

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, May 15, 2019 @ 8:00 a.m.

Governmental Center, 2nd Floor Commission Chambers

400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES, EXERCISES, OR INVOCATION

(If the opening ceremonies include an invocation, the invocation should precede all other ceremonies, such as the singing of the National Anthem or Pledge of Allegiance, and shall be done in accordance with an invocation policy as adopted by the Board of Commissioners.)

2. ROLL CALL:

3. APPROVAL OF MINUTES:

(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)

- a. Minutes of May 1, 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.

a.	Receive:	
1)	1 st Quarter 2019 Treasurer's Investment Report	8
2)	Conservation District – April 2019 Report	9
3)	Northwest Michigan Community Action Agency Minutes of 3-21-19.....	19
4)	Department of Health and Human Services Board (Pavilions) Minutes of 3-21-19	23
5)	Michigan Townships Association Minutes of 5-2-19.....	26
b.	Approvals:	
1)	13 th Circuit Court Community Corrections Grant Application & Acceptance	27
2)	Commission on Aging - Lawn Maintenance Vendor Contracts	42
3)	Road Commission Monthly Report	44
4)	Resolution Authorizing Road Commission to Purchase Surety or Fidelity Bonds for Board Members	45
5)	April 2019 Claims.....	47
6)	Tribal Council Allocation of 2% Fund Grant Applications	69
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	Revised Purchasing Policy	71
10.	UNFINISHED BUSINESS:	
a.	Recommendations for Appointments - Community Mental Health and Commission on Aging	80
11.	NEW BUSINESS:	
	Goal Setting Session (facilitated by John Amrhein, MSU Extension)	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
	May 22 @ 9:00 -11:00 a.m. - Emergency Management for Elected Officials Workshop	
	May 22 @ 11:30 a.m. @ Health Services Building	
	Study Session - Presentation of GovInvest Software (Ted Price)	
15.	CLOSED SESSION:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
May 1, 2019

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

OPENING CEREMONIES, EXERCISES OR INVOCATION

An invocation was given by Dr. Dan Lathrop, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

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

EXCUSED: Betsy Coffia

APPROVAL OF MINUTES

Minutes of April 17, 2019 Regular Meeting

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

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

Roberta Griffin
Gretchen Iorio
Ann Rogers
Carol Schuckra
Allan McCullough
Matthew Schoech

APPROVAL OF AGENDA

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

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www.grandtraverse.org

A. RECEIVE AND FILE

None

B. APPROVALS

1. Resolution 63-2019
Resource Recovery
2019 Hauler Licenses
2. Resolution 64-2019
Health Department
Health Department of Northwest Michigan (HDNW)
Dental Service Agreement
Amendment #21 Renewal
3. Resolution 65-2019
Sheriff's Office
Surplus Property
4. Proclamation for 2019 National Correctional Officers and Employees Week and 2019 National Police Week. *Removed from calendar.*
5. Resolution 66-2019
Finance
Budget Amendments
6. 2019 First Quarter Financial Report (Budget to Actual Revenue and Expenditures)
Removed from calendar.
7. Resolution 67-2019
Sheriff's Office
Mid-Michigan Police K-9, LLC
Purchase of Multi-Purpose K9

ACTION ON THE CONSENT CALENDAR

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

B-6	Page 34	By LaPointe
B-4	Page 28	By Sheriff Bensley

Moved by Wheelock, seconded by Jewett to approve the Consent Calendar minus items B-4 and B6.

Roll Call Vote: Yes 6, Excused 1

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR

B-4 - Proclamation for 2019 National Correctional Officers and Employees Week and 2019 National Police Week

Sheriff Bensley read the proclamations honoring the police, correction officers and employees.

Resolution 68-2019

Proclamation
National Police Week
May 12-18, 2019

Resolution 69-2019

Proclamation
National Correctional Officers and
Employees Week May 5-11, 2019

Moved by Wheelock, seconded by Jewett to approve Resolutions 68-2019 and 69-2019.
Motion carried.

B-6 - 2019 First Quarter Financial Report (Budget to Actual Revenue and Expenditures)

Dean Bott, Finance Director, answered Commissioners' questions.

Moved by Hundley, seconded by Jewett to approve the 2019 First Quarter Financial Report (Budget to Actual Revenue and Expenditures). Motion carried.

DEPARTMENT ACTION ITEMS

a. Administration

- 1) Letter of Approval for Application of Special Use Permit
Nate Alger, County Administrator, explained the request to send a letter of approval to Garfield Township for a special use permit.

Resolution 70-2019

Special Use Permit
Burdco Inc.
LaFranier Rd./Terra Dr Development

Moved by Wheelock, seconded by Clous to approve Resolution 70-2019.
Motion carried.

- 2) Adoption of Policies Related to Community Development Block Grant Subrecipient Agreement
Sarah Christianson, Venture North, answered Commissioners' questions regarding the three policies listed below:

- a. Residential Anti Displacement and Relocation Plan
- b. Fair Housing Policy (Resolution 43-2019 approved March 6, 2019)
- c. Grievance Procedure Policy

Moved by Wheelock, seconded by Hundley to approve adoption of the policies related to Community Development Block Grant Subrecipient Agreement.

Commissioner Wheelock withdrew his motion and Commissioner Hundley withdrew his second.

Moved by Wheelock, seconded by Hundley to table the adoption of policies related to Community Development Block Grant Subrecipient Agreement until civil counsel reviews the documents and brings back a recommendation to the next board meeting. Motion carried.

- 3) Administrator Performance Review
Chairman Hentschel indicated that it is time to do a performance review of the County Administrator. The consensus of the board was to use a performance questionnaire. Commissioner Wheelock requested that commissioners provide additional feedback when answering each of the questions on the questionnaire.

UNFINISHED BUSINESS

None

NEW BUSINESS

a. Purchasing Policy

Nate Alger, County Administrator, Chris Forsyth, Deputy County Administrator, and Dean Bott, Finance Director, explained current purchasing policy and the proposed changes to it.

Commissioners directed staff to amend the policy and provide a draft of the amended policy at a future meeting.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

Matthew Schoech

Kelly (East Bay Township)

COMMISSIONER/DEPARTMENT REPORTS

Commissioners gave updates on meetings and events they attended.

Chris Forsyth, Deputy County Administrator gave an update on the Michigan Indigent Defense Counsel (MIDC).

Commissioner Appointment to Criminal Justice Coordinating Committee

Moved by Hentschel, seconded by Jewett to appoint Commissioner Wheelock to the Criminal Justice Coordinating Committee. Motion carried.

NOTICES

May 15, 2019 – Regular Board Meeting (This will include Goal Setting/Strategic Planning)

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

May 22, 2019 – Study Session (11:30 a.m.) – Health Department

CLOSED SESSION

None

Meeting adjourned at 10:00 a.m.

Bonnie Scheele County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) (Initials)

Grand Traverse County Treasurer

1st Quarter 2019 Investment Report



All Data as of 3/31/2019

Total Cash & Investments

Cash on Hand	9,004.50
Bank Cash	9,915,784.14
Cert. of Deposit	2,513,643.79
Money Market Accts.	2,401,952.82
Pool Funds	24,098,994.49
US Treasury/Agencies	3,030,000.00
Total	41,969,379.74

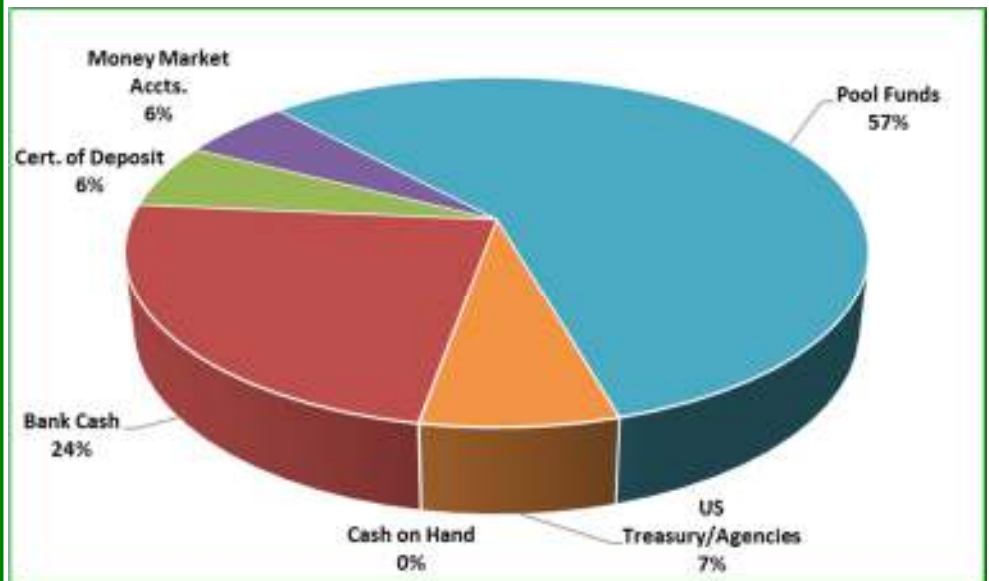
Portfolio Maturity Aging

1-90 days	37,633,675.15
91-180 days	568,235.36
181-365 days	1,237,469.23
1-2 years	1,630,000.00
2+ years	900,000.00
Total	41,969,379.74

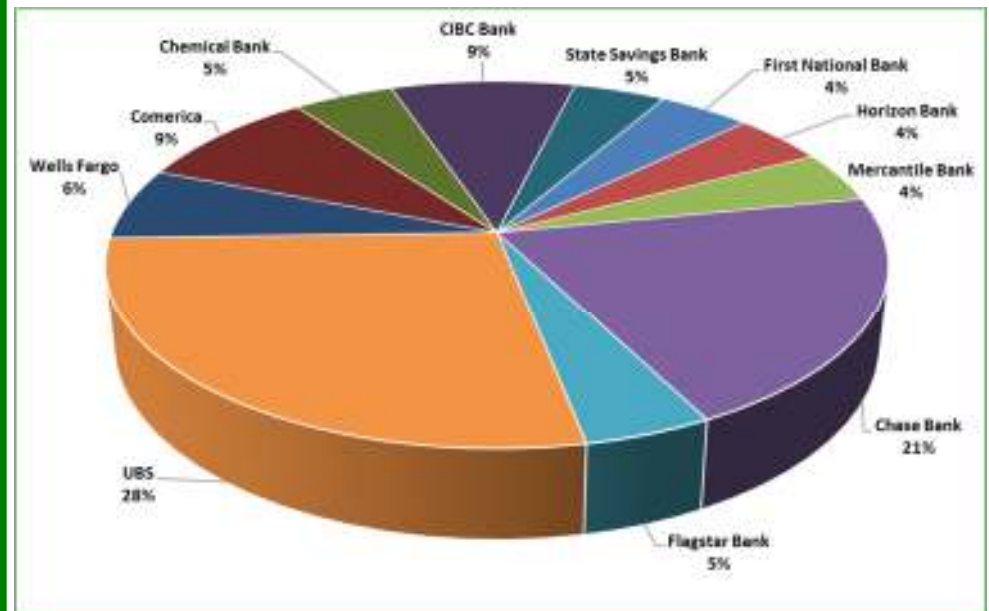
Distribution by Institution

Bank	Balance
Cash On Hand	9,004.50
Chase Bank	1,141,359.34
Chemical Bank	273,675.05
CIBC Bank	500,000.00
Class	23,590,913.46
Comerica	500,000.00
Fifth Third Bank	8,612,514.54
First Community Bank	249,209.47
First National Bank	250,000.00
Flagstar Bank	1,272,334.02
Honor State Bank	25,671.94
Horizon Bank	250,000.00
Huntington Bank	1,024,767.46
MILAF	508,081.03
Mercantile Bank	250,000.00
PNC Bank	4,663.57
State Savings Bank	250,000.00
Traverse City State Bank	1,377,185.36
UBS	1,530,000.00
Wells Fargo	350,000.00
Total	41,969,379.74

Diversification



Investment Portfolio



Grand Traverse Conservation District
April 2019 Report

CONSERVATION TEAM**OWNER/PARKLAND: City of Traverse City – Brown Bridge Quiet Area****Administration**

- Responded to inquiries regarding the dogs on leash law at Brown Bridge
- Met with City Administration regarding Brown Bridge budget.

Routine Monitoring and Maintenance

- Used leaf-blowers to clean off all major boardwalks and stairs
- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Swept floors and restocked vault-toilets at BBQA parking lots
- Cleaned up trash along Brown Bridge Rd., including all pull-offs and trailheads

Grants

- Continued to work with the Grand Traverse Band and the US Fish & Wildlife Service regarding the placement of large wood in a 1,200-foot section of “new” river at Brown Bridge. This effort will combine Environmental Quality Incentive Program funding through the GT Band, Great Lakes Fish & Wildlife Restoration Act funds through USFWS, Rotary Friends of the Boardman support, and Brown Bridge Trust Parks Improvement Fund monies to complete the project. Engineered design work is being done through the Natural Resources Conservation Service. Design, site plan development, permitting, wood acquisition, and contractor selection will take place over the next several months with a January 2020 installation date.

Other

- Collected willow stake cuttings to be used offsite at the County-owned Natural Education Reserve for streambank restoration
- Poured the concrete abutments for Brown’s Landing footbridge
- Coordinated a YouthWorks crew on the sprucing up and cleaning of the pole barns
- Purchased 50 spruce trees to be planted within the park in the vicinity of the caretaker house

OWNER/PARKLAND: Garfield Township – Various**Administration**

- Attended regularly scheduled Garfield Parks and Recreation Commission meeting and provided updates
- Corresponded with Tim Mikovitz, Great Wolf Lodge Manager, to enable access for fish stocking and future demolition of mill
- Submitted a pond stocking permit application from MDNR for Oleson Pond at Kids Creek Park
- Coordinated orders of native planting efforts at Silver Lake Recreation Area, Kid’s Creek Park, and the Commons Natural Area



Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash at all Garfield parks
- Cleared trails at all parks of downed trees and branches by chainsaw as necessary
- Blew off boardwalks and timber infrastructure at Garfield parks
- Constructed a puncheon boardwalk at Miller Creek Nature Reserve to minimize impact and transect a seasonally wet section of trail
- Changed seasonal posters at trailhead info stations to reflect spring time topics
- Provided weekly routine walk-throughs of the Silver Lake dog park to refill dog bag dispensers and change trash receptacle

Other

- Coordinated stocking of Oleson Pond at Kid's Creek Park with 600+ bluegill
- Received and unloaded 25+ large ball and burlap trees for buffer at Silver Lake Rec Area, Kids Creek Park and the Commons for planting this May.
- Held an Earth Day public volunteer event (~12 attendees) to clear trails, pick up trash, and apply a layer of mulch to a seasonally wet section of trail.
- Collaborated with TC West Middle School and GT Stewardship Initiative in development of a planned planting project at Kids Creek Park in consideration of tree diseases, climate change and species migration northward – planting to occur May 23
- Planned stewardship planting project with the Greenspire Montessori for Tree School at the Commons – May 10

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Met with County Administration regarding Boardman bottomland easements.
- Met with County Parks & Recreation Commission to receive approval to host a public contest to name the new landing at the former Boardman Dam.
- Coordinated and developed the draft agenda for the NER Advisory Committee

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Replaced spindles on Keystone Rapids overlook
- Repaired fencing at trailhead parking areas as necessary
- Monitored beaver activity along Keystone Rapids
- Cleared down trees and branches off trails and blew-off leaf debris from boardwalks and steps
- Opened and cleaned outhouse at Beitner Canoe Landing

Grants

- Environmental Quality Incentives Program: Coordinated planting crews on the installation of approximately 10,500 bareroot seedlings on Boardman bottomlands
- Great Lakes Restoration Initiative: Coordinated planting crews on the installation of 3,000 bareroot seedlings on Boardman bottomlands



Other

- Met onsite at Boardman bottomlands with AECOM and CRA staff to discuss upcoming streambank restoration projects along the “new” that will be overseen by GTCD
 - Met onsite with NER Advisory Committee member Jack Robbins to discuss the layout and site plans for the parking areas near the Cass Rd. landing
 - Held two public volunteer workbees near the Cass Rd. landing to plant bareroot seedlings within the Boardman bottomlands
 - Met with TART representatives on-site to determine upcoming construction plans for the Boardman River Trail this season
 - Worked with TART volunteers to pre-construct boardwalk ‘pods’ for the new section of Boardman River Trail
 - Collected willow stake cuttings with a YouthWorks crew at Brown Bridge Quiet Area to be used for streambank restoration purposes within the Boardman bottomlands
 - Worked with TART on a draft RFP to hire a contractor to connect the Boardman River Trail from Robbins Bridge (new Cass Road bridge) to the construction access road that runs along the western side of the river channel. The Boardman River Trails is a 42 mile trail that extends from Traverse City through the Boardman River Valley to the North Country Trail new Scheck’s State Campground in Union Township.
 - Coordinated upcoming stewardship planting projects with 5th grade students from TC Christian and Traverse Heights with Paul Wiemerslage, Au Sable Institute of Environmental Studies, through the REYS (Restoration Ecology for Young Students) program
-

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Attended the monthly Rec Authority Board meeting and provided updates
- Prepared draft agenda and meeting minutes for the monthly HMAc meeting
- Provided a quarterly report for the Rec Authority Board
- Submitted draft workplan and budget for 2019/20 fiscal year
- Corresponded with City staff in developing a plan for upcoming park improvements to benefit users of both Hickory Meadows and Hills
- Collaborated with the HMAc in devising draft recommendations for discussion points on Meadows management considerations
- Corresponded with Cathlyn Sommerfield, CS Research and Consulting, in development of a report generated from collected user surveys at Hickory Meadows trailheads

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Repaired crush gravel trail from past season fluvial erosion concerns
- Cleared steps to pond of debris
- Pruned trails as necessary with saw and loppers
- Downloaded trail counter data monthly
- Collected user survey data as necessary



Grants

- DTE Energy Tree Planting Grant – planning and implementation of native tree and shrubs for buffer installation through awarded funds – project report due by end of May

Other

- Installed bird nesting boxes with Pathfinder students on fringes of open meadows
 - Began unloading ball and burlap trees and prepping for buffer planting this May with assistance from the City of TC staff
 - Planning for upcoming Hickory Meadows workbee on May 11.
-

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

Administration

- Planned for upcoming work projects for the 2019 field season
- Contacted Daniel Schillinger, Consulting Forester regarding timing of the planned timber harvest.

