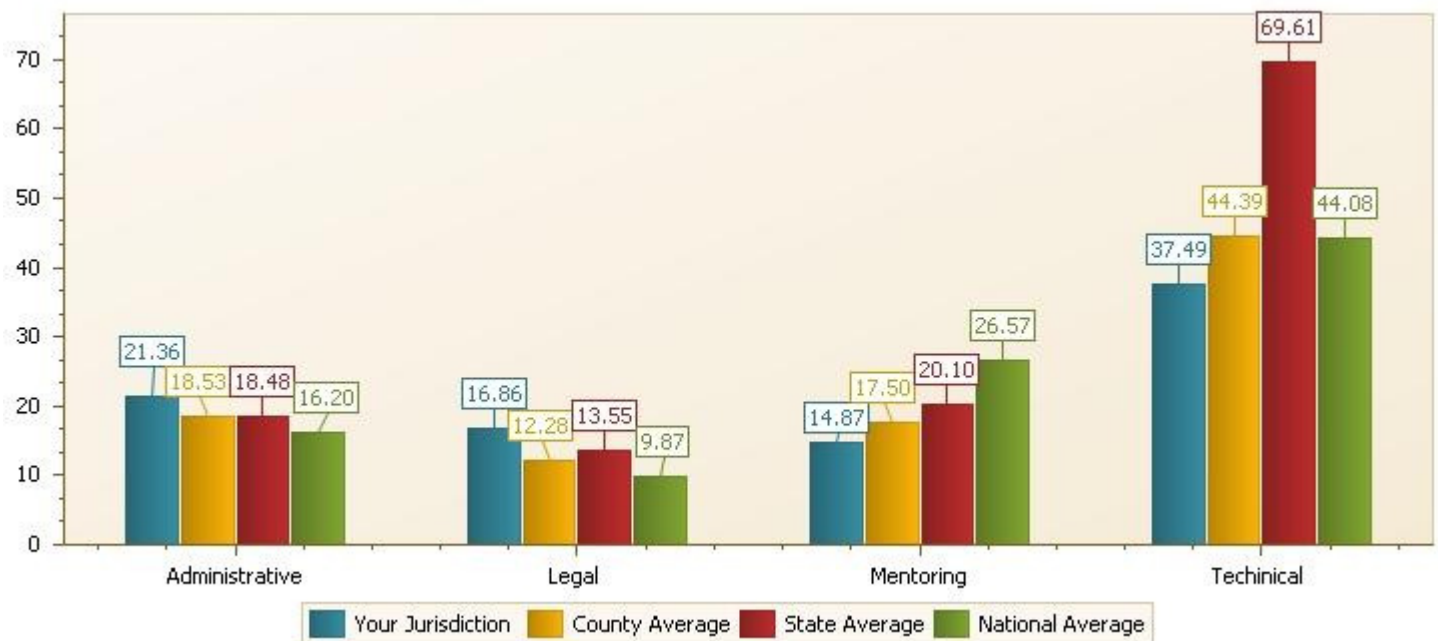
Table 4-1 displays the total and the average number of hours spent in training by code enforcement personnel in Grand Traverse Co. Training is broken down into four categories; a maximum of 1.25 points may be earned for the first 12 hours of training in administrative aspects of code enforcement, legal aspects of code enforcement, and being mentored in code enforcement. The first 60 hours of training in technical aspects of code enforcement may also earn maximum credit of 4.25 points. To receive the maximum available points in this area each employee must train a minimum of 96 hours per year and the subject must follow the details above.

Table 4-1 Training hours for Grand Traverse Co

	Total hours for department	Average hours of training
Administrative	204.00	21.36
Legal	161.00	16.86
Mentoring	142.00	14.87
Technical	358.00	37.49

Benchmarking Information

Chart 4-2 Comparison of average hours of training



Building code enforcement departments may choose to emphasize their commitment to training and education through incentives, such as funding certification, exam fees, and continuing education or providing incentives for outside training. The following table is broken down for residential and commercial construction and indicates the incentives provided by Grand Traverse Co.

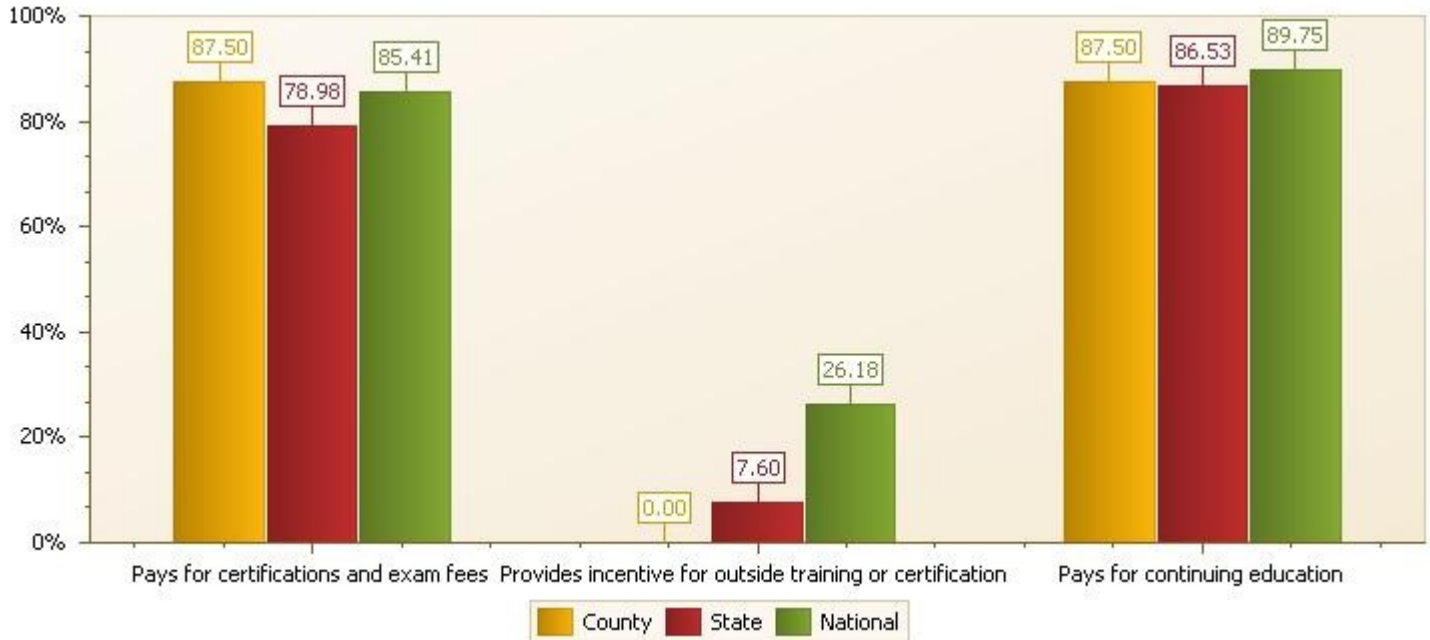
Table 4-3 BCEGS points earned by Grand Traverse Co for training incentives

	Commercial	Points Earned	Residential	Points Earned
Department pays for certifications and exam fee	Yes	0.50	Yes	0.50
Provides incentive for outside training or certification	No	0.00	No	0.00
Pays for continuing education	Yes	0.50	Yes	0.50

Benchmarking Information

Chart 4-4 Comparison of communities providing training incentive

Commercial



Residential



Hiring only certified code enforcement employees or allowing a short probationary period for new hires to earn their certification are valued practices which elevate the quality and consistency of the code enforcement process. The following two charts compare your jurisdiction's policies regarding certification with those of other departments within your county, state and across the country. The charts represent the percent of plan reviewers and inspectors that held appropriate certification for the duties they performed at the time of the latest BCEGS survey. Chart 4-5 represents commercial work and Chart 4-6 represents residential work.

Chart 4-5 Comparison of Certified Personnel Performing Commercial Duties

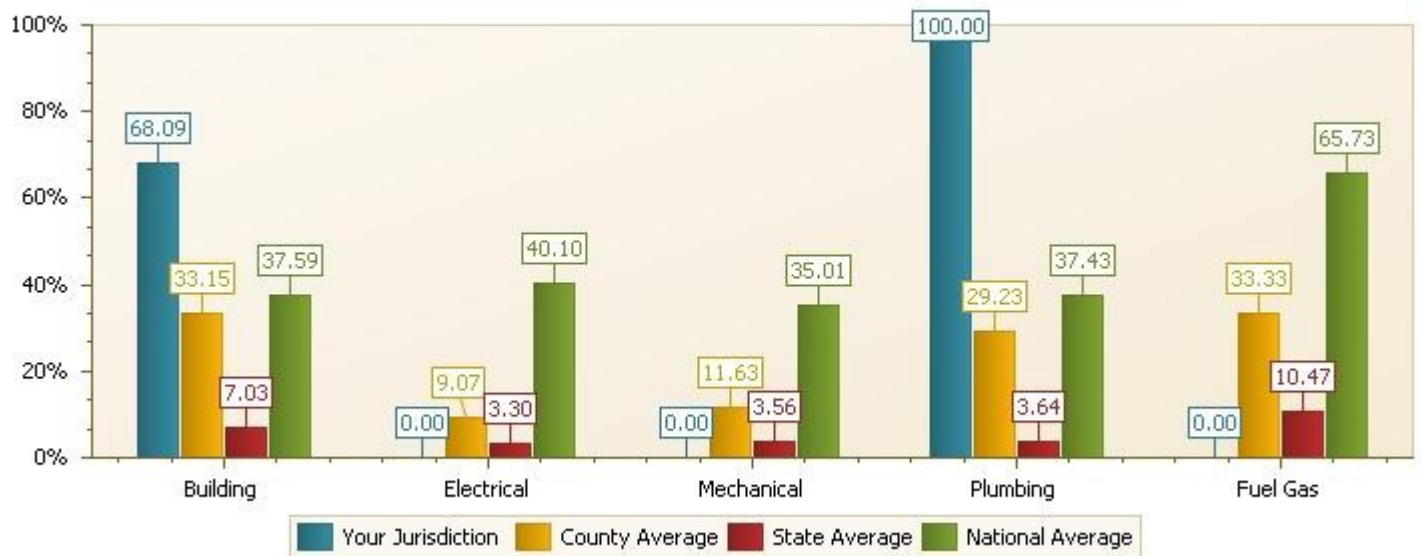
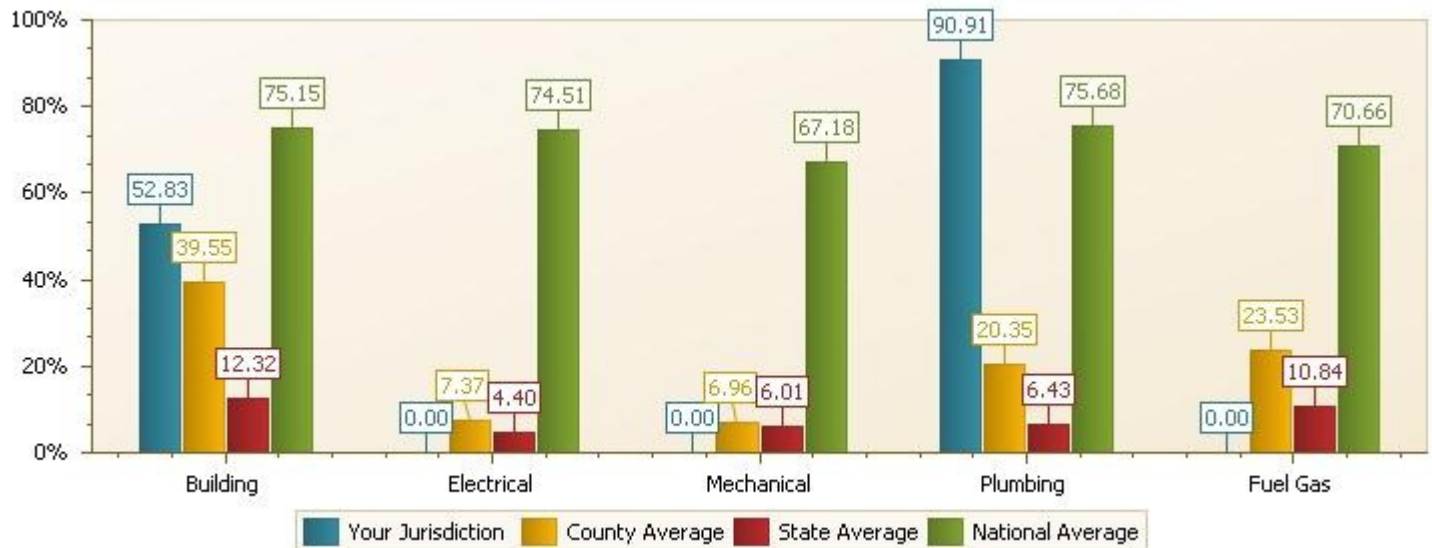
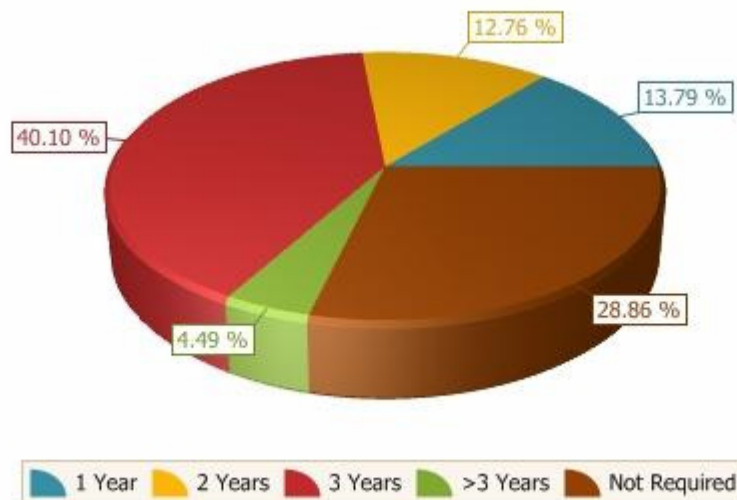


Chart 4-6 Comparison of Certified Personnel Performing Residential Duties

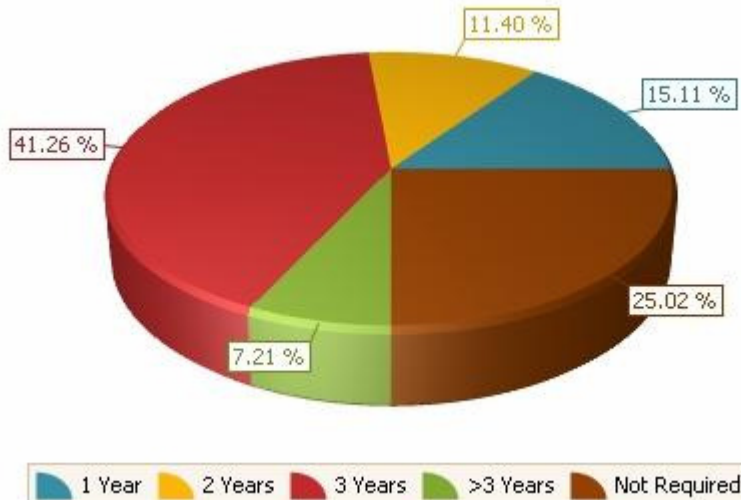


Requiring certification as a condition of employment is an important factor. However, the evolving nature of the building technology and the wide variety of situations encountered by plan reviewers and inspectors dictate the need for continuing education. The following two charts are based on the period of time allowed to complete the required amount of continuing education requirements for building inspectors in order for them to renew their license / certification. Information in these charts represents data gathered across the country.

**Chart 4-7 Building Certification Renewal Period
Commercial**



**Chart 4-8 Building Certification Renewal Period
Residential**



Section 5 Staffing Levels

One of the most frequently asked questions from community administrators and building officials is: How many inspectors and plan reviewers do we need to supply the desired level of service to our community? This section will provide valuable information to assist in this vital decision. The BCEGS schedule uses the following benchmarks to calculate the staffing levels:

- 10 inspections per day per full time inspector
- 1 commercial plan review per day per full time plan reviewer
- 2 residential plan review per day per full time plan reviewer

These are average numbers of the entire department over the course of a year. Some inspectors because of the type of work they are assigned will exceed these benchmarks while others will not be able to reach them, the same is true of plan reviewers. The fact is that these benchmarks have proved to be realistic over the course of surveying 14,000 code enforcement departments.

However, we realize that your community may have varying circumstances and may want to base staffing decision on other information. In the following set of charts we have scoured our database to find communities that are of similar size, and population to your community to provide data that may be helpful in your decision process. The next key element of staffing decision is the workload; again we queried our records to find communities with similar number of permits issued, inspections and plan reviews completed. This data can be useful in further defining your staffing levels. Realizing that some jurisdictions cover vast area while others are metropolitan we did some calculations and arrived at a unique category of permits per square mile. You may find that this category affords benchmarking opportunities that take into account workload and travel time for your inspecting staff.

Table 5-1

Your community falls into the following ranges

Population	>25,000
Square Miles	>38
Permits Issued	>2,000
Number of inspections conducted	>5,700
Building Plan reviews conducted	401-1400
Permits per Square Mile	<=10

Benchmarking Information

The information in Charts 5-3 through 5-14 depicts the staffing levels of your jurisdiction along with the average staffing levels of all the communities that fall within the range for each category as defined in Table 5 -1. To standardize these numbers this report converts all employees to full time equivalents. Therefore, in a department with two full time employees the number of personnel will be two. If a department has five full time code enforcers and seven part time code enforcers each working twenty hours per week the department is considered to have eight and one half full time employees. The data is further broken down by the responsibilities of each code enforcer. For example a department may allocate time as follows:

Table 5-2 Time Allocation Example

	Time allocation (hrs) employee #1 40 hrs per week	Time allocation (hrs) employee #2 30 hrs per week	Time allocation (hrs) employee #3 20 hrs per week	No. of equivalent full time employees
Commercial Plan Review	16	1.5	0	0.44
Residential Plan Review	8	1.5	0	0.24
Commercial Inspection	14	24	2	1.00
Residential Inspection	2	3	18	0.58
Total equivalent full time employees				2.25

The calculations used to make up the graphs for the example above would be the number of commercial plan reviews conducted in your jurisdiction divided by 0.44 (the number of commercial plan reviewers employed by your jurisdiction). Similarly assuming 732 residential inspections divided by the number of residential inspectors (0.58) returns a workload of 1,262 inspections per full time inspector per year. The calculation for the control group is the same except that the results are averaged.

