

## GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, May 1, 2019 @ 8:00 a.m.  
Governmental Center, 2<sup>nd</sup> 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 17, 2019 (Regular Meeting) ..... 3

#### 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](http://www.grandtraverse.org).

a.	Receive:	
	None	
b.	Approvals:	
1)	2019 Hauler Licenses .....	9
2)	Dental Service Agreement – Amendment #21 (Renewal).....	11
3)	GT Sheriff's Office – Surplus Property .....	24
4)	Proclamation for 2019 National Correctional Officers and Employees Week and 2019 National Police Week.....	28
5)	FY2019 Budget Amendments.....	31
6)	2019 First Quarter Financial Report (Budget to Actual Revenue and Expenditures).....	34
7)	GT Sheriff's Office – Purchase of Multi-Purpose K-9 .....	39
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	Administration:	
1)	Letter of approval for application of Special Use Permit .....	41
2)	Adoption of policies related to Community Development Block Grant Subrecipient Agreement .....	47
a.	Residential Anti-Displacement and Relocation Plan .....	48
b.	Fair Housing Policy .....	50
c.	Grievance Procedure Policy .....	51
3)	Administrator Performance Review	
10.	UNFINISHED BUSINESS:	
11.	NEW BUSINESS:	
a.	Purchasing Policy.....	53
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
a.	Michigan Indigent Defense Counsel (MIDC) Update	
14.	NOTICES:	
	May 22 @ 9:00 a.m. - Emergency Management for Elected Officials Workshop	
	May 22 @ 11:30 a.m. - Study Session - Presentation of GovInvest Software (Ted Price)	
15.	CLOSED SESSION:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Regular Meeting  
April 17, 2019

Chairman Hentschel called the meeting to order at 8:01 a.m. at the Governmental Center.

**OPENING CEREMONIES, EXERCISES OR INVOCATION**

An invocation was given by Pastor Tim Manzer of New Hope Community Church, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

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

EXCUSED: Addison Wheelock, Jr.

**APPROVAL OF MINUTES**

Minutes of April 3, 2019 Regular Meeting

Minutes of April 9, 2019 Equalization Meeting

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

**PUBLIC COMMENT**

The following people addressed the Commissioners during Public Comment:

**Brenda Rusch**

**David Petrove**

**Sylvia McCullough**

**Carol Shuckra**

**Gretchen Iorio**

**Ann Rogers**

**APPROVAL OF AGENDA**

Addition: Board Appointments under Unfinished Business

Moved by Clous, seconded by Coffia to approve the agenda as amended. Motion carried.

**CONSENT CALENDAR**

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**A. RECEIVE AND FILE**

1. Department of Health & Human Services Minutes of January 22, 2019 – *removed from consent calendar*
2. Northwest Michigan Community Action Agency, Inc. Minutes of February 21, 2019
3. Department of Health and Human Services Minutes of February 26, 2019
4. Grand Traverse Conservation District March 2019 Report
5. Road Commission April 2019 Report

**B. APPROVALS**

1. Resolution 55-2019  
Commission on Aging  
Approval of Payment for Outside Agency Funding
2. Resolution 56-2019  
Resource Recovery  
Hauler License Approvals
3. Resolution 57-2019  
Finance  
March 2019 Claims
4. Budget Amendments – *removed from consent calendar*
5. Resolution 58-2019  
86<sup>th</sup> District Court  
Restructuring of Staffing Plan  
Budget Neutral

**ACTION ON THE CONSENT CALENDAR**

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

A-1	Page 9	By Coffia
B-4	Page 31	By LaPointe

Moved by Coffia, seconded by Clous to approve the Consent Calendar minus items A-1 and B-4.  
Roll Call Vote: Yes 6, Excused 1

## **SPECIAL ORDERS OF BUSINESS**

### **Building Code Effectiveness Grading Schedule Results for Grand Traverse County**

Nate Alger, County Administrator, reviewed the Building Code Effectiveness Grading Schedule Results.

## **ITEMS REMOVED FROM CONSENT CALENDAR**

### **A-1 Department of Health & Human Services Minutes**

Moved by Coffia, seconded by Jewett to Receive and File Department of Health & Human Services Minutes of January 22, 2019. Motion carried.

### **B-4 Budget Amendments**

Commissioner LaPointe inquired about the payment for the Cass Road Drain Project. Dean Bott, Finance Director, answered Commissioners' questions. Commissioner Clous reported work that has been recently done at the Cass Road Drain site.

#### Resolution 59-2019

Finance  
Budget Amendments

Moved by Hundley, seconded by Jewett approve Resolution 59-2019. Motion carried.

## **DEPARTMENT ACTION ITEMS**

### **a. Commission on Aging**

- 1) Approval of Bay Area Transit Authority (BATA) Contract for COAST Bus  
Cindy Kienlen, Commission on Aging Director, reviewed COAST Bus program, proposed contract with BATA and answered Commissioners' questions.

#### Resolution 60-2019

Commission on Aging  
BATA  
COAST Bus Contract

Moved by Coffia, seconded by Hundley to approve Resolution 60-2019. Motion carried.

- 2) Approval of Equipment Maintenance Contract with Lark Lawn and Garden  
Cindy Kienlen, Commission on Aging Director, reviewed the equipment maintenance contract with Lark Lawn and Garden, and answered Commissioners' questions.

#### Resolution 61-2019

Commission on Aging  
Lark Lawn and Garden  
Maintenance Contract

Moved by Coffia, seconded by Hundley to approve Resolution 61-2019.  
Roll Call Vote: Yes 5, No 1, Excused 1  
Nays: Hentschel

**b. Facilities Management**

1) Window Cleaning Contract

Joe Berry, Facilities Director, reviewed the proposal for the window cleaning contract and answered Commissioners' questions.

Resolution 62-2019

Facilities  
Sparkle Pros  
Window Cleaning Contract

Moved by Hundley, seconded by Jewett to approve Resolution 62-2019. Motion carried.

Commissioner break at 9:01 am  
Commissioner return at 9:05 am

**c. Health Department**

1) Subcontract Agreements for Syringe Service Program Expansion

Wendy Hirschenberger, Health Officer, Jody Kelly, Community Health Director & Deputy Health Officer, reviewed request for Subcontract Agreements for Syringe Service Program Expansion and answered Commissioners' questions.

Pam Lynch, Harm Reduction Michigan, and Jackie Thomas, ATS, provided background on their programs and funding.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

**John Despelder**  
**Sheriff Bensley**

Moved by LaPointe, seconded by Coffia to approve Subcontract Agreements for Syringe Service Program Expansion.

Roll Call Vote: Yes 2, No 3, Excused 1, Abstained 1  
Nays: Clous, Jewett, Hentschel  
Abstain: Hundley  
Motion failed.

**d. Administration**

1) Municipal Employee Retirement System (MERS)

a & b) Unfunded Pension Obligation Payment Policy & Resolution Authorizing Additional Pension Obligation Payments in Year 2019 and Adoption of an Unfunded Pension Obligation Payment Policy

Main Motion

Moved by Hentschel, seconded by LaPointe, to approve the Unfunded Pension Obligation Payment Policy & Authorize Additional Pension Obligation Payments in Year 2019, with amendment to Policy Section III (b) to state: 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 \$7.0 million beginning in 2020 which is approximately equivalent to funding at a lower 5.75% investment return assumption.

Motion to Amend

Moved by Hentschel, seconded by LaPointe to amend the motion to reflect the additional payment to be made on a quarterly basis.

Motion carried.

Vote on Main Motion with Amendment.

Roll Call Vote: Yes 6, Excused 1

2) Consideration to Rescind Resolution #161-2015

Chris Forsyth, Deputy County Administrator, reviewed request to rescind Resolution #161-2015 and answered Commissioners' questions.