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections and picked up trash
- Conducted drive-thru inspections once snow and road conditions allowed.

Grants

- Made plans to implement the MDNR Wildlife Habitat grant tree maintenance work that will include replacing any dead trees, re-securing tree protectors, spray spotted knapweed, and installing native grass and wildflower seed according the grant agreement.

Other

- Conducted walk through on the trails and noted tree stands that have not been removed as required from last deer hunting season. The owners of the stands that have contact information as required by law will be contacted and asked to remove the stands. Those without contact information will be removed this spring.
-

BOARDMAN RIVER STEWARDSHIP

- Answered calls regarding if the river is cleared of trees that fell over the course of the winter. GTCD crews will get out and open the river water levels recede.
- Continued to coordinate the placement of large wood for habitat in the new section of river at Brown Bridge.
- Met with staff from several organizations including Watershed Center GT Bay, GT Band, MDEQ, and consultant ECT regarding planned work through a NOAA grant for Kids Creek north of Meijer.
- Working with in partnership with the Adams Chapter of Trout Unlimited and the MDNR to restore the North Branch sand trap. The trap is no longer planned for clean out for several reasons including the MDNR Fisheries Division moving away from using traps as a method of restoring a trout stream and a greater focus on habitat improvements. The streambanks at the



former trap site are eroding severely. Adams TU is looking to apply for TU National Embrace-A-Stream funding to assist with restoration.

- Received word from the Great Lakes Commission and the office of Environment Great Lakes & Energy (former MDEQ) regarding grant approval (\$2,180) for the 15th Annual Boardman River Clean Sweep event.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 554
Program Participants this month: 433
Drop ins this month: 121
Nature Center Visitation this year: 6,602

Nature Center Visitation April 2018: 459
Program Participants April 2018: 367
Drop-in April 2018: 92
Nature Center Visitation since 2008: 87,107

Program Participation & Program Planning:

- Attended 3rd annual recycle smart event and interacted with roughly 300 adult and children event attendees.
- 40 preschool-aged families were served with our twice weekly nature-based preschool programing at the Boardman River Nature Center
- Interacted with roughly 750 people per education focused social media post.
- Submitted 2019/20 State of Michigan Day camp license.
- Assisted with Capital Budget and Strategic plan development questions for the Grand Traverse Conservation District
- Exceeded FY19 budget goals for day camp registration fees. Waitlists for every week of camp.
- Spring/Summer education event planning finalized for Boardman River Nature Center.

FORESTRY ASSISTANCE PROGRAM (FAP)

Trainings: Society of American Foresters Meeting in Grayling, earned 12.5 CFEs
 ReLeaf, Plant it Well, Enjoy it Forever training, earned 2.5 CFEs
 MSU Carbon Credits Webinar, earned 1.0 CFEs

On-Site Visits:

Grand Traverse County

1. Seefeld, 5 acs., Green Lake Twp.
2. Wedling, 2.5 acs., East Bay Twp.
3. Hayes, 3 acs., Peninsula Twp.

Written Forest Management Recommendations: 3 **QFP Verifications:** 1 **MAEAP/FWH Verifications:** 0

FAP Referrals to Private Sector: 6

FAP Referrals to Public Sector: 1

In-office Contacts: 48 landowners

Follow-up Contacts: 54 landowners/qualified foresters

FAP Promotion/Program Development:

1. Meeting with Kate Tuttle, Consulting Arborist
 2. Firewise Event Planning meeting
 3. Meet with Career Tech FFA students for state forestry competition (came in 3rd out of 54 teams)
 4. Taped video with TC West Middle School students for Naturechange
 5. Taped two videos for Naturechange for Firewise event
 6. Oak wilt treatment presentation at Pesticide Applicators Training (94 in attendance)
 7. Greenspire School – forestry tools
 8. Earth Day at Leo Creek (approximately 75 participants)
 9. Earth Day at DeYoung Preserve – helped plant seedlings
 10. Attended NMEAC Annual Awards
-

MICHIGAN PRODUCE SAFETY**PRODUCE SAFETY AND FSMA**

- Started outreach with farmers
- Researched 71 new farm contacts
- Began planning a Food Safety Plan writing workshop with Mary McGraw and Blain Beckett with Michigan Farmers Union
- Outreach for Food Safety Plan Workshop
- Produce Safety Video Project Kickoff Meeting with MDARD
- 4 Farm Visits, 4 PSRA, 0 OFRR
- Met with Grand Traverse MAEAP technicians to discuss coordination with Produce Safety and MAEAP
- Shadowed Lauren Silver MAEAP Technician on MAEAP visit in GT County
- Online implementing GAPs course, 3 weeks
- Research farm contacts for 5 County service area
- Developed contact form for farmers who want to sign up for a PSRA, and permission to add them to a contact list for updates on Produce Safety
- Attended various county board meetings, provided Produce Safety resources to Conservation Districts in service area
- Draft Guidance for Produce Safety Rule, Produce Safety Team discussion meetings Chapters 5 through End
- Water testing requirements under FSMA Produce Safety Rule Webinar Association of Public Health Laboratories
- Updates on FSMA Legal Research Efforts webinar
- Answered various questions from farmers contacting via e-mail and phone



Important Past & Upcoming Events in 2019 (all locations are Michigan unless otherwise noted, this is not the extensive list for year):

- Northern Michigan Small Farm Conference 1/24/19-1/25/19
 - Outreach and education
- Kalamazoo OFRR Training 2/12/19-2/13/19
- Tree Planting Workshop 2/21/19
- Reisters Winter Growers Meeting Traverse City 2/28/19
- Water Wells and Water Fundamentals Training E. Lansing 3/1/2019
- Hops and Barley Conference Traverse City 3/2/19
- PSA Training Fremont 3/14/19
- PSA Training Traverse City 3/15/19
- CHARLESTON, SC PSA Train-the-trainer required for Produce Safety Techs 3/20/19-3/23/19
- Cornell Online GAP Course required for Produce Safety Techs 4/3/19 (3-week course)
- Food Safety Plan Writing Workshop hosting with Mary McGraw 4/26/19
- HAMMOND, LA OFRR required training for Produce Safety Techs 4/30/19-5/2/19

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 10 (Antrim/Grand Traverse), 9 (Benzie/Leelanau)

Risk Assessments Completed: 9 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)

Farms Verified: 4

Updates:

- 4/9: Earth Day Event Planning Meeting with Partners
- 4/10: Orchard Floor Management to Minimize Orchard Pests and Optimize Fruit Quality
- 4/12: Freshwater Roundtable Meeting
- 4/13: Domestic Well Water Screening Event
- 4/16: Farm Bill Specialty Crop Stakeholder Forum
- 4/17: Food & Farming Network Partners Meeting
- 4/18: Grand Traverse Local Emergency Planning Committee Meeting
- 4/19: Grand Traverse County Reverification
- 4/22: Farm Bureau Board Meeting
- 4/24: IPM (Integrated Pest Management) Kickoff
- 4/25: Antrim County Reverification
- 4/26: P45 Kickoff
- 4/27: Earth Day Event @ Civic Center
- 4/30: Grand Traverse County Reverification
- 4/30: Benzie County Reverification

Current Projects:

- Working with:
 - 11 Farms in Antrim
 - 21 Farms in Grand Traverse
 - 20 Farms in Leelanau
 - 9 Farms in Benzie
- Promoting 2019 cost-share opportunities to producers in our four counties.
- Assisting producers in utilizing the MAEAP-fund code for NRCS EQIP applications
- Working on reverifying MAEAP farms for 2019.
- Planning and promoting 2019 agrichemical container recycling collections.
- Serving on Freshwater Roundtable to plan 2019 Freshwater Summit.

Upcoming Events:

- 5/7: Antrim County Reverification
- 5/10: Wetland Restoration Training
- 5/17: Grand Traverse County Reverification
- 5/23 - 5/25: NRCS Cultural Resources Training (PA)

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)**Public Inquiry Responses: 21****Active Contacts: 152****Passive Contacts: 56,555****Acres Surveyed: 504****Sites Surveyed: 10****Acres Treated: 0****Sites Treated: 0****Volunteer Hours: 0****Volunteers: 0****Acres Restored: 3****Sites Restored: 1****Meetings/Presentations:**

- 4/3 - Hosted *Go Beyond Beauty* spring launch meeting; 25 attendees
- 4/4 - "Attended" PCG eastern expansion call
- 4/4 - Attended Kids Creek Restoration meeting; 8 present
- 4/10 - "Attended" MIPN board call
- 4/11 - Hosted ISN Spring Partner Meeting; 16 attendees
- 4/27 - Held booth at Recycle Smart Earth Day event; 30 active, 70 passive contacts

Treatments, Restoration, and Surveys:

- HWA surveys: 504 acres, 10 sites



Other Accomplishments:

- 4/1 - Record Eagle [story on Go Beyond Beauty](#) (20,000 reach)
- 4/9 - "Attended" Landowner Engagement webinar
- 4/16 - WTCM interview/ad re: JB trade-up day; ~13,000 listeners
- [Registration now open for both Barberry Trade-up days!](#)
- [Garlic mustard dumpster locations](#) confirmed for all 4 counties!
- Facebook reach: 13,738
- Website reach: 6,732
- Instagram reach: 2,517
- March 2019 eNews: 498 opens

Upcoming Events:

- Garlic Mustard Workbees: [Benzie](#), [Grand Traverse](#), [Leelanau](#), [Manistee](#)
 - Garlic Mustard Paper Making: Wednesday, May 15, 5:30pm, Grand Traverse
 - Firsty baby's breath workbee (Elberta Beach): Thursday, May 30, 9:30am
 - ID training for partners & volunteers: June 3 (Grand Traverse) or 4 (Manistee)—stay tuned!
 - Additional ISN events scheduled: www.habitatmatters.org/eventsworkbees
-

Acronyms and Abbreviations

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

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

PRESENT:

Ed Boettcher
Tom Kelley
Tonya Schroka
Rev. Gerald Cook
Izzy Lyman (remote)
Louis Fantini
Dr. Leigh Ngirarsaol
Debbie Bishop
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Ralph Stephan
Judy Nichols

ABSENT:

Crystal Abramczyk (E)
Art Jeannot (E)
George Lasater
Larry Levensgood (E)
Lindsey Walker (E)
Mary Klein (E)
Brenda DeKuiper
Tony Ansorge (E)
Carol Smith
Marc Milburn (E)
Jennifer Smith
Tom Olmsted
Gillian Gines

The meeting was called to order at 12:34 P.M. by Chairperson Rev. Gerald Cook. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Rev. Gerald Cook requested approval for the meeting Agenda.

Motion by Peachy Rentenbach, supported by Pam Niebrzydowski, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the February 21, 2019 meeting of the Board of Directors were presented for Board action.

Motion by Judy Nichols, supported by Tonya Schroka, that the minutes of the February 21, 2019 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Kerry Baughman, Executive Director, announced that she has met with a potential new Board member, Dana Getsinger, from Leelanau County. Dana has an extensive background in Early Childhood Development and does a lot of work in the county on behalf of children and vulnerable populations.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Policy Council did not meet in March.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, presented the Financial Reports and Annual Operations Plan and Report Summary for February 2019, bank credit card statements for February 2019, and the status of Agency Program Operations. Several monitoring reviews have taken place recently. There was an onsite visit the week of March 4 from the Office of Head Start. NeighborWorks was here the week of February 25, no report yet. We are waiting to hear if we have received the Early Head Start expansion grant. BCAEO review has been postponed to the week of August 5, 2019.

Motion by Louis Fantini, supported by Grace Ronkaitis, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

PLANNING AND EVALUATION MEETING

Tonya Schorka reported that the Planning and Evaluation Meeting was held earlier today. Shannon Phelps, Director of Child and Family Services, presented the Early Head Start Expansion Grant proposal which includes 2 child care sites to be located in Cadillac and Roscommon, and expansion for several of our Child Care Partners. NMCAA should hear any day if we have received the grant. Grace Ronkaitis announced that Melodie Linebaugh, Homeless Manager and Dave Ransom, Lead SSVF Case Manager, advised the committee that, through the collaborative efforts of many including NMCAA, the United States Interagency Council on Homelessness that our community has effectively ended homelessness among veterans in the counties of Wexford, Missaukee and Manistee. The SSFV program (Supportive Services for Veteran Families) collaborates with other agencies and covers 23 counties in northern Michigan.

Motion by Judy Nichols, supported by Pam Niebrzydowski, that the Planning and Evaluation Committee meeting report be accepted as presented. Motion carried.

FUNCTIONAL ZERO/VETERAN HOMELESSNESS IN WEXFORD, MISSAUKEE, AND MANISTEE COUNTIES

Melodie Linebaugh announced that the United States Interagency Council on Homelessness (USICH) has declared that our community has effectively ended homelessness among Veterans in Wexford, Missaukee, and Manistee counties. This achievement meets the definition of "Functional Zero". Functional Zero means the homeless response system for veterans in the community has the capacity to quickly and efficiently connect veterans with housing and ensure that veteran homelessness within the community will be RARE, BRIEF, and NON-RECURRING. The system also ensures that the number of veterans exiting the system into permanent housing is always greater than the number of veterans experiencing homelessness at any given time.

403(b) AUDIT

Dan Dewey, Controller, reviewed the 403(b) Retirement Plan Audit Summary for FY 2018. Employees are allowed to contribute at hire and are fully vested when a contribution is made. There is currently no Employer contribution to the plan. In FY 2018, there were 46 employees contributing and the plan asset return rate was 7.7%. The net assets available for benefits is \$6,548,348.

Motion by Jeff Miller, supported by Louis Fantini, that the 403(b) audit be accepted as presented. Motion carried.

NMCAA RISK MANAGEMENT ASSESSMENT

Kerry Baughman announced that the 2019 NMCAA Risk Management Assessment was completed on March 15, 2019. An online Risk Assessment tool is available through the National Community Action Partnership (NCAP) and meets the CSBG Organizational Standard requirement for completion on a bi-annual basis. Fourteen (14) modules comprise the Risk Assessment and they were completed by individuals and/or groups most directly connected to the content area. Once completed, a report is generated that allows NMCAA to review and recommend policy modification to reduce possible risks.

Motion by Peachy Rentenbach, supported by Debbie Bishop, to acknowledge the completion of the NMCAA Risk Assessment on March 15, 2019.

CLOSED SESSION

Motion by Peachy Rentenbach, supported by Pam Niebryzdowski that the Board Meeting enter in to a Closed Session. Roll call vote unanimous to open the Closed Session.

The Board meeting moved into Closed Session at 1:35 pm.

Motion by Peachy Rentenbach, supported by Judy Nichols that the Board Meeting leave Closed Session. Roll call vote unanimous to end the Closed Session.

The Board meeting Closed Session ended at 1:48 pm.

OTHER BUSINESS

- Michigan Nonprofit Association hosted Nonprofit Legislative Day at the Capitol on Wednesday, March 6 in Lansing. Visits were made to the offices of State Representatives Larry Inman (104), Daire Rendon (103), and Michele Hoitenga (102)

National Community Action Foundation (NCAF) Conference in Washington D.C.
Priorities:

- FY 2020 REQUEST for CSBG Funding is \$775 million.

NMCAA Board of Directors Meeting

March 21, 2019

Page 4

- FY 2020 REQUEST for Weatherization Assistance Program funding \$270 million.
Current Funding Level: \$257 million (FY 2019 Level)

- Recently introduced CSBG Reauthorization Bill

BOARD COMMENTS

None

There being no further business to come before the Board, the meeting was adjourned at 1:55 P.M.

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

New Board Member Orientation prior to the April Meeting.

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary

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

MINUTES OF THE MARCH 21, 2019 MEETING

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

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

Public Comment – none

County Liaison Report – LaPointe shared discussions at the most recent county board of commissioner meetings. The two main topics of discussion were on the county's budget and the jail.

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

The purpose of the **Consent Calendar** is to expedite business by grouping items to be dealt with by one Board motion without discussion. Any member of the Board or staff may ask that any item on the **Consent Calendar** be removed and placed elsewhere on the agenda for discussion. Such requests will be automatically respected.

REVIEW AND FILE

- (1) Minutes of the 2/22/19 Board Meeting
- (2) Closed Minutes of 02/22/19 Board Meeting
- (3) Yuresko Thank You
- (4) Tavener Thank You
- (5) Cavanaugh Thank You
- (6) The Compass – March
- (7) P.E.P. Talk Employee Newsletter – March
- (8) Media Report – February

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

Items Removed From Consent Calendar – none

PACE Update – Hansen gave an update on PACE North and stated that the Readiness Review occurred on March 6 which went well and is waiting to receive the written report from the state. Now that the review is completed, several more positions have been posted and are currently being recruited. Hansen stated the target date for PACE North to open remains July 1.

2018 Interest Memo – Hansen reported the interest earned for 2018 on the Grand Traverse Pavilions' fund held by Grand Traverse County amounted to \$138,018.16. This is the ninth year the Pavilions has earned interest on its funds which have now totaled \$389,308. This has now finalized our ending cash balance in our general operating fund for 2018 at \$8,099,131.

OBEB Liability Actuarial – Hansen reviewed the year end 2018 Other Post Employment Benefits (OBEB) report prepared by the actuarial firm, Watkin Ross. Discussed.

Paid Medical Leave Act (PMLA) – Hansen shared information on the new Michigan Paid Medical Leave law that will go into effect on March 29, 2019. Discussed.

Childcare Extended Hours & Rate Structure – Hansen shared that the child care hours have been extended for employees to use until 7:15pm. Grants from The Grand Traverse Regional Community Foundation and Zonta were received to help offset the cost with the expansion of hours. Hansen also shared the charge structure will change from a daily rate to an hourly rate. Discussed.

MERS Actuarial Assumption Update – Hansen reviewed an update from MERS on key economic assumptions. The investment return assumption will be reduced from 7.75% to 7.35% and the wage inflations assumption will be reduced from 3.75% to 3.00%. Discussed.

Daily Rate Comparison – Hansen shared a report on the net reimbursement of Private versus Medicaid Daily Rate Comparison. Discussed.