Chart 5-3 Building Plan Review Staffing Comparisons of Communities Serving Similar Populations

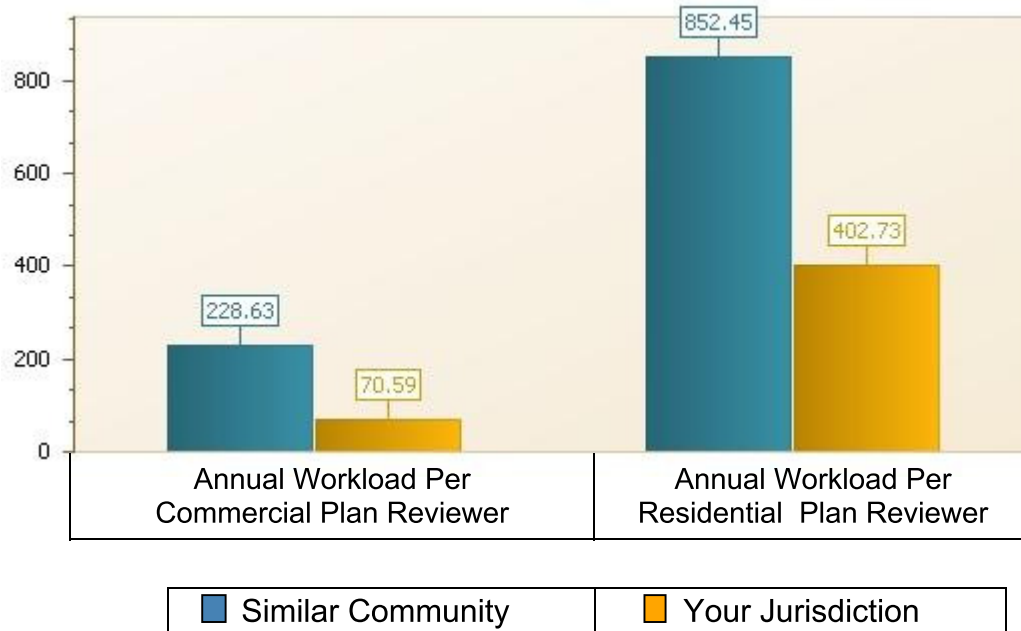
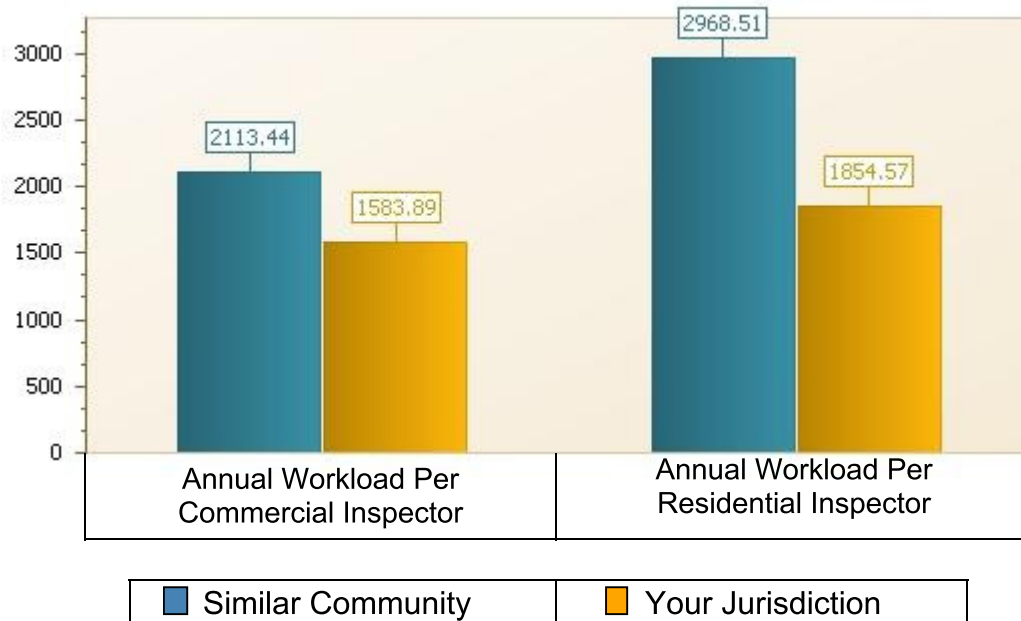
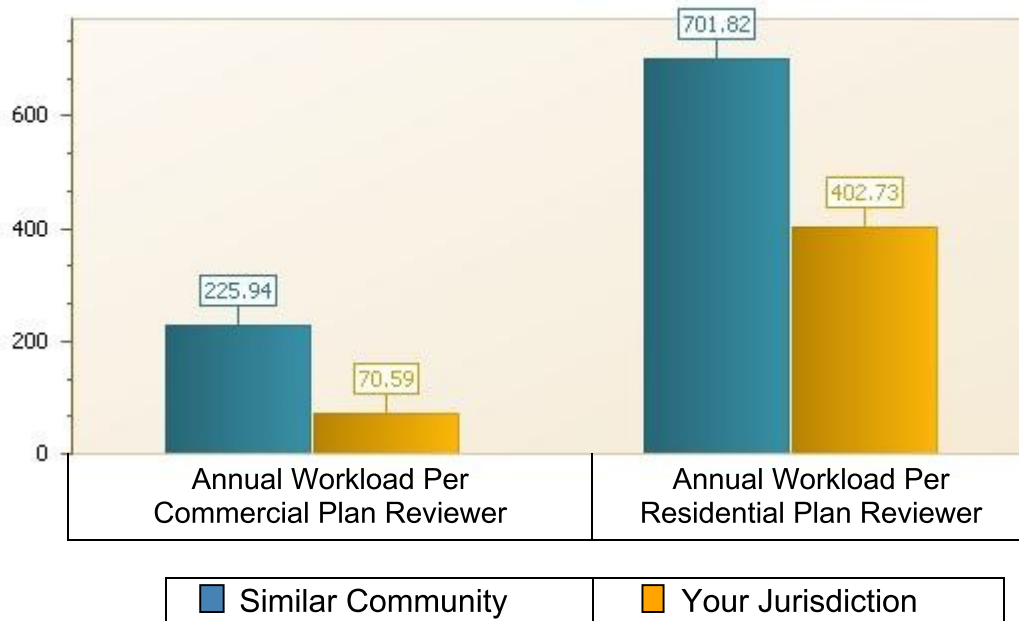


Chart 5-4 Inspection Staffing Comparisons of Communities Serving Similar Populations



**Chart 5-5 Building Plan Review Staffing
Comparison of Communities Serving Similar Square Miles**



**Chart 5-6 Inspection Staffing Comparison of
Communities Serving Similar Square Miles**

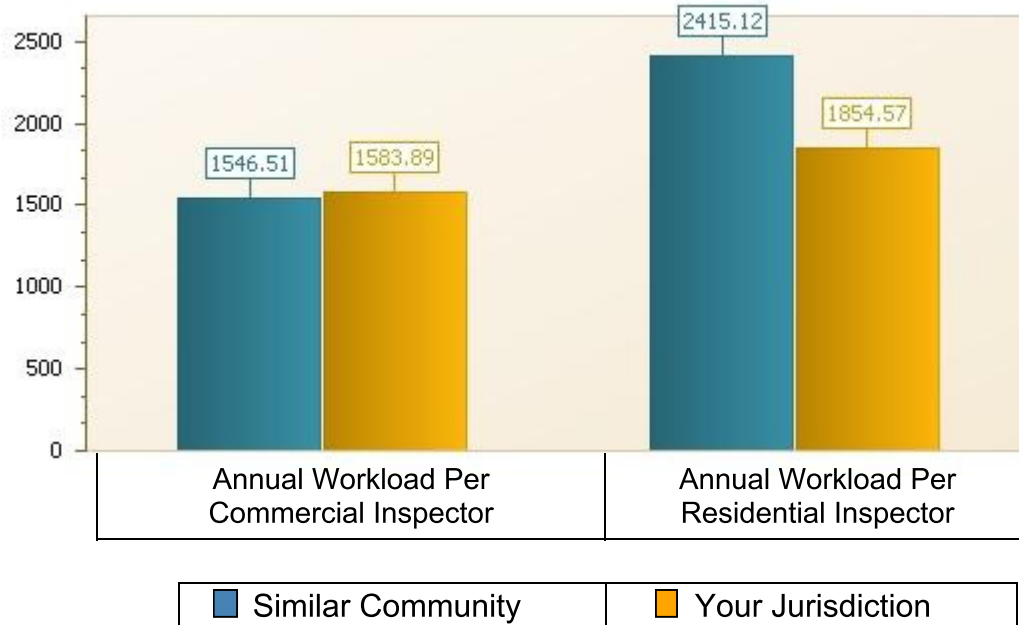


Chart 5-7 Building Plan Review Staffing Comparison of Communities Similar Number of Permits

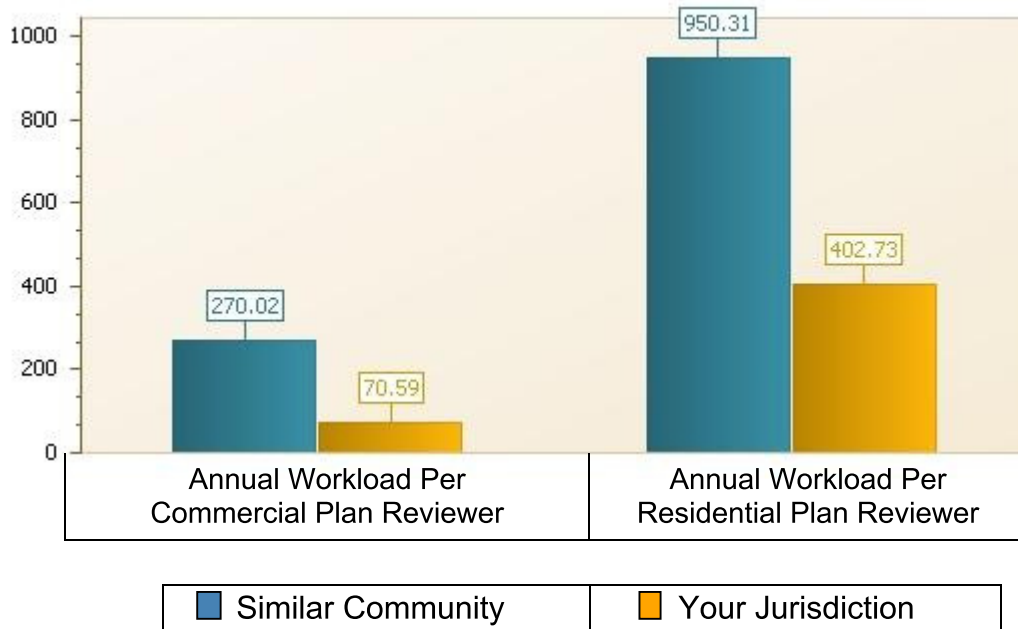


Chart 5-8 Inspection Staffing Comparison of Communities Issuing Similar Number of Permits

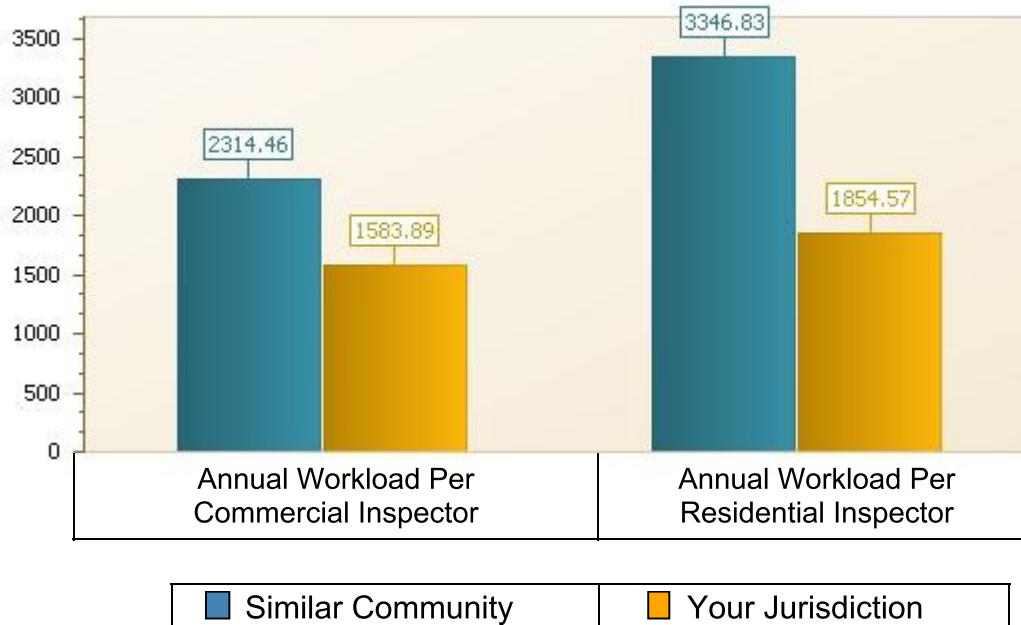


Chart 5-9 Building Plan Review Staffing Comparison of Communities Conducting Similar Number of Inspections

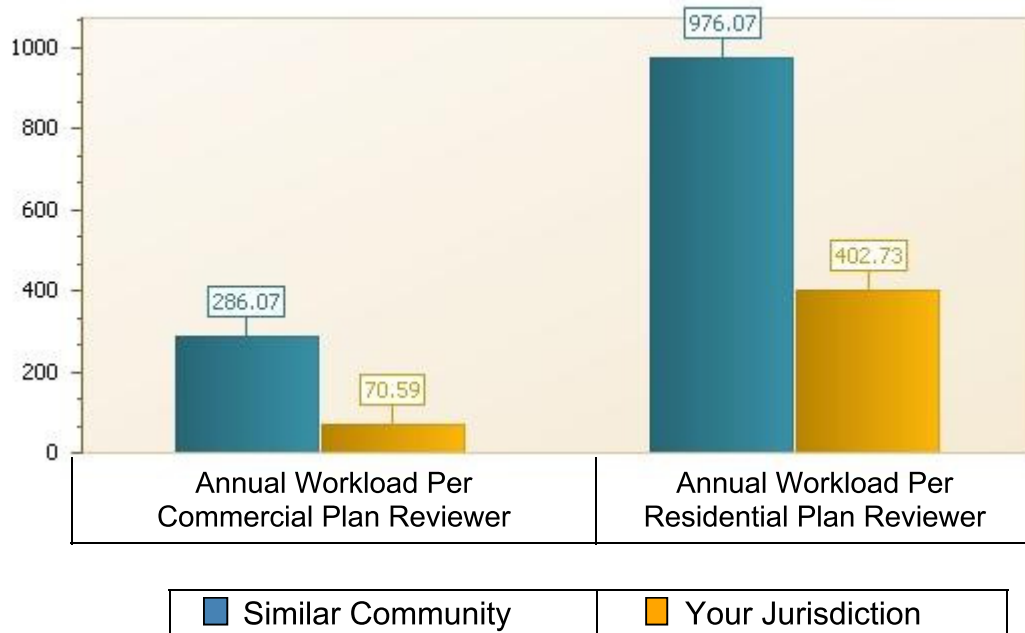


Chart 5-10 Inspection Staffing Comparison of Communities Conducting Similar Number of Inspections

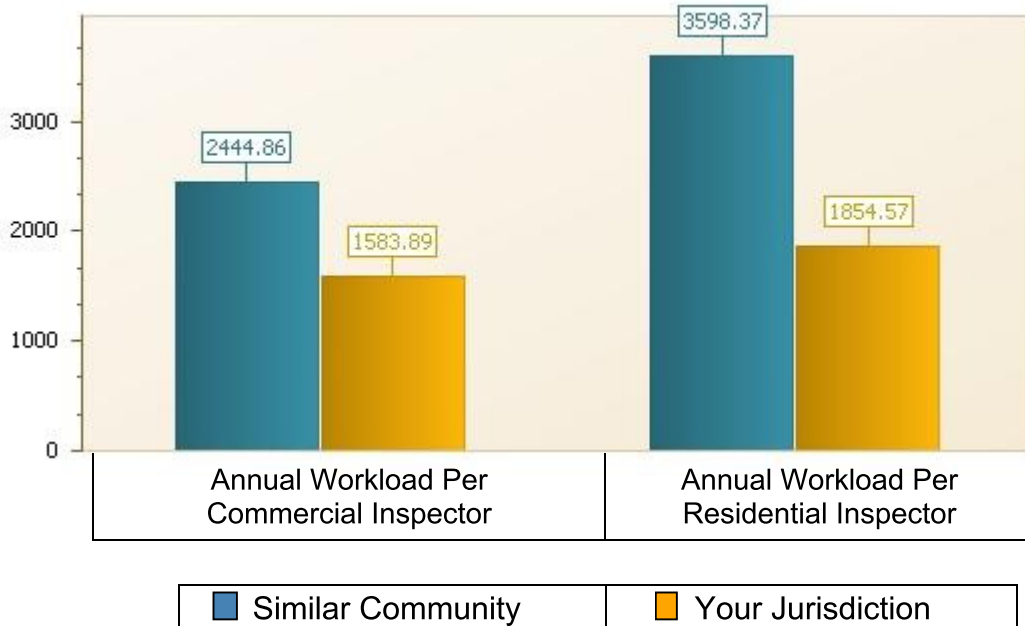


Chart 5-11 Building Plan Review Staffing Comparison of Communities Conducting Similar Number of Plan Reviews

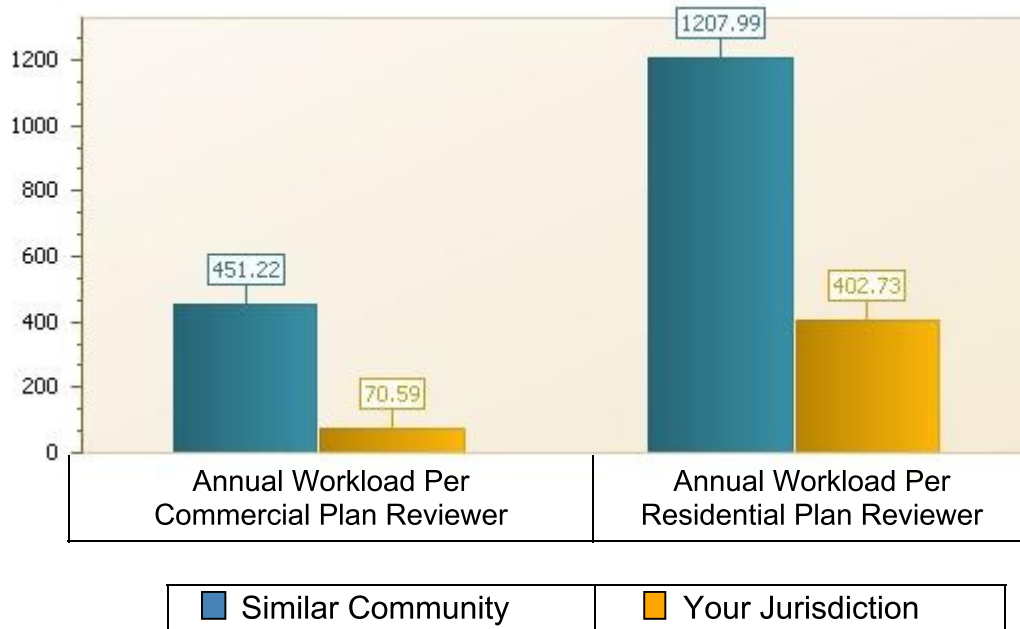


Chart 5-12 Inspector Staffing Comparison of Communities Conducting Similar Number of Plan Reviews

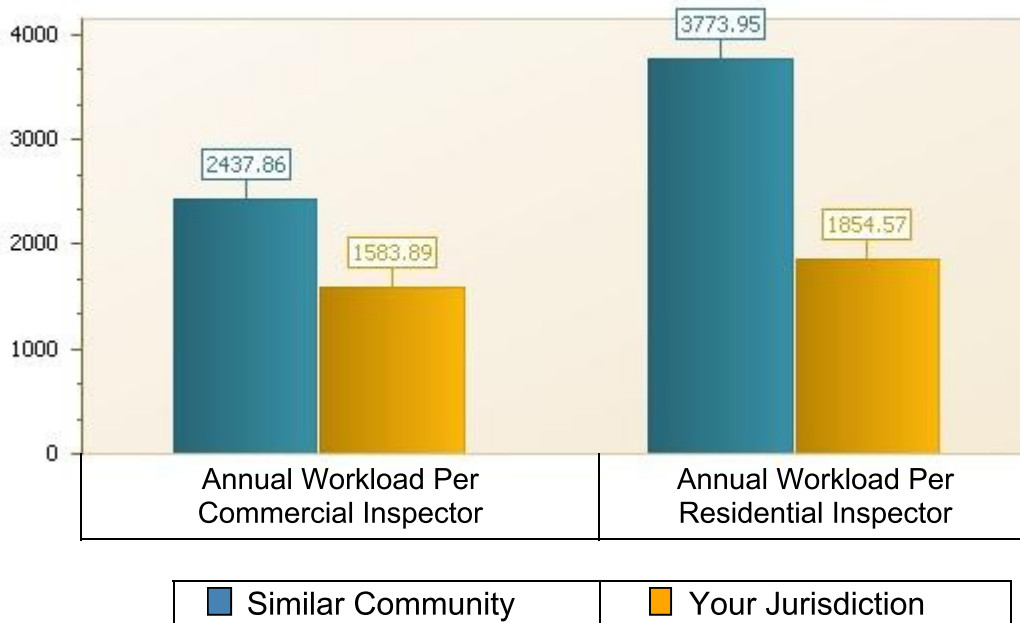


Chart 5-13 Building Plan Review Staffing Comparison of Communities Issuing Similar Number of Permits Per Square Mile