Moved by Jewett, seconded by Hundley to rescind Resolution #161-2015.  
Motion carried.

**UNFINISHED BUSINESS**

**a. Board Appointments**

Chairman Hentschel provided Commissioners background on applications and appointment procedures on the Hospital Finance Authority and Traverse Area District Library Boards

Moved by Hundley, second Jewett, to appoint Gordie LaPoint to the Hospital Finance Authority, term ending June 30, 2021. Motion carried.

Chris Cramer, Board Secretary, read the letter of recommendation from the Peninsula Community Library and answered Commissioners' questions.

Moved by LaPointe, seconded by Clous, to suspend Board Rule 14.2 for this appointment and appoint Carol Sullivan to fill the vacancy on the TADL Board, term expiring December 31, 2019.

Roll Call Vote: Yes 6, Excused 1

**NEW BUSINESS**

None

**PUBLIC COMMENT**

The following people addressed the Commissioners during Public Comment:

**Kelly (East Bay Twp)**

**COMMISSIONER/DEPARTMENT REPORTS**

Nate Alger, County Administrator, hopes to have an update on the proposed Wexford Co. Jail tour and asked for thoughts and prayers for Commissioner Wheelock and his family.

Commissioners gave updates on meetings and events they attended.

**NOTICES**

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

**CLOSED SESSION**

**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)**

Moved by Clous, seconded by Jewett, to enter into closed session at 10:35 am for the purpose 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).

Roll Call Vote: Yes 6, Excused 1

Moved by Clous, seconded by Coffia to return to regular session at 11:20 a.m. Motion carried.

Meeting adjourned at 11:21 a.m.

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Sarah B. Lutz, Chief Deputy County Clerk

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Rob Hentschel, Chairman

APPROVED: \_\_\_\_\_  
(Date) \_\_\_\_\_ (Initials) \_\_\_\_\_



## Action Request

Meeting Date:	May 1, 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 (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

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

Yard Waste Applications Received:  
Y-2019-14 Premier Outdoors

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:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

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

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

Miscellaneous:

**Attachments:**

Attachment Titles:

RESOLUTION  
**XX-2019**  
**Resource Recovery – 2019 Hauler Licenses**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May 1, 2019 and reviewed requests to approve the Hauler Licenses for 2019 as follows:

## Yard Waste Haulers: Premier Outdoors

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: May 1, 2019



## Action Request

Meeting Date:	5/1/2019		
Department:	Health Department	Submitted By:	Wendy Hirschenberger
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Dental Service Agreement - Amendment #21 - Renewal		
Estimated Time:	0 (in minutes)	Laptop Presentation:	No

### Summary of Request:

Renewal of the Dental Service Agreement - Amendment #21 between the Health Department of Northwest Michigan (HDNW) and the Grand Traverse County Health Department (GTCHD). This amendment provides for an extension of the previous agreement to provide dental care for the uninsured. The overarching purpose of this funding is to provide outreach to the community to assure that residents of northern Michigan are able to be linked to a dental home and can overcome barriers in receiving adequate oral health care. The current funding received under this agreement is \$36,632 designated for GTCHD to provide oral health outreach in Grand Traverse County for January 1, 2019 to September 30, 2019. This amount is a decrease of \$8,583 compared to a 9-month amount for 2018. Due to the Dental Clinic North transitioning and the need to find more dedicated leadership at HDNW during the transition project. In order to align with HDNW change in fiscal year to September 30, the 2019 allocation will be for 9 months (1/1/19 to 9/30/19). The 2020 allocation will be renewed on 10/1/19 as a full year allocation (10/1/19 to 9/30/20), with each annual allocation dependent upon sufficient funding.

### Suggested Motion:

Approve the renewal of the Dental Service Agreement - Amendment #21 for \$36,632 with Health Department Northwest Michigan (HDNW) for providing oral health outreach in Grand Traverse County for the period of January 1, 2019 through September 30, 2019.

### Financial Information:

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

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

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

### Attachments:

Attachment Titles: Dental Service Agreement Amendment #21; Exhibit E Oral Health Outreach Plan 2019

**R E S O L U T I O N**

**XX-2019**

**Dental Service Agreement Renewal - Amendment #21**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May 1, 2019 and reviewed request of the Health Director to approve the renewal of the Dental Services Agreement for the Period January 1, 2019 through September 30, 2019, and,

WHEREAS, This amendment provides for an extension of the previous agreement to provide dental care for the uninsured by providing outreach to the community to assure that residents of Northern Michigan are able to be linked to a dental home and can overcome barriers in receiving adequate oral health care; and,

WHEREAS, The current funding received is \$36,632, designated to provide oral health outreach from January 1, 2019 to September 30, 2019, in order to align the Health Department of Northwest Michigan's change in fiscal year to September 30; and,

WHEREAS the 2020 Allocation will be renewed on 10/1/19 for a full year through 9-30-20, with each annual allocation dependent upon sufficient funding; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the renewal of the Dental Services Agreement for the period January 1, 2019 through September 30, 2019, in the amount of \$36,632.

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: May 1, 2019

Amendment Number 21  
to the  
Dental Services Agreement  
between  
Grand Traverse Health Department  
and  
HEALTH DEPARTMENT OF NORTHWEST MICHIGAN (HDNWM)  
For the period January 1, 2019 through September 30, 2019

**I. AMENDMENT PURPOSE AND JUSTIFICATION AND FUNDING**

The purpose of this amendment is to extend the ending date to September 30, 2019 and the local cost of \$23.00 per unduplicated persons served. The State Plan Amendment submitted by the State of Medicaid office provides a financing mechanism to cover the costs of providing dental services to Medicaid recipients. The \$23.00 per client served has been suspended until further notice.

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

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

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

**II. SPECIAL CERTIFICATION**

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

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

**SIGNATURE SECTION**

Approved: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Typed name/Title

Approved: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
04/10/19

\_\_\_\_\_  
Lisa Peacock, Health Officer; Health Department of Northwest Michigan

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

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

The Health Department of Northwest Michigan has established a funding mechanism to reimburse our partner local health department partners for Oral Health Medicaid Outreach and Enrollment. The total allocation for distribution is \$182,250 for January 1, 2019-September 30, 2019 and is planned to be distributed on a population-based formula per distribution schedule included in this document.

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

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

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

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

### **Year 2019 Funding (January 1-September 30, 2019)**

Funding for 2019 utilizes the following formula: % population X \$182,250 = allocation. Allocations are as follows:

<b>Local Health Department</b>	<b>% population</b>	<b>Allocation</b>
Benzie-Leelenau Health Department	9.5	\$17,313
District Health Department #2	16.7	\$30,435
District Health Department #4	19.8	\$36,085
District Health Department #10 (Kalkaska and Crawford)	7.7	\$14,033
Grand Traverse County Health Department	20.1	\$36,632
Health Department NW MI	26.2	\$47,749
<b>TOTAL</b>	<b>100%</b>	<b>\$182,250</b>

### **Reporting Requirements:**

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

- July 15, 2019 (1/1/19-6/30/19)
- October 15, 2019 (7/1/19-9/30/19)

NOTE: FSR for the period of 1/1/19-3/31/19 may be submitted with signed contract to cover expenses occurred during that quarter.