Televised Meeting Proposal – Hansen reported on a proposal received from Tom Slater, who offered to record and televise the DHHS board meetings for a fee of \$50. The board discussed the pros and cons to record meetings and all agreed that it wasn't necessary to pay for these meetings to be video-recorded. However, the public has the right to record a meeting themselves at their own expense. Motion made by Rizzo to not pay for the recording of the DHHS Board meetings. Motion seconded by Harrand and carried unanimously.

Chief Executive Officer Report – Hansen reviewed his monthly report. Hansen highlighted on discussions of different pension options to help with attracting new staff. A CNA class ended recently with ten students successfully completing the training and offered positions. The Pavilions will be participating in an Emergency Preparedness Drill on April 17. A new 6 month CNA Bonus Trial Program started in February to help with staffing levels and reducing overtime. This trial program offers incentives for staff to work their full contracted hours and for picking up additional shifts.

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

Request to Purchase – Blast Chiller – Hansen reviewed the need to incorporate a blast chiller for the dietary department. Three bids were received and the recommended bid was Stafford Smith based on it being the lowest bid and providing local service. Motion was made by

Harrand to approve the purchase of a blast chiller for the dietary department from Stafford Smith for \$14,038.22. Motion was seconded by Rizzo and carried unanimously.

Request to Purchase – Double Stacked Bakery Depth Convection Oven – Hansen reviewed the need to purchase a double convection oven. Three bids were received and the recommended bid was Stafford Smith based it being a local bid and just over a \$100 more than the lowest bid. Motion was made by Rizzo to approve the purchase of a double convection oven from Stafford Smith for \$7,951.95. Motion was seconded by Harrand and carried unanimously.

Request to Purchase – Aspen and Birch Flooring – Hansen reviewed the request to purchase new vinyl flooring for the Aspen and Birch Pavilion. Two bids were received and the recommended bid was for Floor Covering Brokers based on it being the lowest bid. Motion made by Harrand to approve the bid of Floor Covering Brokers for \$60,506.25 to replace the flooring on Aspen and Birch Pavilion. Motion was seconded by Rizzo and carried unanimously.

Proposed GTP Foundation - Resolution 2019 - 2 - Hansen reviewed the proposed Foundation Board of Trustee Ramona Pleva and recommended appointment for a one year term as indicated in the Grand Traverse Pavilions Foundation Bylaws. Motion was made by Harrand to accept the Grand Traverse Pavilions Foundation Board of Trustee candidate Ramona Pleva as presented, seconded by Rizzo and carried unanimously.

Proposed GTP Foundation - Resolution 2019 - 3 - Hansen reviewed the proposed Foundation Board of Trustee Jennifer Simmer and recommended appointment for a one year term as indicated in the Grand Traverse Pavilions Foundation Bylaws. Motion was made by Rizzo to accept the Grand Traverse Pavilions Foundation Board of Trustee candidate Jennifer Simmer as presented, seconded by Harrand and carried unanimously.

Proposed GTP Foundation - Resolution 2019 - 4 - Hansen reviewed the proposed Foundation Board of Trustee Mike Watkins and recommended appointment for a one year term as indicated in the Grand Traverse Pavilions Foundation Bylaws. Motion was made by Rizzo to accept the Grand Traverse Pavilions Foundation Board of Trustee candidate Mike Watkins as presented, seconded by Harrand and carried unanimously.

Grand Traverse Pavilions Announcements -

- (1) February Star Award - Hansen reviewed weekly winners

Public Comment – none

Meeting adjourned at 10:20 am

Signatures:



Ralph Soffredine - Chair

Grand Traverse County Department of Health and Human Services Board



Korvyn R. Hansen, Assistant-Secretary

Date: April 26, 2019

Approved
Corrected and Approved

MICHIGAN TOWNSHIPS ASSOCIATION

GRAND TRAVERSE COUNTY CHAPTER

05/02/19

The May 2, 2019 meeting of the Grand Traverse County Chapter of the Michigan Townships Association met at noon at the Elk's Lodge, 625 Bay Street, Traverse City, Michigan.

This meeting was hosted by the Grand Traverse County Road Commission. Chairman Jason Gillman welcomed everyone and introduced the Commission's new manager, Brad Kluczynski. Department Heads and board members spoke regarding the asset management plan, revenues and expenditures, and working with the Townships.

A.) APPROVAL OF MINUTES – Moved by Glen Lile second by Jay Zollinger to approve the minutes of the February 7, 2019 meeting.

B.) TREASURER'S REPORT

The Treasurer reported that the current balance is \$1,843.91.

C.) REPORTS

1. City Commission - Richard Lewis spoke regarding the closure of Eighth St., the sidewalk project, closure of West Front Street later in the year, and resurfacing of part of Garfield.
2. Grand Traverse County DPW - Chuck Korn reported that upgrades will be done on the septage facility.
3. Grand Traverse County Sheriff – Tom Bensley reported that minor renovations at the jail have been completed, staffing issues and the use of a sonar unit thanks to Peninsula Township.
4. District 8 Representative – Radtke reported short term rentals, sand and gravel mining, adult foster care homes and professional development retreats.

D.) RECAP OF MTA CONFERENCE – District 8 Representative, Marv Radtke reported that attendance was slightly lower than anticipated. He reported that next year's conference will be back in Traverse City.

There was no public comment.

E.) There was no door prize.

ADJOURNMENT – 12:43PM

Lynette Wolfgang, Secretary



Action Request

Meeting Date:	5/15/19		
Department:	Community Corrections	Submitted By:	Sherise Shively
Contact E-Mail:	sshively@grandtraverse.org	Contact Telephone:	231-922-4559
Agenda Item Title:	13th Circuit Court Community Corrections Grant Application for 2020 to MDOC/OCC		
Estimated Time:	10 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The 13th Circuit Court Community Corrections department completes an annual grant application to the Michigan Department of Corrections/ Office of Community Corrections. This is a renewal of that application.

The only financial change from last years application is an increased financial request of \$2910.00. This is to pay for GPS monitoring for those on bond who are ordered to have a GPS affixed prior to release from jail.

The total Grant Application is for \$289,166.00. The 13th Circuit Court Community Corrections Advisory Board (CCAB) approved the submission on 4/23/19, which is required prior to your approval. I am asking for board approval to submit the application on the CCAB's behalf.

Suggested Motion:

Approve submission of 2020 MDOC/OCC Annual Grant Application in the amount of \$289,166.00 for the operations of 13th Circuit Court Community Corrections department. Also, receive and allocate the funds when application is approved and funds are distributed to Grand Traverse County.

Financial Information:

Total Cost:	289,166.00	General Fund Cost:	0	Included in budget:	<input checked="" type="radio"/> Yes <input 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 type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:
2020 Annual Grant App. Part 1, 2020 Annual Grant App. Budget Section, Grand Traverse 2020 Grant App. Resolution

RESOLUTION

13th Circuit Court Community Corrections Grant Application to MDOC for FY 2020

WHEREAS, on May 15, 2019 the Grand Traverse County Board of Commissioners approved submission of the yearly Plans and Services Grant Application to the Department of Corrections, Office of Community Corrections; and,

WHEREAS, the grant is for one year beginning October 1, 2019, in the amount of \$289,166 and,

WHEREAS, now, the application requires approval from the Grand Traverse County Board of Commissioners to continue funding for the next fiscal year with no changes or amendments.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the submission of the 13th Circuit Court Community Corrections FY2020 Grant Application as presented.

BE IT FURTHER RESOLVED THAT upon approval of application, Grand Traverse County receive and allocate funds.

APPROVED: May 15, 2019

MICHIGAN DEPARTMENT OF CORRECTIONS

“Committed to Protect, Dedicated to Success”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2020

CCAB Name: 13th Circuit Court
Annual/Full

Application Type:

Email the application to:

1. MDOC-OCC@michigan.gov
2. Grant Coordinator

DUE DATE: May 1, 2019

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION				
Name of CCAB: 13 th Circuit Court			Federal I.D. Number: 38-6004852	
A: General Contact Information:				
	Contact Person (Manager)	Manager's Direct Supervisor	CCAB Chairperson	Fiscal Agent
Name:	Sherise Shively	Carol Stocking	Tristan Chamberlain	Grand Traverse County
Title:	Manager	86 th Dist Court Administrator	Leelanau County Assistant Prosecutor	Dean Bott- Finance Director
Address :	280 Washington Street	280 Washington Street	8527 E. Government Center Dr	400 Boardman Ave
City:	Traverse City	Traverse City	Suttons Bay	Traverse City
State:	MI	MI	MI	MI
Zip:	49684	49684	49682	49684
Phone:	231-922-4559	231-922-4502	231-256-9872	231-922-4680
Fax:	231-922-6889	231-922-6889	231-256-0133	
Email:	sshively@grandtraverse.org	cstockin@grandtraverse.org	Tristan Chamberlain tchamberlain@co.leelanau.mi.us	dbott@grandtraverse.org

Type of Community Corrections Board:	Regional Advisory Board
Counties/Cities Participating in the CCAB:	Antrim, Grand Traverse, Leelanau
Date application was approved by the local CCAB:	4/23/2019
Date application was approved by county board(s) of commissioners and/or city council:	Antrim 5/9/19, Grand Traverse 5/1/19, Leelanau 5/7/19,
Date application was submitted to OCC:	4/24/2019

B: CCAB Membership		
Representing:	Name	Email
County Sheriff:	Antrim- Dan Bean, Grand Traverse- Tom Bensley, Leelanau- Mike Borkovich	sheriff@antrimcounty.org, TBensley@gtsheriff.org, mborkovich@co.leelanau.mi.us
Chief of Police:	Jeff O'Brien	jobrien@traversecitymi.gov
Circuit Court Judge:	Thomas Power	tpower@grandtraverse.org
District Court Judge:	Michael Stepka	mstepka@grandtraverse.org
Probate Court Judge:	Melanie Stanton	mstanton@grandtraverse.org
County Commissioner(s):	Antim- Christian Marcus Grand Traverse- Sonny Wheelock Leelanau- Deb Rushton	cmarcus@antrimcounty.org, sonny@wheelockandsons.com, drushton@co.leelanau.mi.u
Service Area (Up to 3):	Michael Gillespie	mgillespiebsw@yahoo.com
County Prosecutor:	Tristan Chamberlain	tchamberlain@co.leelanau.mi.us
Criminal Defense:	Janet Mistele	JMistele@MisteleLaw.com
Business Community:	Vacant	
Communications Media:	Pat Livingston	plivingston@upnorthlive.com
Circuit/District Probation:	Tom Chapman	chapmant@michigan.gov
City Councilperson:	N/A	
Workforce Development:	Vacant	
Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? yes, April 23, 2019		

SECTION II: ANALYSIS & STRATEGIC PLAN

Introduction and Instructions for Strategic Plan:

Strategic Issues, Goals, and Priorities have been established by the Office of Community Corrections in accordance with Public Act 511 and Key Performance Indicators. CCABs will be required to establish **Objectives** and **Strategies** based upon OMNI Felony Disposition, JPIS, CCIS and local data that will support State **Goals** and **Priorities**.

Strategic Issues are identified as ***Felony Dispositions, Recidivism*** and ***Local Priorities***.

OCC will provide the CCABs with relevant data to complete the application. CCABs shall analyze this data along with local **CCIS data** (reports run locally from Case Manager) and develop **Key Objectives** and supporting **Strategies** that will lead toward attainment of **Goals** and **Priorities** established by the State Board and OCC, as well as local objectives and priorities promoted in the comprehensive plan.

A thorough review of the data should include:

- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and technical probation violation PCRs
- Reference to changes in PCRs compared to prior years
- Other changes in your CCAB/area that influence changes (new stakeholders, policies, emerging crimes, offender characteristics, etc.)
- Review your past OCC funding proposals for ideas

Example:

For the Strategic Issue of Felony Dispositions, consider the stated **Goal** and **Priority** as outlined on the following pages and complete an analysis of your county's prison commitment rate data provided by OCC. Establish objectives related to prison commitment rates. For example:

1. Reduce PV commitment rate from 32% to 25%
2. Reduce the Group 2 Straddle rate to from 43% to 35%

Under each **OBJECTIVE** outline in bullet form those **STRATEGIES** (steps) to be taken, including continuing, new and revised programs, or established and revised policies or practices, that will support the attainment of the objectives you have specified. Identify if these are "new", "continuations," or "modifications," or for short term (this fiscal year) or long term implementation.

Keep in mind that all of the programs for which you are requesting PA511 funding should be identified as strategies. Additionally, policies and practices you propose (such as targeting specific populations or characteristics) are also strategies. Strategies may apply to more than one objective and should be repeated under each objective as appropriate.

For example, the objective of "Reduce PV rate from 32% to 25%" may have the following strategies:

1. Initiate structured sentencing with jail followed by RS followed by community Cognitive Behavioral Treatment program that targets probation violators. (New, FY 2017)

The same strategies (with modifications) would be appropriate for the objective of reducing the PCR of Straddle Cell offenders. Further OMNI data analysis may support an additional strategy of:

2. Target CJRP eligible straddle cells, especially those from Group 2 without MDOC status, for local sanctions including _____.

A: Felony Disposition Analysis

(NOTE: Regional CCABs should complete analysis for each county. Carriage returns are permitted in this section.)

Strategic Issue: Felony Dispositions

Public Act 511 of 1988 stipulates that counties shall develop a community corrections comprehensive plan and provide an explanation of how the county or counties' prison commitment rate will be reduced by diverting non-violent offenders, and promote recidivism reduction while public safety is maintained. The Act is intended to encourage the participation in community corrections programs of offenders who would likely be sentenced to imprisonment in a state correctional facility or jail, who would not increase the risk to public safety, have not demonstrated a pattern of violent behavior, and do not have a criminal record that indicates a pattern of violent offenses.

Goal: Reduce demand for prison resources and related budgetary requirements.

Priority: Reduce prison commitment of offenders who can be safely and effectively sanctioned and treated in the community by following the principles of effective intervention (i.e., risk, need, responsivity).

Your analysis forms the basis for your objectives and strategies. A weak connection between data analysis, objectives and proposed programming (strategies) may result in denial or conditional approval of your plan.

A-1: Using OMNI Felony Disposition data supplied by OCC for the previous two fiscal years:

1. Are felony dispositions increasing, decreasing, or stable? Increasing
2. Describe changes within SGL categories. Report rates with detailed explanation:
I chose "increasing" above, but I did want to point out that our overall dispositions for the region only increased by 8, therefore it was an increase, but a small one.

Antrim:

2017: NA Group 1:	0 Prison out of 1= 0% PCR
2018:	1 prison out of 1= 100% PCR
2017: NA Group 2:	1 Prison out of 15= 6% PCR
2018:	0 prison out of 1=0% PCR
2017: Intermediate Group 1:	0 Prison out of 15= 0% PCR
2018:	0 prison out of 14= 0% PCR
2017: Intermediate Group 2:	1 Prison out of 15= 6% PCR
2018:	3 prison out of 14= 21% PCR
2017: Straddle Group 1:	2 Prison out of 13= 15% PCR
2018:	5 prison out of 11= 46% PCR
2017: Straddle Group 2:	5 Prison out of 13= 38% PCR
2018:	4 prison out of 11= 36% PCR
2017: Presumptive Group 1:	7 Prison out of 9=77% PCR
2018:	9 prison out of 14= 64% PCR
2017: Presumptive Group 2:	2 Prison out of 9=22% PCR
2018:	5 prison out of 14= 36% PCR

Grand Traverse:

2017: NA Group 1:	5 Prison out of 11= 45% PCR
2018:	2 prison out of 14= 14 % PCR
2017: NA Group 2:	5 Prison out of 11= 45% PCR
2018:	3 prison out of 14= 21% PCR
2017: Intermediate Group 1:	6 Prison out of 117=5% PCR
2018:	6 prison out of 144= 4% PCR
2017: Intermediate Group 2:	15 Prison out of 117=13% PCR
2018:	11 prison out of 144= 8% PCR
2017: Straddle Group 1:	21 Prison out of 61= 34% PCR
2018:	13 prison out of 57= 23% PCR
2017: Straddle Group 2:	16 Prison out of 61 = 26% PCR
2018:	13 prison out of 57= 23% PCR
2017: Presumptive Group 1:	24 Prison out of 31=77% PCR
2018:	15 prison out of 23= 65% PCR
2017: Presumptive Group 2:	6 Prison out of 31=19% PCR
2018:	7 prison out of 23= 30% PCR

Leelanau:

2017: NA Group 1:	1 Prison out of 1=100% PCR
2018:	1 prison out of 3= 33% PCR
2017: NA Group 2:	0 prison out of 1= 0% PCR
2018:	1 prison out of 3=33% PCR
2017: Intermediate Group 1:	1 Prison out of 16=6% PCR
2018:	0 prison out of 6= 0% PCR
2017: Intermediate Group 2:	1 Prison out of 16=6% PCR
2018:	0 prison out of 6=0% PCR
2017: Straddle Group 1:	2 Prison out of 12= 17% PCR
2018:	1 prison out of 6= 17% PCR
2017: Straddle Group 2:	4 Prison out of 12= 33% PCR
2018:	1 prison out of 6= 17% PCR
2017: Presumptive Group 1:	1 Prison out of 4= 25% PCR
2018:	4 prison out of 6= 67% PCR
2017: Presumptive Group 2:	2 Prison out of 9=22% PCR
2018:	2 prison out of 9= 33% PCR

<p>In the two categories we specifically target offenders in, there has been a reduction in both the Intermediate and Straddle Groups. Intermediate for 2017 was 16% and 2018 was 12%. Straddle for 2017 was 58% and for 2018 was 50%. WE have seen increases in utilization of our Pre Trial program and pairing that with the DDJR portion of our Sobriety Court, Drug Court, Case Management and MRT, we are seeing meaningful changes in our statistics. This is the second year of reductions in these categories.</p>
<p>3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. A new Judge was appointed at the end of 2016 and he supports all of our programs and services as well as the sitting Chief Judge. They welcome any new opportunities for offenders. Our Pre Trial program has shown success as this population were never supervised in the past and with supervision now, they have significantly less violations and more are being shown to be supervisable in the community. Our Drug Court and Sobriety Court programs directly divert felons from possible prison sentences.</p>
<p>4. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? Program utilization will be monitored on a constant basis by manager. If any underutilization of programs occur, staff will take steps to increase participation as well as encourage DOC staff to utilize our programs. If goals are not being met, CCAB Manager will discuss with CCAB what steps they want to take to address any problems. Also manager will meet with Judges, DOC Supervisor and Prosecutor to address changes/needs to encourage our alternative options to prison. Manager also contacts grant coordinator often about program objectives and utilization. Manager has always worked closely with the OCC staff in Lansing to address any changes needed.</p>