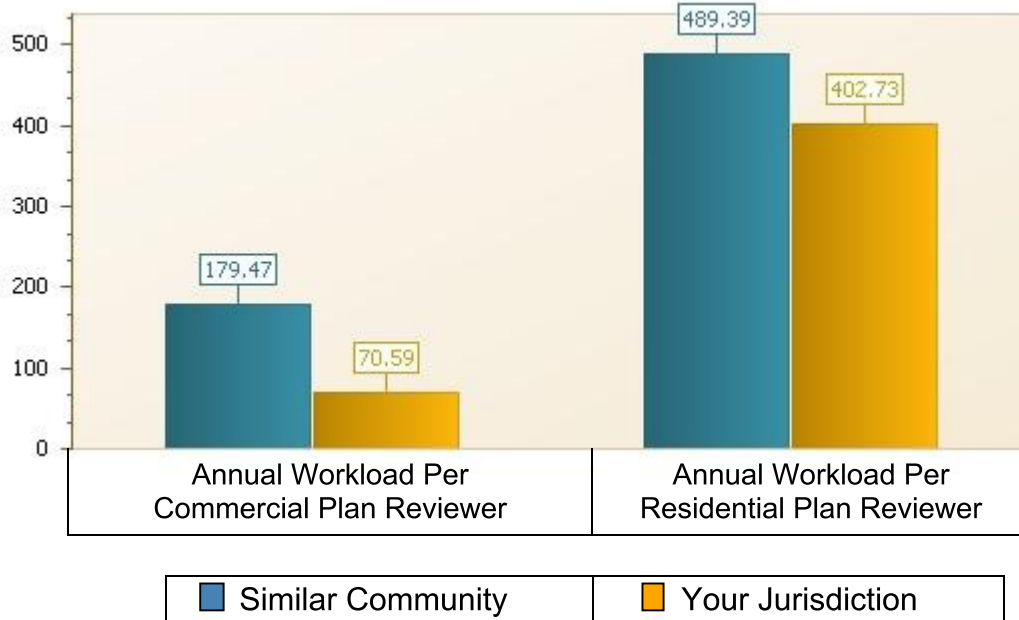
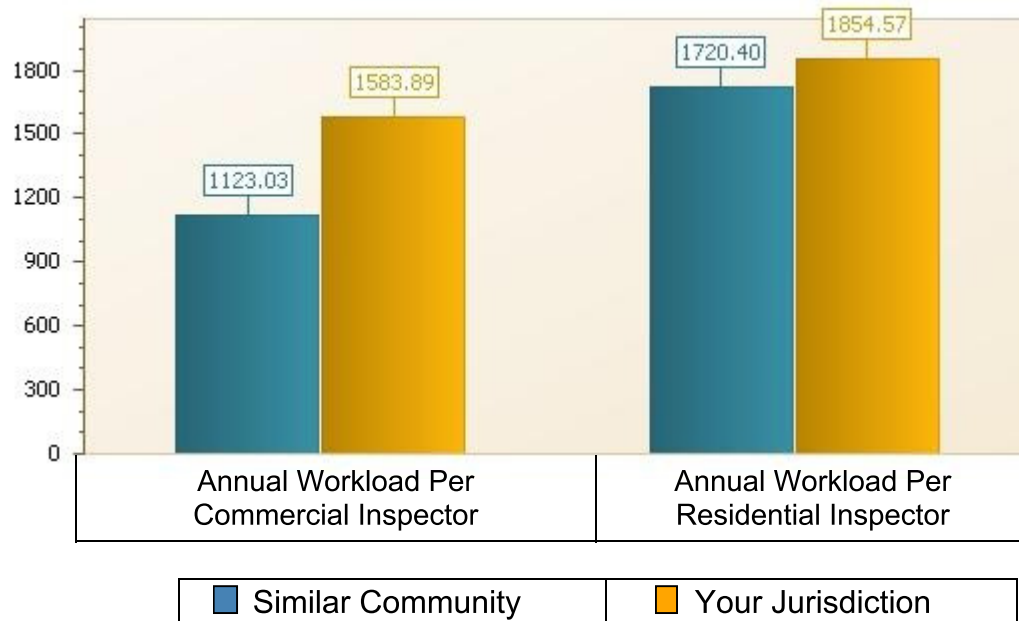


Chart 5-14 Inspector Staffing Comparison of Communities Issuing Similar Number of Permits Per Square Mile



Section 6 BCEGS Points Analysis

ISO has been surveying and evaluating building code adoption and enforcement in communities around the country since 1995. To maintain relevant information the BCEGS program is designed to conduct surveys on a 5 year cycle. The information in this section will give you some insight to trends in your jurisdiction, your state and across the country.

Benchmarking Information

Charts 6-1 through 6-2 compare the points earned by your department in each Section to the points earned by other departments in your state, county, and across the country. The charts are broken down by commercial and residential. You may use Table 1 as a guide for how points are earned in each section.

Chart 6-1 Comparison of Commercial Points Scored

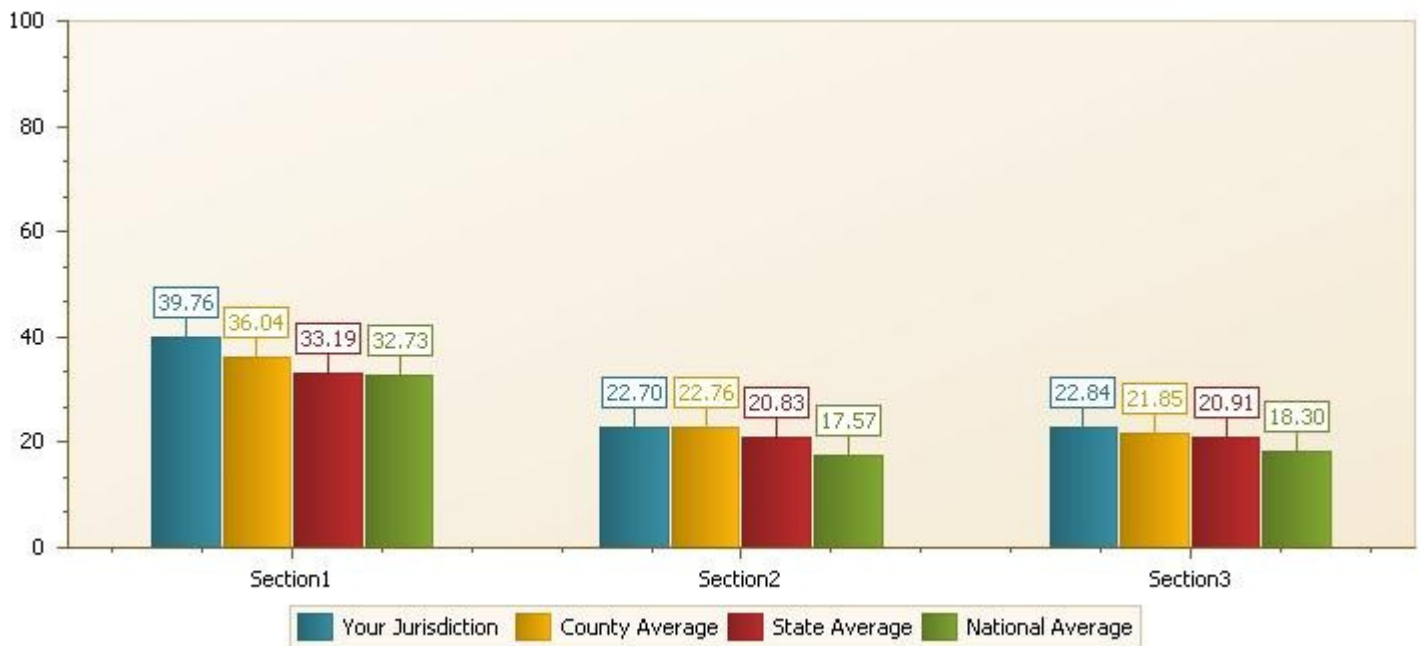
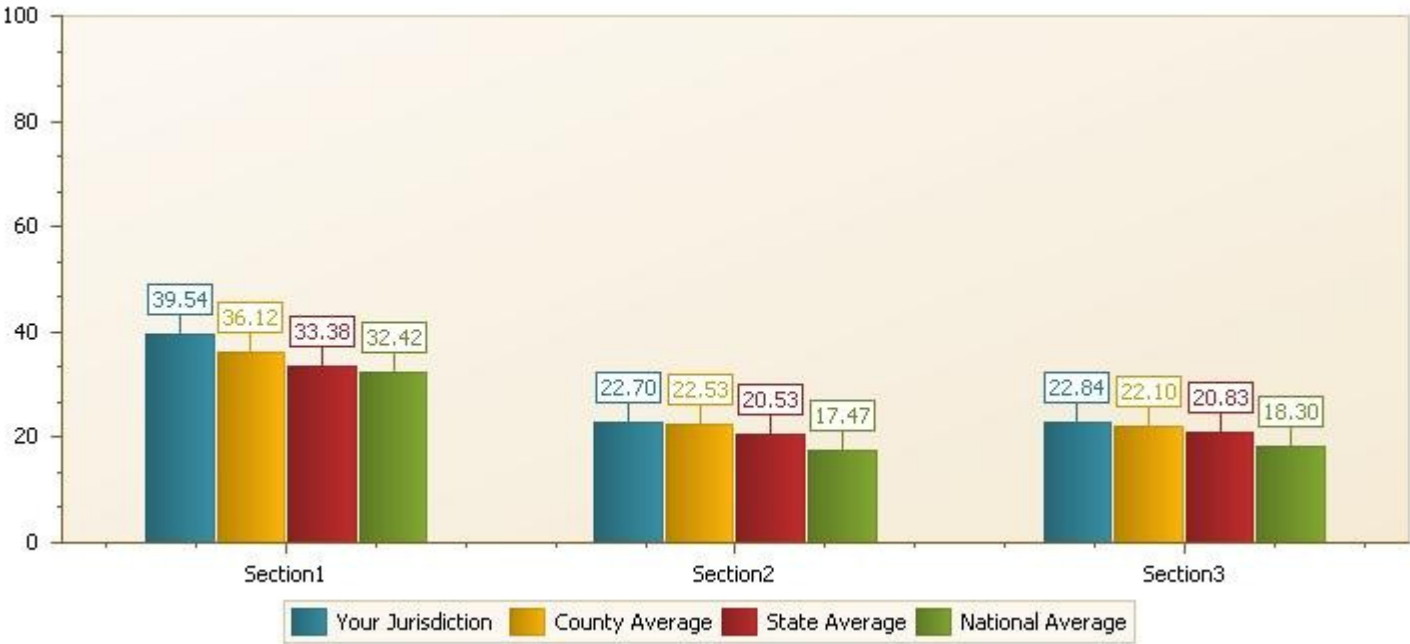


Chart 6-2 Comparison of Residential Points Scored



Section 7 Natural Hazards

Different parts of the country are subject to a variety of potential natural hazards. The map below is an overview of those potentials:



In cooperation with AIR (an ISO company) we have prepared the following hazard report using the municipal building address you supplied during the survey meeting. A full explanation of how to read and interpret the following profiles can be found in Appendix A.



CATASTROPHE HAZARD REPORT VERISK - MARKETING LOCATION PASSPORT

ORDER NAME: Grand Traverse Co, MI

ORDER DATE: 04/08/2019

ORDER TIME: 11:06:48 AM

RESPONSE DATE:

04/08/2019

RESPONSE TIME: 11:06:49

AM

Location Name

Entered Address: 2650 LAFRANIER, TRAVERSE CITY, MI 49686

Catastrophe Hazard Information

Matched Address: 2650 Lafranier Rd , Traverse City, MI 49686

Match Type: Parcel Level

Latitude: 44.724848

Longitude: -85.604002

☐ Hurricane Profile

Risk

(Percentage Loss)

100-year loss level:

0% 5 10 15 20 25 30 35 40 45 100%



250-year loss level:



Average Annual Loss:

<0.1 %

Relative Risk

(Percentile)

within county:

0% 10 20 30 40 50 60 70 80 90 100%



within state:



Hurricane Information

Storm Surge Potential:

No

Distance to effective coast:

Greater than 50 miles

Distance to actual coast: Greater than 25 miles
 Coastal County: No
 Elevation: 500 - 750 feet above mean sea level
 Terrain/ Land Use: Developed Medium Intensity

Florida Wind Loss Mitigation Profile

Exposure Area:
 Exposure Area Enhanced: Terrain C
 High Velocity Wind Region:
 Windspeed Region:
 Windborne Debris Region:

Historical Hurricanes

Name	Date of Landfall	Intensity at Landfall (Saffir - Simpson)	Distance of Track to Property (mi)	Intensity Closest to Property (Saffir - Simpson)
Unnamed	September 10, 1900	4	105	1
Gilbert	September 16, 1988	3	101	1
Carla	September 11, 1961	4	24	1
Unnamed	September 4, 1915	1	86	1
Gustav	September 1, 2008	3	110	1

☐ Thunderstorm Profile

Risk

(Percentage Loss)

100-year loss level:



250-year loss level:



Average Annual Loss: <0.1 %

Relative Risk

(Percentile)

within county:

0% 10 20 30 40 50 60 70 80 90 100%



within state:

**Hazard Information**

Tornado:

Very High/ High/ Moderate/ Low/ **Very Low**

Hail Storm:

Very High/ High/ Moderate/ **Low**/ Very Low

Straight-line Wind:

Very High/ High/ **Moderate**/ Low/ Very Low**Nearest Historical Tornadoes**

Date	Distance (mi)	Intensity (Fujita Scale)
April 3, 1956	10.06	4
June 26, 1969	3.51	3
July 3, 1974	34.79	3
May 8, 1964	12.63	2
September 3, 1964	34.32	2

Nearest Historical Hail Storms

Date	Distance (mi)	Intensity by Average Hail Size (in)
October 3, 2006	27.85	3.0-4.0
July 7, 1980	16.44	2.0-3.0
July 25, 2012	20.27	2.0-3.0
September 26, 1998	34.14	2.0-3.0
April 24, 1993	43.11	2.0-3.0

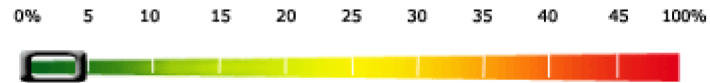
Nearest Historical Straight - Line Wind Storms

Date	Distance (mi)	Intensity by Average Wind Speed (mph)
September 11, 1996	39.35	>150
September 3, 1964	33.23	80-90
May 31, 1998	25.02	70-80
May 31, 1998	33.19	70-80
April 10, 2011	33.81	70-80

☐ Winterstorm Profile
Risk

(Percentage Loss)

100-year loss level:



250-year loss level:



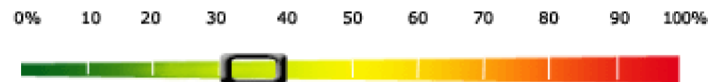
Average Annual Loss:

<0.1 %

Relative Risk

(Percentile)

within county:



within state:

**Hazard Information**

Wind Frequency:

Very High/ High/ Moderate/ Low/ **Very Low**

Snow Frequency:

Very High/ **High**/ Moderate/ Low/ Very Low
☐ Earthquake Profile
Risk

(Percentage Loss)

100-year loss level:



250-year loss level:



Average Annual Loss:

<0.1 %

Relative Risk

(Percentile)

within county:



within state:

**Earthquake Information**

CA DOI Zone:

Not Applicable

Liquefaction Potential:

Landslide Zone:

Alquist - Priolo Fault Zone: Not Applicable

Soil Type: Soft Rock

Intensity by Probability of Exceedance (PE):

Modified Mercalli Intensity:	VI	VII	VIII	IX	X	XI	XII
30 Year PE	0.10 %	0.05 %	0.01 %	0.00 %	0.00 %	0.00 %	0.00 %

Intensity by Return Period:

Return Period	100 Year	200 Year	250 Year	475 Year
Modified Mercalli Intensity:	3.0	3.0	3.0	3.0

Fault Information

No significant active fault has been mapped within a 200 mile radius of the address.

Historical Earthquakes

No significant historical earthquake has been recorded within a 200 mile radius of the address.

☐ Flood Profile

Flood Information

Source: AIR

Flood Zone: No Data Flood Zone

FEMA Flood Zone:

Elevation: 500 - 750 feet above mean sea level

Shortest Distance to:

Water Body:

100 Year Flood Plain:

500 Year Flood Plain:

Appendix A - Natural Hazard General Information

AIRProfiler is designed to provide users with vital, peril-specific characteristics of the property location, such as storm surge potential and distance to nearest active fault, as well as risk scores, which are quick measures of the risk and relative risk associated with the property.

This release of *AIRProfiler* includes hurricane profiles for all states in the continental U.S. at risk from hurricanes, as well as earthquake, severe thunderstorm and flood profiles for the forty-eight contiguous states.

- The Address Profile displays important information regarding the accuracy of the look-up for the entered address, the geocode of that address and a street map. The Hurricane Profile provides hurricane risk information for the location as well as other related hazards including storm surge potential and distance to nearest historical hurricane track.
- The Earthquake Profile, in addition to showing risk level and ranking, shows susceptibility of the location to different hazards. Those hazards include liquefaction, landslide potential, and fault zone information.
- The Flood Profile provides the proximity of a location to one of five flood zone categories as well as the location's distance to various flood plain boundaries based on FEMA Digital Q3 flood data.
- The Severe Thunderstorm Profile provides information about risk from tornado, hail, and straight-line windstorms for a given location, including distance to nearest historical storms and annual frequency.

Based on the address information provided, *AIRProfiler*® displays the corrected and standardized address following USPS® rules and guidelines, as well as the geocode (latitude and longitude), county, and ZIP Code of the location. *AIRProfiler*® performs a look-up in the LOCATION™ database. The hazard is then assessed based on an exact address or ZIP Code match.

AIR's geocoding algorithm, based on the TIGER® geographical database, is used to convert the location address entered by the user into the corresponding latitude and longitude. Depending on the address match, either the exact geocode, or the geocode of the appropriate ZIP Code centroid, is used for assessing the risk.

- The Address Profile also provides a street map of the location.

Given a location, the loss potential from specific perils is represented by various risk scores. Risk scores are determined by performing a loss analysis on a typical residential building at that location. The analysis is performed using AIR's state-of-the-art modeling technologies. Note that content and time element (loss of use) calculations are excluded from the analysis. Based on this analysis of the location, *AIRProfiler*® provides two sets of scores:

Risk Scores. The user can obtain indications of risk based on three measures of potential loss: the 100-year loss level, the 250-year loss level, and the average annual loss. These levels represent, respectively, the loss likely to occur in one year out of every 100 years, one in every 250 years, and every year on average over a period of many years. The resulting risk scores are expressed in percentage terms, as below:

Low Risk		Moderate Risk				High Risk			Very High Risk
<5%	5-10%	10-15%	15-20%	20-25%	25-30%	30-35%	35-40%	40-45%	>45%

Relative Risk Scores. In addition to the risk score of a given location, *AIRProfiler*® also displays the location's relative risk by county and state. Relative risk ranks the loss potential of a location with respect to the loss potential of other locations in the county or state. The format of the ranking is based on percentile values from 10% to 100% percent.

The *AIRProfiler*® Hurricane Profile provides users with information about the hurricane risk potential for a specific location. Risk scores for 100-year, 250-year and annual average losses, as well as relative risk ranking within county and state, are displayed. The profile also displays the following hurricane risk information:

- Storm surge potential
- Distance to coast
- Elevation
- Terrain/Land use
- Intensity and nearest distance to historical storm track for nearest historical hurricanes

In addition to strong winds and tides, storm surge can pose significant danger to life and property during hurricanes. Storm surge is caused by winds pushing water toward the shore. When combined with high tide, storm surge can cause an increase in the mean water level and so result in severe flooding and substantial property loss. The densely populated Atlantic and Gulf coastlines that lie less than ten feet above mean sea level are particularly vulnerable to storm surge.

The *AIRProfiler*® Hurricane Report indicates whether or not the property is at risk from storm surge.

The AIR*Profiler*® Earthquake Profile provides users with information about the earthquake risk potential for specific location. Risk scores for 100-year, 250-year and average annual losses, as well as relative risk ranking within county and state, are displayed. The profile also displays the following risk information:

- The California Department of Insurance (DOI) zone
- Liquefaction potential
- Landslide zone
- Earthquake fault (Alquist-Priolo) zone
- Soil type
- Seismicity
- Fault information
- Historical earthquakes

When seismic waves pass through water-saturated, loosely packed sandy soils, contact pressure between the individual grains is lost. The grains become more densely configured, causing pore pressure to increase. If drainage is inadequate, what was once solid ground now behaves as a dense fluid, incapable of supporting buildings. Structures that may have survived the effects of shaking can deform, tilt or sink. They may remain structurally intact, but have become unusable and unsalvageable.