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

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

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

## **Summary and Examples of Medicaid Outreach Areas**

### **Medicaid Outreach Area #A: Medicaid Outreach and Public Awareness**

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

Examples of work with oral health outreach funding

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

### **Medicaid Outreach Area #B: Facilitating Medicaid Eligibility Determination**

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

Examples of work with oral health outreach funding:

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

- Provided education to clients via verbal and written form

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

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

Examples of work with oral health outreach funding:

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

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

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

Examples of work with oral health outreach funding

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

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

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

#### Examples of work with oral health outreach funding:

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

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

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

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

Examples of work with oral health outreach funding:

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

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

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

Examples of work with oral health outreach funding:

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

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

**ORAL HEALTH WORK**

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

**A. Medicaid Outreach and Public Awareness**

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

**B. Facilitating Medicaid Eligibility Determination**

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

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

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

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

#### **D. Referral, Coordination and Monitoring of Medical Services**

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

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

**E. Medicaid Specific Training on Outreach Eligibility and Services**

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

## **Oral Health Outreach Reporting Template**

Local Health Department:

Reporting Time Period:

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



## Action Request

Meeting Date:	5/1/2019		
Department:	GTSO	Submitted By:	T. Bensley
Contact E-Mail:	tbensley@gtsheriff.org		
Contact Telephone: 995-5019			
Agenda Item Title:	Surplus Property		
Estimated Time:	<5 (in minutes)	Laptop Presentation: no	

### Summary of Request:

The Sheriff's Office Evidence Control Officer has identified the attached lists (A & B) of surplus property that has remained unclaimed and would like the Board of Commissioners approval in disposing of it through sale, donation, disposal or department use as appropriate based on departmental policy.

### Suggested Motion:

Motion as appropriate.

### Financial Information:

Total Cost:		General Fund Cost:	\$0.00	Included in budget:	n/a
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\*Nominal cost, depending on classification.

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:

### Attachments:

Attachment Titles: Grand Traverse County Property Room Surplus Lists, May 1, 2019, Bicycles (List A) and Marine Division (List B)

**R E S O L U T I O N**  
**XX-2019**  
**Grand Traverse Sheriff's Office**  
**Surplus Property**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May 1, 2019 and reviewed request from the Grand Traverse County Sheriff's Office to declare items as surplus and approve for disposal as deemed appropriate by departmental policy; and,

WHEREAS, the attached lists of property have been received into the Grand Traverse County Sheriff's Office Evidence and Property Room and have remained unclaimed; and,

WHEREAS, items shall be declared surplus and disposed of by way of sale, donation, or disposal or department use per department policy; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County declares the attached lists of property as surplus and approves same for disposal.

APPROVED: May 1, 2019

**GRAND TRAVERSE COUNTY  
PROPERTY ROOM SURPLUS LIST**

**MAY 1, 2019**

**BICYCLES**

**List A**

<b><u>COMPLAINT #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>BIKE #</u></b>
128-18204-13	Mongoose – Mountain	GT 3060
128-15509-17	Stump Jumper – Mountain	GT 130
128-7248-18	Pacific Exploit - Mountain	GT 91
128-12233-18	Magna – Road	GT 114
128-13623-18	Schwinn – Cruiser	GT 138
128-14571-18	Schwinn – Cruiser	GT 139
128-15189-18	Huffy – Mountain	GT 142
128-15189-18	Schwinn – Road	GT 143
128-15538-18	Specialized Crossroads – Cruiser	GT 145
128-17495-18	Huffy – Mountain	GT 150
128-834-19	Iguana Giant – Mountain	GT 156
128-834-19	Ultra Terrain Sport – Mountain	GT 157

**GRAND TRAVERSE COUNTY  
MARINE DIVISION SURPLUS LIST**

**MAY 1, 2019**

**List B**

<b><u>COMPLAINT #</u></b>	<b><u>MAKE</u></b>	<b><u>STYLE</u></b>
128-13399-18	Barnet Butterfly	Sailboat
128-15287-18	Unknown	Sailboat

## Action Request



Meeting Date:	5/1/2019		
Department:	GTSO	Submitted By:	T. Bensley
Contact E-Mail:	tbensley@gtsheriff.org		
Agenda Item Title:	Proclamations for 2019 National Correctional Officers & Employees Week and National Police Week		
Estimated Time:	5 (in minutes)	Laptop Presentation:	no

### Summary of Request:

In an effort to recognize National Correctional Officers and Employees week (May 5-11, 2019) and National Police Week (May 12-18, 2019) we would ask the Board of Commissioners to review and recognize the attached proclamations and our local correctional officers, employees and law enforcement officers for the outstanding work they do and the sacrifices they make.

### Suggested Motion:

Motion as appropriate and Chair Rob Hentschel's signature on original proclamations (2 of each).

### Financial Information:

Total Cost:	*	General Fund Cost:	\$0.00	Included in budget:	yes
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\*Nominal cost, depending on classification.

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:

### Attachments:

Attachment Titles: *Proclamation for National Corrections Officers and Employees Week 2019 and Proclamation for National Police Week 2019*

(revised 9-2016)

# **Proclamation for National Correctional Officers and Employees Week 2019**

On May 4, 1984, President Ronald Reagan signed Proclamation 5187 creating “National Correctional Officers Week”, therefore, to recognize National Correctional Officer and Employees Week 2019 and to honor the service of those correctional officers and employees who gave the ultimate sacrifice to the corrections field.

WHEREAS, correctional officers are trained law enforcement professionals dedicated to maintaining secure correctional facilities and ensuring the public safety; and

WHEREAS, correctional facilities across the United States, both civilian and military, public and private are run by highly-qualified and experienced men and women with a deep understanding of the challenges and difficulties within the profession; and

WHEREAS, correctional officers and employees are responsible for the custody, care and reform of thousands of offenders every year as well as the maintenance of safe and secure facilities; and

WHEREAS, correctional officers work in very demanding and stressful conditions, face many challenges and put their lives at risk every day; correctional officers and employees are some of the most resourceful, capable, committed, patient and persistent professionals in criminal justice and in our nation; and

WHEREAS, correctional officers and employees serve admirably in many different capacities, including jail administration, wardens, chaplains, nurses, supervisors, managers and directors; and

WHEREAS, correctional officers and employees teach, train, mentor, counsel and treat thousands of offenders; correctional officers and employees provide offenders with direction, hope and a new focus while preparing them for reentry and life outside of corrections; and

WHEREAS, correctional officers and employees rise to meet most any challenge and serve this honorable profession nobly and admirably; and now

THE THEREFORE, BE IT RESOLVED that the Grand Traverse County Board of Commissioners formally designates May 5-11, 2019, as Correctional Officers and Employees Week in Grand Traverse County, and publicly salutes the service of correctional officers and employees in our community and in communities across the nation.

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Rob Hentschel, Chair  
Board of Commissioners  
Grand Traverse County

## Proclamation for National Police Week 2019

To recognize National Police Week 2019 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are more than 900,000 sworn law enforcement officers serving in communities across the United States, including the dedicated members of the Grand Traverse County Sheriff's Office;

WHEREAS, more than 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 17,476 injuries;

WHEREAS, since the first recorded death in 1791, more than 21,000 law enforcement officers in the United States have made the ultimate sacrifice;

WHEREAS, 158 law enforcement officers were killed in the line of duty in 2018 alone;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial each spring, there are currently more than 21,910 names engraved on the walls of the National Law Enforcement Officers Memorial;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 31<sup>st</sup> Annual Candlelight Vigil, on the evening of May 13, 2019, in Washington, D.C.;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year from May 12-18;

WHEREAS, May 15<sup>th</sup> is designated as National Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that the Grand Traverse County Board of Commissioners formally designates May 12-18, 2019, as Police Week in Grand Traverse County, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

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Rob Hentschel, Chair  
Board of Commissioners  
Grand Traverse County

## Action Request



Meeting Date:	May 1, 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: <input type="radio"/> Yes <input checked="" type="radio"/> 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: <input type="radio"/> Yes <input checked="" type="radio"/> No
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	4/24/2019
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> 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 May 1, 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: May 1, 2019



## GRAND TRAVERSE COUNTY Budget Amendment Request

Department: TNT Grant Fund  
Submitted by: Finance  
Budget Number: 27261

### Budget Adjustment Option:

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

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

Please use whole dollar amounts only.