A-2: Felony Analysis Key Objectives and Strategies
<p>NOTE:</p> <ul style="list-style-type: none"> Objectives should be measurable and provide sufficient detail so progress can be monitored. Each objective should be followed by at least one strategy (step, action, policy, and program) that will help you achieve your objective. Your objectives and strategies should be supported by the analysis above. Keep in mind that all programs for which you are requesting funding are considered strategies. Be sure to clearly identify them as strategies.
<p>1. Objective #1 is intended to impact the overall prison commitment rate – please state the Objective: Reduce the Overall Prison Commitment Rate (PCR) to 38% or lower</p>
<p>Programs in support of Objective #1 (number and separate strategies by using carriage return [enter]):</p>
<p>1. I25-Gatekeeper- Each offender after arrest will be given a Praxis screening and if appropriate a substance abuse assessment as part of Gatekeeper (Continuation) 2. F23-Pre-Trial Services- Offenders will be monitored for drug/alcohol usage, AA/NA attendance and placed in residential services as needed. (Continuation) 3. D08-Pre-Trial Electronic Monitoring- Pre-Trial offenders requiring a GPS as a bond condition will be placed on electronic monitoring allowing them to be released from jail. This will allow to them to remain employed, participate more fully in their court case, and be supervised in the community instead of jail. (NEW) 4. I24-CBCM- Once an offender has been sentenced and served their required minimum, they are placed in jail alternative options and monitored through CBCM. (Continuation) 5. C01-MRT- After completion of PRS or DDJR, jail alternative clients will be sent through MRT group counseling. Target PV offenders not in jail--will be referred by their agent to MRT in lieu of a formal PV, avoiding a new sentence. (Continuation) 6. While in the Pre-Trial phase, determine which offender is eligible to participate in Sobriety Court & Drug court, work with prosecutor, Judge and staff to monitor offenders pre and post sentencing. Send to PRS/DDJR/MRT as appropriate. (Continued) 6. D23- Drug Court- Targeting Group 2 Straddle Cell drug/property crime offenders, who are addicted. Will be placed in a delayed sentence and if successful will be allowed to plea to a misdemeanor. Thus a true prison diversion. (Continuation)</p>
<p>2. Objective #2 is intended to impact the Group 2 Straddle Cell rate – please state the Objective: Maintain the Group 2 straddle cell PCR to at 35% or lower</p>

Programs in support of Objective #2:

1. I25-Gatekeeper- Each offender after arrest will be given a Praxis screening and if appropriate a substance abuse assessment as part of Gatekeeper (Continuation)
2. F23-Pre-Trial Services- Offenders will be monitored for drug/alcohol usage, AA/NA attendance and placed in residential services as needed. (Continuation)
3. D08-Pre-Trial Electronic Monitoring- Pre-Trial offenders requiring a GPS as a bond condition will be placed on electronic monitoring allowing them to be released from jail. This will allow to them to remain employed, participate more fully in their court case, and be supervised in the community instead of jail. (NEW)
4. I24-CBCM- Once an offender has been sentenced and served their required minimum, they are placed in jail alternative options and monitored through CBCM. (Continuation)
5. C01-MRT- After completion of PRS or DDJR, jail alternative clients will be sent through MRT group counseling. Target PV offenders not in jail--will be referred by their agent to MRT in lieu of a formal PV, avoiding a new sentence. (Continuation)
6. While in the Pre-Trial phase, determine which offender is eligible to participate in Sobriety Court & Drug court, work with prosecutor, Judge and staff to monitor offenders pre and post sentencing. Send to PRS/DDJR/MRT as appropriate. (Continued)
6. D23- Drug Court- Targeting Group 2 Straddle Cell drug/property crime offenders, who are addicted. Will be placed in a delayed sentence and if successful will be allowed to plea to a misdemeanor. Thus a true prison diversion. (Continuation)

B: Recidivism Analysis

The updated Public Act 511 mandates that CCABs “Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or detention in jail or prison.” As such, CCABs are required to address recidivism within their comprehensive plan, with a specific emphasis on how the plan is intended to impact the local recidivism rates.

The State Board has defined recidivism as “Probation Violations, either technical or new sentence, resulting in prison,” and has identified Probation Violators as being indicative of performance in this area:

- i. Probation Violators with a new felony conviction resulting in a prison sentence
- ii. Technical Probation Violators resulting in a prison sentence

Based on OMNI Report 3, please use the following table to report the number of Probation Violators that resulted in a prison disposition for each listed category. Regional CCABs should list the Probation Violation Data for each County separately and provide a total, regional rate at the end of each row.

B-1: Using OMNI Felony Disposition data supplied by OCC for:

Previous Fiscal Year Recidivism Rates

County Name	Antrim	Grand Traverse	Leelanau				Totals for Region:
Probation Violation - New Sentence to Prison							
Total	2	5	0				7
Probation Violation – Technical to Prison							
Total	3	8	1				12

B-2: Using OMNI Felony Disposition data supplied by OCC for the previous fiscal years:

1. Are Probation Violations increasing, decreasing, or stable? Decreasing
2. Describe changes within the Probation Violation data for the previous two fiscal years. Report rates with detailed explanation:

Antrim:	2017 PVNS=2, 2018= 2	PVT 2017=1, 2018=3	increase of 2 violators to prison
Grand Traverse:	2017 PVNS=9, 2018=5	PVT 2017=9, 2018=8	decrease of 5 violators to prison
Leelanau:	2017 PVNS=0, 2018=0	PVT 2017=1, 2018=1	no change- stable
Overall for the region there were 3 less violators sent to prison. While not a large number, this is the second year we have experienced reductions in PV prison sentences.			
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. In response to the opiod epidemic in our region, starting in the Pre-Trial phase, new felony offenders are targeted to participate in our Drug Court program as well as any other diversion practices the prosecutor deems appropriate. With education and awareness of addiction and available resources provided by our CCAB, Judges as well as DOC Agents are taking advantage of new practices available and diverting those who traditionally would remain in circuit court as a violator, but are now allowing them to participate in available diversion programs. This is having a positive impact on not only our Violators, but our overall PCR.			
4. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? Program utilization will be monitored on a constant basis by manager. If any underutilization of programs occur, staff will take steps to increase participation as well as encourage DOC staff to utilize our programs. If goals are not being met, CCAB Manager will discuss with CCAB what steps they want to take to address any problems. Also manager will meet with Judges, DOC Supervisor and Prosecutor to address changes/needs to encourage our alternative options to prison. Manager also contacts grant coordinator often about program objectives and utilization. Manager has always worked closely with the OCC staff in Lansing to address any changes needed.			

B-3: Recidivism Key Objectives and Strategies	
NOTE:	
<ul style="list-style-type: none"> Objectives should be measurable and provide sufficient detail so progress can be monitored. Each objective should be followed by at least one strategy (step, action, policy, and program) that will help you achieve your objective. Your objectives and strategies should be supported by the analysis above. Keep in mind that all programs for which you are requesting funding are considered strategies. Be sure to clearly identify them as strategies. 	
1.	Objective #1 is intended to impact recidivism by targeting: Choose an item. State the Objective: Maintain the prison commitment of PVNS at or below 10% of all prison dispositions.
Programs in support of Objective #1:	
1. F23-Pre-Trial 2. D08-Pre-Trial Electronic Monitoring- Pre-Trial offenders requiring a GPS as a bond condition will be placed on electronic monitoring allowing them to be released from jail. This will allow to them to remain employed, participate more fully in their court case, and be supervised in the community instead of jail. (NEW 3. C01-MRT - Increase referrals from DOC agents to MRT and PRS. Meet a minimum of montly with DOC staff and Judges to remind and encourage them to refer offenders to CCAB staff in lieu of a formal probation violation. Also , if an offender is before a Judge for a formal violation, instead of sentencing an offender to jail or prison, encourage Judges to order MRT or PRS. While under Pre Trial supervision- violators can be recommended by staff to the prosecutors for participating in Drug Court. Drug Court can be offered to those already on felony probation who are arrested for a new felony drug related crime. Thus resulting in a diversion from a possible PV prison sentence as well as a new offence prison sentence.	
2.	Objective #2 is intended to impact recidivism by targeting: Choose an item. State the Objective: Maintain the prison commitment of PVT at or below 11% of all prison dispositions.
Programs in support of Objective #2:	
Pre-Trial Services, MRT. Target offenders right from arrest during the pre-trial phase, place them in treatment up to and including PRS, make recommendations to Prosecutor about offenders ability to be supervised in the community. Supervise offenders very closely while in the pre-trial phase to ensure compliance to bond condition and if violations occur, address them immediately in hopes of any further violations occurring.	

Drug Court- Once offenders have successfully completed this program, they will have been given a very long sober period, employment, intensive substance abuse counseling, and healthy lifestyle tools. This will directly reduce recidivism.

C: COMPAS Criminogenic Needs Profile

1. Please list the top 3 needs scales as identified within the COMPAS Criminogenic Needs and Risk Profile provided by OCC or as presented by your local needs data. Additionally, present both the local and OCC strategies that will impact the identified needs scales: **Needs for all three counties were averaged together to compile the top three due to the low numbers of offender data in Antrim (3) and Leelanau(1).**
 1. **Substance Abuse:**

LOCAL STRATEGIES: Clients are assessed by NMRE our local PIHP for any SUD levels. Clients are placed in the appropriate treatment recommended. Our local PRS facility is used for almost all male offenders. If they complete Residential Treatment they then step down to the PRS facility and participate in outpatient treatment including MRT.

OCC FUNDED PROGRAMS: I24 CBCM, I25 Gatekeeper, F23 Pretrial, D23 Intensive Supervision/Drug Court, DDJR Funding. C01MRT

Gatekeeper identifies which programs offenders are eligible for, Pre trial offenders can be sent to residential treatment or PRS during this phase with the recommendation of Pre Trial Officer to the court- case is paused until treatment is completed. D23 Drug Court, those with a drug problem participate in this intensive supervision program addressing all their needs. DDJR- Manager screens all OWI 3rd offenders participating in Sobriety Court for eligibility of PRS, MRT, CBCM and supervises offenders while in those programs.
 2. **Non- Compliance History:**

OCC FUNDED STRATEGIES: MRT- This program targets a change the thinking patterns involved in criminal behavior.
 3. **Criminal Involvement:**

OCC FUNDED STRATEGIES: MRT- Targets the cognitive thinking patterns of offenders.

NON OCC FUNDED PROGRAMS: Our counties fund treatment for Theft related convictions, Domestic Violence & Other violent behaviors as well as TREM (which targets Trauma for females) which is typically funded by NMRE (PIHP). Offenders are placed in whichever program correlates to their needs.
2. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **Manager now participates in the CJCC, Is on the panel for Substance use coalitions in both Grand Traverse and Leelanau, she also advocates for better SUD treatment and processes by the local PIHP as a Board Member of the regions CMH. These involvements are all educating local stakeholders and policy makers in our region and having a positive impact.**
3. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? **I will discuss with my CCAB what steps they would like to take. Work with my grant coordinator, Judges and local MDOC staff.**

D: Local Vocational/Educational Initiatives

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Include both local and OCC funded initiatives. **We have no OCC funded programs in this area. Our local Michigan Works program is well run and offers many programs and assistance to offenders to help them obtain employment. CCAB staff also works very closely with their CBCM participants to help them obtain employment. They assist with resumes, job applications, interview techniques and can also provide transportation to job interviews as needed. Goodwill Industries of Northern Michigan also has a Work Skills training program. Offenders are referred for training and once complete Goodwill will place them in a paid position.**

E: Local Initiatives to Address Persons with Substance Use Disorder(s)

Please explain in detail what initiatives are in place to address offender substance abuse needs. Include both local and OCC funded programs. **CCAB Manager is a participant in coalitions in both Grand Traverse and Leelanau Counties which are targeting the Opioid epidemic. Manager also participated in 2018 with several local agencies to develop programs and policies which are geared to creating a "Systems Map" of treatment and resources available in our local 5 county region. Our Drug Court was created in response to the Grand Traverse Drug Free Coalition. CCAB staff are always updated with programs and treatment facilities available in our area and throughout the state. In Grand Traverse County there are numerous agencies, therapists and programs available for offenders to receive the care they need. Grand Traverse county agencies also serve Antrim and Leelanau for those needs. Manager was assigned to serve on our 6 county Community Mental Health Board in March 2019, this board is under the umbrella of the local PIHP, therefore Manager has conversations with the PIHP and it's board members on a regular basis to address issues or problems in our region with Substance Use Treatment. Our CCAB has never requested funds for Substance Abuse because we have such valuable resources available to us.**

F: Other Local Initiatives

1. Present any local priorities such as development of criminal justice coordinating councils, Specialty Courts, public education, etc., which have not been identified in the above sections, but have an impact on the performance indicators: Grand Traverse County implemented a CJCC in 2018 after a lengthy delay in the creation of it. Manager attends those meetings and is an active participant in discussions in regard to our local Judicial organization. While this CJCC is in Grand Traverse County, our Judges and Court systems serve all three counties, therefore the processes in these areas can have a positive effect for all three counties. For example at our last meeting issues regarding Bond were discussed, manager was able to provide information in regard to our Pre Trial process and then take the issues identified back to the Judges and Court administrators who will need to make adjustments and/or address the problems identified.
2. Please explain how the Comprehensive Plan, in coordination with the above Local Initiatives, will impact the State Board Priorities, and ultimately offender success: The Comprehensive Plan provides us the opportunity to administer our OCC funded programs, as well as arrange opportunities for offenders to participate in local initiatives not funded by OCC, which are numerous. We are fortunate to have a fairly "rich" area in treatment options, public interest and support. The Comprehensive Plan enables us to fill the programs that aren't provided in the community and that work is done by staff who are funded by the Grant. Each of the programs we have, directly target the state board priorities of reducing prison commitments and violations. Our Judges support the programs we have and know that these services cannot be provided anywhere else in our legal system. We have developed a good system using OCC resources fiscally responsibly, as well as local initiatives to create individualized plans for each of our participants. Those plans target the direct needs of each person and address their addictions, criminal thinking/activities, education needs and life skills, thus creating a situation where they can be successful. Our Community Corrections department and staff are often the first line in addressing needs when the Judges don't know where to place someone for the help they need. We have always been creative and problem solving when given numerous difficult situations. Our goal is to address any need presented by the court and arrange resources to offenders who no one else is serving in those areas.

G: Jail Data Analysis:

- Using JPIS or local snapshot data, please provide information pertaining to the number of offenders on record as well as the ADP % of housed inmates for each of the categories below.
- Please fill out each answer for this section completely, with the correct information. Applications with incomplete data may be rejected.

(NOTE: Regional CCABs should complete analysis for each county.)

Current Jail Utilization

County	Antrim	Grand Traverse	Leelanau			
General Information						
RDC (Rated Design Capacity)	56	168	72			

Utilization as % of RDC	61%	97%	26%			
Number of off-line beds	0	0	0			
Felon Population						
Sentenced Felons	4	41	4			
Unsentenced Felons	6	56	6			
Misdemeanant Population						
Sentenced Misdemeanants	13	31	6			
Unsentenced Misdemeanants	11	35	3			
1. Does your county have a written county jail population management plan per PA 139 of 2007? Yes						
2. In the previous year, did your sheriff initiate a reduction in population because the jail exceeded 95% of RDC for 5 consecutive days per Public Act 140 of 2007? No. If YES, explain how this was carried out:						
3. In the previous FY, how many times did the county declare an official (in writing) jail overcrowding state of emergency (over 100% of RDC for 7 consecutive days) per Public Act 140 of 2007? 0 for all three counties						
4. Does your jail submit JPIS data? No If not, please provide a rationale for not submitting JPIS data: Antrim: JMS software will not run JPIS, Grand Traverse: This county will work with CC manager and Michele Kalisz to begin submitting data, their system is now compatible. Leelanau: JMS cannot compile compliant reports. (Manager plans to work with Grant Coordinator to get Antrim, Grand Traverse and Leelanau on a compatible program to submit data before the end of this FY).						
5. What vendor or jail management software is used to report jail utilization? Antrim: OSS/Supreion Reports Grand Traverse: Tyler Tech, New World Leelanau: ID Networks						

G-1: Using JPIS data (or local data as available) provide an analysis of local jail utilization including the average daily populations/lengths of stay of jail populations including felon and misdemeanor utilization, sentenced and unsentenced populations, partially sentenced populations, boarders, and offense categories. (Regionals: use carriage return [Enter] to separate information by jail)						
1. This application uses Local Snapshot Data						
2. Are bookings up, down, or stable? Up						
3. Describe changes in ADP or AvLOS for the population groups reported above: The following data show changes from 2017-2018. A shapshot of ADP data was used as the jails do not submit data via JPIS. Manager takes data one day per month, typically the first of the month, and then averages that for the year (for each county). ANTRIM: Sentenced Felons 2017- (5)--2018 had (4), a reduction of 1. Unsentenced Felons: 2017- (6)--2018 had (7), a increase of 1. Sentenced Misdemeanors: 2017- (9)--2018 (13), increase of 4. Unsentenced Mids: 2017- (12) 2018 (11) reduction of 1. GRAND TRAVERSE: Sentenced Felons 2017- (38)--2018 had (41), increase of 3. Unsentenced Felons: 2017- (34)--2018 had (56), an increase of 22. Sentenced Misdemeanors: 2017- (67)--2018 (31), Decrease of 36. Unsentenced Mids: 2017- (33) 2018 (35) Increase of 2. LEELANAU: Sentenced Felons 2017- (3)--2018 had (4), an increase of 1. Unsentenced Felons: 2017- (5)--2018 had (6), an increase of 1. Sentenced Misdemeanors: 2017- (7)--2018 (6), reduction of 1. Unsentenced Mids: 2017- (1) 2018 (3) increase of 2. Antrim's numbers are relatively steady as a whole, as an increase in 1 unsentenced and a decrease of 1 unsentenced felon, and also not a large difference in misdemeants. Leelanau county there was an increase in all categories except for sentenced misdemenanants which decreased by 1. The numbers in the jail as a whole are very very low, most days showed less than 6 or 7 offenders per category in the jail.						