Liquefaction risk at a given site is represented by that site's potential to experience damage resulting from liquefaction. Liquefaction potential is a measure of a soil's susceptibility to liquefaction combined with a location's level of earthquake risk. AIR applies standard methodologies used by the Division of Mines and Geology (DMG), United States Geological Survey (USGS), to calculate liquefaction potential. The AIR*Profiler*® Earthquake Profile describes a location's liquefaction potential by one of five levels: very high, high, moderate, low, or very low.

The underlying soil type may have a determining effect on potential earthquake damage to structures. Certain types of soils, such as soft soils, are capable of amplifying seismic waves, hence causing more severe damage. Also, some types of soil, such as bay mud, sandy soil, and stiff to soft soil, are also more susceptible to liquefaction. Soil is classified according to its mechanical properties.

The AIR*Profiler*® Earthquake Profile for a particular location uses ten soil type classifications:

- Hard rock
- Rock
- Very dense soil
- Stiff soil
- Soft soil
- Rock to very dense soil
- Very dense to stiff soil
- Stiff to soft soil
- Bay mud Water

One measure of earthquake intensity is the level of ground shaking at any particular location. Over the years, several intensity scales have been proposed, but the Modified Mercalli Intensity (MMI) scale is the most commonly used, especially in the United States. The MMI scale describes the intensity of an earthquake based on human reaction and observed damage to natural and man-made structures. This is useful because it allows for an attribution of intensity to events that occurred prior to the advent of modern measuring devices, as well as in instances in modern times where those devices were not available. The drawback to this standard of measure is that the MMI scale is highly subjective. The following table lists the MMI scales and definitions.

MMI	Definition
I.	People do not feel any movement.
II.	A few people might notice movement if they are at rest and/or on the upper floors of tall buildings.
III.	Many people indoors feel movement. Hanging objects swing back and forth. People outdoors might not realize that an earthquake is occurring.
IV.	Most people indoors feel movement. Hanging objects swing. Dishes, windows and doors rattle. The earthquake feels like a heavy truck hitting the walls. A few people outdoors may feel movement. Parked cars rock.
V.	Almost everyone feels movement. Sleeping people are awakened. Doors swing open or close. Dishes are broken. Pictures on the wall move. Small objects move or are turned over. Trees might shake. Liquids might spill out of open containers.
VI.	Everyone feels movement. People have trouble walking. Objects fall from shelves. Pictures fall off walls. Furniture moves. Plaster in walls might crack. Trees and bushes shake. Damage is slight in poorly built buildings. No structural damage.
VII.	People have difficulty standing. Drivers feel their cars shaking. Some furniture breaks. Loose bricks fall from buildings. Damage is slight to moderate in well-built buildings; considerable in poorly built buildings.
VIII.	Drivers have trouble steering. Houses that are not bolted down might shift on their foundations. Tall structures such as towers and chimneys might twist and fall. Well-built buildings suffer slight damage. Poorly built structures suffer severe damage. Tree branches break. Hillsides might crack if the ground is wet. Water levels in wells might change.
IX.	Well-built buildings suffer considerable damage. Houses that are not bolted down move off their foundations. Some underground pipes are broken. The ground cracks. Reservoirs suffer serious damage.
X.	Most buildings and their foundations are destroyed. Some bridges are destroyed. Dams are seriously damaged. Large landslides occur. Water is thrown on the banks of canals, rivers, lakes. The ground cracks in large areas. Railroad tracks are bent slightly.
XI.	Most buildings collapse. Some bridges are destroyed. Large cracks appear in the ground. Underground pipelines are destroyed. Railroad tracks are badly bent.
XII.	Almost everything is destroyed. Objects are thrown into the air. The ground moves in waves or ripples. Large amounts of rock may move.

The data presented in *AIRProfiler*® is developed by calculating MMI values for each location. It incorporates all potential seismic sources, the distance of those sources from the location of interest, and local site conditions. Because MMI is considered as a measure of what the ground is doing during an earthquake, rather than an index of damage to structures, damageability of building at the site is not included in the calculation. Those who are more interested in damage estimation should refer to 100- and 250-year loss levels.

The MMI values are represented in two ways in the Earthquake Profile:

- Intensity by PE (probability exceedance)
- Intensity by Return Period

The first representation, defined by probability of exceedance, is the probability that at least one event of that MMI will occur within 30 years. The second representation, based on return period, depicts the maximum intensity of an event that is likely to occur within the designated return period; that is, the intensity corresponds to the maximum event that is likely to occur within the return period displayed.

Proximity to an active fault is an important indication of seismicity for a specific location. The *AIRProfiler*® Earthquake Profile displays the property's distance to the nearest known active faults. Important characteristics of these faults are displayed, including fault length, and the magnitude and frequency of the "characteristic" event associated with that fault. (Scientists believe that many faults tend to produce earthquakes of a particular size, or magnitude, that is "characteristic" of that particular fault, and that occur with a particular frequency, or recurrence rate).

The AIRProfiler® Flood Profile provides users with information about the flood risk potential for a specific location. Each location is characterized by its proximity to one of five flood zone categories as follows:

- Water body: Includes large lakes and rivers
- 100-year flood plain: Areas where there is 1% chance of being flooded
- 500-year flood plain: Areas where there is 0.2% chance of being flooded
- Outside flood plain: Areas outside of water body, 100- and 500-year flood plains
- No data: Areas where there is no data available

The proximity of the location to FEMA defined flood zones is also provided:

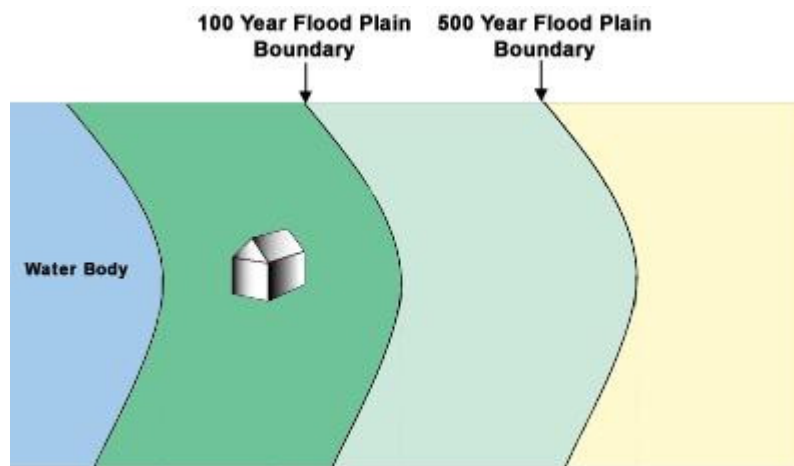
FEMA Zone	Description
V	An area inundated by 100-year flooding with velocity hazard (wave action); no BFE*s have been determined.
VE	An area inundated by 100-year flooding with velocity hazard (wave action); BFEs have been determined.
A	An area inundated by 100-year flooding, for which no BFEs have been determined.
AE	An area inundated by 100-year flooding, for which BFEs have been determined.
AO	An area inundated by 100-year flooding (usually sheet flow on sloping terrain), for which average depths have been determined; flood depths range from 1 to 3 feet.
AOVEL	An alluvial fan inundated by 100-year flooding (usually sheet flow on sloping terrain), for which average flood depths and velocities have been determined; flood depths range from 1 to 3 feet.
AH	An area inundated by 100-year flooding (usually an area of ponding), for which BFEs have been determined; flood depths range from 1 to 3 feet.
A99	An area inundated by 100-year flooding, for which no BFEs have been determined. This is an area to be protected from the 100-year flood by a Federal flood protection system under construction.
D	An area of undetermined but possible flood hazards.
AR	An area inundated by flooding, for which BFEs or average depths have been determined. This is an area that was previously, and will again, be protected from the 100-year flood by a Federal flood protection system whose restoration is federally funded and underway.
X500	An area inundated by 500-year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile; or an area protected by levees from 100-year flooding.
X	An area that is determined to be outside the 100- and 500-year floodplains.
100IC	An area where the 100-year flooding is contained within the channel banks and the channel is too narrow to show to scale. An arbitrary channel width of 3 meters is shown. BFEs are not shown in this area, although they may be reflected on the corresponding profile.

500IC	An area where the 500-year flooding is contained within the channel banks and the channel is too narrow to show to scale. An arbitrary channel width of 3 meters is shown.
FWIC	An area where the floodway is contained within the channel banks and the channel is too narrow to show to scale. An arbitrary channel width of 3 meters is shown. BFEs are not shown in this area, although they may be reflected on the corresponding profile.
FPQ	An area designated as a "Flood Prone Area" on a map prepared by USGS and the Federal Insurance Administration. This area has been delineated based on available information on past floods. This is an area inundated by 100-year flooding for which no BFEs have been determined.
IN	An area designated as within a "Special Flood Hazard Area" (or SFHA) on a FIRM. This is an area inundated by 100-year flooding for which BFEs or velocity may have been determined. No distinctions are made between the different flood hazard zones that may be included within the SFHA. These may include Zones A, AE, AO, AH, A99, AR, V, or VE.
OUT	An area designated as outside a "Special Flood Hazard Area"(or SFHA) on a FIRM. This is an area inundated by 500-year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile; an area protected by levees from 100-year flooding; or an area that is determined to be outside the 100- and 500-year floodplains. No distinctions are made between these different conditions. These may include both shaded and unshaded areas of Zone X.
ANI	An area that is located within a community or county that is not mapped on any published FIRM.
UNDES	A body of open water, such as a pond, lake, ocean, etc., located within a community's jurisdictional limits, that has no defined flood hazard.
*BFE = Base Flood Elevation	

The Flood Profile provides the shortest distance of the location to the various flood plain boundaries. Three types of distance measurement is provided:

- Shortest distance to the boundary of water body
- Shortest distance to the boundary of 100-year flood plain
- Shortest distance to the boundary of 500-year flood plain

The following map illustrates the way distance from flood plain boundaries are calculated:



The *AIRProfiler*® Severe Thunderstorm Profile provides users with information about the severe thunderstorm risk potential for a specific location. The Severe Thunderstorm Profile includes risks due to tornado, hail, and straight-line wind. Risk scores for 100-year, 250-year and annual average losses, as well as relative risk ranking within county and state, are displayed. The profile also displays the following risk information:

Annual Frequency

This field represents the annual frequency of occurrence for tornado, hail, and straight-line windstorms. A qualitative description of the frequency (very high, high, moderate, low, or very low) is displayed.

Historical Severe Thunderstorms

In this section of the Severe Thunderstorm Profile, *AIRProfiler*® identifies information on the five most severe tornado, hail, and straight-line wind events within 50 miles of the given location. The following characteristics are displayed: year, date, distance from location, and intensity. The description of intensity varies by peril. For tornadoes, the Fujita scale is used. The intensity of hailstorms is measured by average hailstone size and the intensity of straight-line windstorms is derived from a measurement of maximum wind speed.

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A description of the listed hazards follows:

- A. **Brush and Forest Fires:** Areas with heavy vegetation and a dry season can be subject to forest and brush fires. Local building and zoning regulations address this hazard in some areas of the country. Buffer zones which are free from brush and other fuel sources, as well as the use of fire resistive exterior siding and roofing can be utilized to mitigate this hazard.
- B. **Earthquake:** Earthquakes are caused by a tension release from the earth's tectonic plates that causes the ground to shake or vibrate. Most casualties associated with earthquakes are caused by structural failures in buildings and fires caused from electrical shorts and gas leaks. All of the model codes have seismic zones where buildings should be constructed to withstand at least a moderate earthquake. The codes are currently geared towards avoiding a structural collapse. This is a life safety issue and a building can still sustain enough physical damage to render it unusable after the earthquake occurs. Since 1900 earthquakes have occurred in 39 states and caused damage in all 50.
- C. **Floods:** Floods are one of the most common disasters in the United States, and cause damage to thousands of structures annually. Floodplain construction is addressed in most building codes and many zoning regulations. Flood mitigation is addressed through the National Flood Insurance Program which provides insurance credit incentives for complying with FEMA regulations. Flood as a hazard falls outside the scope of the BCEGS program.
- D. **Hail:** Consists of icy pellets of various sizes that are usually associated with thunderstorms or tornadic activity. Large hail can cause substantial damage to roof surfaces. In a typical year the insurance industry pays out \$1.5 billion in hail damage claims. In rare cases hail has caused structural damage and building collapses. Building codes usually do not address potential damage from hail.
- E. **High Winds:** High strait line winds can occur anywhere in the United States and are caused by pressure and temperature variances in the Earth's atmosphere. High strait line winds are common in thunder storms, in the open plains where there are no obstructions to slow down the wind, in mountainous areas from upslope and downslope wind effects, on the East Coast from "Northeasters", and on the Pacific Coast from Santa Anna winds. Model Code groups have formulated maps based on 50 year mean recurrence intervals. The model codes currently apply the concept of "fastest wind speed" which is determined by an anemometer 33 ft. above the ground in open terrain. The anemometer measures the time it takes for one mile of air to pass its location. Wind maps are not based on potential maximum wind gust, but on "fastest wind speed," which has created confusion in media coverage of storms.
- F. **Hurricane:** This is a tropical low pressure system with a circular wind rotation of 74 mph or greater usually accompanied by rain, lightning, and sometimes tornadoes. These storms have the ability to travel inland for hundreds of miles, maintaining hurricane force winds.

- G. The Saffir-Simpson scale is used to rate the strength of a hurricane from 1 to 5 with 5 being the most severe. The Saffir-Simpson scale uses wind speed and storm surge to rate the hurricane's strength and potential for devastation. Model codes have addressed the probability of hurricanes by creating wind zones that range from 110 mph on barrier islands to 70mph inland. Structures must be designed and built to compensate for the potential additional stress placed on structures by the wind in these zones. The structural designs must take into account both Positive and Negative Wind Loads. Roof systems must be anchored to the wall systems to resist the wind loads. The wall systems must also be strapped or bolted to the foundation and footing system to create a continuous resistive system. Building codes also address the potential storm surge for coastal construction, by requiring structures to be elevated on pilings.
- H. **Landslide/mudflow/debris flow:** This hazard is more common in, but not limited to mountainous areas. Earthquakes and heavy rains cause landslides. Mudflows and debris flows can be caused by heavy rains as well as volcanic eruptions in areas with snow and ice present. This is usually a localized occurrence, and is more of a zoning than a building code issue.
- I. **Lightning:** All states are subject to lightning in varying degrees. Lightning rods can be installed on structures in high probability areas, but most building codes do not address when lightning rods are required. In a typical year the insurance industry pays out over \$1 billion in residential lightning damage claims.
- J. **Snow Loads:** This is a concern in snow belt areas in northern states and in mountainous areas. There are snow load maps created by the model code groups that address this situation. Some areas require a minimum roof pitch and higher design factors to compensate for the additional weight imposed on roofs by snow.
- K. **Soil Liquefaction:** This is a seismic concern. There are some soil types which, in the presence of a high enough water table, will take on the physical properties of a liquid when shaken by an earthquake. Buildings constructed in areas subject to liquefaction need to be designed to reduce or eliminate the possibility of uneven settling or tilting during an earthquake.
- L. **Soil Subsidence:** This is the shrinking or settling of soil due to its composition. Some soils compact or shrink excessively and this could cause foundation failure if not compensated for by foundation reinforcement. Some areas are subject to sink holes. These are typically caused by lime deposits being dissolved by underground water.
- M. **Swelling Soils:** This is common in clay based soils that do not drain well and needs to be compensated for by foundation reinforcement. Footings or foundations placed on or within expansive soils need to be designed to resist differential volume changes to prevent structural damage to the supported structure. As an alternative to special design the soil can be removed and replaced or stabilized.

- N. **Tornado:** Tornadoes are formed from mesocyclones or supercell thunderstorms. Tornadoes can strike in many places in the United States, but the greatest probability of tornadic activity is in a corridor from Texas to Wisconsin known as tornado alley. They occur usually in the spring or fall of the year during the late afternoon when the atmosphere is least stable. Tornadoes are measured by the Fujita Scale (F-SCALE), which measures the wind speed and damage potential. The scale ranges from F0 to F5 with F5 being the most severe storm. Damages from a direct hit by the strongest tornadoes cannot be mitigated, but the collateral damages that occur in surrounding areas can be reduced. The wind provisions of the model codes can help to limit damages from the most common, weaker tornadoes.
- O. **Tsunamis:** (tidal wave) These are large sea waves usually caused by earthquakes or volcanic eruptions, and are most common in the Pacific Ocean. The potential devastation of a Tsunami is enormous, but little is being done to mitigate this hazard. Several Pacific Coast States have enacted zoning regulations to prevent schools and hospitals from being built in low areas subject to tsunamis.
- P. **Volcanoes:** There are numerous dormant and active volcanoes in the Western United States, and the potential danger is catastrophic near these volcanoes. Collateral damage could occur for hundreds of miles. Building codes can do little to address this danger, but some areas require additional roof structure design to compensate for volcanic ash load. Zoning restrictions are a more viable means of mitigation.



Action Request

Meeting Date:	4/17/19		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	
Agenda Item Title:	Approval of contract with BATA for COAST bus		
Estimated Time:	15 min (in minutes)	Laptop Presentation:	☒ Yes ☐ No

Summary of Request:

Requesting approval of COAST bus contract with BATA to continue in 2019 -2020. Due to the number of consistent requests and corresponding denials of ride requests, we are requesting to add fourth day June 3, 2019 and a fifth day on October2, 2019.

COAST bus budgeted \$56,160 + advertising \$4200 = \$60,360
actual projected 5 days \$58,760 + advertising \$2450 = \$61,210

Suggested Motion:

To approve COAST bus contract with BATA for terms outlined for 2019-2020.

Financial Information:

Total Cost:	\$61,210	General Fund Cost:	0	Included in budget:	☒ Yes ☐ 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		
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

Commission on Aging – BATA Contract for COAST Bus

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 17, 2019, reviewed the request to approve a contract with Bay Area Transportation Association (BATA) to continue the COAST Program contract in 2019 and 2020; and,

WHEREAS, In addition to the original Purchased Service Agreement, services will be expanded to 4 days per week as of June 6, 2019, and expanded to 5 days per week beginning October 1, 2019; and,

WHEREAS, funds for these service are included in 2019 budget; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve a contract with Bay Area Transportation Association (BATA) to continue the COAST Program contract in 2019 and 2020.

BE IT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the County Administrator to make future minor adjustments to this agreement.

APPROVED: April 17, 2019



Transportation Program

History

- The Commission on Aging has worked on providing several variations of a transportation program for at least 25 years. These prior programs mainly utilized volunteers.
- Volunteer services proved very difficult to provide consistent coverage for a transportation program, and each variation was subsequently abandoned.
- The COA Board continued to discuss a transportation program, and instituted a transportation voucher and BATA pass sales program in 2009.
- Due to budgetary concerns, the COA Board eliminated the transportation program in June of 2011.
- In December of 2011, the COA received a \$40,000 donation from an anonymous donor, specifically identified to use for the transportation program. This was used to revive the program.
- In June of 2015, the COA received a client memorial from the Whitkopf Estate of approximately \$56,000. The COA Board decided to put those funds towards the transportation program for the years 2015, 2016 and 2017. \$15,500 for transportation vouchers and \$3,000 for BATA passes.

2018 Area Agency Survey

Transportation is Essential to Independence and Health

Question	% Somewhat or Very Concerned	Number of GTC Respondents
Right now how concerned are you about Driving safely or not being able to drive	50%	440
How often do you? Depend on someone else to drive you somewhere	38%	447
How frequently do you have financial difficulty paying for Transportation (gas, insurance, repairs, public transit)	28%	440

Source Grand Traverse County Population: American Community Survey. Overall 60+ population for geography (2017 Estimate) 24,677



COAST (Commission on Aging Senior Transport)

The COAST program provides:

- ☐ Door to door service for seniors, rather than point to point as with BATA's current service.
- ☐ Has a senior friendly, dedicated driver, who can help clients on and off the bus.
- ☐ Allows client to have a caregiver travel with them for free.
- ☐ The bus is only for seniors, thus eliminating competition with the general public for availability.
- ☐ There are no links to catch or waiting times at a terminal, which can be confusing for some COA clients.
- ☐ Allows the client more bags to be brought on the bus than the normal bus.
- ☐ BATA makes all the appointments so there are minimal administrative costs.

The COAST program challenges:

- ☐ Effective utilization/coordination getting enough passengers on the bus.
- ☐ Number of denials due to coordination of point to point number of rides available.
- ☐ Client cancellations, especially late cancellations.
- ☐ BATA has requested a 13% increase effective May 1, 2019. Including an additional 3% increase October 1 and each year thereafter.