\*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
288 347 506.00		Federal Grant	36,079.00
			<u>36,079.00</u>

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
288 347 716.00		Health, Optical & Dental	1,000.00
288 347 727.00		Office Supplies	2,191.00
288 347 850.04		Tele-Cellular Network	4,036.00
288 347 940.00		Building Rent	5,973.00
288 347 977.00		Machinery & Equipment	22,879.00
			<u>36,079.00</u>

Check Figure

NOTES: To amend 2019 calendar year budget for projected fiscal activity in the remaining three quarters of the Byrne Justice Assistance Grant for 2018-2019. An additional \$48,500 was awarded subsequent to the original grant amount of \$97,000. This additional amount is to cover the purchase of TruNarc equipment in the amount of \$22,879. The remaining portion of the additional awarded amount is to be used to cover operating costs.

Signature:

Accountant Approval:

C. A. Wolf

Date:

Date:

4/16/19

Finance Director Approval:

Dean Pott

Date:

Date:

4/16/19

Board of Commissioner Meeting Approval Date:

5/1/19



**GRAND TRAVERSE COUNTY  
FINANCE DEPARTMENT**

400 BOARDMAN AVENUE  
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR  
DEPUTY FINANCE DIRECTOR  
FAX

(231) 922-4680  
(231) 922-4682  
(231) 922-4636

DATE: April 25, 2019

TO: Grand Traverse County Board of Commissioners

FROM: Dean Bott, Finance Director

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

Please find attached the Budget to Actual Revenue and Expenditure Reports for the County's General Fund and other Governmental Funds for the three month period ending March 31, 2019. This information is reported on the cash basis of accounting.

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

**GRAND TRAVERSE COUNTY  
FISCAL YEAR 2018  
BUDGET TO ACTUAL  
REVENUE REPORT (UNAUDITED)  
FOR THE PERIOD ENDING MARCH 31, 2019**

**GENERAL FUND**

REVENUE SOURCE	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 3/31/2018	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 3/31/2019	AVAILABLE BALANCE	% BUDGET USED
Taxes	24,527,075	24,960	25,273,000	15,465	25,257,535	0%
Licenses and Permits	52,587	40,475	9,000	880	8,120	10%
Federal Grants	205,668	-	101,043	10,885	90,158	11%
State Grants	3,598,589	368,578	3,658,731	381,710	3,277,021	10%
Local Unit Contributions	1,781,922	445,707	1,884,818	895,003	989,815	47%
Charges for Services	4,324,639	880,995	4,068,168	930,005	3,138,163	23%
Fines and Forfeitures	110,100	15,585	86,500	26,533	59,967	31%
Interest and Rents	704,002	73,546	817,889	124,386	693,503	15%
Other Financing Sources	2,241,244	113,107	2,269,764	114,256	2,155,508	5%
Transfers In	714,676	-	793,350	-	793,350	0%
Fund Balance	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>38,260,502</b>	<b>1,962,953</b>	<b>38,962,263</b>	<b>2,499,123</b>	<b>36,463,140</b>	<b>6%</b>

**FISCAL YEAR 2019**  
**BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)**  
**FOR THE PERIOD ENDING MARCH 31, 2019**

**GENERAL FUND**

DEPT #	DEPARTMENT NAME	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 3/31/2018	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 3/31/2019	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
<b>LEGISLATIVE</b>								
101	Board of Commissioners	274,875	39,296	425,109	69,071	356,038	16%	1%
	<b>SUBTOTAL</b>	<b>274,875</b>	<b>39,296</b>	<b>425,109</b>	<b>69,071</b>	<b>356,038</b>	<b>16%</b>	<b>1%</b>
<b>JUDICIAL</b>								
147	Jury Commission	49,787	7,764	49,540	8,614	40,926	17%	0%
148	Probate Court	826,525	155,880	850,878	170,994	679,884	20%	2%
149	Family Court-Juvenile Division	1,640,717	271,529	1,710,611	298,271	1,412,340	17%	4%
	<b>SUBTOTAL</b>	<b>2,517,029</b>	<b>435,173</b>	<b>2,611,029</b>	<b>477,879</b>	<b>2,133,150</b>	<b>18%</b>	<b>7%</b>
<b>GENERAL GOVERNMENT</b>								
155	ART Grant	41,316	484	-	-	-	#DIV/0!	0%
172	Administrator/Controller	339,589	75,576	405,128	104,881	300,247	26%	1%
174	Brownfield Administration	43,953	14,375	23,500	532	22,968	2%	0%
191	Elections	122,699	3,787	79,051	9,512	69,539	12%	0%
201	Finance	513,203	103,892	532,406	123,108	409,298	23%	1%
215	County Clerk	907,458	201,306	914,528	196,542	717,986	21%	2%
225	Equalization	562,307	120,924	579,208	128,427	450,781	22%	1%
226	Human Resources	524,939	85,504	648,123	120,936	527,187	19%	2%
229	Prosecuting Attorney	1,795,724	370,452	1,811,116	366,774	1,444,342	20%	5%
230	Equalization/East Bay	179,890	38,969	186,753	44,371	142,382	24%	0%
236	Register of Deeds	386,569	81,184	395,383	90,265	305,118	23%	1%
242	County Surveyor	64,280	-	68,760	-	68,760	0%	0%
253	County Treasurer	425,785	90,726	424,721	89,496	335,225	21%	1%
257	Cooperative Extension	264,155	60,072	263,003	63,098	199,905	24%	1%
261	Building Authority-Rent	1,334,870	240,000	1,117,200	-	1,117,200	0%	3%
265	Facilities Management	785,367	144,676	888,697	252,665	636,032	28%	2%
272	Wellness Program	-	-	20,000	-	20,000	0%	0%
275	Drain Commission	41,833	5,465	54,309	7,392	46,917	14%	0%
276	Soil Erosion & Sedimentation	66,976	36,239	-	-	-	#DIV/0!	0%
280	Soil Conservation	27,500	5,000	27,500	-	27,500	0%	0%
400	Planning & Development	45,619	10,681	25,000	-	25,000	0%	0%
	<b>SUBTOTAL</b>	<b>8,474,032</b>	<b>1,689,312</b>	<b>8,464,386</b>	<b>1,597,999</b>	<b>6,866,387</b>	<b>19%</b>	<b>22%</b>
<b>PUBLIC SAFETY</b>								
307	Central Records	878,789	160,420	848,673	156,596	692,077	18%	2%
308	Central Dispatch	298,582	-	275,000	-	275,000	0%	1%
311	Sheriff-Special Investigation	121,657	27,911	125,790	26,885	98,905	21%	0%
312	Sheriff-County Investigation	1,210,165	255,904	1,257,256	269,561	987,695	21%	3%
314	Sheriff-County Patrol	6,264,206	1,257,030	6,777,419	1,458,280	5,319,139	22%	17%
316	Secondary Road Patrol	112,478	11,055	119,137	22,596	96,541	19%	0%
322	OHSP Enforcement	17,654	-	8,827	-	8,827	0%	0%
325	Sheriff-Administration	660,362	136,154	656,148	145,179	510,969	22%	2%
327	Snowmobile Enforcement	36,055	17,556	25,710	11,744	13,966	46%	0%
331	Sheriff-Marine Law Enforcement	131,788	10,506	136,262	12,598	123,664	9%	0%
348	Medical Marijuana Grant 2016	29,160	-	-	-	-	#DIV/0!	0%
351	Sheriff-Corrections	5,417,132	1,053,463	5,831,005	1,115,660	4,715,345	19%	15%
352	Corrections-Interim Services	80,000	-	135,000	5,843	129,157	4%	0%
435	Emergency Management	41,114	-	-	-	-	0%	0%
	<b>SUBTOTAL</b>	<b>15,299,142</b>	<b>2,929,999</b>	<b>16,196,227</b>	<b>3,224,942</b>	<b>12,971,285</b>	<b>20%</b>	<b>42%</b>
<b>HEALTH &amp; WELFARE</b>								
631	Substance Abuse	358,487	-	390,525	-	390,525	0%	1%
651	Ambulance	25,000	25,000	25,000	25,000	-	100%	0%
682	Veterans	7,350	-	-	-	-	0%	0%
	<b>SUBTOTAL</b>	<b>390,837</b>	<b>25,000</b>	<b>415,525</b>	<b>25,000</b>	<b>390,525</b>	<b>6%</b>	<b>1%</b>
<b>OTHER</b>								
865	Insurance & Bonds	817,918	-	680,000	-	680,000	0%	2%
890	Miscellaneous Contingencies	195,269	-	115,270	25,000	90,270	22%	0%
891	Appropriations to Non-Profit	682,200	170,550	682,200	170,550	511,650	25%	2%
	<b>SUBTOTAL</b>	<b>1,695,387</b>	<b>170,550</b>	<b>1,477,470</b>	<b>195,550</b>	<b>1,281,920</b>	<b>13%</b>	<b>4%</b>