<p>Grand Traverse had the most increases, particularly in unsentenced felons of 22. Because I am using snapshot data, I feel one of the days I used (first of April) really skewed the data, as there had been over 20 new felons that week arrested, when normally we have 5 or 6. I do an average of the whole year, so there is an increase even taking that one months data out, but it would be more in line with 10 for the increase. Interestingly there has been a very large decrease in sentenced misdemenanats, I don't have data for that reason.</p>	
4.	Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.: N/A
G-2: Describe policies and practices that influence jail population:	
1.	Does the jail have a bed allocation plan? No
2.	Does the jail accept boarders from other counties? Yes If YES, what is the daily rate charged for a boarder? Antrim: No, Grand Traverse: Yes, \$40 per day, Leelanau: Yes, \$30-35 per day.
3.	Does the jail have a county-imposed cap on local bed utilization to provide space for boarding? No If YES, report number of boarders and the % of the RDC for all boarders.
4.	Does the jail accept MDOC or Federal boarders under contract? Yes If YES, what is the daily rate charged for MDOC and/or Federal boarders? Antrim: No, Grand Traverse: MDOC Detainers only, \$35 per day, Leelanau: \$35 per day.
5.	What was the revenue from boarders for the previous year? Antrim: \$0.00 Grand Traverse: \$0.00 Leelanau: \$177,505
6.	Provide additional analysis you feel is necessary to explain your jail utilization: N/A for the past year. For the upcoming year, Grand Traverse is going to be doing construction updates which may require closure of some beds. Those inmates will typically be boarded out to Leenanau Co Jail, therefore there shouldn't be an overcrowding issue, but is something to be aware of for 2019.

For:

[illegible]

IMPORTANT NOTE: AFTER YOU HAVE COMPLETED YOUR COST DESCRIPTIONS SHEET FOR A PROGRAM CODE, AND YOU CHANGE JUST ONE CHARACTER IN THE "NAME OF PROGRAM" DESCRIPTION IN THIS PROGRAM SUMMARY SHEET, YOU WILL NEED TO RESET THE PROGRAM CODE/NAME IN YOUR COST DESCRIPTIONS SHEET, USING THE DROP DOWN. IF YOU DO NOT, IT WILL NOT CARRY FORWARD TO YOUR PROPOSAL, AND YOU MAY NOT RECEIVE FUNDING.



Action Request

Meeting Date:	5/15/2019		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	922-4688
Agenda Item Title:	Approval to sign Lawn maintenance vendor contracts		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

Summary of Request:

Letters were sent to 11 outside lawn maintenance vendors on March 29, 2019 requesting them to participate in the Home Chore Lawn Maintenance Vendor Program. The RFP was also placed on Bidnet from March 29 to April 22, 2019. A legal notice was also placed in the Record Eagle on March 30 and 31, 2019.

Three vendors responded: Cuttin It Close Outdoors, LLC
Lesley's Landscaping
Premier Outdoors

Suggested Motion:

To approve the contracts with Cuttin It Close, Lesley's Landscaping and Premier Outdoors to provide additional lawn maintenance services to our clients for whom we are unable to provide service with COA home chore staff.

Financial Information:

Total Cost:	\$50,000	General Fund Cost:	0	Included in budget:	<input checked="" type="radio"/> Yes <input 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 type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>			

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

Commission on Aging – Home Chore Lawn Maintenance Vendor Program

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May15, 2019 and reviewed request from the Director of the Commission on Aging to approve the following vendors to participate in the Home Chore Lawn Maintenance Vendor Program:

Cuttin’ It Close Outdoors, LLC

Lesley’s Landscaping

Premier Outdoors

WHEREAS, and RFP was requested and letters were also sent to local lawn maintenance vendors and the above vendors responded and approval is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve contracts with Cuttin’ It Close Outdoors, LLC, Lesley’s Landscaping and Premier Outdoors to provide additional lawn maintenance service to Commission on Aging clients for whom we are unable to provide service with home chore staff.

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

APPROVED: April 17, 2019



*"Our mission is to upgrade and maintain
a safe and efficient road system."*

TO: Chair – Board of Commissioners
FROM: Brad Kluczynski, Manager
DATE: May 3, 2019
SUBJECT: **REPORT FOR THE MAY 15, 2019 MEETING
AT 8:00 A.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**
cc: Board of County Road Commissioners

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

1. **East-West Corridor Consultant** – The public meeting to present proposed solutions to the public was held on April 30. Comments will continue to be received through May 10. Consultants will present their findings and solutions to the Board at its May 23, 2019 meeting.
2. **Budget 2019** – At their April 25, 2019 meeting, the 2019 budget was amended reflecting projects postponed, and reduction in 2019 project costs. Three projects were advanced into 2019.
3. **May 2, 2019 MTA-Road Commission Annual Meeting** – Our 18th Annual Joint Meeting on May 2, 2019 at the Elks' Lodge was another successful event. Our thanks go to the local MTA chapter and those attending.
4. **Scharmen Road** - Local residents are proposing a special assessment district for a portion of Scharmen Road. Staff is working with the hope of developing an acceptable project for the residents that will meet our gravel road standards.
5. **Bush Road** - Staff will be working with Green Lake Township to address resident concerns regarding the private portion of Bush Road.
6. **Weatherwood Stub Sale** - A subdivision stub road was sold to the adjoining property owners allowing them access to their development parcel. The price was established by a local assessor.
7. **Employee Survey** - Our human resource consultant shared the results of a recent employee survey she conducted. Areas for improvement were identified, as well as areas of satisfaction. Plans are being made to address needing improvement.
8. **Fidelity Insurance Acceptance** - We are requesting the Board of Commissioners to approve the enclosed resolution establishing a \$10,000 level of bonding for the road commissioners through our self-insurance pool. The "Action Request" form is also enclosed.



Action Request

Meeting Date:	May 15, 2019		
Department:	Grand Traverse County Road Commission	Submitted By:	B Kluczynski
Contact E-Mail:	bkluczynski@gtcrc.org	Contact Telephone:	231-922-4848
Agenda Item Title:	Resolution Authorizing Road Commission to Purchase Bonds from its self-insurance pool		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The Michigan County Road Commission Self-Insurance Pool (MCRCSHIP) is authorized to sell bonds to its clients. The Grand Traverse County Road Commission would like to purchase surety or fidelity insurance for its board members in the amount of \$10,000 but MCRCSHIP requires the respective county board to pass the attached resolution.

Suggested Motion:

The County Board of Grand Traverse County approves and authorizes the Michigan County Road Commission Self-Insurance Pool to sell \$10,000 of surety/fidelity insurance for the Grand Traverse County Road Commission Board members and approves the following resolution.

Financial Information:

Total Cost:	0	General Fund Cost:	0	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

No funds are requested or required.

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 type="checkbox"/> Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

Fidelity Insurance Acceptance

RESOLUTION

XX-2019

FIDELITY INSURANCE ACCEPTANCE

WHEREAS, MCL 224.7 provides that each and every county road commissioner is required to execute and give official bond in such amount as the Board of Commissioners of such county may determine, and that the expense of securing such bond, if any, is to be paid from the county road fund; and

WHEREAS, MCL 124.5 provides that, notwithstanding any other provision of law to the contrary, any 2 or more municipal corporations, by intergovernmental contract, may form a group self-insurance pool to provide for joint or cooperative action relative to their financial and administrative resources for the purpose of providing to the participating municipal corporations risk management and coverage for pool members and employees of pool members, for acts or omissions arising out of the scope of their employment, including surety and fidelity insurance coverage; and

WHEREAS, the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) is a group self-insurance pool organized under the Intergovernmental Contracts Between Municipal Corporations Act; and

WHEREAS, MCL 124.10 provides that the provisions of any statute or charter requiring a public official to post bond or obtain a surety bond, the premium on which may lawfully be paid by a public agency of this state, may be satisfied with surety or fidelity insurance coverage furnished by a group self-insurance pool organized under Intergovernmental Contracts Between Municipal Corporations Act, including any deductible amount or other portion self-insured by the public agency itself;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners for the County of Grand Traverse does hereby authorize MCRCSIP to issue surety or fidelity insurance coverage to its Road Commissioners in the amount of \$10,000 pursuant to MCL 124.10.

Approved: May 15, 2019



Action Request

Meeting Date:	May 15, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	April 2019 Claims Approval		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

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

Suggested Motion:

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

Financial Information:

Total Cost:	\$13,372,657.91	General Fund Cost:		Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director	Dean Bott	5/9/2019
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:
April 2019 Claims Summary

RESOLUTION

XX-2019

**Finance Department
April 2019 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on May 15, 2019, and reviewed claims and payroll disbursements for the month of April 2019 that were requested by the Director of Finance and are recommended for approval; and,

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

APPROVED: May 15, 2019

APRIL 2019 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	4/9/2019	354,807.70
CLAIMS AND ACCOUNTS	4/23/2019	796,989.94
TOTAL CLAIMS AND ACCOUNTS		1,151,797.64
IMMEDIATE PAYMENTS	4/3/2019	5,321,790.47
IMMEDIATE PAYMENTS	4/4/2019	3,550.51
IMMEDIATE PAYMENTS	4/5/2019	288,468.02
IMMEDIATE PAYMENTS	4/10/2019	307,474.92
IMMEDIATE PAYMENTS	4/11/2019	61,232.57
IMMEDIATE PAYMENTS	4/12/2019	64,703.25
IMMEDIATE PAYMENTS	4/15/2019	20,943.12
IMMEDIATE PAYMENTS	4/16/2019	124,503.18
IMMEDIATE PAYMENTS	4/16/2019	3,171.26
IMMEDIATE PAYMENTS	4/17/2019	768,852.14
IMMEDIATE PAYMENTS	4/24/2019	2,399,696.39
IMMEDIATE PAYMENTS	4/24/2019	165.01
IMMEDIATE PAYMENTS	4/26/2019	408,610.80
IMMEDIATE PAYMENTS	4/29/2019	3,312.31
TOTAL IMMEDIATE PAYMENTS		9,776,473.95
TOTAL CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS		10,928,271.59
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	4/9/2019	40,162.69
HEALTH	4/23/2019	49,416.65
TOTAL HEALTH DEPARTMENT CLAIMS		89,579.34
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	4/3/2019	42,498.43
DPW Check Runs	4/11/2019	143,255.24
DPW Check Runs	4/17/2019	3,272.89
DPW Check Runs	4/25/2019	26,989.64
TOTAL DPW CHECK RUNS		216,016.20
Pending Claims:		1,470.00
TOTAL RECONCILING ITEMS		307,065.54
Total Claims, Immediate & Reconciling		11,235,337.13
Monthly Check Distribution Summary		11,235,337.13 ✓
Difference		0.00
PAYROLL		
PAYROLL	4/5/2019	920,295.71
PAYROLL	4/19/2019	914,723.61
BENEFITS	4/30/2019	302,301.46
TOTAL PAYROLL		2,137,320.78
FOR BOARD APPROVAL:		
TOTAL CLAIMS, IMMEDIATE, RECONCILING & PAYROLL		13,372,657.91

REQUEST APPROVAL

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

Payee Name	Amount
13TH CIRCUIT COURT Total	\$ 60.00
4ALLPROMOS Total	\$ 746.54
4FRONT CREDIT UNION Total	\$ 2,396.11
86TH DISTRICT COURT Total	\$ 154.00
A BROOKS DARLING Total	\$ 782.50
AARON ANTOINE Total	\$ 4.14
ABBA LOGIC LLC Total	\$ 1,620.00
AC PAW Total	\$ 60.00
ACE BUYERS Total	\$ 80.00
ACE HARDWARE Total	\$ 420.24
ACE INITIATIVE CONFERENCE Total	\$ 80.00
ACE WELDING & MACHINE, IN Total	\$ 784.99
ACME TOWNSHIP Total	\$ 148,041.34
ADAM LEROY DARGA Total	\$ -
ADDICTION TREATMENT SERVI Total	\$ 1,775.60
ADDISON WHEELOCK, JR. Total	\$ 23.20
AIRGAS Total	\$ 50.55
ALCOTEC PENSION FUND Total	\$ 25.93
ALEXANDER PAJKOWSKI Total	\$ 506.98
ALEXANDER SANDERSON Total	\$ 128.92
ALFIERO MICHAEL SILVERI Total	\$ 158.56
ALICIA MASON Total	\$ 7.54
ALICIA THAYER Total	\$ 164.48
ALICJA POWER Total	\$ 140.00
ALISHA T MOCERE Total	\$ 25.50
ALL ANIMAL VETERINARY CEN Total	\$ 16.25
ALLEN SUPPLY Total	\$ 193.20
ALLISON ANN MARTIN Total	\$ 29.06
ALLSTATE INSURANCE COMPAN Total	\$ 150.00
AMANDA DENBOER Total	\$ 133.11
AMANDA J FLOWERS Total	\$ 173.53
AMERICAN WASTE Total	\$ 1,836.00
AMERIGAS Total	\$ 373.17
AMWAY GRAND PLAZA HOTEL Total	\$ 961.38
AMY LEIVA Total	\$ 55.10
ANDREW BAILEY CLAPHAM Total	\$ 213.92
ANDREW WAITE Total	\$ 49.30
ANGEL CHRISTY KELLY Total	\$ 188.00
ANGELA OMARA Total	\$ 29.64
ANIXTER INC Total	\$ 325.37
ANN BIXBY Total	\$ 10.00
ANNA M WEESE Total	\$ 5.70

Payee Name	Amount
ANNE HUGHES Total	\$ 51.00
ANSWER UNITED Total	\$ 46.96
APPLIED IMAGING Total	\$ 117.46
APRIL MARIE STOKES Total	\$ 36.60
ARAMARK Total	\$ 20,182.71
AREA AGENCY ON AGING OF Total	\$ 7,503.00
ARMINDA MARIE COMBS Total	\$ 23.00
ART VAN FURNITURE Total	\$ 20.00
ARTS AUTO & TRUCK Total	\$ 122.08
ASD HEALTHCARE Total	\$ 206.56
ASHLEY BAKER Total	\$ 21.25
ASHLEY JUSTICE Total	\$ 167.04
AT&T GLOBAL SERVICES Total	\$ 5,061.64
ATT MOBILITY Total	\$ 14,038.86
AUDREY D VAN ALST Total	\$ 59.74
AUSTIN KELLOGG Total	\$ 25.00
AUTO OWNERS INSURANCE Total	\$ 150.00
AUTOMATED BUSINESS EQUIPM Total	\$ 400.00
AUTUMN AMORMINO Total	\$ 275.68
BADGER METER, INC. Total	\$ 310.74
BAILEY SHIMMELL Total	\$ 22.00
BARB LUND Total	\$ 39.00
BATTERIES PLUS Total	\$ 51.34
BAY AREA RECYCLING FOR CH Total	\$ 100.00
BAY AREA TRANSPORTATION A Total	\$ 65,143.62
BAY BREAD COMPANY, INC Total	\$ 34.95
BAY SUPPLY & MARKETING, I Total	\$ 300.00
BAY WEST ANIMAL CLINIC Total	\$ 39.00
BENZIE PUBLIC SCHOOLS Total	\$ 1,234.92
BERNADETTE CLAIRE WEST Total	\$ 248.35
BEST WESTERN EAST LANSING Total	\$ 90.95
BETHANY CHRISTIAN SERVICE Total	\$ 6,104.53
BETHANY SUE PALMER Total	\$ 67.93
BETSY COFFIA Total	\$ 314.80
BETTY LANE Total	\$ 16.90
BEVERLY A MORRISON Total	\$ 684.00
BILL MARSH AUTO GROUP Total	\$ 124,541.38
BILL MARSH AUTO RENTALS Total	\$ 254.96
BILLIE JEAN HEDGLEN Total	\$ 171.40
BLAIR SELF STORAGE Total	\$ 140.00
BLAIR TOWNSHIP Total	\$ 106,650.99
BLARNEY CASTLE OIL CO. Total	\$ 873.54
BOUND TREE MEDICAL, LLC Total	\$ 73.91
BRAD JEWETT Total	\$ 522.13
BRAMER AUTO Total	\$ 629.98
BRANDY HANSEN Total	\$ 750.00

Payee Name	Amount
BREANNA MARIE WEDDLE Total	\$ 37.80
BRENDA VOIGHT Total	\$ 238.26
BRENT VANSANTEN Total	\$ 38.92
BRETT C BAIRD Total	\$ 4,412.00
BRIAN GIDDIS Total	\$ 51.00
BRIAN NEWCOMB Total	\$ 310.00
BRIAN SPRINGSTEAD Total	\$ 30.00
BRIDGET THUENTE Total	\$ 647.78
BRITTANY B SAMPLE Total	\$ 179.16
BROWNELLS INC Total	\$ 18.53
BUCKLEY SCHOOL DISTRICT Total	\$ 48,861.96
BURDCO INC Total	\$ 100.00
CALEB ANDREW ROBINSON Total	\$ 6.00
CAMBRIA HOTEL DOWNTOWN DA Total	\$ (856.75)
CANDLEWOOD SUITES Total	\$ -
CARE TRAK INTERNATIONAL I Total	\$ 136.09
CAREER UNIFORMS Total	\$ 3,867.50
CAREY WILLS Total	\$ 2.00
CAROL STOCKING Total	\$ 4.90
CAROLYN KRISTOF Total	\$ 85.44
CARRIER GREAT LAKES Total	\$ 149.13
CATHERINE STAUBER Total	\$ 30.39
CATHOLIC HUMAN SERVICES, Total	\$ 12,000.00
CDM MOBILE SHREDDING LLC Total	\$ 130.00
CDW GOVERNMENT,INC. Total	\$ 27,181.22
CDW-G Total	\$ 10,349.91
CENTRAL LAKE ARMOR EXPRES Total	\$ 5,860.00
CENTURYLINK Total	\$ 226.69
CH2M HILL INC. Total	\$ 16,844.76
CHARLES DAVID JOHNSTON Total	\$ 18.25
CHARLES M HAMLYN Total	\$ 95.47
CHARTER COMMUNICATIONS Total	\$ 1,482.30
CHARUENE KEOVONGKOTH Total	\$ 100.00
CHASE RYAN MCLENNAN Total	\$ 30.80
CHEMICAL BANK MIDLAND Total	\$ 6.25
CHERRY CAPITAL CAB, LLC Total	\$ 2,815.00
CHERRY HILL HAVEN AFC Total	\$ 200.00
CHERRYLAND ELECTRIC Total	\$ 15,323.40
CHERRYLAND HUMANE SOCIETY Total	\$ 2,262.00
CHERYL ERICKSON Total	\$ 175.00
CHIEF SUPPLY CORPORATION Total	\$ 1,002.31
CHRISTIAN DAVID WALTERS Total	\$ 300.02
CHRISTINE BORING Total	\$ 2,034.32
CHRISTINE SHOMIN Total	\$ (866.93)
CHRISTOPHER DAILEY Total	\$ 169.50
CHRISTOPHER FRED GERLING Total	\$ 15.50