Meeting Transportation Needs

Present:

- Transportation vouchers (cabs)
- BATA passes (Link and Loop)
- COAST

Future Possibilities:

- Partnering with Lyft
- Splt technology
- Increasing the number of Transportation vouchers
- Increasing the number of BATA passes



BATA Weekly Data

COMMISSION ON AGING YEAR 2 / COAST TRANSIT									
WEEK #	13	14	15	16	17	18			
WEEKLY DATA									
	Feb 11,13,15	Feb 18,20,22	Feb 25,27,1	Mar 4,6,8	Mar 11,13,15	Mar 18,20,22	Mar 25,27,29		
COAST TRIPS THIS WEEK	53	52	53	52	55	60			
AVERAGE TRIPS PER DAY	18	17	18	17	18	20			
AVERAGE TRIPS PER HOUR	2	2	2	2	2	2			
AVG. MILES PER TRIP	4	4	4	4	4	4			
MILES DRIVEN	233	210	202	197	227	261			
INDIVIDUAL RIDERS	26	22	25	25	27	23			
RESERVATION DENIALS	34	50	72	55	45	56			
RESERVATIONS CANCELLED	6	10	11	6	12	11			
NO SHOWS / LATE CANCELS	3	0	14	4	5	11			
CUMULATIVE AVERAGES									
TOTAL DAYS OF OPERATION	36	39	42	45	48	51			
AVG DAILY TRIPS TO DATE	17	17	17	17	17	17			
AVG TRIPS PER HOUR TO DATE	2	2	2	2	2	2			
TOTALS TO DATE									
TOTAL TRIPS TO DATE	617	669	722	774	829	889			
TOTAL RESV. DENIALS	216	266	338	393	438	494			
TOTAL RESV. CANCELLED	155	165	176	182	194	205			
TOTAL NO SHOWS / LATE CAN.	5	5	19	23	28	39			
TOTAL MILES DRIVEN	2608	2818	3020	3217	3444	3705			
TRIP PURPOSE									
	FEB 2019								
1) Personal / Social / Other									27%
2) Medical									49%
3) Shopping									7%
4) Employment									17%



Current Transportation Program

Transportation Vouchers (Cab) BATA Passes COAST Bus			
2018 Budget	2018 Actual	2018 Revenue	2018 Cost (Actual less Revenue)
☐ \$64,000 TV (Cab) ☐ \$12,000 BATA. ☐ \$40,000 COAST	☐ \$23,466 TV (Cab) ☐ \$9,000 BATA. ☐ \$40,230 COAST ☐ \$4,200 Advertising	☐ \$ 3,614 TV (Cab) ☐ \$ 1,686 BATA. ☐ \$ 0 COAST	☐ \$19,852 TV (Cab) ☐ \$ 7,314 BATA. ☐ \$40,230 COAST
Unduplicated Client Information			
2018 Undup Clients	2018 Units of Service	2018 Cost Per Client	2018 Cost Per Unit of Service
☐ 219 TV (Cab) ☐ 145 BATA. ☐ 175 COAST	☐ 657 TV (Cab) ☐ 381 BATA. ☐ 2,524 COAST	☐ \$90.65 Avg TV (Cab) ☐ \$50.44 Avg BATA. ☐ \$229.88 Avg COAST	☐ TV (Cab) \$15/5 miles ☐ BATA. \$1.50/3.00 ☐ \$15.94 COAST
TV (Transportation Vouchers) = package of 8, limit of 4 packs per client, \$160.00 BATA = \$33.75/Pass, limit of 4 passes per client, \$1.50/\$3.00 per ride 22.5/11.25 rides per pass			



2018-2019 BUDGET / PROJECTED COSTS

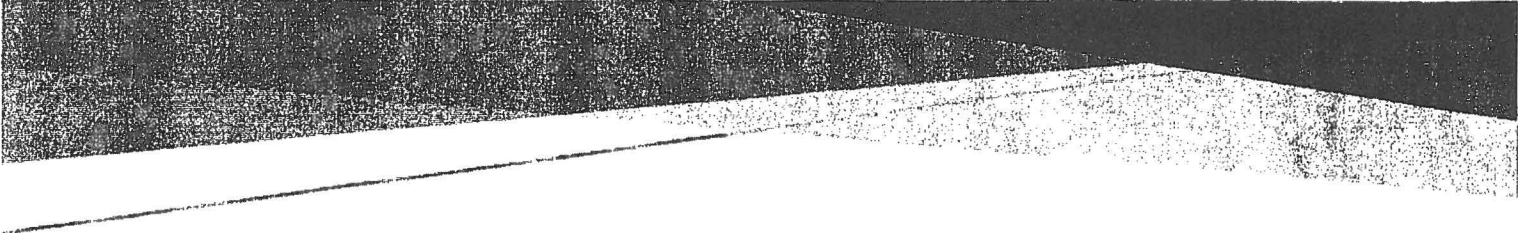
2018 COAST Costs	\$40,230	2018 COAST Unit Costs	\$15.94
2019 COAST Projected Costs	\$45,974	2019 COAST Projected Unit Costs	\$18.21
2020 COAST Projected Costs	\$49,360	2020 COAST Projected Unit Costs	\$19.56

2018 Budget (Cab) Transportation Vouchers	\$64,000	2019 Budget (Cab) Transportation Vouchers	\$48,000
2018 Budget (BATA Passes)	\$12,000	2019 Budget BATA Passes	\$18,000
2018 COAST Budget	\$40,000	2019 Budget COAST	\$56,160
2018 Budget Total Transportation	\$116,000	2019 Budget Transportation	\$122,160

2018 Advertising	\$4,200	2019 Projected Advertising	\$2,450
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COAST bus for 4 days per week 6/1/19 start date		COAST bus for 5 days per week 10/1/19 start date	
2019 Projected	\$54,968	2019 Projected	\$58,760
2020 Projected	\$65,932/\$19.59 unit cost	2020 Projected	\$82,504/\$19.61 unit cost





PURCHASED SERVICE AGREEMENT

FISCAL YEAR 2019 (Partial)

May 1, 2019 through September 30, 2019

FISCAL YEAR 2020

October 1, 2019 through September 30, 2020

COAST

Commission on Aging Senior Transit

COMMISSION ON AGING

&

BAY AREA TRANSPORTATION AUTHORITY

COAST

PURCHASED SERVICE AGREEMENT

In a shared mission to provide services to senior residents of Grand Traverse County that improve their ability to continue independent living in the community, Grand Traverse County Commission on Aging and Bay Area Transportation Authority have created this transportation collaboration to that end.

I. Purpose of Agreement

This Purchased Service Agreement (PSA) sets out the terms by which Grand Traverse County Commission on Aging (COA) and Bay Area Transportation Authority (BATA) will work together to implement a transportation program to provide seniors affordable door-to-door bus service. This specialized transit service is known as COAST / Commission on Aging Senior Transit.

Cynthia Kienlen, Director of COA, will be the key contact for COA on this project. Alan VanderPaas, Mobility Management Coordinator, will be the key contact for BATA. These individuals are responsible for ensuring the conduct of the activities listed below.

Through this agreement, BATA agrees to provide demand-response door-to-door fare-free bus service to COA-approved senior members of their organization. As of this date, COAST will operate from 8 AM to 5 PM Mondays, Wednesdays and Fridays in Grand Traverse County. Service operations may change over time with both parties in agreement of such changes with a signed addendum.

II. Roles and Responsibilities

Commission on Aging

1. COA will provide their members with information and materials to inform them of COAST services, including but not limited to: days and times of service, changes in service, limitations of service use if any, contact information, and reception of feedback and complaints
2. COA members will contact the COA office directly to complete internal registration for COAST. Approved members will be directed to contact BATA dispatch for ride reservations.
3. COA will work with BATA dispatch to coordinate a real-time listing of approved COA members for COAST service.
4. COA will identify a staff point person for day-to-day operations and communications
5. COA may contract with BATA for advertising and other associated services as needed
6. COA and BATA will collaborate on policy compliance procedures

Bay Area Transportation Authority

1. BATA will provide general information about COAST service on the BATA website and through daily communication with riders as appropriate
2. BATA will update rider profiles with COA approvals for the ride reservation process
3. BATA will provide CDL licensed drivers and buses with wheelchair lifts
4. BATA will prioritize scheduling the buses that have COA advertising wraps for the COA program whenever possible
5. BATA will provide ridership data reports to COA
6. BATA will identify a staff point person for day-to-day operations and communications

III. COAST Program Specifics

1. COAST is a specialized bus service funded by the Commission on Aging specifically for COA members (Seniors 60+)
2. COAST bus rides are free and only available to COA-approved members
3. COAST provides door-to-door demand-response rides in Grand Traverse County
4. COAST service operates from 8 to 5 with first daily pickup reservation time at 8:15 am and last daily return reservation at 4:30 pm
5. Bus driver will provide limited assistance to and from the bus
6. Ride reservations are made by calling BATA dispatch at 231-941-2324
7. Riders must be ready to board the bus 15 minutes before or after the designated reservation time
8. COA riders may have one caregiver accompany them from same point of origin
9. Riders will present a picture ID upon boarding
10. Rides may be reserved up to 2 weeks in advance and are first call-first served
11. Unneeded reservations must be cancelled 48 hours in advance of the ride
12. Reservations cancelled in less than 48 hours of the ride are late cancellations
13. Not boarding a bus when it arrives for pickup is a late cancellation
14. COA policies related to reservations and cancellations pre-empt BATA policies and infractions will be addressed by COA
15. BATA policies for Code of Conduct will be enforced
16. COA will direct members to view BATA's Code of Conduct policy and riding guidelines available on the BATA website.
17. There are no carry-on limits for shopping bags, luggage, etc. on COAST
18. All carry-on items must be deemed safe and non-hazardous by the driver
19. Subscription reservations are available for only medical trip purposes
20. Subscription rides may not exceed 25% of all rides available

IV. Holiday Schedule

Bay Area Transportation Authority recognizes the following Holiday schedule during which we provide limited transportation services in Grand Traverse and Leelanau counties. It is however our intention to provide the Commission on Aging with the level of service that meets the needs of COA constituents.

With this addendum in place, COA may request transit services on any of the following Holidays with a 30-day notice, assuming that COAST service is typically provided on that day of the week. If service is not requested on any given Holiday, COA will not be charged for that day. If service is requested on any given Holiday, there may be an additional fee of 50% above the standard rate, depending on the Holiday requested, as below:

Holiday	Fee
New Year's Eve	No
New Year's Day	Yes
Easter Sunday	Yes
Memorial Day	Yes
4th of July	Yes
Labor Day	No
Thanksgiving Day	Yes
Black Friday	No
Christmas Eve	No
Christmas Day	Yes

To request transit service on the Holiday list above: BATA Customer Service at 231-941-2324

V. Service Cost and Payment Specifics

- 1) Effective May 1, 2019, the daily rate for COAST operations is \$306, reflecting a one-time cost correction to accommodate the true burden cost of COAST operations
- 2) Effective October 1, 2019, the daily rate for COAST operations is \$313, reflecting a 3% increase
- 3) Future PSAs renew annually each fiscal year (October 1 through September 30) with a 3% increase applied to the daily rate
- 4) Invoices are issued monthly for the current month of service
- 5) Invoices are issued prior the 10th day each month and are payable within 30 days

VI. Duration of Agreement

This Purchased Service Agreement will be in effect for 1) partial fiscal year 2019: May 1, 2019 through September 30, 2019 and 2) fiscal year 2020: October 1, 2019 through September 30, 2020. This PSA may be terminated by either party with a 60-day notice.

VII. Changes to Agreement

Either party may request changes to this PSA including service level and cost negotiation with a 60-day notice. If requested changes cannot be accommodated by either party, the request may be resubmitted after six months. Changes to this PSA may be reflected in a new document or in an addendum signed by agency administrators.

VIII. Signatures of Principals

X

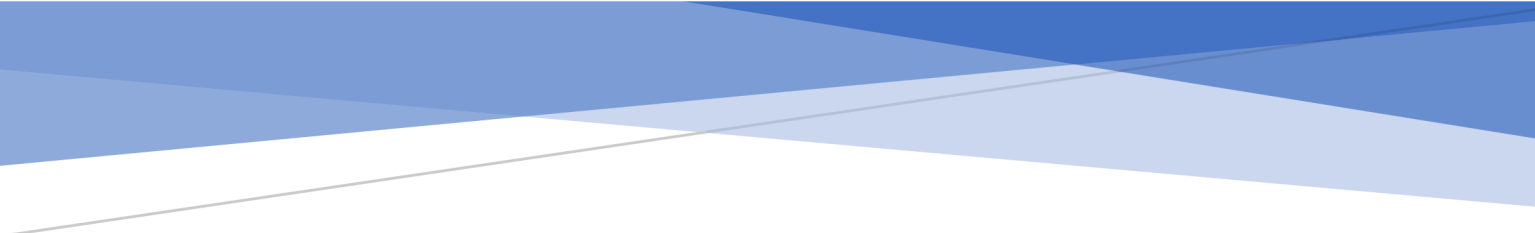
Commission on Aging / Director

Date

X

Bay Area Transportation Authority / Executive Director

Date



COAST

Commission on Aging Senior Transit

**ADDENDUM TO
PURCHASED SERVICE AGREEMENTS
FY 2019 & 2020**

SERVICE EXPANSION

COMMISSION ON AGING

&

BAY AREA TRANSPORTATION AUTHORITY

COAST

ADDENDUM TO FY 2019 & 2020 PURCHASED SERVICE AGREEMENT

In a shared mission to provide services to senior residents of Grand Traverse County that improve their ability to continue independent living in the community, Grand Traverse County Commission on Aging and Bay Area Transportation Authority have created this transportation collaboration to that end.

EXPANSION OF COAST SERVICES

This ADDENDUM conveys the intention of the Bay Area Transportation Authority to expand the Commission on Aging Senior Transit (COAST) service. Current COAST service provides COA members Door-To-Door weekly transportation on Mondays, Wednesdays and Fridays, in Grand Traverse County.

COA has requested additional transit service as follows:

1. COAST transit expansion to 4 days per week as of June/2019 adding Thursdays to the weekly schedule. Thursday service start date is June 6, 2019.
2. COAST transit expansion to 5 days per week as of October/2019 adding Fridays to the weekly schedule. Tuesday service start date is October 1, 2019.

PURCHASED SERVICE AGREEMENT

A Purchased Service Agreement is in place for the fiscal years of 2019 and 2020 and this Addendum modifies said PSA for the intended expansion of services. Expansion days will be invoiced accordingly with daily costs as stated in the Purchased Service Agreement. All content of the PSA is applicable.

Commission on Aging / Director

Date

Bay Area Transportation Authority / Executive Director

Date



Action Request

Meeting Date:	April 17, 2019		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	231-9224688
Agenda Item Title:	Approval of equipment maintenance contract		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

RFP for Home Chore equipment maintenance was placed on BidNet Direct March 8 for 21 days and Legal Notice in the Record Eagle posted for 2 days on March 9 and 10. The only response bid was opened on the deadline date at 3pm on March 29 from Lark Lawn and Garden. The two previous approved 2 year contracts for equipment maintenance were from Lark Lawn and Garden.

We have attached the contract for review and approval.

Suggested Motion:

To approve the contract for equipment maintenance from May 1, 2019 to April 30, 2021.

Financial Information:

Total Cost:	15,000	General Fund Cost:	0	Included in budget:	☒ Yes ☐ 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		
Human Resources Director		
Civil Counsel		
Administration: ☐ Recommended	Date:	
Miscellaneous:		

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

COA Approval of Equipment Maintenance contract with Lark Lawn & Garden

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 17, 2019, reviewed the request from Commission on Aging to approve an agreement with Lark Lawn and Garden for equipment maintenance for the period May 1, 2019 to April 30, 2021; and,

WHEREAS, bids were requested with only one response received by the deadline date of March 29th; and,

WHEREAS, Lark Lawn and Garden has provided these services for the previous 2 contract periods in a satisfactory manner; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves an agreement with Lark Lawn and Garden for equipment maintenance for the Commission on Aging for the period May 1, 2019 to April 30, 2021.

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 17, 2019



CONTRACT AGREEMENT
BETWEEN
GRAND TRAVERSE COUNTY
AND
LARK LAWN AND GARDEN



GRAND TRAVERSE COUNTY

SERVICE CONTRACT

DEPARTMENT:
Commission on Aging

CONTRACTOR: LARK LAWN AND GARDEN

ADDRESS: 4037 Norton Road, Grawn, MI 49637

GRAND TRAVERSE COUNTY AND LARK LAWN AND GARDEN AGREE AS FOLLOWS:

Section 1. Lark Lawn and Garden agrees to provide maintenance and repair to Commission on Aging home chore equipment including: commercial grade mowers, push style mowers, commercial grade back pack blowers, power sweepers, trimmers and snow blowers.

Section 2. Duration of Contract

Beginning Date: May 1, 2019 Ending Date: April 30, 2021

Section 3. Compensation

- A. The County agrees to pay Vendor Name \$70/hour shop rate and 3% discount on parts (seventy dollars per hour shop rate and three percent discount on parts).
- B. Payment under this contract shall be made upon receipt and approval by the Project Manager of the Contractor's billing statement stating that the work for which payment is requested has been performed in accordance with the project specification attached to and incorporated in this contract.

Section 4. Insurance Documentation

Documentation of liability and workers compensation insurance are attached to and made a part of this contract.



GENERAL TERMS AND CONDITIONS

Section 1. Cancellation: *CANCELLATION OF THIS AGREEMENT* by the County may be for a) default by the Contractor, or b) lack of a further need for the service. Default is defined as the failure of the contractor to fulfill the obligations of this contract, and in this case, cancellation may be immediate. In the event the County no longer needs the service specified in this contract due to program changes, changes in laws, rules or regulation, relocation of office, or lack of funding, the County may cancel this contract by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. If this contract is terminated, the County may require the Contractor to transfer title and deliver to the County such partially completed reports or other documentation as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated. Payments for completed reports and other documentation delivered to and accepted by the County shall be at the contract price. Payment for partially completed reports and other documentation delivered to and accepted by the County shall be in an amount agreed upon by the Contractor and Contracting Officer.

Section 2. Contractor's Liability: The Contractor will provide as Rider A of this contract documentation of public and professional liability, directors and officers, property damage, and workers' compensation insurance insuring, as they may appear, the interests of all parties to this Agreement against any and all claims which may arise out of Contractor operations under the terms of this contract. It is agreed that in the event any carrier of such insurance exercises cancellation, notice will be made immediately to the County of such cancellation.

Section 3. County's Liability: Grand Traverse County, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, 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 this agreement. 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.

Section 4. Assignability: This agreement is not assignable by the Contractor either in whole or in part, without the prior written consent of the Contracting Officer.

Section 5. Officials Not To Benefit: No member of the County Board of Commissioners or any individual employed by the County shall be admitted to any share or part of this contract, or to any benefit that may arise there from, unless the contract or transaction has been approved by 3/4 of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's or employee's interest.

Section 6. Nondiscrimination: The Contractor agrees to comply with all pertinent federal and state regulations and legislation involving civil rights, equal opportunity, and affirmative action including, but not limited to Title VI of the Civil Rights Act of 1964, and Act No. 453, Michigan Public Acts of 1976.

Section 7. Oral Agreements: This contract is to be considered a complete document between the County and the Contractor and each warrants that there are no mutual oral agreements.

Section 8. Federal State and Local Regulations: The provisions of this contract shall be construed in accordance with the provisions of State and Federal laws and local ordinances. The Contractor assumes sole liability for any non-compliance of these regulations.

Section 9. Publication Rights: All property rights, including publication rights, in the interim, draft and final reports and other documentation, including machine readable materials, produced by the Contractor in connection with the work provided for under this contract shall vest in the County. The Contractor shall not publish any of the results of the work without the written permission of the Contracting Officer.

Section 10. Records, Accounts and Audits: The Contractor shall maintain such records and accounts, including property and personnel records, time sheets, travel vouchers, fringe benefit rates, overhead rates and other necessary documentation to assure a proper accounting of all contract funds for a period of three (3) years. The retention period starts from the date of the Contractor's accepted final report. Such records shall be made available to the County upon request for audit purposes.

Section 11. Signatories: The signatories warrant that all statements contained in and riders attached to this contract are complete and accurate and that they are empowered to enter into this contract.