**GENERAL FUND**

DEPT #	DEPARTMENT NAME	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 3/31/2018	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 3/31/2019	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
<b>TRANSFERS</b>								
965	County Law Library Fund	-	-	-	-	-	0%	0%
968	Health Department Fund	1,314,000	-	1,344,000	336,000	1,008,000	25%	3%
970	Child Care Fund	647,255	-	700,000	175,000	525,000	25%	2%
971	Department of Human Services	49,445	32,500	49,445	32,500	16,945	66%	0%
974	Parks & Recreation Fund	315,183	-	340,183	85,046	255,137	25%	1%
975	Friend of the Court Fund	262,432	-	266,085	66,521	199,564	25%	1%
978	County Facilities Fund	1,819,519	-	1,662,623	415,656	1,246,967	25%	4%
979	CLF Fund	766,155	-	500,000	125,000	375,000	25%	1%
982	Circuit Court Fund	1,482,502	73,154	1,523,070	190,793	1,332,277	13%	4%
983	District Court Fund	2,876,469	124,496	2,910,111	324,994	2,585,117	11%	7%
986	Community Corrections Fund	76,240	-	77,000	19,250	57,750	0%	0%
<b>SUBTOTAL</b>		<b>9,609,200</b>	<b>230,150</b>	<b>9,372,517</b>	<b>1,770,760</b>	<b>7,601,757</b>	<b>19%</b>	<b>24%</b>
<b>GENERAL FUND TOTAL APPROPRIATIONS</b>		<b>38,260,502</b>	<b>5,519,480</b>	<b>38,962,263</b>	<b>7,361,201</b>	<b>31,601,062</b>	<b>19%</b>	
<b>GENERAL FUND REVENUES</b>								
<b>PROJECTED SURPLUS (DEFICIT)</b>								
		-	(3,556,527)	-	(4,862,078)			

**GRAND TRAVERSE COUNTY  
FISCAL YEAR 2019  
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)  
FOR THE PERIOD ENDING MARCH 31, 2019**

**SUMMARY BY FUND**

FUND	FUND NAME	FY18 AMENDED BUDGET	FY18 ACTIVITY AS OF 3/31/2018	FY19 AMENDED BUDGET	YTD ACTIVITY AS OF 3/31/2019	AVAILABLE BALANCE	% BUDGET USED
101	GENERAL FUND	38,260,502	5,519,480	38,962,263	7,361,201	31,601,062	19%
131	13TH CIRCUIT COURT	2,018,004	359,655	1,841,232	354,416	1,486,816	19%
132	LCVR	13,000	(500)	12,000	4,855	7,145	40%
136	86TH DISTRICT COURT	4,019,621	686,345	3,566,826	641,576	2,925,250	18%
202	COUNTY SPECIAL PROJECTS	-	-	18,322	-	18,322	0%
207	CENTRAL DISPATCH/911	2,615,937	1,042,416	2,621,388	1,108,889	1,512,499	42%
208	PARKS AND RECREATION	1,342,975	101,039	1,163,059	130,050	1,033,009	11%
209	MAPLE BAY DEVELOPMENT	500	-	11,243	-	11,243	0%
215	FRIEND OF THE COURT	2,226,175	398,115	2,301,064	438,829	1,862,235	19%
222	HEALTH DEPARTMENT	6,954,661	1,417,090	6,956,660	1,554,861	5,401,799	22%
252	VETERANS' MILLAGE	658,027	78,686	659,000	124,233	534,767	19%
256	REGISTER OF DEEDS AUTOMATION	174,500	73,677	185,500	72,014	113,486	39%
259	MIDC	196,463	-	782,258	97,943	684,315	13%
260	COMMUNITY CORRECTIONS PA511	924,865	173,372	912,467	168,975	743,492	19%
261	COUNTY LAW LIBRARY	6,500	-	42,210	-	42,210	0%
262	FEDERAL EQUITABLE SHARING	50	-	-	-	-	0%
263	CONCEALED PISTOL LICENSING	39,000	5,682	36,000	4,757	31,243	13%
264	CORRECTIONS OFFICERS TRAINING	66,000	6,185	66,000	15,186	50,814	23%
266	CRIMINAL JUSTICE TRAINING ACT	17,000	4,355	10,000	4,770	5,230	48%
269	MITCHELL CREEK WATERSHED	-	-	8,155	-	8,155	0%
278	HOUSING TRUST	72,500	-	250,000	-	250,000	0%
279	CDBG	50,350	-	200,000	-	200,000	0%
280	NEXT MICHIGAN	95,400	-	25,000	90	24,910	0%
281	EDC	209,500	43	50,000	-	50,000	0%
287	TNT FORFEITURE FUND	63,094	13,238	68,250	7,600	60,650	11%
288	TNT GRANT	102,200	19,569	97,000	48,676	48,324	50%
292	CHILD CARE FUND	1,946,510	214,838	1,779,000	216,296	1,562,704	12%
295	ANIMAL CONTROL	283,960	21,058	321,500	48,824	272,676	15%
297	COMMISSION ON AGING	3,069,642	448,732	3,287,722	548,230	2,739,492	17%
298	SENIOR CENTER	622,870	81,205	612,455	89,869	522,586	15%
471	COUNTY FACILITIES	2,769,682	429,164	1,948,100	380,348	1,567,752	20%
472	CAPITAL IMPROVEMENT PROJECTS	1,419,655	-	500,000	120,250	379,750	24%
<b>TOTAL APPROPRIATIONS</b>		<b>70,239,143</b>	<b>11,093,444</b>	<b>69,294,674</b>	<b>13,542,738</b>	<b>55,751,936</b>	<b>20%</b>



## Action Request

Meeting Date:	May 1, 2019		
Department:	GTSO	Submitted By:	Chris Clark
Contact E-Mail:	cclark@gtsheriff.org	Contact Telephone:	995-5045
Agenda Item Title:	Purchase of Multi-purpose K-9		
Estimated Time:	(in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

### Summary of Request:

The Sheriff's Office recently retired K-9 Jax. Jax was six (6) years old and also imprinted on marijuana detection. Due to his age, the change in the marijuana laws and the cost of retraining, the Sheriff's Office would like to purchase a new multi-purpose/narcotics detection K-9. The purchase includes the five (5) week handler training course. There is money in the budget to make this purchase and we are currently working on a grant application with a local organization that has provided monies in the past for the purchase of our K-9s. The purchase will be made through Mid Michigan Police K-9, LLC.

### Suggested Motion:

Motion to approve the purchase of a multi-purpose/narcotics detection K-9 with five (5) week handler course from Mid-Michigan Police K9, LLC.