Payee Name	Amount
CHRISTOPHER HERMAN NUCKEL Total	\$ 47.04
CHUCK HILL Total	\$ 50.00
CIERA BRUNAN Total	\$ 25.00
CINTAS CORP #729 Total	\$ 1,039.66
CIRCUIT COURT RECORDS Total	\$ 1,602.00
CITY OF MANTON Total	\$ 207.38
CITY OF TRAVERSE CITY Total	\$ 1,283,145.86
CLARE SVEC Total	\$ 100.00
CLARISSA FASEL Total	\$ 253.40
CLARKE-EVERETT DOG & CAT Total	\$ 75.75
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 1,001.13
COCA-COLA Total	\$ 39.65
CODE OFFICIALS CONFERENCE Total	\$ 495.00
CODY MIKHAIL SMART Total	\$ 38.30
COHL, STOKER & TOSKEY PC Total	\$ 1,489.65
CONFLICT RESOLUTION SERVI Total	\$ 1,650.00
CONNIE VANDOESELAAR Total	\$ 20.00
CONSUMERS ENERGY Total	\$ 23,543.83
COUNTRY INN & SUITES OF T Total	\$ 12.50
CRIME VICTIMS SERVICES CO Total	\$ 100.00
CRISTOPHER DYLAN MCPEAKE Total	\$ 27.32
CRYSTAL FLASH Total	\$ 1,726.99
CUTTIN IT CLOSE OUTDOOR Total	\$ 2,540.00
CYNERGYCOMM.NET INC Total	\$ 513.05
CYNTHIA ANN CONLON Total	\$ 3,259.50
CYNTHIA ANN KOTT Total	\$ 123.31
CYNTHIA CONLON Total	\$ -
CYNTHIA PURVIS Total	\$ 83.29
D & W AUTO Total	\$ 3,614.43
D&R WELDING Total	\$ 540.00
D/LT. DANIEL KING Total	\$ 3,500.51
DANIEL MILLWARD Total	\$ 300.00
DANIEL OR REBEKAH ERVING Total	\$ 9.72
DANIEL WILLIAM MACKIN Total	\$ 43.56
DARYL CASE Total	\$ 77.72
DAVE BRAYTON Total	\$ 49.41
DAVID & LINDA DANN Total	\$ 500.00
DAVID CARPENTER Total	\$ 100.00
DAVID G GRUNST Total	\$ 2,206.25
DAVID J CLARK Total	\$ 1,215.00
DAVID JASON KANTLEHNER Total	\$ 37.76
DAVID LYLE MOORE Total	\$ 180.00
DAVID M AKERS Total	\$ 108.63
DAVID PATRICK CONRAD Total	\$ 25.58
DAWN WAGONER Total	\$ 139.20
DAYLE ANTHONY COUTURIER Total	\$ 137.76

Payee Name	Amount
DEBORAH DEERING Total	\$ 178.41
DEBORAH STERNAMAN Total	\$ 179.97
DEBRA A MIKOWSKI Total	\$ 29.23
DEBRA LYNN BRYLL Total	\$ 36.60
DEBRA NICKERSON Total	\$ 271.92
DELRIDGE CORPORATION Total	\$ 97.90
DELTA DENTAL Total	\$ 41,235.08
DENA TUCKER Total	\$ 17.50
DENNIS ROY STOKES Total	\$ 44.72
DEPARTMENT OF HEALTH & HU Total	\$ 100.00
DEREK BERTRAM Total	\$ 186.60
DEVIN BLUE Total	\$ 77.01
DEWEESE HARDWARE Total	\$ 420.12
DIANE REEDER Total	\$ 30.00
DIANNE LYNNE MCINTYRE Total	\$ 18.75
DOLAN CONSULTING GROUP, L Total	\$ 95.00
DONNA THOMA Total	\$ 18.29
DOUBLETREE HOTEL Total	\$ 236.25
DOUGLAS A KING Total	\$ 5,850.00
DTE ENERGY Total	\$ 19,664.57
E B AQUATICS, LLC Total	\$ 87.09
E&J SUPPLY, INC. Total	\$ 122.39
EAGLE VILLAGE, INC. Total	\$ 927.30
EAST BAY ANIMAL HOSPITAL Total	\$ 56.50
EAST BAY CHARTER TOWNSHIP Total	\$ 286,733.34
EAST BAY LEGAL Total	\$ 2,020.00
EDIE EKINS DEVENEAU Total	\$ 50.00
EDITH IRENE KALBFLEISCH Total	\$ 30.22
EDWARD & LINDA HORN Total	\$ 53.98
EDWARD THOMA Total	\$ 524.33
ELECTRICAL EDUCATION CONN Total	\$ 106.00
ELIJAH DANIEL FOUST Total	\$ 31.38
ELIJAH MUNDIA KARISA Total	\$ 16.00
ELITE FABRICARE Total	\$ 389.65
ELIZABETH A WERNER Total	\$ 200.00
ELIZABETH ELLEN LAJKO Total	\$ 363.29
ELIZABETH ROUGHT Total	\$ 16.75
ELK RAPIDS PUBLIC SCHOOLS Total	\$ 33,938.98
ELMER'S CRANE & DOZER Total	\$ 70,949.60
ELMWOOD TOWNSHIP Total	\$ 43,683.39
ELYSE Y MCELDERRY Total	\$ 225.45
EMILY LARKIN Total	\$ 37.56
EMILY RICE Total	\$ 30.51
EMILY SUSAN KUSCHELL Total	\$ 15.75
ENCOMPASS INSURANCE Total	\$ 100.00
ENGINEERED PROTECTION SYS Total	\$ 9,229.97

Payee Name	Amount
ENTERPRISE FM TRUST Total	\$ 7,877.71
ERASMIA MARIA PETINARAKI Total	\$ 15.50
ERICA MELISSA HARRELL Total	\$ 248.91
ERICCA HOVIE Total	\$ 101.59
ERIN WHITNEY Total	\$ 169.50
ERIN WILSON Total	\$ 18.50
ETNA SUPPLY COMPANY Total	\$ 334.60
EVELYN LIVINGSTON Total	\$ 24.15
FAHEY SCHULTZ BURZYCH RHO Total	\$ 15,742.83
FAMILY COURT RECORDS Total	\$ 1,582.13
FARM BUREAU INSURANCE GRO Total	\$ 25.00
FASTENAL COMPANY Total	\$ 545.33
FERGUSONS FIREPLACE & STO Total	\$ 45.00
FIDLAR TECHNOLOGIES, INC. Total	\$ 6,578.71
FIFE LAKE TOWNSHIP Total	\$ 41,963.20
FIFTH THIRD BANK Total	\$ 21,027.67
FINAL TOUCH CLEANING SERV Total	\$ 300.00
FIRST NATIONAL BANK OF AM Total	\$ 250,000.00
FLEET NAV SYSTEMS Total	\$ 180.00
FOREST AREA COMMUNITY SCH Total	\$ 57,178.92
FOUNDATION BUILDING MATER Total	\$ 74.65
FRANKLIN DYER Total	\$ 18.00
FREDERIC CARSON NADEAU Total	\$ 37.76
FREDERIC LEE DOHM Total	\$ 33.70
FRONTIER COMMUNICATIONS Total	\$ 51.63
GAIL ASHLEY Total	\$ 42.40
GAIL LORRAINE KEELER Total	\$ 75.00
GALLAGHER BASSETT SERVICE Total	\$ 50.00
GAME STOP INC Total	\$ 80.00
GANDER MOUNTAIN Total	\$ 75.00
GARFIELD CHARTER TOWNSHIP Total	\$ 525,753.95
GARFIELD REC AUTHORITY Total	\$ -
GARY MARTIN WELLER Total	\$ 18.75
GERA CHRISTINE WIER Total	\$ 19.50
GERALD KRAJENKE Total	\$ 50.00
GILLROY'S COMPLETE HARDWA Total	\$ 12.99
GJ'S Total	\$ 20.00
GLAXOSMITHKLINE PHARMACEU Total	\$ 8,445.04
GMCC INC Total	\$ 125.00
GORDON FOOD SERVICE Total	\$ 85.40
GORDON LAPOINTE Total	\$ 490.00
GOURDIE-FRASER, INC Total	\$ 50.00
GOVCONNECTION INC Total	\$ 116.89
GRACE BISHOP-SCHAUB Total	\$ 261.24
GRAFF, GRAFF & HELVESTON Total	\$ 3,145.00
GRAHAM ELECTRIC MOTOR SER Total	\$ 615.55

Payee Name	Amount
GRAND TRAVERSE BAND OF Total	\$ 50.00
GRAND TRAVERSE CONSERVATI Total	\$ 261,001.09
GRAND TRAVERSE COUNTY Total	\$ 3,333,042.18
GRAND TRAVERSE COUNTY HEA Total	\$ -
GRAND TRAVERSE INDUSTRIES Total	\$ 305.06
GRAND TRAVERSE METRO FIRE Total	\$ 15.00
GRAND TRAVERSE MOBILE COM Total	\$ 50.10
GRAND TRAVERSE-LEELANAU-A Total	\$ 175.00
GRANT TOWNSHIP Total	\$ 3,225.85
GRAPHIC SCIENCES, INC Total	\$ 4,665.90
GRAY & SEAMAN, P.C. Total	\$ 410.00
GREAT LAKES BUSINESS SYST Total	\$ 1,023.86
GREEN LAKE TOWNSHIP Total	\$ 68,955.31
GT ATHLETIC CLUB Total	\$ 50.00
GTR EQUIPMENT CO Total	\$ 5,779.57
GUARDIAN MEDICAL MONITORI Total	\$ 14,251.55
H.M. DAY SIGNS Total	\$ 80.00
HAGAN LAW OFFICES PLC Total	\$ 300.00
HAGERTY INSURANCE Total	\$ 100.00
HALAINA BUFFORD Total	\$ 49.82
HALLMARK CONSTRUCTION INC Total	\$ 25,900.00
HAMPTON INN Total	\$ 687.96
HAMPTON INN & SUITES Total	\$ 424.20
HANNA MARIE STENKE Total	\$ 19.25
HANOVER INSURANCE COMPANY Total	\$ 46.16
HASTINGS MUTUAL INSURANCE Total	\$ 50.00
HAWTHORNE VINEYARDS Total	\$ 100.00
HEATHER R BLANTON-DYKSTRA Total	\$ 117.00
HEIDE MCNICHOLS Total	\$ 88.66
HEIDI ANNE HALLETT Total	\$ 16.00
HEIDI MALTBY SKODACK Total	\$ 74.41
HEIDI MARIE GUSTINE Total	\$ 27.32
HELEN CLARE ZAKRZEWSKI Total	\$ 31.96
HEMOCUE AMERICA / RADIOME Total	\$ 384.00
HERTLER & ASSOCIATES INC Total	\$ 300.00
HOLIDAY INN AND SUITES AN Total	\$ 311.85
HOLIDAY INN EXPRESS AND S Total	\$ 421.64
IDENTISYS Total	\$ 116.24
IMAGE360 Total	\$ 168.09
IN-HOME HEALTHCARE SERVIC Total	\$ 94.50
INSTITUTE OF CONTINUING L Total	\$ 610.00
INTEGRITY BUSINESS SOLUTI Total	\$ 851.74
INTERITAS LLC Total	\$ 22.93
INTERNATIONAL ASSOC. OF A Total	\$ 590.00
INTERNATIONAL CODE COUNCI Total	\$ 135.00
INVOLVED CITIZENS ENTERPR Total	\$ 500.00

Payee Name	Amount
J COLE TRANSPORTATION Total	\$ 60.00
JACK CAPEHART Total	\$ 12.50
JACLYN DAWN STABILE Total	\$ 19.25
JAMES & JANICE GAC Total	\$ 50.00
JAMES ROBERT RICE Total	\$ 18.25
JAMES SAMUEL HALT Total	\$ 15.50
JAMES WEMIGWANS Total	\$ 28.00
JAMIE ULRICH Total	\$ 1,200.00
JANE BURNSIDE Total	\$ 2,223.32
JANELLA SCHNEPT Total	\$ 50.00
JANET FOX MYERS Total	\$ 231.86
JANET M MISTELE Total	\$ 2,814.05
JANICE MARIE CLOUS Total	\$ 20.50
JASON & AMANDA DEATER Total	\$ 22.00
JASON &/OR JERRY FRANCISC Total	\$ 1,710.00
JASON A RAZAVI . Total	\$ 2,260.00
JASON MICHAEL JOHNSON Total	\$ 27.90
JASON POLZIEN Total	\$ 14.00
JASON RYAN ARIGONI Total	\$ 32.54
JASON TORREY Total	\$ 380.34
JEFFREY ALAN LEONHARDT Total	\$ 17.50
JEFFREY LAUTNER Total	\$ 30.80
JEFFREY LEE DOHM Total	\$ 30.80
JEFFREY MICHAEL ROBERTS Total	\$ 47.56
JEFFREY SHEATHELM Total	\$ 7.00
JEFFREY THOMAS LAKIES Total	\$ 12.50
JENNIFER ANN SULLIVAN Total	\$ 21.00
JENNIFER L WEBER Total	\$ 142.84
JENNIFER LIANA MOTT Total	\$ 179.55
JENNIFER REBECCA GALAN Total	\$ 29.06
JENNY LYNN GRIST Total	\$ 142.28
JENNY ROBLES Total	\$ 268.66
JENTEES CUSTOM SCREEN PRI Total	\$ 24.00
JERE STEWART PUGH Total	\$ 34.28
JESSICA JAYNES Total	\$ 279.50
JESSICA JOY JAMES Total	\$ 19.25
JESSICA K SCHIMPF Total	\$ 647.00
JESSICA LYNNE-ROSE HENDGE Total	\$ 275.00
JESSICA PARENT Total	\$ 181.77
JIM & ALBERTA ZEMAN Total	\$ 30.00
JIM BARBERA Total	\$ 19.11
JO LEE POWELL Total	\$ 20.75
JODY BARTON Total	\$ 152.09
JODY SMEDLEY Total	\$ 7.00
JOHN B COLLINGS TRUST Total	\$ 164.04
JOHN B WOLF SR Total	\$ 36.02

Payee Name	Amount
JOHN DONALD WELLS Total	\$ 18.00
JOHN MARK EIDEN Total	\$ 230.00
JOHN ULRICH PHD Total	\$ 380.00
JOHNSON OUTDOORS Total	\$ 6,650.00
JOHNSTONE SUPPLY - #234 Total	\$ 214.28
JOLENE ANDREA ORNS Total	\$ 20.75
JORDAN BARRICK Total	\$ 315.00
JOSEPH DIGBY Total	\$ 26.74
JOSEPH G MOLLIKA Total	\$ 960.00
JOSEPH HARVEY VANDERBOSCH Total	\$ 2.00
JOSEPH P. LEZON Total	\$ 9.40
JOSEPH VOILES Total	\$ 8.00
JOSHUA DEAN PASCOE Total	\$ 22,500.00
JOSHUA JOHN SMITH Total	\$ 50.00
JOSHUA RHOADES Total	\$ 12.00
JOSHUA SALYER Total	\$ 181.54
JOSHUA TYLER RUDISEL Total	\$ 30.00
JOY VALLEY COUNSELING AND Total	\$ 450.00
JUAN LUIS PEDROZA-HERNAND Total	\$ 42.40
JUDICIAL MANAGEMENT SYSTE Total	\$ 18,848.00
JUDY E GILL Total	\$ 100.00
JULIE DODSON Total	\$ 154.74
JULIE MILLER Total	\$ 7.00
JULIE WHITE Total	\$ 125.00
KAITLYN CAMILLE BUNTING Total	\$ 33.12
KALYSIA JANNE VASQUEZ Total	\$ 26.16
KANE & ASSOCIATES, PLC Total	\$ 4,545.00
KARA KECSKEMETY Total	\$ 450.00
KAREN OR RONALD CULP Total	\$ 100.00
KAREN ZENNER Total	\$ 208.74
KARPEL SOLUTIONS Total	\$ 7,650.00
KATELYN ANNE STARK Total	\$ 16.50
KATHERINE ANN EPPLE Total	\$ 39.50
KATHERINE E HARDY Total	\$ 166.60
KATHLEEN A GEST Total	\$ 155.00
KATHRYN A NIXON Total	\$ 28.22
KATHY SUE RILEY Total	\$ 26.74
KAYLA LYNN MORRISON Total	\$ 19.00
KELLIE ANN WILSON Total	\$ 25.00
KELLY KING Total	\$ 185.00
KENDALL ELECTRIC INC Total	\$ 1,939.58
KENT GRAY & BROOKE BORGES Total	\$ 50.00
KERR PUMP AND SUPPLY, INC Total	\$ 21,156.30
KEVIN A. ELSENHEIMER Total	\$ 230.08
KEVIN CONRADY Total	\$ 85.00
KEVIN FORD MALONE Total	\$ 2.00