THIS CONTRACT IS HEREBY ACCEPTED:
IN WITNESS THEREOF, we sign our names:

Robert Henschel
County Administrator

Date

Lark Lawn and Garden

Date



Action Request

Meeting Date:	April 17, 2019		
Department:	Facilities Management	Submitted By:	Joe Berry
Contact E-Mail:	jberry@grandtraverse.org	Contact Telephone:	(231) 922-4402
Agenda Item Title:	Window Cleaning Contract		
Estimated Time:	0 minutes (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

Grand Traverse County issued a Request for Bids (RFB) for window cleaning services. Services cover exterior window cleaning at 11 county buildings and interior cleaning of specific areas in 3 buildings twice per year, spring and fall. The RFB was posted to MITN (the Michigan Inter-governmental Trade Network site, www.mitn.info) and service providers were notified of the opportunity to bid.

Only 2 bids were received by the deadline.

Sparkle Pros - \$7,500/year, \$22,500 for a 3-year period

Fish Window Cleaning - \$8,342/year, \$25,026 for a 3-year period

Bids were reviewed and references were contacted for the low vendor with all references being favorable.

Facilities recommends approving a 3-year contract with the low vendor, Sparkle Pros, for window cleaning services for \$7,500 per year.

Suggested Motion:

Approve contracting with Sparkle Pros for a 3-year period, 2019-2021, at \$7,500/year, with the option to renew for up to 3 additional years, for window cleaning services and authorize the chair to effectuate the necessary documents.

Financial Information:

Total Cost:	\$22,500/3 years	General Fund Cost:		Included in budget:	☒ Yes ☐ 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		
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

Facilities Management – Window Cleaning Contract

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 17, 2019, reviewed the request from the Facilities Director to approve an agreement with Sparkle Pros, for window cleaning services for \$7,500 per year for a 3-year period; and,

WHEREAS, Bids were requested for exterior window cleaning at 11 buildings and interior cleaning of specific areas in 3 buildings twice per year; and,

WHEREAS, two bids were received by the deadline and reviewed; and,

WHEREAS, Sparkle Pro was the low bidder and references were contacted and favorable; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve a 3-year agreement for window cleaning with Sparkle Pros, in the amount of \$7,500 per year.

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 17, 2019

Action Request						
	Meeting Date:		4/17/2019			
	Department:		Health Department		Submitted By:	Wendy Hirschenberger
	Contact E-Mail:		whirsch@gtchd.org		Contact Telephone:	231-995-6100
	Agenda Item Title:		Subcontractor Agreements with Addiction Treatment Services and Harm Reduction Michigan for Syringe Service Program expansion			
	Estimated Time:		0		Laptop Presentation:	n/a
(in minutes)						
Summary of Request:						
Grand Traverse County Health Department (GTCHD) has received a \$50,000 Harm Reduction Syringe Service grant from the Michigan Department of Health and Human Services (MDHHS) for FY 2019 through September 30, 2019. The funding can be used for staffing, testing HIV/Hepatitis C, gas, travel, mobile units, supplies and testing kits, education, syringe disposal services, and outreach. The funding cannot be used for needles, syringes or injection equipment. The goals and objectives of this grant are to support the implementation and expansion of increased access to sterile syringes for people who use injection drugs. This program is a critical intervention for decreasing HIV and Hepatitis C transmission in Northern Michigan. This grant seeks to increase state-wide harm reduction capacity to help reduce the burden of infectious disease transmission related to the opioid epidemic. A syringe service program is a community based public health program that provides services to help reduce the spread of infectious diseases, including viral Hepatitis and HIV. In addition to providing free sterile syringes and needles, syringe service programs provide safe disposal of needles and syringes, HIV and hepatitis testing and linkage to treatment, vaccinations, referrals to substance use disorder treatment and overdose treatment and education. On May 21, 2018, the Traverse City Commissioners adopted a resolution in support of implementing a Harm Reduction Program in northern Michigan. The Grand Traverse County Board of Commissioners passed a Harm Reduction Resolution at the June 20, 2018 board meeting, authorizing the Health Department, and agents working on behalf of the Health Department to establish syringe service programs for the purpose of preventing the transmission of infectious agents. As recommended by MDHHS, Grand Traverse County Health Department conducted an assessment of the service providers in our community which are currently reaching the target population. In February, with MDHHS support to subcontract the Syringe Service program services, Grand Traverse County Health Department posted an RFP to fund an agency serving Grand Traverse County for the implementation and/or expansion of a Syringe Service Program to increase access to sterile syringes for people who use injection drugs. Based on the MDHHS Division of HIV and STD Programs Syringe Service Program Guidelines, the RFP highlighted 8 criteria for consideration: community member access regardless of status with the criminal justice system or family court and confidentiality, easy to navigate services with location and hours, capacity to engage partners for the reporting and coordination of services for clients, ability and plan to establish equitable geographic coverage, experience/ability to collect data, measure and report outcomes, plan to follow program guidelines, compliance with fiscal and quality monitoring with integrity and accountability, and plan for securing on-going funding for syringe and needle supplies. Harm Reduction Michigan, currently an active Syringe Service program with a mission to decrease substance use-related harms, submitted a proposal requesting funding to expand their participant reach to 300, double their service hours, enhance interagency partnerships, referrals for substance use disorder treatments, and organize a community training. Addiction Treatment Services, an agency offering a wide spectrum of programs for individuals with substance use disorders, with a mission to promote the overall health, wellness, and recovery of individuals impacted by substance use and behavioral health issues, submitted a proposal requesting funding to support the launch and implementation of a Safe Syringe Program housed in the P.O.R.C.H (Providing Opportunities for Recovery and Community Health), including purchase of HIV/Hepatitis C testing supplies, staff training, and community outreach and education. Both agencies fulfilled the RFP Criteria and GTCHD would like to subcontract \$17,500 to Addiction Treatment Services and an additional \$17,500 to Harm Reduction Michigan to implement and expand the syringe service program access in Grand Traverse County. Each of these organizations have implemented or are in the process of implementing a syringe service program. The \$15,000 remaining amount of the syringe service grant will be utilized by GTCHD for time spent working with the subcontractors, monitoring the progress of the implementation and expansion of syringe service program in Grand Traverse County, and meeting MDHHS reporting requirements.						
Suggested Motion:						
Approval of the subcontractor agreement with Addiction Treatment Services in the amount of \$17,500 and approval of the subcontractor agreement with Harm Reduction Michigan in the amount of \$17,500.						
Financial Information:						
Total Cost:	\$35,000.00	General Fund Cost:	\$0.00	Included in budget:	Yes	
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:						
<u>Attachment Titles:</u> SSP-ATS-Subcontractor Agreement; SSP-Harm Reduction-Subcontractor Agreement						
(revised 9-2016)						

R E S O L U T I O N

XX-2019

**Subcontractor Agreements with Addiction Treatment Services and Harm Reduction
Michigan for Syringe Service Program Expansion**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 17, 2019, reviewed the request of the Health Department to approve subcontractor agreements with Addition Treatment Services and Harm Reduction Michigan each in the amount of \$17,500, for Syringe Service Program expansion; and,

WHEREAS, The County Health Department received a \$50,000 Harm Reduction Syringe Service Grant from the Michigan Department of Health and Human Service for FY2019 (through September 30, 2019); and,

WHEREAS, An assessment of service providers in the community was conducted and an RFP posted for implementation and/or expansion of a Syringe Service Program; and,

WHEREAS, Addition Treatment Services and Harm Reduction Michigan are both able to meet the 8 criteria identified for consideration and an agreement with each of them in the amount of \$17,500, is recommended, with the remainder of the grant funding being utilized by the GTCHD for time spent working with subcontractors, monitoring the progress of the program and meeting reporting requirements.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve subcontractor agreements with Addition Treatment Services and Harm Reduction Michigan each in the amount of \$17,500, for Syringe Service Program expansion

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 17, 2019

SUBCONTRACTOR AGREEMENT

This Subcontractor Agreement (“Agreement”), effective April 1, 2019 (“Effective Date”), is between Addiction Treatment Services (the “Subcontractor”) and the Grand Traverse County Health Department (“GTCHD”).

GTCHD is the prime recipient of a grant (the Grant). The purpose and objectives of the Grant are contained in Exhibit A. GTCHD desires to use the services of Subcontractor to assist GTCHD on GTCHD’s work related to the Grant.

While doing work pursuant to this Agreement, Subcontractor may have access to Protected Health Information (PHI). Both Parties are committed to complying with the Standards for Privacy and Security of Individually Identifiable Health Information (the “Privacy & Security Regulations”) promulgated under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and as HIPAA or the Privacy & Security Regulations are updated, amended, or revised.

The Parties agree as follows:

1. SERVICES

- 1.1. Services. Subcontractor shall perform the services described in Exhibit B and comply with all requirements contained in Exhibit B.

2. FINANCIAL PROVISIONS

- 2.1. Invoices. During the term of this Agreement, Subcontractor shall submit invoices monthly to GTCHD on or before the 5th day of the month. GTCHD shall pay the invoice by the 15th day of the following month. This section may be supplemented by Exhibit C. Subcontractor shall comply with all requirements contained in Exhibit C.

3. PROTECTED HEALTH INFORMATION

- 3.1. Services & Protected Health Information. If Subcontractor’s services involve the use and/or disclosure of Protected Health Information (PHI), then this Agreement shall include and the Parties shall comply with all of the provisions contained in Exhibit D.

4. TERM AND TERMINATION

- 4.1. Term. This Agreement shall become effective on the Effective Date and shall continue in effect until all obligations of the Parties have been met, unless

terminated as provided earlier as provided elsewhere in this Agreement. In addition, if Subcontractor will have access to PHI, then certain provisions and requirements, contained in Exhibit D, shall survive the expiration or other termination of this Agreement.

- 4.2. Termination. This Agreement shall terminate on Subcontractor's completion of the services required by this Agreement. In addition, either Party may terminate this Agreement at any time with or without cause by providing a not less than 30-day written Notice of Termination. The Notice of Termination shall state the date on which the termination becomes effective, but shall be no earlier than 30 days from the date of mailing. The Notice of Termination shall be mailed to the other Party at the address contained in this Agreement by first class mail, registered mail, or certified mail. Any termination provisions of Exhibit D also shall apply. Such termination provisions are in addition to the foregoing.
- 4.3. Transfer of Performance Upon Termination. Upon giving or receiving notice of termination, GTCHD may require Subcontractor to ensure that adequate arrangements have been made for the transfer of performance of the services, as stated in this Agreement, to another entity or to GTCHD, including the reasonable payments of any costs involved in such transfer out of compensation otherwise due to Subcontractor under this Agreement.
- 4.4. Liability for Default. Regardless of how this Agreement terminates, Subcontractor shall be liable to GTCHD for damages sustained by GTCHD by virtue of any breach of this Agreement by Subcontractor and GTCHD shall be liable to Subcontractor for damages sustained by Subcontractor by virtue of any breach of this Agreement by GTCHD. The liability of Subcontractor shall include, without limitation, liability of Subcontractor for the disallowance by the federal government of the reimbursement of charges submitted by GTCHD for services provided by Subcontractor under this Agreement or for any other loss of grant funds where the disallowance or loss is in any way attributable to Subcontractor, including the provision or maintenance by Subcontractor of inadequate or erroneous records or billing documentation of services provided. If any reimbursement of charges is disallowed as a result of an audit by the federal government of Subcontractor or GTCHD, the amount disallowed or lost must be paid by Subcontractor to GTCHD and shall be paid within thirty (30) days of a written or verbal demand by GTCHD.

5. INSURANCE

- 5.1. Insurance Types and Coverage Limits. Subcontractor shall, at all times throughout the Agreement Term, carry insurance in such form and in such amounts as specified in Exhibit E (Insurance Coverage). All policies (other than workers' compensation and employer's liability insurance) providing such coverage shall name GTCHD as an additional insured with respect to Subcontractor's performance of services under this Agreement. Subcontractor shall provide GTCHD with certificates of insurance evidencing such coverage within thirty (30) days after execution of this Agreement, which certificates shall provide that GTCHD shall receive thirty (30) days' advance written notice of any pending cancellation or non-renewal of any of the coverages required by GTCHD pursuant to this Agreement. Insurance coverages that expire before the expiration of the Agreement Term shall be promptly renewed by Subcontractor so that there is no gap in coverage and certificates of insurance evidencing such renewal coverage shall be provided to GTCHD upon request. Subcontractor's failure to maintain insurance in the form and/or amounts required by GTCHD pursuant to this Agreement shall be deemed a material breach of this Agreement and GTCHD shall have the right thereupon to terminate this Agreement immediately in addition to any other remedy provided herein.

6. MISCELLANEOUS

- 6.1. Exhibits. All Exhibits referenced in this Agreement are incorporated into this Agreement by reference. It is the intent of the parties that all Exhibits be attached hereto. However, the parties shall be bound by any Exhibit, which is incorporated but not attached.
- 6.2. Independent Contractor. Subcontractor is an independent contractor and not an agent or employee of GTCHD. Subcontractor has no authority to take any action on behalf of GTCHD.
- 6.3. Amendment or Waiver. This Agreement may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

6.4. No Third-Party Beneficiaries. Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

6.5. Notices. Any notices to be given hereunder to a Party shall be made via U.S. Mail or express courier to such Party's address given below, and/or (other than for the delivery of fees) via electronic transmission or facsimile to the contacts listed below.

If to Subcontractor, to:

Attention: _____

Email: _____

If to GTCHD, to:

Grand Traverse County Health Department

2600 Lafranier Road, Suite A

Traverse City, MI 49686

Attention: Lacey Edgecomb, Office Manager

Email: ledgecomb@gtchd.org

Phone: (231)995-6100

Each Party named above may change its address and that of its representative for notice by the giving of notice thereof in the manner hereinabove provided.

- 6.6. Mutual Representations. Each party represents to the other party that: (a) all signatories have been duly authorized to execute this document and bind the parties to this Agreement and (b) in the performance of all obligations under this Agreement, no person shall be excluded from participation, denied any benefit or subjected to discrimination on the basis of race, creed, age, color, national origin or ancestry, religion, sex, or marital status (except where a bona fide occupational qualification exists). This obligation of nondiscrimination shall also apply to otherwise qualified handicapped individuals.
- 6.7. Counterparts; Facsimiles and Electronic Copies. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile and electronic copies hereof shall be deemed to be originals.
- 6.8. Hold Harmless. To the extent permitted by law, Subcontractor shall hold, defend and indemnify GTCHD and its officers and employees from and against any and all liability, loss, costs, damages and expenses, including costs and attorney fees in defense thereof because of any actions, claims, lawsuits, damages, charges and/or judgments that arise out of or which are proximately caused by Subcontractor's performance or nonperformance of services or obligations described in this Agreement.
- 6.9. Venue and Governing Law. This Agreement and all related documents shall be construed in accordance with Michigan law and any applicable federal law. Venue for any action or proceeding brought which arises out of or is related to this document shall be in the 13th Circuit Court for the State of Michigan.
- 6.10. Integration. This Agreement, together with its attachments and any other expressly referenced documents, sets forth the entire understanding between the parties. Any other written or oral understandings or assertions, whether made or not, are not binding between the parties and shall not be given effect.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf effective as of the Effective Date.

GTCHD

By: _____

Printed Name

Printed Title

Date

SUBCONTRACTOR

By: _____

Printed Name

Printed Title

Date

List of Exhibits

Exhibit A	Purpose and Objectives
Exhibit B	Scope of Work
Exhibit C	Funding and Reporting Requirements
Exhibit D	Provisions for PHI
Exhibit E	Insurance Coverage

Exhibit A

Purpose and Objectives

To facilitate a partnership between Addiction Treatment Center and Grand Traverse County Health Department to accomplish the goals and objectives of the Syringe Service Program Grant for implementation and expansion of increased access to sterile syringes for people who use injection drugs as a critical intervention for decreasing HIV and hepatitis C transmission in Northern Michigan.

The grant seeks to increase state-wide harm reduction capacity to help reduce the burden of infectious disease transmission related to the opioid epidemic. Syringe service programs help reduce the spread of infectious diseases including hepatitis A, hepatitis B, hepatitis C and HIV. In addition to providing sterile syringes, syringe service programs provide vaccinations, referrals to treatment and testing for infectious diseases.

Primary Goal:

1. Institute systems changes to improve the delivery of a syringe service program in the local community to help reduce the burden of infectious diseases.

Main Objectives:

1. By September 30, 2019, develop a process to ensure that a syringe service program is fully implemented into the Grand Traverse County area and sustained over time in accordance with the Michigan Department of Health and Human Services (MDHHS) guidelines.
2. By September 30, 2019, demonstrate the progress toward a fully functional syringe service program by providing quarterly process monitoring reports, per the SSP Utilization Reporting Form provided to the SSP, to GTCHD by July 5, 2019 and October 5, 2019, which include, but are not limited to:
 - a. Number of community outreach presentations and target audience
 - b. Number Clients served
 - c. Syringes distributed
 - d. Syringes returned (estimate)
 - e. Naloxone kits distributed
 - f. Referrals to Substance Use Treatment
 - g. HIV tests performed and number of positive HIV tests
 - h. HIV clients linked to care

- i. HCV Tests Conducted and number of positive HCV tests
- j. HCV clients linked to care
- k. HAV Vaccines Provided
- l. HBV Vaccines Provided
- m. Condoms
- n. Cookers
- o. Fentanyl Test Strips
- p. Other

Exhibit B

Scope of Work

RESPONSIBILITIES OF SUBCONTRACTOR

The subcontractor in accordance with the general purpose and objectives of this agreement, will comply with the essential duties and responsibilities, including:

1. Primary contact for the subcontractor's Syringe Service Program Grant:
_____.

2. Implementation date of the Syringe Service Program (by June 30, 2019):
_____.

3. CAPACITY

- Learn the research and best practices regarding implementation of a Syringe Service Program.
- Consistently engage and collaborate with Grand Traverse County Health Department for guidance, reporting, and coordination of services to this high risk population
- Develop and facilitate access to a coordinated, easy to navigate Syringe Service Program for people who use injection drugs

4. COMMUNICATION

- Participate in regular Syringe Service Program partner conference calls facilitated by Grand Traverse County Health Department. Dates are to be determined and phone call-in option will be available.

5. WORK PLAN DELIVERABLES

- Develop and implement processes, protocols, procedures and/or tools for the enhancement or establishment of a syringe service program consistent with MDHHS Division of HIV & STD Programs Syringe Services Program Guidelines. Provide these elements to GTCHD as requested.
- Outline how equitable geographic coverage will be achieved to service this high risk population.
- Participate with contract partners in onsite and/or conference calls as requested to assure program coordination, implementation, and compliance per MDHHS guidelines.

- Conduct assessments, collect data at the specific subcontractor agency, and report outcomes quarterly to the contracting agency, assuring data provided is Grand Traverse County SSP sites only.
- Determine projected rates and/or targets for syringe service program use, treatment and referral assistance.
- Participate in evaluation activities, including fiscal and quality monitoring to ensure compliance with regulatory standards and to ensure integrity and accountability.
- Any confirmed or suspected reportable communicable disease, infection, and condition will be reported to Grand Traverse County Health Department as required by the Michigan Communicable Disease Rules Public Health Code (Act 368 of 1978), Part 51
- Results of HIV or HCV testing will be provided to clients in a timely and confidential manner following MDHHS guidelines.
- Refer clients to Grand Traverse County Health Department for services not provided by the SSP, including, but not limited to, Reproductive Health/Family Planning, STI/HIV program, Immunization, and Communicable Disease
- Submit quarterly process monitoring reports, per the SSP Utilization Reporting Form provided to the SSP, to GTCHD by July 5, 2019 and October 5, 2019 directly to Jodi Kelly, Director of Community Health, Erin Johnson, Disease Control and Prevention Supervisor, and Jackie Money-Bruno, Disease Control and Prevention Coordinator via email to jkelly@gtchd.org, ejohnson@gtchd.org, jmbruno@gtchd.org.

RESPONSIBILITIES OF GTCHD

The GTCHD, in accordance with the general purpose and objectives of this agreement, will:

1. Provide overall direction of the project and function as the fiduciary.
2. Act as the Liaison with the Michigan Department of Health and Human Services (MDHHS) Division of Human Immunodeficiency Virus (HIV) and Sexually Transmitted Diseases (STD) Programs.
3. Submit quarterly reports to the State of Michigan on behalf of the subcontractor and GTCHD as required.
4. Assist the subcontractor with executing the Syringe Service Program work plan.
5. Offer immunization outreach clinic (1) every 6 months for selected SSP site.