### Financial Information:

Total Cost:	\$12,500.00	General Fund Cost:	\$0.00	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

(nominal cost, depending on classification)

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

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

Miscellaneous:

### Attachments:

Attachment Titles:

**R E S O L U T I O N**

**XX-2019**

**Grand Traverse Sheriff's Office**  
**Purchase of Multi-Purpose K9**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May 1, 2019, and reviewed request from the Sheriff's Office to approve the purchase of a multi-purpose/narcotics detection K-9 with five (5) week handler course; and,

WHEREAS, the Sheriff's Office recently retired K-9 Jax who was 6 years old and imprinted on marijuana detection; and,

WHEREAS due to his age, the change in marijuana laws and the cost of retraining, the Sheriff's Office is requesting approval to purchase a new multi-purpose/narcotics detection K-9, including a five week handler training course; and,

WHEREAS, there is money in the budget to make the purchase and we are currently working on a grant application with a local organization that has provided monies in the past for the purchase of our K-9's; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the purchase of a multi-purpose/narcotics detection K-9 with five (5) week handler course from Mid-Michigan Police K-9, LLC, in the amount of \$12,500.00.

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: May 1, 2019



## Action Request

Meeting Date:	May 1, 2019		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	231-922-4780
Agenda Item Title:	Letter of approval for application of Special Use Permit		
Estimated Time:	(in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

### Summary of Request:

Burdco has requested a letter of approval from Grand Traverse County of a submission for a Special Use Permit for a development on the Northeast corner of LaFranier and Terra Drive. This letter is a required step for the submission and consideration of the application to Garfield Township as Grand Traverse County is part owner of the Planned Use Development (PUD) where the vacant parcel is situated. The letter states that we do not object to the application and proposed use as the proposed use is different than what is expressed in the PUD documents. The expressed use within the document is "local business" and the proposed use is an assisted living facility.

I have spoken with Garfield Township Planner, John Sych, about the application and use and we agree that the proposed assisted living facility is a more appropriate use than what was originally expressed as there are already assisted living facilities in the immediate area. We also agreed that it is unlikely that there will be significant "local business" attraction to this vacant parcel due to the proximity to the South Airport corridor.

### Suggested Motion:

### Financial Information:

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: <input checked="" type="checkbox"/> Recommended	Date: April 25, 2019	
Miscellaneous:		

### Attachments:

Attachment Titles:

**R E S O L U T I O N**

**XX-2019**

**Letter of Approval for application of Special Use Permit**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on May 1, 2019, reviewed request to approve the submission for a special use permit for development on the northeast corner of LaFranier and Terra Drive; and,

WHEREAS, The letter (attached) is a required step for the submission and consideration of the application to Garfield Township as the County is part owner of the Planned Use Development (PUD) where the vacant parcel is situated; and,

WHEREAS, The letter states that we do not object to the application and proposed use being an assisted living facility; and,

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS**  
THAT Grand Traverse County approves the letter of confirmation, attached hereto and becoming a part of this resolution, that Grand Traverse County approves the application for Special Use Permit and Planned Unit Development amendment by the applicant and property owner

**BE IT FURTHER RESOLVED THAT**, the County is in agreement that the proposed use and amendment to the existing Planned Unit Development are desirable and beneficial to the Township and greater community.

APPROVED: May 1, 2019



**GRAND TRAVERSE COUNTY  
ADMINISTRATION OFFICE  
BOARD OF COMMISSIONERS**

400 BOARDMAN AVENUE, SUITE 305  
TRAVERSE CITY, MI 49684-2577

ADMINISTRATION 231-922-4780  
BOARD OF COMMISSIONERS 231-922-4797

---

May 1, 2019

John Sych, Township Planner  
Garfield Township  
3848 Veterans Drive  
Traverse City, MI 49684

Mr. Sych,

Please accept this letter as confirmation that Grand Traverse County, owner of the property at 2650 LaFranier Road (PID: 28-05-023-013-00), part of the Terra Energy PUD in Garfield Township, approves of the application for Special Use Permit and Planned Unit Development amendment by the applicant Burdco, Inc. and property owner Chartwell Properties, LLC. The proposed PUD amendment concerns the unaddressed property located at the northeast corner of LaFranier Road and Terra Drive, just to the north of the County's property. The County is in agreement that the proposed use and amendment to the existing Planned Unit Development are desirable and beneficial to the Township and greater community.

Sincerely,

A handwritten signature in black ink, appearing to read "Nate Alger".

Nate Alger  
Grand Traverse County Administrator



**TERRA ENERGY LTD.**  
**APPLICATION FOR SPECIAL USE PERMIT & P.U.D.**  
**GARFIELD TOWNSHIP**

**LAND USE AREA TABULATIONS SUMMARY:**

1. PROFESSIONAL OFFICE AREA:	6.5 ACRES 286,400 S.F.
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PROPOSED BUILDING 'A':	16,000 S.F.
PROPOSED BUILDING 'B':	16,000 S.F.
TOTAL BUILDING AREA:	32,000 S.F.

PROPOSED PARKING 'A':	34,200 S.F.
PROPOSED PARKING 'B':	34,200 S.F.
TOTAL PARKING:	68,400 S.F.

TOTAL OPEN SPACE:	186,000 S.F.
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BUILDING SITE COVERAGE 'A' & 'B':	11%
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PROPOSED SETBACKS ACCORDING TO P.U.D. SITE PLAN

3. LOCAL BUSINESS AREA:	3.5 ACRES 154,875 S.F.
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PROGRESSIVE PLANNING TO OCCUR ACCORDING TO P.U.D TO PROVIDE CONVENIENT, DAY-TO DAY RETAIL SHOPPING AND SERVICE FACILITIES FOR PERSONS RESIDING IN THE ADJACENT RESIDENTIAL AREAS INCLUDING THE FOLLOWING USES:

RETAIL FOOD ESTABLISHMENTS, RETAIL ESTABLISHMENTS, PERSONAL SERVICE ESTABLISHMENTS, OFFICES FOR PROFESSIONAL AND BUSINESS SERVICES, RESTAURANTS, PUBLIC BUILDINGS, DRY CLEANING ESTABLISHMENTS, DAY CARE ESTABLISHMENTS, DRIVE-IN BANKING FACILITIES, CONVENIENCE STORES WITH GASOLINE SERVICE, & OFF STREET PARKING LOTS.

3. MULTI-FAMILY RESIDENTIAL:	10.0 ACRES 429,925 S.F.
------------------------------	----------------------------

PROGRESSIVE PLANNING TO OCCUR ACCORDING TO P.U.D TO PROVIDE A SOUND AND STABLE RESIDENTIAL ENVIRONMENT FOR THE VARIOUS TYPES OF HOUSING DEVELOPMENTS WITHIN THE ANTICIPATED URBANIZED GROWTH PATTERN OF TRAVERSE CITY AND GARFIELD TOWNSHIP TO PROVIDE FOR GROUP HOUSING AND APARTMENT UNITS IN AN AREA WITH ADEQUATE UTILITIES AND PROPER ROADS AND PEDESTRIAN WALKWAYS. DENSITIES TO BE ESTABLISHED DURING FUTURE P.U.D. PLANNING.