Payee Name	Amount
KEVIN RICHARD ELLIS Total	\$ 22.50
KIDS CREEK FAMILY COUNSEL Total	\$ 640.00
KILEY SUE CROWELL Total	\$ 28.48
KIM MILWARD Total	\$ 40.00
KIMBERLY SUMMERS Total	\$ 240.00
KINGSLEY AREA SCHOOLS Total	\$ 125,162.48
KINNEY'S COMPLETE AUTO Total	\$ 6.25
KIRSTEN ANNA BELCHER Total	\$ 21.25
KIRSTEN KEILITZ Total	\$ 157.76
KITCH DRUTCHAS WAGNER VAL Total	\$ 750.00
KMART Total	\$ 52.93
KONICA MINOLTA BUSINESS S Total	\$ 419.20
KPRIME TECHNOLOGIES Total	\$ 1,057.50
KRISTINE ERICKSON Total	\$ 48.66
KRISTY DENNY Total	\$ 25.00
KURTZ'S CAR STEREO Total	\$ 247.20
KWIK PRINT Total	\$ 100.00
KYLE B TREVAS Total	\$ 1,425.00
LA PROFESSIONAL CLEANING Total	\$ 520.00
LACEY L EDGECOMB Total	\$ 27.38
LAKESIDE FOR CHILDREN Total	\$ 6,250.00
LAKEVIEW COUNSELING PC Total	\$ 100.00
LAND INFORMATION ACCESS A Total	\$ 7,236.50
LANGUAGE LINE SERVICES Total	\$ 319.95
LARK LAWN & GARDEN INC. Total	\$ 882.49
LARRY DUANE SEIGFRIED Total	\$ 22.50
LARRY LEE BAILEY II Total	\$ 144.64
LARRY O SAWALLICH Total	\$ 25.00
LATITUDE SUBROGATION SERV Total	\$ 100.00
LAW OFFICE OF MATTIAS JOH Total	\$ 3,342.00
LAWSON PRODUCTS, INC. Total	\$ 199.68
LEADSONLINE Total	\$ 3,688.00
LEAH HORNACEK Total	\$ 353.57
LEANNE SLEDER Total	\$ 20.75
LEELANAU COUNTY Total	\$ 13,028.50
LEON OR CATHERINE CHILSON Total	\$ 15.00
LEONARDO'S TREE SERVICE Total	\$ 7,740.00
LESLEY'S LANDSCAPING Total	\$ 890.00
LESLIE ANNE SNELLER Total	\$ 250.83
LESLIE DALE DALGLIESH Total	\$ 30.80
LESLIE ELIZABETH KETKO Total	\$ 269.76
LEXISNEXIS RISK DATA MANA Total	\$ 432.76
LIFE STORY FUNERAL HOME - Total	\$ 1,875.00
LINCOLN NATIONAL LIFE INS Total	\$ 6,416.41
LINDA E WASIELEWSKI Total	\$ 588.25
LINDA MARIE FISH Total	\$ 35.44

Payee Name	Amount
LINDSAY KING Total	\$ 10.44
LINDSAY PATRICIA HALL Total	\$ 16.25
LISA PHILO Total	\$ 240.70
LONG LAKE TOWNSHIP Total	\$ 29,542.36
LOUIS OR JOAN HERMAN Total	\$ 21.36
LOWE'S Total	\$ 124.33
L-TRON CORP Total	\$ 472.50
LUCAS CLARK Total	\$ 416.50
LYNN HILDEBRAND Total	\$ 83.00
MAACO Total	\$ 300.00
MANTON CONSOLIDATED SCHOO Total	\$ 1,978.66
MAPLE RIVER DIRECT MAIL L Total	\$ 16,739.00
MARC JOSEPH OKEEFE Total	\$ 90.00
MARCIA ANNE BORELL Total	\$ 29.64
MARCIE MONTGOMERY Total	\$ 365.95
MARGARET DRURY Total	\$ 454.64
MARGARET LIBERTY YEZBAK Total	\$ 85.00
MARGARET ROSE SCHOPP Total	\$ 20.00
MARIE WALKER, PLLC Total	\$ 930.00
MARIJANE LUCAS Total	\$ 108.60
MARINA SILKOVSKYY Total	\$ 25.00
MARJORIE SPENCE Total	\$ 75.00
MARK A RISK Total	\$ 2,300.00
MARK BRYCE Total	\$ 42.40
MARK GERALD OLESON Total	\$ 25.58
MARK KOSMA RATAJCZAK Total	\$ 32.54
MARK RICHARD DANCER Total	\$ 37.76
MARK SMITH Total	\$ 50.00
MARSHA JOHNSON Total	\$ 6.38
MARTHA COLBECK Total	\$ 13.48
MARTHA LEIGH BEER Total	\$ 17.50
MARTHA THORELL Total	\$ 30.16
MARY ANDERSON Total	\$ 113.57
MARY HELYN KIRWAN Total	\$ 18.75
MARY KATHRYN HALL Total	\$ 288.84
MARY LUCAS HARWOOD Total	\$ 66.00
MARY URYASZ Total	\$ 191.40
MARY WENGER-TOWNSEND Total	\$ 134.72
MARYANN BRATCHER Total	\$ 60.00
MATTHEW CONNOLLY Total	\$ 4,200.00
MATTHEW FRIESS Total	\$ 115.81
MATTHEW R. CLARK Total	\$ 1,500.00
MAUREEN ERIN OBRIEN-REGAL Total	\$ 162.04
MAUREEN KATHRYN KNIPE Total	\$ 20.00
MAYFIELD TOWNSHIP Total	\$ 7,058.45
MCCARDEL CULLIGAN WATER C Total	\$ 135.00

Payee Name	Amount
MCGRAW-HILL GLOBAL EDUCAT Total	\$ 85.12
MEA - TC CAPSA Total	\$ 150.00
MEAGAN RAFTERY BELDEN Total	\$ 166.60
MEDLER ELECTRIC COMPANY Total	\$ 378.18
MEDLINE INDUSTRIES Total	\$ 1,745.86
MEGAN O'HEARN Total	\$ 18.00
MEIJER, INC. Total	\$ 84.57
MELISSA GEORGE Total	\$ 44.72
MELISSA MEULENBERG Total	\$ 8.25
MELISSA ZENNER Total	\$ 169.19
MEMBERS CREDIT UNION Total	\$ 30.00
MENARDS Total	\$ 216.00
MERCHANTS & MEDICAL CREDI Total	\$ 500.00
MERCK & CO., INC. Total	\$ 5,771.39
MERRILL LYNCH Total	\$ 25.00
METCOM Total	\$ 236.50
MI DEPT OF CORRECTIONS Total	\$ 80.59
MICHAEL & KATHLEEN SHEEAN Total	\$ 20.04
MICHAEL A MAKOWSKI Total	\$ 51.00
MICHAEL ALLEN Total	\$ 19.29
MICHAEL CHRISTOPHER PINTO Total	\$ 17.00
MICHAEL COHEN Total	\$ 2,866.00
MICHAEL DUNCKLEY Total	\$ 31.38
MICHAEL HOROWITZ Total	\$ 750.00
MICHAEL JOHNSON SR Total	\$ 182.00
MICHAEL LAHEY Total	\$ 422.66
MICHAEL P COLLINS Total	\$ 4,090.62
MICHAEL P REISTERER Total	\$ 130.00
MICHAEL REDMOND Total	\$ 169.50
MICHAEL ROOF Total	\$ 224.50
MICHAEL SCHMERL Total	\$ 2,900.00
MICHELLE HEIDTMAN Total	\$ 300.00
MICHELLE KAY MACFARLANE Total	\$ 42.40
MICHELLE MAE SALATA Total	\$ 167.33
MICHIGAN ASSOCIATION OF C Total	\$ 100.00
MICHIGAN DEPARTMENT OF ST Total	\$ 296.00
MICHIGAN DEPARTMENT OF TR Total	\$ 15,417.22
MICHIGAN ENVIRONMENTAL HE Total	\$ 45.00
MICHIGAN FAMILY SUPPORT Total	\$ 300.00
MICHIGAN MUNICIPAL LIABIL Total	\$ 37.50
MICHIGAN MUNICIPAL RISK M Total	\$ 470.00
MICHIGAN PIPE & VALVE Total	\$ 2,718.68
MICHIGAN PUBLIC HEALTH IN Total	\$ 105.00
MICHIGAN SHERIFFS' ASSOCI Total	\$ 6,054.75
MICHIGAN STATE DISBURSEME Total	\$ 340.39
MICHIGAN STATE UNIVERSITY Total	\$ 24,753.75

Payee Name	Amount
MICHIGAN TRUCK ACCESSORIE Total	\$ 867.00
MICHIGAN UNEMPLOYMENT INS Total	\$ 8.00
MIDCOURSE CORRECTION CHAL Total	\$ 475.00
MIDLAND COUNTY JUVENILE C Total	\$ 465.00
MILUGAR INC Total	\$ 97.35
MISSAUKEE WILDERNESS YOUT Total	\$ 2,280.00
MISSION AWARDS Total	\$ 420.00
MISTY MEADOW CULLEN Total	\$ 27.32
MISTY WRIGHT Total	\$ 5.00
MOLON EXCAVATING INC Total	\$ 6,217.81
MOORE MEDICAL, LLC Total	\$ 165.24
MORRISON INDUSTRIAL EQUIP Total	\$ 202.78
MOTOROLA, INC. Total	\$ 39,798.96
MR & MRS FRANK HUXTABLE Total	\$ 166.66
MUNSON MEDICAL CENTER Total	\$ 852.48
MUTUAL OF OMAHA INSURANCE Total	\$ 20,261.83
NANCY ELIZABETH STOESSEL Total	\$ 19.75
NANCY ICKES Total	\$ 277.12
NANNETTE MEYERS Total	\$ 18.00
NAOMI CYNTHIA CALL Total	\$ 96.00
NATIONAL RESTAURANT ASSOC Total	\$ 2,595.64
NEW DIRECTION TESTING Total	\$ 1,120.00
NEXUS FAMILY SERVICES INC Total	\$ 1,840.00
NICHOLAS FERGUSON Total	\$ 100.00
NICHOLAS M CARPENTER Total	\$ 60.90
NICHOLE MICHELE DUNWIDDIE Total	\$ 18.00
NICHOLS Total	\$ 1,390.28
NICOLE L HEIGES Total	\$ 209.33
NICOLE RITA FRAZIER-PRICE Total	\$ 33.12
NOELLE MOEGGENBERG Total	\$ 33.12
NORTHERN A-1 KALKASKA Total	\$ 190.00
NORTHERN GREENLAWN, INC. Total	\$ 2,563.00
NORTHERN LAKES COMMUNITY Total	\$ 197,800.00
NORTHERN MICHIGAN LAW ENF Total	\$ 250.00
NORTHERN MICHIGAN SUPPLY Total	\$ 251.59
NORTHERN OFFICE EQUIPMENT Total	\$ 2,104.31
NORTHERN TITLE AGENCY, IN Total	\$ 55,699.50
NORTHWEST MICHIGAN COMMUN Total	\$ 20,000.00
NORTHWESTERN BANK Total	\$ 20.00
NORTHWESTERN MICHIGAN COL Total	\$ 436,347.36
NORTHWOOD ANIMAL HOSPITAL Total	\$ 231.99
NORTHWOOD PAINT & SUPPLY Total	\$ 188.86
NORTHWOODS PRINTERS/OFFIC Total	\$ 579.08
NW MICHIGAN COMMUNITY HEA Total	\$ 122.00
NYE UNIFORM CO., INC Total	\$ 382.57
OAKWOOD VETERINARY HOSPIT Total	\$ 778.77

Payee Name	Amount
OFFICE DEPOT,INC Total	\$ 8,047.45
OFFICIAL PAYMENTS CORPORA Total	\$ 11.90
OLGA LU JOHNSON Total	\$ 74.47
OLIVER AND COMPANY Total	\$ 1,620.00
OLSON, BZDOK & HOWARD PC Total	\$ 2,306.70
OMINEX ENERGY INC Total	\$ 25.00
OPTUM Total	\$ 218.65
ORKIN PEST CONTROL Total	\$ 101.97
OSTERMAN JEWELERS Total	\$ 75.00
OTTAWA COUNTY SHERIFF Total	\$ 300.00
PAM BLUE Total	\$ 83.20
PARADISE TOWNSHIP Total	\$ 32,072.99
PARAGARD DIRECT Total	\$ 1,190.65
PATRICIA DRAKE Total	\$ 339.88
PATRICIA JO BLODGETT Total	\$ 20.00
PATRICIA JO MOSES Total	\$ 241.76
PATRICK JOHN NORKOWSKI Total	\$ 246.40
PATTI BAKER Total	\$ 95.07
PAUL ANDERSON Total	\$ 112.96
PAUL APPOLD Total	\$ 25.00
PAUL HUBBELL Total	\$ 2,680.00
PAUL SZAFRANSKI Total	\$ 155.76
PAUL T. JARBOE PLC Total	\$ 3,885.00
PENINSULA TOWNSHIP Total	\$ 132,003.90
PEPSI BOTTLING GROUP Total	\$ 25.00
PERFECT FENCE CO. Total	\$ 120.00
PERFECT FIT LLC Total	\$ 50.00
PETER FORTON Total	\$ 121.68
PETER MARTIN SMITH Total	\$ 20.00
PETER NANSEN DIMERCURIO Total	\$ 2.00
PEZZETTI,VERMETTEN&POPOVI Total	\$ 936.00
PHARMPAK, INC. Total	\$ 54.00
PHILIP A SETTLES Total	\$ 1,775.00
PICTURE THIS PHOTOGRAPHY Total	\$ 262.50
PITNEY BOWES Total	\$ 226.08
PORCELAIN PATROL SERVICE Total	\$ 922.68
POSTMASTER OF TRAVERSE CI Total	\$ 7,903.50
POTTERS FINE PASTRIES Total	\$ 394.11
PREMIER OUTDOORS Total	\$ 380.00
PRESIDIO NETWORKED SOLUTI Total	\$ 600.00
PRIME TIME NEWS & OBSERVE Total	\$ 355.00
PRINTING SYSTEMS INC Total	\$ 1,461.00
PRIORITY HEALTH Total	\$ 311,578.43
PROFILE Total	\$ 40.00
PUBLIC AGENCY TRAINING CO Total	\$ 990.00
PURE WATER WORKS Total	\$ 10.50

Payee Name	Amount
R&S NORTHEAST LLC Total	\$ 35.90
RACHEL KAY VANHOUTEN Total	\$ 35.44
RAINA PLEVIER Total	\$ 270.00
RANDAL WILLARD Total	\$ 100.00
REANN R GORTON Total	\$ 1,885.00
REBECCA ANN BARRON Total	\$ 17.50
REDWOOD TOXICOLOGY LABORA Total	\$ 1,042.89
RENT A CENTER RETAIL SERV Total	\$ 150.00
REYNOLDS-JONKHOFF FUNERAL Total	\$ 100.00
RHONDA YANSKA Total	\$ 236.29
RICHARD GEORGE FAST Total	\$ 11.00
RICHARD K STINER Total	\$ 50.00
RICHARD WASKIEWICZ Total	\$ 73.00
RICOH USA INC Total	\$ 380.21
ROBERT A. COONEY Total	\$ 13.50
ROBERT B MEYER Total	\$ 62.64
ROBERT D ROBBINS Total	\$ 150.58
ROBERT GARVEY Total	\$ 8.98
ROBERT HENTSCHEL Total	\$ 439.35
ROBERT JEAN MCCARTNEY Total	\$ 248.61
ROBERT JOHN ZIENTEK Total	\$ 22.00
ROBERT MILLING BEAR Total	\$ 48.00
ROBERT PANTER Total	\$ 42.50
ROBERT RIENAS Total	\$ 17.50
ROBERT WADE HENDERSON JR Total	\$ 26.74
ROBERT WILLIAM BEUTHIN Total	\$ 21.59
ROBERT WILLIAM ZIMMERMAN Total	\$ 20.00
ROBIN NANCE Total	\$ 15.25
RODETTA HARRAND Total	\$ 74.24
RON & JANET RAMOIE Total	\$ 230.75
RON CLOUS Total	\$ 579.32
RORY LANE BAKER Total	\$ 25.00
ROSCOMMON COUNTY Total	\$ 336.00
ROSE M BELLES Total	\$ 100.00
ROTO ROOTER OF NORTHERN M Total	\$ 148.00
ROY C. NICHOLS Total	\$ 100.00
ROY'S GENERAL STORE Total	\$ 20.00
RYAN WALSH Total	\$ 41.18
SAMANTHA LYNN MAGEE Total	\$ 18.75
SANDRA KAY CASCAGNETT Total	\$ 25.00
SARA M DEMAN Total	\$ 120.35
SARAH JEAN GANO Total	\$ 17.00
SARAH LYNN PROUGH Total	\$ 51.68
SARAH R LORIGAN Total	\$ 148.76
SCHMIDT REALTOR Total	\$ 500.00
SCHMUCKAL OIL Total	\$ 300.00

Payee Name	Amount
SCHMUCKAL OIL CO Total	\$ 1,857.57
SCOTT CHARLES EGGLI Total	\$ 33.70
SCOTT GABRIEL GORE Total	\$ 20.00
SCOTT HOWARD Total	\$ 50.00
SCOTTIE JAMES MCWAIN Total	\$ 36.60
SCUBA NORTH Total	\$ 507.99
SERRA, TRAVERSE CITY Total	\$ 44.56
SHANE RIEDEL Total	\$ 68.00
SHARON LOUISE HOLZ Total	\$ 288.55
SHAWN WORDEN Total	\$ 2,910.00
SHEENA NICOLE KONAS Total	\$ 17.00
SHEILA CORNER Total	\$ 110.20
SHELL CREDIT CARD CENTER Total	\$ 10,463.19
SHELL GAS Total	\$ 1.36
SHEREN PLUMBING AND HEATI Total	\$ 33,008.50
SHERI ANN OSBORNE Total	\$ 50.00
SHERISE SHIVELY Total	\$ 397.41
SHERRY LEE STOKES Total	\$ 21.25
SHERWIN-WILLIAMS Total	\$ 173.28
SHIRLEY ZERAFA Total	\$ 12.30
SIRCHIE FINGER PRINT Total	\$ 70.00
SOFTWARE FOR TODAY Total	\$ 3,137.50
SOS ANALYTICAL Total	\$ 540.00
SOS LEARNING LAB LLC Total	\$ 550.00
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,759.93
SQS INC Total	\$ 2,387.50
STACEY TRUESDELL Total	\$ 148.48
STACY DOBREFF Total	\$ 56.00
STACY LIN HOWE Total	\$ 114.26
STACY NICOLE HANNERT Total	\$ 21.25
STANDARD ELECTRIC COMPANY Total	\$ 690.54
STANLEY SUDOL Total	\$ 66.66
STATE FARM Total	\$ 85.00
STATE OF MICHIGAN Total	\$ 80,924.09
STEPHEN DIONICIO NOVERR Total	\$ 27.32
STERICYCLE INC Total	\$ 130.86
STEVEN L ROUSH Total	\$ 30.00
STONEHOUSE BREAD Total	\$ 75.00
STT INC. Total	\$ 16,379.76
SUBROGATION DEPARTMENT Total	\$ 48.50
SUMMIT COMPANIES Total	\$ 557.99
SUPER WASH Total	\$ 83.27
SUSAN BOWEN Total	\$ 35.00
SUZANNE BARSHEFF Total	\$ 41.90
SUZANNE BORSOS Total	\$ 251.20
SUZANNE ELLEN CORK Total	\$ 38.34