Exhibit C

Funding and Reporting Requirements/Payments

The Grand Traverse County Health Department, serving as the fiscal agent, seeks to enter into a contract with Addiction Treatment Center to complete the work of the Syringe Service Program Grant.

1. The subcontractor will receive \$17,500 to assist with the implementation of the program.
2. Monthly detailed expense invoices will be submitted to the Grand Traverse County Health Department. Invoice due dates are below:

Invoice Due Date
5/5/19
6/5/19
7/5/19
8/5/19
9/5/19
10/5/19

3. The monthly invoice can be emailed directly to Marissa Milliron, Finance & Administrative Services Director at mmilliro@gtchd.org.
4. Following the receipt of the invoice, GTCHD will reimburse the subcontractor. Said reimbursement will occur prior to the 15th day of the following month.

EXHIBIT D

PROVISIONS FOR PROTECTED HEALTH INFORMATION (PHI)

For purposes of this Exhibit D, GTCHD shall be called the "Covered Entity" and Subcontractor shall be called the "Business Associate".

1. Term. This Agreement shall remain in effect for the duration of this Agreement and shall apply to all of the Services and/or Supplies delivered by the Business Associate pursuant to this Agreement.
2. HIPAA Assurances. In the event that Business Associate creates, receives, maintains, or otherwise is exposed to personally identifiable or aggregate patient or other medical information defined as Protected Health Information ("PHI") in the Health Insurance Portability and Accountability Act of 1996 or its relevant regulations ("HIPAA") and otherwise meets the definition of Business Associate as defined in the HIPAA Privacy Standards (45 CFR Parts 160 and 164), Business Associate shall:
 - a. Recognize that HITECH (the Health Information Technology for Economic and Clinical Health Act of 2009) and the regulations thereunder (including 45 C.F.R. Sections 164.308, 164.310, 164.312, and 164.316), apply to a business associate of a covered entity in the same manner that such sections apply to the covered entity;
 - b. Not use or further disclose the PHI, except as permitted by law;
 - c. Not use or further disclose the PHI in a manner that had Grand Traverse County Health Department done so, would violate the requirements of HIPAA;
 - d. Use appropriate safeguards (including implementing administrative, physical, and technical safeguards for electronic PHI) to protect the confidentiality, integrity, and availability of and to prevent the use or disclosure of the PHI other than as provided for by this Agreement;
 - e. Comply with each applicable requirement of 45 C.F.R. Part 162 if the Business Associate conducts Standard Transactions for or on behalf of the Covered Entity;
 - f. Report promptly to Grand Traverse County Health Department any security incident or other use or disclosure of PHI not provided for by this Agreement of which Business Associate becomes aware;
 - g. Ensure that any subcontractors or agents who receive or are exposed to PHI (whether in electronic or other format) are explained the Business Associate obligations under this paragraph and agree to the same restrictions and conditions;
 - h. Make available PHI in accordance with the individual's rights as required under the HIPAA regulations;

- i. Account for PHI disclosures for up to the past six (6) years as requested by Covered Entity, which shall include: (i) dates of disclosure, (ii) names of the entities or persons who received the PHI, (iii) a brief description of the PHI disclosed, and (iv) a brief statement of the purpose and basis of such disclosure;
 - j. Make its internal practices, books, and records that relate to the use and disclosure of PHI available to the U.S. Secretary of Health and Human Services for purposes of determining Customer's compliance with HIPAA; and
 - k. Incorporate any amendments or corrections to PHI when notified by Customer or enter into a Business Associate Agreement or other necessary Agreements to comply with HIPAA.
- 3. Termination Upon Breach of Provisions. Notwithstanding any other provision of this Agreement, Covered Entity may immediately terminate this Agreement if it determines that Business Associate breaches any term in this Agreement. Alternatively, Covered Entity may give written notice to Business Associate in the event of a breach and give Business Associate five (5) business days to cure such breach. Covered Entity shall also have the option to immediately stop all further disclosures of PHI to Business Associate if Covered Entity reasonably determines that Business Associate has breached its obligations under this Agreement. In the event that termination of this Agreement and the Agreement is not feasible, Business Associate hereby acknowledges that the Covered Entity shall be required to report the breach to the Secretary of the U.S. Department of Health and Human Services, notwithstanding any other provision of this Agreement or Agreement to the contrary.
- 4. Return or Destruction of Protected Health Information upon Termination. Upon the termination of this Agreement, unless otherwise directed by Covered Entity, Business Associate shall either return or destroy all PHI received from the Covered Entity or created or received by Business Associate on behalf of the Covered Entity in which Business Associate maintains in any form. Business Associate shall not retain any copies of such PHI. Notwithstanding the foregoing, in the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible upon termination of this Agreement, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. To the extent that it is not feasible for Business Associate to return or destroy such PHI, the terms and provisions of this Agreement shall survive such termination or expiration and such PHI shall be used or disclosed solely as permitted by law for so long as Business Associate maintains such PHI.

5. No Third Party Beneficiaries. The parties agree that the terms of this Agreement shall apply only to themselves and are not for the benefit of any third party beneficiaries.
6. De-Identified Data. Notwithstanding the provisions of this Agreement, Business Associate may disclose non-personally identifiable information provided that the disclosed information does not include a key or other mechanism that would enable the information to be identified.
7. Amendment. Business Associate and Covered Entity agree to amend this Agreement to the extent necessary to allow either party to comply with the Privacy Standards, the Standards for Electronic Transactions, the Security Standards, or other relevant state or federal laws or regulations created or amended to protect the privacy of patient information. All such amendments shall be made in a writing signed by both parties.
8. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the then most current version of HIPAA and the HIPAA privacy regulations.
9. Definitions. Capitalized terms used in this Agreement shall have the meanings assigned to them as outlined in HIPAA and its related regulations.
10. Survival. The obligations regarding PHI, which are imposed by this Exhibit D, shall survive any expiration or termination of this Agreement.

Exhibit E

Insurance Coverage

Contractor Insurance Requirements: During the term of this agreement, the subcontractor shall maintain at least the following as defined by the Michigan Department of Health and Human Services (MDHHS).

1. Maintain a minimum of the insurances listed below and be responsible for all deductibles.

All required insurance must:

- a. Indemnify the State of Michigan and the Grand Traverse County from claims that may arise out of, alleged to arise out of, or result from Grantee's or subcontractor's performance;
- b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and
- c. Be provided by a company with an A.M. Best rating of "A" or better and a financial size of VII or better.

2. Insurance Types

- a. Commercial General Liability Insurance: Policies must be endorsed to add the Grand Traverse County Health Department and "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employed and agents" as additional insured using endorsement CG 2010 07 04 and CG 2037 0704. Include non-owned and hired auto liability coverage. If the grantee will deal with children, schools, or the cognitively impaired, coverage must not have exclusion or limitation related to sexual abuse and molestation liability.
- b. Worker's Compensation Insurance: Coverage according to applicable laws governing work activities. (Waiver of subrogation, except where waiver is prohibited by law). Individual independent contractor not required to have workers compensation must request a "Notice of Exclusion" form WC-337 from LARA Insurance Compliance Division (517) 284-8922. Individual independent contractor will not be exempt until stamped waiver from LARA is received by GTCHD.
- c. Employers Liability Insurance

Subcontractor must promptly notify the GTCHD of any knowledge regarding an occurrence which the subcontractor reasonably believes may result in a claim against Grand Traverse County.

SUBCONTRACTOR AGREEMENT

This Subcontractor Agreement (“Agreement”), effective April 1, 2019 (“Effective Date”), is between Harm Reduction Michigan (the “Subcontractor”) and the Grand Traverse County Health Department (“GTCHD”).

GTCHD is the prime recipient of a grant (the Grant). The purpose and objectives of the Grant are contained in Exhibit A. GTCHD desires to use the services of Subcontractor to assist GTCHD on GTCHD’s work related to the Grant.

While doing work pursuant to this Agreement, Subcontractor may have access to Protected Health Information (PHI). Both Parties are committed to complying with the Standards for Privacy and Security of Individually Identifiable Health Information (the “Privacy & Security Regulations”) promulgated under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and as HIPAA or the Privacy & Security Regulations are updated, amended, or revised.

The Parties agree as follows:

1. SERVICES

- 1.1. Services. Subcontractor shall perform the services described in Exhibit B and comply with all requirements contained in Exhibit B.

2. FINANCIAL PROVISIONS

- 2.1. Invoices. During the term of this Agreement, Subcontractor shall submit invoices monthly to GTCHD on or before the 5th day of the month. GTCHD shall pay the invoice by the 15th day of the following month. This section may be supplemented by Exhibit C. Subcontractor shall comply with all requirements contained in Exhibit C.

3. PROTECTED HEALTH INFORMATION

- 3.1. Services & Protected Health Information. If Subcontractor’s services involve the use and/or disclosure of Protected Health Information (PHI), then this Agreement shall include and the Parties shall comply with all of the provisions contained in Exhibit D.

4. TERM AND TERMINATION

- 4.1. Term. This Agreement shall become effective on the Effective Date and shall continue in effect until all obligations of the Parties have been met, unless

terminated as provided earlier as provided elsewhere in this Agreement. In addition, if Subcontractor will have access to PHI, then certain provisions and requirements, contained in Exhibit D, shall survive the expiration or other termination of this Agreement.

- 4.2. Termination. This Agreement shall terminate on Subcontractor's completion of the services required by this Agreement. In addition, either Party may terminate this Agreement at any time with or without cause by providing a not less than 30-day written Notice of Termination. The Notice of Termination shall state the date on which the termination becomes effective, but shall be no earlier than 30 days from the date of mailing. The Notice of Termination shall be mailed to the other Party at the address contained in this Agreement by first class mail, registered mail, or certified mail. Any termination provisions of Exhibit D also shall apply. Such termination provisions are in addition to the foregoing.
- 4.3. Transfer of Performance Upon Termination. Upon giving or receiving notice of termination, GTCHD may require Subcontractor to ensure that adequate arrangements have been made for the transfer of performance of the services, as stated in this Agreement, to another entity or to GTCHD, including the reasonable payments of any costs involved in such transfer out of compensation otherwise due to Subcontractor under this Agreement.
- 4.4. Liability for Default. Regardless of how this Agreement terminates, Subcontractor shall be liable to GTCHD for damages sustained by GTCHD by virtue of any breach of this Agreement by Subcontractor and GTCHD shall be liable to Subcontractor for damages sustained by Subcontractor by virtue of any breach of this Agreement by GTCHD. The liability of Subcontractor shall include, without limitation, liability of Subcontractor for the disallowance by the federal government of the reimbursement of charges submitted by GTCHD for services provided by Subcontractor under this Agreement or for any other loss of grant funds where the disallowance or loss is in any way attributable to Subcontractor, including the provision or maintenance by Subcontractor of inadequate or erroneous records or billing documentation of services provided. If any reimbursement of charges is disallowed as a result of an audit by the federal government of Subcontractor or GTCHD, the amount disallowed or lost must be paid by Subcontractor to GTCHD and shall be paid within thirty (30) days of a written or verbal demand by GTCHD.

5. INSURANCE

- 5.1. Insurance Types and Coverage Limits. Subcontractor shall, at all times throughout the Agreement Term, carry insurance in such form and in such amounts as specified in Exhibit E (Insurance Coverage). All policies (other than workers' compensation and employer's liability insurance) providing such coverage shall name GTCHD as an additional insured with respect to Subcontractor's performance of services under this Agreement. Subcontractor shall provide GTCHD with certificates of insurance evidencing such coverage within thirty (30) days after the execution of this Agreement, which certificates shall provide that GTCHD shall receive thirty (30) days' advance written notice of any pending cancellation or non-renewal of any of the coverage required by GTCHD pursuant to this Agreement. Insurance coverages that expire before the expiration of the Agreement Term shall be promptly renewed by Subcontractor so that there is no gap in coverage and certificates of insurance evidencing such renewal coverage shall be provided to GTCHD upon request. Subcontractor's failure to maintain insurance in the form and/or amounts required by GTCHD pursuant to this Agreement shall be deemed a material breach of this Agreement and GTCHD shall have the right thereupon to terminate this Agreement immediately in addition to any other remedy provided herein.

6. MISCELLANEOUS

- 6.1. Exhibits. All Exhibits referenced in this Agreement are incorporated into this Agreement by reference. It is the intent of the parties that all Exhibits be attached hereto. However, the parties shall be bound by any Exhibit, which is incorporated but not attached.
- 6.2. Independent Contractor. Subcontractor is an independent contractor and not an agent or employee of GTCHD. Subcontractor has no authority to take any action on behalf of GTCHD.
- 6.3. Amendment or Waiver. This Agreement may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

6.4. No Third-Party Beneficiaries. Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

6.5. Notices. Any notices to be given hereunder to a Party shall be made via U.S. Mail or express courier to such Party's address given below, and/or (other than for the delivery of fees) via electronic transmission or facsimile to the contacts listed below.

If to Subcontractor, to:

Attention: _____

Email: _____

If to GTCHD, to:

Grand Traverse County Health Department

2600 Lafranier Road, Suite A

Traverse City, MI 49686

Attention: Lacey Edgecomb, Office Manager

Email: ledgecomb@gtchd.org

Phone: (231)995-6100

Each Party named above may change its address and that of its representative for notice by the giving of notice thereof in the manner hereinabove provided.

- 6.6. Mutual Representations. Each party represents to the other party that: (a) all signatories have been duly authorized to execute this document and bind the parties to this Agreement and (b) in the performance of all obligations under this Agreement, no person shall be excluded from participation, denied any benefit or subjected to discrimination on the basis of race, creed, age, color, national origin or ancestry, religion, sex, or marital status (except where a bona fide occupational qualification exists). This obligation of nondiscrimination shall also apply to otherwise qualified handicapped individuals.
- 6.7. Counterparts; Facsimiles and Electronic Copies. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile and electronic copies hereof shall be deemed to be originals.
- 6.8. Hold Harmless. To the extent permitted by law, Subcontractor shall hold, defend and indemnify GTCHD and its officers and employees from and against any and all liability, loss, costs, damages and expenses, including costs and attorney fees in defense thereof because of any actions, claims, lawsuits, damages, charges and/or judgments that arise out of or which are proximately caused by Subcontractor's performance or nonperformance of services or obligations described in this Agreement.
- 6.9. Venue and Governing Law. This Agreement and all related documents shall be construed in accordance with Michigan law and any applicable federal law. Venue for any action or proceeding brought which arises out of or is related to this document shall be in the 13th Circuit Court for the State of Michigan.
- 6.10. Integration. This Agreement, together with its attachments and any other expressly referenced documents, sets forth the entire understanding between the parties. Any other written or oral understandings or assertions, whether made or not, are not binding between the parties and shall not be given effect.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf effective as of the Effective Date.

GTCHD

By: _____

Printed Name

Printed Title

Date

SUBCONTRACTOR

By: _____

Printed Name

Printed Title

Date

List of Exhibits

Exhibit A	Purpose and Objectives
Exhibit B	Scope of Work
Exhibit C	Funding and Reporting Requirements
Exhibit D	Provisions for PHI
Exhibit E	Insurance Coverage

Exhibit A

Purpose and Objectives

To facilitate a partnership between Harm Reduction Michigan and Grand Traverse County Health Department to accomplish the goals and objectives of the Syringe Service Program Grant for implementation and expansion of increased access to sterile syringes for people who use injection drugs as a critical intervention for decreasing HIV and hepatitis C transmission in Northern Michigan.

The grant seeks to increase state-wide harm reduction capacity to help reduce the burden of infectious disease transmission related to the opioid epidemic. Syringe service programs help reduce the spread of infectious diseases including hepatitis A, hepatitis B, hepatitis C and HIV. In addition to providing sterile syringes, syringe service programs provide vaccinations, referrals to treatment and testing for infectious diseases.

Primary Goal:

1. Institute systems changes to improve the delivery of a syringe service program in the local community to help reduce the burden of infectious diseases.

Main Objectives:

1. By September 30, 2019, develop a process to ensure that a syringe service program is fully implemented into the Grand Traverse County area and sustained over time in accordance with the Michigan Department of Health and Human Services (MDHHS) guidelines.
2. By September 30, 2019, demonstrate the progress toward a fully functional syringe service program by providing quarterly process monitoring reports, per the SSP Utilization Reporting Form provided to the SSP, to GTCHD by July 5, 2019 and October 5, 2019, which include, but are not limited to:
 - a. Number of community outreach presentations and target audience
 - b. Number Clients served
 - c. Syringes distributed
 - d. Syringes returned (estimate)
 - e. Naloxone kits distributed
 - f. Referrals to Substance Use Treatment
 - g. HIV tests performed and number of positive HIV tests
 - h. HIV clients linked to care

- i. HCV Tests Conducted and number of positive HCV tests
- j. HCV clients linked to care
- k. HAV Vaccines Provided
- l. HBV Vaccines Provided
- m. Condoms
- n. Cookers
- o. Fentanyl Test Strips
- p. Other

Exhibit B

Scope of Work

RESPONSIBILITIES OF SUBCONTRACTOR

The subcontractor in accordance with the general purpose and objectives of this agreement, will comply with the essential duties and responsibilities, including:

1. Primary contact for the subcontractor's Syringe Service Program Grant:

_____.

2. Implementation date of the Syringe Service Program (by June 30, 2019):

_____.

3. CAPACITY

- Learn the research and best practices regarding implementation of a Syringe Service Program.
- Consistently engage and collaborate with Grand Traverse County Health Department for guidance, reporting, and coordination of services to this high risk population
- Develop and facilitate access to a coordinated, easy to navigate Syringe Service Program for people who use injection drugs

4. COMMUNICATION

- Participate in regular Syringe Service Program partner conference calls facilitated by Grand Traverse County Health Department. Dates are to be determined and phone call-in option will be available.

5. WORK PLAN DELIVERABLES

- Develop and implement processes, protocols, procedures and/or tools for the enhancement or establishment of a syringe service program consistent with MDHHS Division of HIV & STD Programs Syringe Services Program Guidelines. Provide these elements to GTCHD as requested.
- Outline how equitable geographic coverage will be achieved to service this high risk population.

- Participate with contract partners in onsite and/or conference calls as requested to assure program coordination, implementation, and compliance per MDHHS guidelines.
- Conduct assessments, collect data at the specific subcontractor agency, and report outcomes quarterly to the contracting agency, assuring data provided is Grand Traverse County SSP sites only.
- Determine projected rates and/or targets for syringe service program use, treatment and referral assistance.
- Participate in evaluation activities, including fiscal and quality monitoring to ensure compliance with regulatory standards and to ensure integrity and accountability.
- Any confirmed or suspected reportable communicable disease, infection, and condition will be reported to Grand Traverse County Health Department as required by the Michigan Communicable Disease Rules Public Health Code (Act 368 of 1978), Part 51
- Results of HIV or HCV testing will be provided to clients in a timely and confidential manner following MDHHS guidelines.
- Refer clients to Grand Traverse County Health Department for services not provided by the SSP, including, but not limited to, Reproductive Health/Family Planning, STI/HIV program, Immunization, and Communicable Disease
- Submit quarterly process monitoring reports, per the SSP Utilization Reporting Form provided to the SSP, to GTCHD by July 5, 2019 and October 5, 2019 directly to Jodi Kelly, Director of Community Health, Erin Johnson, Disease Control and Prevention Supervisor, and Jackie Money-Bruno, Disease Control and Prevention Coordinator via email to jkelly@gtchd.org, ejohnson@gtchd.org, jmbruno@gtchd.org.

RESPONSIBILITIES OF GTCHD

The GTCHD, in accordance with the general purpose and objectives of this agreement, will:

1. Provide overall direction of the project and function as the fiduciary.
2. Act as the Liaison with the Michigan Department of Health and Human Services (MDHHS) Division of Human Immunodeficiency Virus (HIV) and Sexually Transmitted Diseases (STD) Programs.
3. Submit quarterly reports to the State of Michigan on behalf of the subcontractor and GTCHD as required.
4. Assist the subcontractor with executing the Syringe Service Program work plan.
5. Offer immunization outreach clinic (1) every 6 months for selected SSP site.

Exhibit C

Funding and Reporting Requirements/Payments

The Grand Traverse County Health Department, serving as the fiscal agent, seeks to enter into a contract with Harm Reduction Michigan to complete the work of the Syringe Service Program Grant.