**TERRA ENERGY LTD.**  
**APPLICATION FOR SPECIAL USE PERMIT & P.U.D.**  
**GARFIELD TOWNSHIP**

**PARKING DESIGN & AREA TABULATIONS SUMMARY:**

<b>1. PARKING RATIOS:</b>	<u>BLDG. 'A'</u>	<u>BLDG. 'B'</u>		
GROSS BLDG. AREAS	16,000 S.F.	16,000 S.F.		
USEABLE FLOOR AREAS	13,600 S.F.	13,600 S.F.		
PARKING REQ'D @ 1/200. SF	68 STALLS	68 STALLS		
PARKING PROPOSED	75 STALLS	80 STALLS		
<b>2. STORM RETENTION:</b>	<u>AREA 'A'</u>	<u>AREA 'B'</u>		
PAVED SURFACES	34,200 S.F.	34,200 S.F.		
RETENTION VOLUME	5,472 C.F.	5,472 C.F.		
RETENTION AREAS 'C' & 'D' TO BE ENGINEERED TO HANDLE THE STORM WATER FROM THE PRIVATE STREET.				
186,000 S.F. OF OPEN SPACE LANDSCAPED OVER SANDY SOILS TO BE ENGINEERED TO HANDLE ALL ROOF RUN-OFF.				
<b>3. DIMENSIONAL STANDARDS:</b>				
24 FT. TWO WAY TRAFFIC MANEUVERING LANES				
9 FT. WIDE STANDARD STALLS				
13 FT. WIDE BARRIER FREE STALLS @ 1/25 STALLS				
20 FT. LONG STALLS				
<b>4. LANDSCAPING DESIGN:</b>				
1 STREET TREE PER 24 L.F. @ PUBLIC STREET R.O.W. FRONTAGE.				
750 S.F. INTERIOR PARKING ISLANDS REQ'D. 3,200 S.F. PROPOSED.				
LANDSCAPE BUFFER STANDARDS:				
TYPE 'C' LANDSCAPING @ PARKING/PUBLIC STREETS.				
TYPE 'B' LANDSCAPING @ PARKING/PRIVATE STREETS.				
TYPE 'A' LANDSCAPING @ PARKING/VACANT A1 ZONED PARCEL.				
<b>5. SNOW STORAGE:</b>				
3,420 S.F. REQ'D AND PROVIDED AT EACH LOT.				
<b>6. OFF STREET LOADING PLACE:</b>				
ONE OFF STREET LOADING REQ'D AND PROVIDED AT EACH OFFICE BUILDING.				



## Action Request

Meeting Date:	May 1, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Adoption of policies related to Community Development Block Grant Subrecipient Agreement		
Estimated Time:	15 minutes (in minutes)	Laptop Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No	

### Summary of Request:

As you know, on March 20, 2019, the Board of Commissioners adopted a resolution to approve a subrecipient agreement with Venture North, which under the terms of the agreement, has the responsibility to administer community development block grants on behalf of Grand Traverse County. The Michigan Economic Development Corporation ("MEDC") has requested through Venture North, that the County adopt three policies in order to comply with the terms of the subrecipient agreement. The three policies are an anti-residential displacement and relocation policy, a fair housing policy, and a grievance procedure policy under Section 504 of the Rehabilitation Act of 1973. These three policies are included for your review .

### Suggested Motion:

RESOLVED, that the Grand Traverse County Board of Commissioners adopts the following three policies anti-residential displacement and relocation policy, a fair housing policy, and a grievance procedure policy under Section 504 of the Rehabilitation Act of 1973, as requested by MEDC and in order to comply with the subrecipient agreement with Venture North.

### Financial Information:

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

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

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

### Attachments:

Attachment Titles:

**R E S O L U T I O N**

**XX-2019**

**Adoption of Policies Related to CDBG Subrecipient Agreement**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May 1, 2019, and reviewed request to adopt three policies in order to comply with the terms of the subrecipient agreement with Venture North that was approved on March 20, 2019; and,

WHEREAS, The Michigan Economic Development Corporation (“MEDC”) has requested through Venture North, that the County adopt three policies in order to comply with the terms of the subrecipient agreement; and,

WHEREAS; the three (3) policies are an anti-residential displacement and relocation policy, a fair housing policy, and a grievance procedure policy under Section 504 of the Rehabilitation Act of 1973; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County adopt the three policies required to comply with the terms of the subrecipient agreement with Venture North, 1) Residential Anti-displacement and Relocation Policy, Fair Housing Policy, and Grievance Procedure under Section 504 of the Rehabilitation Act of 1973, attached hereto and hereby becoming a part of this resolution

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: May 1, 2019

# **Residential Anti-displacement and Relocation Plan under Section 104(d) of the Housing and Community Development Act of 1974, as amended.**

## ***Minimize Displacement***

Consistent with the goals and objectives of activities assisted under the Act, if Grand Traverse County undertakes any activities that result in displacement of lower income tenants and demolition or conversion of low and moderate income housing then Grand Traverse County will take the following steps to minimize the displacement of persons from their homes:

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

## ***Relocation Assistance to Displaced Persons***

If Grand Traverse County undertakes any activities that result in displacement of lower income tenants and demolition or conversion of low and moderate income housing then Grand Traverse County will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

## ***One-for-One Replacement of Lower-Income Dwelling Units***

If Grand Traverse County undertakes any activities that result in displacement of lower income tenants and demolition or conversion of low and moderate income housing then Grand Traverse County will replace all occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing in connection with an activity assisted

with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing Grand Traverse County to provide funds for an activity that will directly result in demolition or conversion, Grand Traverse County will make public in a publication in a newspaper of general circulation and submit to Grants Administration the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the [jurisdiction] will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the jurisdiction.

#### ***Contacts***

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, Grand Traverse County will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Grand Traverse County Deputy County Administrator Christopher J. Forsyth, 231 922-4780 is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

Grand Traverse County Deputy County Administrator Christopher J. Forsyth, 231 922-4780 is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low and moderate income dwelling unit to another use in connection with an assisted activity.

## **GRAND TRAVERSE COUNTY FAIR HOUSING POLICY**

WHEREAS, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and,

WHEREAS, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status;

LET IT BE KNOWN TO ALL PERSONS that it is the policy of Grand Traverse County to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status. Therefore, Grand Traverse County does hereby pass the following Resolution:

BE IT RESOLVED that in accordance with Executive Order 11063, Grand Traverse County shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status;

Grand Traverse County will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

Grand Traverse County will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act.

This policy shall be known as the "Fair Housing Policy of Grand Traverse County, Michigan."

Set as policy this        day of       ,       .

---

Rob Hentschel, Chair  
Grand Traverse County Commission

Attest

---

, Clerk

## **GRAND TRAVERSE COUNTY GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

This Grievance Procedure is established to meet the requirements of the Section 504. It may be used by a person alleging a complaint of discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Grand Traverse County. This policy does not cover County employees. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain detailed information about the alleged discrimination including the name, address, phone number of the grievant, and a detailed description of the location, date, and type or manner of the discrimination being alleged. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request where reasonable and not unduly burdensome.

The grievant and/or his/her designee should submit the complaint as soon as possible but no later than 21 calendar days after the alleged violation. All complaints received after 21 days are deemed untimely and shall not be considered by the County. All written complaints must be sent by first class mail addressed to:

Christopher J. Forsyth Deputy County Administrator, Section 504 Coordinator,  
Grand Traverse County Administration 400 Boardman Avenue Traverse City, MI 49684

Within 30 calendar days after receipt of the complaint, Mr. Forsyth or his designee will schedule a meeting with the grievant, at a date and time mutually agreed upon by the grievant and the Deputy County Administrator to discuss the complaint. Within 21 calendar days after the meeting, Mr. Forsyth or his designee will respond in writing, and where reasonable, not unduly burdensome, and appropriate, in a format accessible to the grievant, such as large print, Braille, or audio tape. The response will explain the position of the Grand Traverse County.

If the response by Mr. Forsyth or his designee does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision of the Deputy County Administrator within 15 calendar days after receipt of the response to the County Administrator or his designee. The appeal should be in writing, clearly marked or labelled as an appeal, articulate the basis of the appeal, and sent by first class mail to the above address, attention County Administrator. All appeals received after 15 days are deemed untimely and will not be reviewed and considered by the County Administrator.

Within 21 calendar days after receipt of the appeal, the County Administrator or his designee will schedule a meeting with the grievant, at a date and time mutually agreed upon by the grievant and the County Administrator to discuss the complaint. Within 15 calendar days after the meeting the County Administrator or his designee will respond in writing, and, where appropriate, in a format accessible to the grievant, with a final determination of the complaint.

All written complaints received by the Deputy County Administrator or his designee, appeals to the County Administrator or his designee, and responses from these two County Officers, will be retained by Grand Traverse County for a time period as mandated by Federal Law, and the State of Michigan retention schedule.

**Grand Traverse County  
Purchasing Policy**

- I. Policy Statement:** This Policy is established by the County Board of Commissioners to set standards for the purchase of goods and services with Public Funds such that the County is able to maximize the value of the public tax-dollar while preserving and enhancing public trust. The use of public funds *must* comply with all applicable laws and regulations of Grand Traverse County, the State, and grant requirements.

The Policy applies to the use of all Public Funds for all boards, departments, and agencies for which the County Board is responsible for the appropriation of funds, irrespective of the source of funds.

- II. Statutory Authority:** The Board of Commissioners may establish rules and regulations to manage the interest and business of the County under Public Act 156 of 1851 [MCLA 46.11(M)]. The County Administrator, is responsible for the purchase of all books, stationery, materials and supplies required by the County, or its officers and agents, except where the Board of Commissioners directly enters into a contract of purchase, and provides for payment in a resolution authorizing such contract of purchase.

- III. Related Procedures:** Procedures for Purchasing, Procedures for Procurement Card Use

- IV. Historical Application:** Fully Rescinds and Replaces Grand Traverse County Procurement Policy: #202.100 Purchasing

- V. Exclusions: The following exclusions apply:**

- A.** The general terms of a contract or agreement between the County, other governmental entities, or non-profit organizations are not subject to these policy requirements for purchases that are considered routine.
- B.** Purchases completed through the utilization of a joint purchasing program, established by the State or another local unit of government which operates a cooperative purchasing program. For example, MIDEAL.
- C.** In the event of an Emergency, the County Administrator is statutorily enabled to authorize and effectuate the necessary purchases, which must then be ratified by the Board.
- D.** Professional services (legal, consulting, architectural/engineering, design services, etc.), may be excluded from the bidding process in instances in which the comparison of pricing would not adequately reflect a comparison of the quality of the service that is being provided.
- E.** Computer equipment approved in the budget or approved by the Board of Commissioners.

- VI. Implementation Authority:**

- A.** The County Board authorizes the County Administrator or designee to effectuate the creation of any procedures necessary to implement the Policy.

- VII. Policy Standards:** The following standards shall apply to all purchases.

- A. The County Board appoints the County Administrator or designee as the Purchasing Director for the County.**
- B. Purchasing of all supplies and equipment will be completed with the intent and outcome to ensure best price, quality, and best value for the County.**
- C. The County is a tax-exempt entity and shall not pay sales tax.**
  - i. Grand Traverse County, as a Michigan Municipal Corporation, is exempt from sales tax as provided in Act 167 of Public Acts of 1933. MCL 205.54(7); MSA 7.525(4)(7), and the Michigan Sales and Use Tax Rule, 1979 MAC Rule 205.79, provide that sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a Purchase Order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. This position was affirmed by the Michigan Department of Treasury through its Revenue Administrative Bulletin 1990-32, approved on October 11, 1990. The County's tax exempt certificate is available online: [www.grandtraverse.org/documentcenter/home/view/566](http://www.grandtraverse.org/documentcenter/home/view/566)
- D. Failure to Follow Policy:** The County shall not be responsible for the costs of goods and services ordered or purchased by any County official or employee that are not obtained in accordance with this policy. Contracts negotiated outside of this policy will be considered invalid and non-binding.
- E. Conflict of Interest:** All employees and officials shall comply with the proscriptions on conduct contained in MCL 15.322, Public Officers and Employers, contracts of Public Servants with Public Entities.
- F. Sole Source:** A sole source provider may be utilized when there is only one qualified/available vendor for the required goods or services. All Sole Source purchases must be approved by the County Administrator.
- G. Eligible Expenses:** The County will pay for eligible items and services which are necessary to conduct County business.
- H. Ineligible Expenses:** Items which are considered **not-necessary and will not be paid by the County include:**
  - i. Subscriptions to non-professional organizations or media, except in instances deemed necessary by the County Administrator to perform the functions of a position or service.
  - ii. Reimbursement or payment for delivery charges and tipping (combined) exceeding 20% of the total cost of the service.
  - iii. The purchase of food and refreshments first must be for a public, not an individual department or private group or purpose. Refreshments for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement.
    - Examples: Staff only meals/food purchases/alcohol purchases
    - Staff only refreshments, with the exception of Martin Luther King, Jr. Training Day, Employee Recognition Programs which acknowledge significant service events such as retirements or annual employee wellness activities which promote employee morale and are intended to encourage healthy behaviors.

- iv. Purchase of clothing, accessories, or other uniform equipment which is not a benefit provided for in a collective bargaining agreement.
- I. All expenses which will modify existing County-owned facilities must be approved by Facilities Management in coordination with the County Administrator.
- J. **Documentation:** Each purchase made, no matter the amount, must have adequate documentation to describe the purchase as stated in the Purchasing Procedures. Purchases made where adequate documentation does not exist will not be paid by the County.
- K. **Local Vendors:** Purchases from Grand Traverse County vendors will be encouraged whenever possible.
  - i. Grand Traverse County vendors shall be given the opportunity to meet the lowest bid price when their bid is within 5% of the lowest bid and meets all specifications of the bid requirements.
- L. **Online Purchases:** All online purchases shall meet the standards included within this Policy.
- M. **Gratuities, Personal Benefits, and Kickbacks:** It shall be a violation of this Policy for any person to offer, give or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept or agree to accept from another person, a gratuity, personal benefit, or kickback in connection with any purchasing or contracting decision.

- VIII. Purchasing Guidelines: The Board of Commissioners has established the following requirements for purchases.** Additional guidance related to the process of meeting these Guidelines is defined in the “Procedures for Purchasing.”

Total Purchase Amount	Purchasing Process	Approving Entity
Up to \$999.99	Invoice / Receipt	Department Head
\$1,000 to \$4999.99	Three Verbal Quotes	Department Head
\$5,000 to \$9,999.99	Three Written Quotes Purchase Order & in budget	Department Head and County Administrator
\$10,000 and over	Competitive bid (sealed bids, proposals, or qualifications) Purchase Order/Contract	Department Head, County Administrator, Board Approval, and Purchase Order

- IX. Policy Review:** This Policy shall be reviewed at least every three years by the County Administrator or designee.

Sample of County Purchasing Policies in Michigan

17 counties selected

County	2014 Population	3 Verbal Quotations	3 Written Quotations	RFP/Board
Allegan	113,847		2,000 - 10,000	10,000+
Bay	106,179		5,000 - 25,000	25,000+
Eaton	108,579			
Grand Traverse	90,782	500-2,000	2,000 - 10,000	10,000+
Ingham	284,582		2,500 - 25,000	25,000+
Jackson	159,741	0 - 1,000	10,000 - 50,000	50,000+
Kalamazoo	258,818		1,000 - 20,000	20,000+
Lapeer	88,153			
Lenawee	99,047	Departments are authorized to determine best method of procurement including bidding process, quotes and estimates.		20,000+
Livingston	185,596		0 - 25,000	25,000+
Macomb	860,112		5,000 - 35,000	35,000+
Midland	83,427			
Monroe	149,824		5,000 - 10,000	10,000+
Muskegon	172,344	1,500 - 3,000	3,000 - 25,000	25,000+
Ottawa	276,292		1,000 - 20,000	20,000+
St. Clair	160,078	2,500 - 10,000	10,000 - 50,000	50,000+
Washtenaw	356,874		5,000 - 25,000	25,000+