1. The subcontractor will receive \$17,500 to assist with the implementation of the program.
2. Monthly detailed expense invoices will be submitted to the Grand Traverse County Health Department. Invoice due dates are below:

Invoice Due Date
5/5/19
6/5/19
7/5/19
8/5/19
9/5/19
10/5/19

3. The monthly invoice can be emailed directly to Marissa Milliron, Finance & Administrative Services Director at mmilliro@gtchd.org.
4. Following the receipt of the invoice, GTCHD will reimburse the subcontractor. Said reimbursement will occur prior to the 15th day of the following month.

EXHIBIT D

PROVISIONS FOR PROTECTED HEALTH INFORMATION (PHI)

For purposes of this Exhibit D, GTCHD shall be called the "Covered Entity" and Subcontractor shall be called the "Business Associate".

1. Term. This Agreement shall remain in effect for the duration of this Agreement and shall apply to all of the Services and/or Supplies delivered by the Business Associate pursuant to this Agreement.
2. HIPAA Assurances. In the event that Business Associate creates, receives, maintains, or otherwise is exposed to personally identifiable or aggregate patient or other medical information defined as Protected Health Information ("PHI") in the Health Insurance Portability and Accountability Act of 1996 or its relevant regulations ("HIPAA") and otherwise meets the definition of Business Associate as defined in the HIPAA Privacy Standards (45 CFR Parts 160 and 164), Business Associate shall:
 - a. Recognize that HITECH (the Health Information Technology for Economic and Clinical Health Act of 2009) and the regulations thereunder (including 45 C.F.R. Sections 164.308, 164.310, 164.312, and 164.316), apply to a business associate of a covered entity in the same manner that such sections apply to the covered entity;
 - b. Not use or further disclose the PHI, except as permitted by law;
 - c. Not use or further disclose the PHI in a manner that had Grand Traverse County Health Department done so, would violate the requirements of HIPAA;
 - d. Use appropriate safeguards (including implementing administrative, physical, and technical safeguards for electronic PHI) to protect the confidentiality, integrity, and availability of and to prevent the use or disclosure of the PHI other than as provided for by this Agreement;
 - e. Comply with each applicable requirement of 45 C.F.R. Part 162 if the Business Associate conducts Standard Transactions for or on behalf of the Covered Entity;
 - f. Report promptly to Grand Traverse County Health Department any security incident or other use or disclosure of PHI not provided for by this Agreement of which Business Associate becomes aware;
 - g. Ensure that any subcontractors or agents who receive or are exposed to PHI (whether in electronic or other format) are explained the Business Associate obligations under this paragraph and agree to the same restrictions and conditions;

- h. Make available PHI in accordance with the individual's rights as required under the HIPAA regulations;
 - i. Account for PHI disclosures for up to the past six (6) years as requested by Covered Entity, which shall include: (i) dates of disclosure, (ii) names of the entities or persons who received the PHI, (iii) a brief description of the PHI disclosed, and (iv) a brief statement of the purpose and basis of such disclosure;
 - j. Make its internal practices, books, and records that relate to the use and disclosure of PHI available to the U.S. Secretary of Health and Human Services for purposes of determining Customer's compliance with HIPAA; and
 - k. Incorporate any amendments or corrections to PHI when notified by Customer or enter into a Business Associate Agreement or other necessary Agreements to comply with HIPAA.
- 3. Termination Upon Breach of Provisions. Notwithstanding any other provision of this Agreement, Covered Entity may immediately terminate this Agreement if it determines that Business Associate breaches any term in this Agreement. Alternatively, Covered Entity may give written notice to Business Associate in the event of a breach and give Business Associate five (5) business days to cure such breach. Covered Entity shall also have the option to immediately stop all further disclosures of PHI to Business Associate if Covered Entity reasonably determines that Business Associate has breached its obligations under this Agreement. In the event that termination of this Agreement and the Agreement is not feasible, Business Associate hereby acknowledges that the Covered Entity shall be required to report the breach to the Secretary of the U.S. Department of Health and Human Services, notwithstanding any other provision of this Agreement or Agreement to the contrary.
- 4. Return or Destruction of Protected Health Information upon Termination. Upon the termination of this Agreement, unless otherwise directed by Covered Entity, Business Associate shall either return or destroy all PHI received from the Covered Entity or created or received by Business Associate on behalf of the Covered Entity in which Business Associate maintains in any form. Business Associate shall not retain any copies of such PHI. Notwithstanding the foregoing, in the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible upon termination of this Agreement, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. To the extent that it is not feasible for Business Associate to return or destroy such PHI, the terms and provisions of this Agreement shall survive such termination or expiration and such PHI shall be used or disclosed solely as permitted by law for so long as Business Associate maintains such PHI.

5. No Third Party Beneficiaries. The parties agree that the terms of this Agreement shall apply only to themselves and are not for the benefit of any third party beneficiaries.
6. De-Identified Data. Notwithstanding the provisions of this Agreement, Business Associate may disclose non-personally identifiable information provided that the disclosed information does not include a key or other mechanism that would enable the information to be identified.
7. Amendment. Business Associate and Covered Entity agree to amend this Agreement to the extent necessary to allow either party to comply with the Privacy Standards, the Standards for Electronic Transactions, the Security Standards, or other relevant state or federal laws or regulations created or amended to protect the privacy of patient information. All such amendments shall be made in a writing signed by both parties.
8. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the then most current version of HIPAA and the HIPAA privacy regulations.
9. Definitions. Capitalized terms used in this Agreement shall have the meanings assigned to them as outlined in HIPAA and its related regulations.
10. Survival. The obligations regarding PHI, which are imposed by this Exhibit D, shall survive any expiration or termination of this Agreement.

Exhibit E

Insurance Coverage

Contractor Insurance Requirements: During the term of this agreement, the subcontractor shall maintain at least the following as defined by the Michigan Department of Health and Human Services (MDHHS).

1. Maintain a minimum of the insurances listed below and be responsible for all deductibles.

All required insurance must:

- a. Indemnify the State of Michigan and the Grand Traverse County from claims that may arise out of, alleged to arise out of, or result from Grantee's or subcontractor's performance;
- b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and
- c. Be provided by a company with an A.M. Best rating of "A" or better and a financial size of VII or better.

2. Insurance Types

- a. Commercial General Liability Insurance: Policies must be endorsed to add the Grand Traverse County Health Department and "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employed and agents" as additional insured using endorsement CG 2010 07 04 and CG 2037 0704. Include non-owned and hired auto liability coverage. If the grantee will deal with children, schools, or the cognitively impaired, coverage must not have exclusion or limitation related to sexual abuse and molestation liability.
- b. Worker's Compensation Insurance: Coverage according to applicable laws governing work activities. (Waiver of subrogation, except where waiver is prohibited by law). Individual independent contractor not required to have workers compensation must request a "Notice of Exclusion" form WC-337 from LARA Insurance Compliance Division (517) 284-8922. Individual independent contractor will not be exempt until stamped waiver from LARA is received by GTCHD.
- c. Employers Liability Insurance

Subcontractor must promptly notify the GTCHD of any knowledge regarding an occurrence which the subcontractor reasonably believes may result in a claim against Grand Traverse County.



Action Request

Meeting Date:	April 17, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	2019 Additional Payments to MERS and Additional Payment Policy		
Estimated Time:	15 minutes (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

As discussed at the last week's Equalization meeting, attached for your review and approval are a resolution authorizing an additional 1.5 million payment to MERS this year to be made in quarterly increments, and an additional payment policy similar to scenario 2 as provided in MERS' scenario projection report.

Suggested Motion:

Please see attached draft resolution.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ 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			
Human Resources Director			
Civil Counsel			
Administration:	☐ Recommended	Date:	
<u>Miscellaneous:</u>			

Attachments:

Attachment Titles:

**Grand Traverse County
Unfunded Pension Obligation Payment Policy**

- I. **Policy Statement:** The purpose of the policy is provide the Board of Commissioners, County Administration, and County Finance Department guidelines to follow to insure that the County's pension obligation is fully funded in compliance with the Amortization Extension Agreement executed in 2017.
- II. **Statutory Authority:** Grand Traverse County must fully fund its pension obligation pursuant to various constitutional and statutory provisions including Article 9, Section 24 of the Constitution of Michigan of 1963 and the Municipal Employees Retirement Act of 1984, MCL 38.1501, *et seq.* The Board of Commissioners may also establish rules and regulations to manage the interest and business of the County under Section 11 of the County Boards of Commissioners Act, MCL 46.11.
- III. **Policy Standards:**
 - a. In 2017, the Board of Commissioners executed an Amortization Extension Agreement with MERS to fund the County's pension liability over 16 years. This agreement requires annual payments of \$5.9 million beginning in 2018 with an assumed 7.75% investment return assumption. In February 2019, County Administration learned that MERS will be adjusting their investment return assumption to 7.35%, which may affect future payments beginning in 2021.
 - b. To maintain the Board of Commissioners commitment to fund the pension liability within the current amortization period, the Board of Commissioners will establish an annual minimum payment policy of \$6.5 million beginning in 2020 which is approximately equivalent to funding at a lower 6.5% investment return assumption.
 - c. This policy will require County Administration and the Finance Department's continued annual review of the County's Actuarial Valuations from MERS to evaluate progress towards funding the pension liability within the 16 year amortization period, and to make a recommendation to the Board of Commissioners to take any further action, which may be required to achieve 100% funding of the pension liability under the terms of the Amortization Extension Agreement. Such recommendation to the Board of Commissioners may include adjusting downward the assumed investment rate of return and making additional payments to MERS above the minimum amount of \$6.5 million.
- IV. **Policy Review.** The Board of Commissioners shall review this policy at least every three years .

**RESOLUTION AUTHORIZING ADDITIONAL PENSION OBLIGATION PAYMENTS
IN YEAR 2019 AND ADOPTION OF AN UNFUNDED PENSION OBLIGATION
PAYMENT POLICY**

WHEREAS, the Municipal Employees Retirement System (“MERS”) administers employee pension plans on behalf of Grand Traverse County; and

WHEREAS, it is Grand Traverse County’s obligation to fund the pension plans; and

WHEREAS, when the plans closed to new employees, the County was responsible to fully fund the plans within a twelve year amortization period as determined by MERS; and

WHEREAS, on June 7, 2017, the Grand Traverse County Board of Commissioners adopted a resolution approving an amortization extension agreement with MERS, which under the terms of this Agreement, MERS extended the amortization period for an additional 4 years provided that the County make a one-time payment of \$5.6 million, and thereafter make an annual minimum payment of \$5.9 million during the term of the amortization extension agreement; and

WHEREAS, MERS representatives presented information to the Board of Commissioners at a January 23, 2019 study session, and thereafter, provided Commissioners with a report detailing various projection scenarios, which projected annual increased contribution payments assuming lower rates of return than the current assumed rate of 7.75 percent; and

WHEREAS, on February 27, 2019, MERS provided the County’s Finance Department with a Statement of Fiduciary Net Position for the Year Ending 12/31/2018, which shows a negative net investment income of \$1,950.963.01; and

WHEREAS, given that MERS lost income in 2019, County Administration, at the Board of Commissioners April 9, 2019 Equalization meeting recommended to County Commissioners that the Board authorize an additional payment of \$1.5 million in year 2019 to be made on monthly or quarterly basis, and make an annual payment of \$6.5 million in subsequent years as provided in MER’s projection scenarios report, scenario 2; and

WHEREAS, at the April 9th meeting, the Board of Commissioners accepted the recommendation of Administration, and adopted a resolution directing staff to provide a payment policy similar to Scenario 2 as stated in the MERS’ scenarios report.

THEREFORE, BE IT RESOLVED by the Grand Traverse County Board of Commissioners that it formally accepts the recommendation of County Administration as presented at the April 9th Equalization meeting, and hereby authorizes County staff to make addition quarterly payments to MERS totaling \$1.5 million from the following various funds:

Construction Codes Enterprise Fund Balance \$810,430
(To be applied only to the former Construction Codes Employees Unit as carved out by MERS)

Land Bank Fund Balance \$500,000

General Fund Unrestricted Fund Balance \$189,570

BE IT FURTHER RESOLVED that the Board of Commissioners adopts the attached unfunded pension obligation payment policy, which is similar to scenario 2 as stated in MERS' projection scenarios report, as an appropriate guide that the County Board of Commissioners shall follow in making annual payments as obligated under the Amortization Extension Agreement.



Action Request

Meeting Date:	April 17, 2019		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Rescind Resolution #161-2015		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

As previously request by the Board, information regarding eligibility for per diem by various boards and committees is included.

As reported by Deputy Civil Counsel, Kit Tholen, Building Authority members may be paid compensation that they approve for themselves and is then approved by the Board of Commissioners.

The Building Authority consists of the Administrator or Designee, the Finance Director, the County Treasurer and 2 Citizens of the County. The County Clerk serves as the Clerk of the Authority.

In 2015, the Building Authority was requested and agreed to eliminate their per diem and the Board of Commissioners passed a resolution to eliminate their per diem. That resolution is attached for your consideration as to whether the action should be rescinded allowing the Building Authority members to collect per diem if they choose to do so.

Suggested Motion:

Consideration to rescind resolution #161-2015.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ 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		
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

RESOLUTION

161-2015

Eliminate Building Authority Per Diem

WHEREAS, The Ways & Means Committee met in regular session on November 18, 2015, and reviewed a recommendation to eliminate per diem compensation for members of the Building Authority; and,

WHEREAS, the Building Authority met on November 9, 2015, and passed a motion to eliminate per diem compensation for its members and the County Clerk effective January 1, 2016; and,

WHEREAS, Ways & Means Committee concurs with this recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves eliminating per diem compensation for the members of the Building Authority and its clerk.

APPROVED: November 24, 2015

Boards & Commissions	Staff Contact	Normal Meeting Time	Normal Meeting Location	Description	Board (Commissioner) Participation	Per Diem Allowed (per Deputy Civil Counsel)	Per Diem Paid		
Airport Commission	Kevin Kline	Last Tuesday @ 3:00 PM	Airport	Commission is for the purpose of acquiring property, establishing, constructing, enlarging, improving, maintaining, equipping, operating and regulating the facilities and airport protection privileges of Cherry Capital Airport.	Mandatory (Commissioner serves as Board Member)		NO		
BATA	Kelly Dunham	Last Wednesday @ 9 AM	BATA, Hall Street	This seven member public body corporate board was created to make such rules and bylaws for BATA's government as delegated pursuant to Act 196 of 1986, as amended, Public Acts of the State of Michigan. Meetings are once per month.	Mandatory (Commissioner serves as Board Member)				
Board of Public Works		Second Thursday @ 9 AM	Garfield Township Hall	BOARD OF PUBLIC WORKS - THREE YEAR TERM: 9 members (includes county commissioner, city commissioner {res.#73-91}, and drain commissioner). The Board of Public Works consists of a nine person board which administers the policies of the sewer and water ordinances for Acme, East Bay, Garfield and Elmwood Townships; also oversees the solid waste program.	Mandatory (Commissioner serves as Board Member)	Compansation may be established by the Board of Commissioners. MCL123.732(4)	YES		
Brownfield Redevelopment Authority (7 & 1 ex officio)		Last Thursday @ 8 AM	Governmental Center, Commission Chambers	BROWNFIELD REDEVELOPMENT AUTHORITY - THREE YEAR TERM: Responsible for facilitating the implementation of Brownfield plans relating to the designation and treatment of Brownfield Redevelopment zones and for promoting the revitalization of environmentally distressed areas. (PA 381 of 1996 as amended)	Mandatory (Commissioner serves as Board Member)		NO		
Building Authority		4th Tuesday @ 8:00 am				Members may be paid comp. that they approve and is then approved by the County. MCL123.955b	NO		

911 Central Dispatch Board of Directors (10) (GTC-1)	Jason Torrey	3rd Thursday @ 10 AM	Commission Chambers	(1 commissioner appointment); The policy Board has overall responsibility for the preparation of rules and regulations for the administration and operation of Grand Traverse County Administration and further has the responsibilities of reviewing and approving the organizational structure as established by the Director, insuring that Central employees and sworn officers are properly trained in the use of equipment, reviewing system operation on an ongoing basis, assisting in the resolution of inter-jurisdictional conflicts, review the budget as proposed by the Director and make recommendations to the County Administrator and establish a system by which each individual agency may communicate directly with the director to set forth individual department policies which are not in conflict with Grand Traverse County policies or are not disruptive to the system, and such other powers which are needed to implement and manage Grand Traverse County. Emergency Telephone Service Enabling Act, MCLA 484.1301 et.seq.	Mandatory (Commissioner serves as Board Member)		NO
Commission on Aging Advisory Board (8)	Cynthia Kienlen	1st Tuesday @ 9:00 am every other month (F-A-J-A-O-D)	Commission on Aging Office on Front Street	New - 2018			NO
Community Corrections Advisory Board	Sherise Shively	4th Tuesday @ 5:15 PM - as needed (3 4 months per year)	Governmental Center	Board responsible for studying and making recommendations regarding issues and possible alternatives to Jail. Deals directly with contract people and with recommendations for funds from the state on matters of jail reduction. Other issues could include topics such as drug testing, tethering, community involvement, etc.	Mandatory (Commissioner serves as Board Member)		NO
Criminal Justice Coordinating Committee		1st Thursday @ 5:15	Governmental Center				NO

EDC		2nd Thursday @ 8 AM	Governmental Center, Commission Chambers	ECONOMIC DEVELOPMENT CORPORATION - SIX YEAR TERM: Responsible for the encouragement and assistance of industrial and commercial enterprises in locating and expanding in County.	Mandatory (Commissioner serves as Board Member)		NO
Land Bank	County Treasurer	Last Friday @ 8:00 a.m.	Governmental Center	The Land Bank Authority was created in May of 2006 to enable the County the right to hold and manage property	Mandatory (Commissioner serves as Board Member)		NO
Local Emergency Planning Committee (LEPC)	Gregg Bird	3rd Thursday @ 9 AM (prior to Central Dispatch)	Commission Chambers	The Local Emergency Planning Committee (LEPC) is a committee, generally at the county level, appointed by the State Emergency Response Commission. The committee is composed of representatives of police, fire, emergency medical services, hospitals, public health, private industry, service agencies, military, communications, office of emergency management, government, and the public.	Mandatory (Commissioner serves as Board Member)		NO
Local Planning Team							NO
Northern Lakes Community Mental Health	Karl Kovacs	3rd Thursday	Various		Mandatory		
Parks & Recreation Commission	Kristine Erickson	2nd Thursday @ 5 PM	Governmental Center, Commission Chambers	PARKS & RECREATION COMMISSION - THREE YEAR TERM: Ten (10) members (includes Commissioner appointment, Chair of Road Commission, Drain Commissioner, Chair of Planning); The Parks and Recreation Commission is an advisory Commission, making policy for, and giving direction to, the county's parks and recreation department. Membership on the commission requires one meeting per month.	Mandatory (Commissioner serves as Board Member)	Compansation is allowed and is to be set by the Board of Commissioners. MCL 46.351	

Road Commission	Brad Kluczynski	4th Thursday @ 7 PM	Road Commission	5 Board Members Appointed by the Grand Traverse County Board.	No County Commissioner serves on the Road Commission		
TTCI Traverse Transportation Coordinating Initiative ???							
Township Association		First Thursday @ Noon	Elks Club		Elective - For information and Communication purposes		
Traverse Area District Library (7) (GTC-5)	Gail Parsons	3rd Thursday @ 5:00 PM	TADL	TADL has a seven member board. (5 appointed by County BOC and 2 appoint by TC City Commission.) The Library Board sets policy for TADL and two branch libraries (East Bay and Kingsley) and negotiates contracts for service with each Member Library. TADL is a district library, which means they are a taxing authority. TADL receive funds from Grand Traverse County, Elmwood Township in Leelanau County and Almira and Inland Townships in Benzie County. Standing or special committees may be appointed from the membership.			
Veterans Affairs Administrative Board	Michael Roof	4th Thursday @ 8:00 AM	Public Services Building on LaFranier - Conference Room	7 members (includes commissioner appointment); Committee meets monthly and oversees operation of County department of veterans affairs office. Must have served honorably on active duty in the armed forces, volunteers or regulars. Member must have had active service in a war in which the United States has been, is, or may hereafter be a participant.	Elective - Liaison only - not a voting member.	Compensation is permitted but it cannot be greater than that of the Board of Commissioners. MCL. 35.623	YES