Payee Name	Amount
SVEC INVESTMENTS Total	\$ 100.00
SWANNY'S MARKET Total	\$ 20.00
SYNERGY TELCOM INC., Total	\$ 369.56
TAMI SIMONELLI Total	\$ 30.00
TAMMY YACK Total	\$ 16.16
TARA AYLSWORTH Total	\$ 324.51
TAYLOR LOUISE WITKOP Total	\$ 36.60
TBAISD Total	\$ 375,332.30
TC WEST ATHLETIC BOOSTERS Total	\$ 120.00
TED DANIEL TAVIS Total	\$ 37.80
TELE-RAD, INC. Total	\$ 7,819.15
TENURGY LLC Total	\$ 1,256.84
TERI QUINN Total	\$ 12.85
TERRYL KEITH ONEAL Total	\$ 20.50
THE BEHLER-YOUNG COMPANY Total	\$ 81.92
THE CAMERA SHOP Total	\$ 20.00
THE CHEFS IN Total	\$ 181.57
THE HABERDASHERY Total	\$ 1.66
THE HARTFORD INSURANCE Total	\$ 300.00
THE HOME DEPOT CRC Total	\$ 307.06
THE LUMBER SHED Total	\$ 187.89
THE MAPLE CLINIC, INC Total	\$ 270.00
THE TROPHY TROLLEY Total	\$ 60.00
THEODORE MARTIN HOOPER Total	\$ 41.24
THERESA LYNN BROAD Total	\$ 151.60
THIRLBY AUTOMOTIVE Total	\$ 28.79
THOMAS FINCH Total	\$ 22.00
THOMAS J SEGER Total	\$ 2,010.00
THOMAS LANGLOIS Total	\$ 140.95
THOMAS TOMLINSON Total	\$ 18.00
THOMSON REUTERS - WEST Total	\$ 4,191.55
TIMOTHY DEAN VANHORN Total	\$ 22.50
TIMOTHY PAUL VILLIERE Total	\$ 40.08
TINA L BRADEN Total	\$ 96.69
TITLE CHECK LLC Total	\$ 1,776.36
TOBINS LAKE SALES Total	\$ 5,500.00
TODD BASCH Total	\$ 17.50
TODD LESLIE MACKEY Total	\$ 31.38
TOM'S FOOD MARKET Total	\$ 71.00
TOTAL COURT SERVICES OF M Total	\$ 26,649.65
TOXICOLOGY LABS, INC Total	\$ 250.00
TRACIE MULLEN Total	\$ 20.88
TRANSUNION RISK AND ALTER Total	\$ 163.57
TRAVERSE AREA DISTRICT LI Total	\$ 186,874.71
TRAVERSE AREA SUPPORT SER Total	\$ 984.00
TRAVERSE BAY AREA I.S.D Total	\$ 105.00

Payee Name	Amount
TRAVERSE CITY AREA PUBLIC Total	\$ 1,192,339.87
TRAVERSE CITY GLASS COMPA Total	\$ 104.40
TRAVERSE CITY LIGHT & POW Total	\$ 28,111.71
TRAVERSE CITY POLICE DEPA Total	\$ 25.00
TRAVERSE CITY RECORD EAGL Total	\$ 1,719.90
TRAVERSE CITY TREASURER Total	\$ 110,859.16
TRAVERSE CITY/GARFIELD TO Total	\$ 27,714.27
TRAVERSE NARCOTICS TEAM Total	\$ 115.00
TRAVERSE REPRODUCTION & S Total	\$ 89.39
TRI-GAS DISTRIBUTING CO. Total	\$ 291.95
TRINA KAPLAN Total	\$ 117.23
TUFFY AUTO SERVICE CENTER Total	\$ 50.00
TWIN BAY GLASS, INC. Total	\$ 290.61
TYLER CLARK Total	\$ 100.00
UNION TOWNSHIP Total	\$ 3,362.08
UNITED PARCEL SERVICE Total	\$ 30.77
UNITED STATES POSTAL SERV Total	\$ 355.43
UNIVERSAL UNDERWRITERS IN Total	\$ 25.00
UPPER PENINSULA HEALTH CA Total	\$ 150.00
UPS STORE,THE #3948 Total	\$ 255.50
US BANK EQUIPMENT FINANCE Total	\$ 152.17
VARIPRO BENEFIT ADMINISTR Total	\$ 8,885.86
VERA LYNNE LOVETTE Total	\$ 125.00
VERIZON WIRELESS Total	\$ 6,276.87
VICTORIA RHODES Total	\$ 30.80
VILLAGE OF FIFE LAKE Total	\$ 11,650.42
VILLAGE OF KINGSLEY Total	\$ 26,275.56
VINCENT J MALONEY Total	\$ 3,929.50
VINTAGE DU JOUR Total	\$ 1.66
WALMART Total	\$ 16.99
WALMART COMMUNITY CARD Total	\$ 205.71
WALTER ARTHUR WOLFE Total	\$ 36.60
WARREN TREY TARLTON Total	\$ 17.50
WASH-N-GO CARWASH Total	\$ 30.00
WATKINS PHARMACY & SURGIC Total	\$ 41.30
WEST JUNIOR HIGH SCHOOL Total	\$ 260.00
WEST MICHIGAN ASSOC OF LA Total	\$ 190.00
WEST MICHIGAN C.U. Total	\$ 50.00
WESTFIELD INSURANCE Total	\$ 500.00
WEXFORD/MISSAUKEE Total	\$ 824.88
WHITEWATER TOWNSHIP Total	\$ 27,617.71
WILLIAM & MARY POLLARD Total	\$ 200.00
WILLIAM G BURDETTE Total	\$ 300.00
WILLIAM JOHN HOLDING COMP Total	\$ 3,150.00
WILLIAM JOY Total	\$ 5.19
WILLIAM MERLIN COX Total	\$ 22.50

Payee Name	Amount
WILLIAMS & BAY PUMPING SE Total	\$ 112.50
WILLIAMS CHEVROLET Total	\$ 474.41
WILSON BROTT Total	\$ 2.00
WMU HOMER STRYKER MD SCHO Total	\$ 24,784.00
WOLFE-O'NEILL FUNERAL HOM Total	\$ 650.00
WOLVERINE HUMAN SERVICES Total	\$ 8,020.75
WOLVERINE POWER SYSTEMS Total	\$ 216.10
WRIGHT EXPRESS FLEET SERV Total	\$ 117.73
YORK RISK SERVICES GROUP, Total	\$ 19,123.86
ZACARY JOSEPH EDGE Total	\$ 37.76
ZACHARY JAY COPELAND Total	\$ 27.50
ZACHARY RYAN EGERER Total	\$ 12.50
Grand Total	\$ 11,235,337.13 ✓



Action Request

Meeting Date:	May 15, 2019		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	231-922-4797
Agenda Item Title:	Approval to Submit Grant Applications for Grand Traverse Band 2% Funding		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

Summary of Request:

Applications have been received in our office and request is being made to approve them for submission to the Grand Traverse Band of Ottawa and Chippewa Indians for 2% Funding. They are as follows: Traverse Bay Children's Advocacy Center (\$30,000), Michigan Indian Legal Services (\$10,000), Father Fred Foundation (\$15,000), and the Civil Air Patrol .

The applications summarized above will be forwarded to the GT Band for consideration for funding from the Tribal Council's semi-annual 2% distribution as defined in the stipulation for entry of consent Judgement from Tribes v Engler (Case No 1:90-CV-611, U.S. District Court, West District Michigan). Also, the Board hereby notified the band that we can only be the fiscal agent for Tribal grants that are determined to be lawful county expenditures by the County's Civil Counsel and those funds will be distributed to non-county agencies upon signature of the agreement required.

Suggested Motion:

Move to authorize submission of applications identified above to the Grand Traverse County Band of Ottawa and Chippewa Indians for consideration.

Financial Information:

Total Cost:	<input type="text"/>	General Fund Cost:	<input type="text"/>	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	<input type="text"/>	<input type="text"/>
Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>
Administration:	<input type="checkbox"/> Recommended	Date: <input type="text"/>
Miscellaneous: <input type="text"/>		

Attachments:

Attachment Titles:

RESOLUTION

XX-2018

Grand Traverse Band of Ottawa & Chippewa Indians Approval to Submit Grant Applications for Grand Traverse Band 2% Funding

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on May 15, 2019, and reviewed applications for Tribal Council Allocation of 2% Funds, and,

WHEREAS, it is recommended that the following applications be forwarded to the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians for consideration:

Michigan Indian Legal Services, Inc. - \$10,000.00

GTC/Traverse Bay Children's Advocacy Center - \$30,000.00

Father Fred Foundation - \$15,000.00

Civil Air Patrol –

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS that the applications summarized above will be forwarded to the Grand Traverse Band of Ottawa and Chippewa Indians for consideration for funding from the Tribal Council's semi-annual 2% distribution as defined in the Stipulation for Entry of Consent Judgment from Tribes v. Engler (Case No. 1:90-CV-611, U.S. District Court, West. Dist. Mich.)

BE IT FURTHER RESOLVED that this Board hereby notifies the Grand Traverse Band of Ottawa and Chippewa Indians that Grand Traverse County can only be the fiscal agent for Tribal grants that are determined to be lawful county expenditures by the County's Civil Counsel, and that the funds specified by the Tribal Council to be distributed to non-county agencies cannot be distributed until the county has signed agreements from those entities for the services that the Tribal Council has approved.

BE IT FURTHER RESOLVED that if it is determined that funds specified and granted by the Tribal Council are for services that are not lawful county expenditures, or if the County, for whatever reason, does not enter into an agreement with a non-county agency that has been awarded a grant from the Tribal Council, such funds shall be returned to the Tribal Council.

APPROVED: May 15, 2019



Action Request

Meeting Date:	May 15, 2019		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	(231)922-4780
Agenda Item Title:	Purchasing Policy		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

Summary of Request:

At the May 1 meeting, the Board directed staff to review the Purchasing Policy and make suggested revisions. Staff revised both the Purchasing Policy and coordinating Purchasing Procedures to incorporate changes discussed. The changes include: raising the amount for competitive, sealed bids from \$10,000 to \$25,000, adding a reporting requirement for purchases and contracts between \$5,000 and \$24,999.99, and removing the cooperative purchasing exclusion, making it a comparison to quotes and bids obtained by Grand Traverse County. The revised policies are attached for your consideration with suggested deletions marked in red strike through and additions in yellow highlight.

Suggested Motion:

Approve the revised Purchasing Policy and coordinating Purchasing Procedures.

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:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	<input checked="" type="checkbox"/> Recommended	Date: 5/8/19
Miscellaneous:		

Attachments:

Attachment Titles:

1.) Purchasing Policy Revised 2019, 2.) Purchasing Procedures Revised 2019

RESOLUTION

XX-2019

Revised Purchasing Policy

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on May 15, 2019, and reviewed request to approve the Revised Purchasing Policy; and,

WHEREAS, At the May 1st meeting of the Board of Commissioners directed staff to revise both the Purchasing Policy and coordinating Purchasing Procedures to incorporate changes discussed including raising the amount for competitive sealed bids, adding a reporting requirement for purchases and contracts between \$5,000 and \$24999.99, and removing the cooperative purchasing exclusion making it a comparison to quotes and bids obtained by Grand Traverse County; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves the Purchasing Policy for Grand Traverse County 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 15, 2019

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
- 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 \$4,999.99	Three Verbal Quotes	Department Head
\$5,000 to \$9,999.99 \$24,999.99	Three Written Quotes Purchase Order & in budget Expenditure report to Board	Department Head and County Administrator
\$10,000 \$25,000 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.

**Grand Traverse County
Procedures to Implement the Purchasing Policy**

I. Procedure Name: *Procedures to Implement the County Purchasing Policy*

II. Related Policy: Purchasing Policy, Adopted February 21, 2018

III. Standards of Procedures:

- a. The County has a decentralized purchasing program which is supported by the Administrator's Office. The County Administrator has been appointed as the Purchasing Director and is responsible for overseeing the implementation and compliance with the County's Policy and Procedures for compliance.
- b. Consistent with the Board approved Purchasing Policy, the following standards apply.

Purchase Amount	Purchasing Process	Approving Entity
Up to \$999.99	Invoice / Receipt	Department Head
\$1,000 to \$4,999.99	Three Verbal Quotes	Department Head
\$5,000 to \$9,999.99 \$24,999.99	Three Written Quotes Purchase Order & in budget	Department Head and County Administrator
\$10,000 \$25,000 and over	Competitive bid (sealed bids, proposals, or qualifications) Purchase Order/Contract	Department Head, County Administrator, Board Approval, and Purchase Order

IV. Operational Standards:

- a. All purchases must be consistent with the Policy Standards included within the Purchasing Policy Section, VII subsection G and H.
- b. All purchases must be documented through a receipt, invoice, or other adequate documentation determined by the Finance Department and/or the County Administrator in order to be considered an eligible expense and paid by the County.
- c. Individual departments are responsible to ensure that items ordered and all expenditures are within the budgetary appropriations.
- d. The County utilizes the Michigan Inter-governmental Trade Network to advertise bid opportunities.
- e. Individual departments shall compare bid or quote prices to those available through joint purchasing programs established through the State or another local unit of government which operates a cooperative purchasing program, such as MiDEAL, to in order to maximize the value of the public tax-dollar. Purchases may be made through MiDEAL or cooperative purchasing agreements when the price is lower than the bid or quotes received.

- f. Any piece of equipment with a value of \$5,000 or more, must be registered with the Finance Director and appropriately recorded in the fixed assets inventory. Refer to Fixed Asset Capitalization Policy and Fixed Asset Disposal Policy.
- g. All purchases of computer hardware, software, or licensing shall be made only after review and recommendation by the Information Technology Department.
- h. Purchases Up to \$999.99
 - i. Departments must maintain adequate documentation of the purchase to substantiate and justify the expenditure including an invoice or detailed receipt.
- i. Purchases Between \$1,000 - \$4,999.99
 - i. Require three (3) verbal quotes
 - ii. All verbal quotes require documentation of a telephone log or other record displaying the date, time, price quoted, name of vendor, and the contact person providing the quote.
- j. Purchases Between \$5,000 – ~~\$9,999.99~~ \$24,999.99
 - i. Require three (3) written quotes
 - ii. Vendors shall provide at a minimum a description of the item or details of the service to be provided, the cost of the item or service, and the name of the contact person making the quote.
 - iii. Departments shall retain all quotes for two years following the date of award.
 - iv. Staff shall evaluate the quotes received. The evaluation should consider the quality of the product or service, the cost of the product or service, and any other requirements deemed necessary by the department.
 - v. Department Director and the County Administrator must approve the award of the quote.
 - vi. Purchase Order
 - vii. Staff to report contracts and expenditures to the Board of Commissioners on a monthly basis.
- k. Purchases ~~\$10,000~~ \$25,000 and Over
 - i. Require Competitive Bidding Process (Sealed bids, proposals, or qualifications).
 - ii. Proposals, bids, or qualifications must be solicited from at least three vendors, unless the goods or services meet the Policy exclusions established in Section V of the Purchasing Policy.
 - iii. The bid, proposal, or qualification specifications should include the following:
 - 1. Date of Issuance of the Specifications
 - 2. Description of the item or service that is desired
 - 3. General or Special Terms and Conditions
 - 4. Date of any mandatory pre-bid meetings that a vendor is required to attend

5. Specifications should identify if the respondent is able to present an alternative make, model, type, or service that may also meet the requirements of the proposal
6. Contact person for questions and/or clarification
7. Date, time, format, and location, in which any proposals must be received
- iv. Bid Opening and Recording
 1. Any bids or proposals received following a closing date and time will be deemed non-responsive and rejected.
 2. Staff must make a record of all bids.
- v. Evaluation of Bids, Proposals, or Qualifications
 1. Staff shall create an evaluation form to identify and rate the proposals received. The evaluation should consider the quality of the product or service, the cost of the product or service, and any other requirements deemed necessary by the department.
- vi. Board Approval:
 1. The Board must award the contract to the vendor.
 2. The Board should receive a summary of the purchase, bid summary sheet which identifies the bidders, the bid amounts, and the rationale for the selection of that vendor to provide services.
- vii. Issuance of a Purchase Order
 1. Should a difference occur between the price or terms indicated on the purchase order and the price of any time on an invoice, the written approval of the County Administrator must be obtained prior to the invoice being paid.

V. Emergency Purchases:

- a. Emergency Purchases must be approved by the County Administrator
- b. The requesting department should supply the following information in any request for an Emergency Purchase to the County Administrator:
 - i. A complete description of the item or service that is to be purchased
 - ii. The reason/rationale for the emergency purchase
 - iii. The cost of the item to be purchased
 - iv. The department must indicate if funds are available in the current budget, the fund number, and account number.
 - v. The name of the vendor to provide the goods or services.
- c. The department must follow all standard purchase order and finance department processes.
- d. The individual receiving the emergency items or services shall obtain an extended invoice detailing the items or services that have been provided.

- VI. Exclusions to Procedures:** The County Administrator may adjust, amend, or provide an exclusion for the above stated procedures in order to effectuate a better, more efficient, and more competitive purchasing plan.

- VII. **Review of Procedures:** These procedures should be reviewed at least every three years, updated, and redistributed as necessary.

DRAFT



Action Request

Meeting Date:	5-15-19		
Department:	Board of Commissioners	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Recommendations for Appointment - Community Mental Health and Commission on Aging		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<small>(in minutes)</small>			

Summary of Request:

The Ad Hoc Committee appointed to interview applicants for Northern Lakes Community Mental Health and Commission on Agency met on April 25th and May 1st and conducted a total of nine (9) interviews (4 for COA and 5 for CMH).

Upon completion of those interviews, the following recommendations were made:

1) Reappoint Randall Kamps to the Northern Lakes Community Mental Health Board for the 3 year term ending March 31, 2022 (general citizen); appoint Barb Willing to the 3 year term ending March 31, 2022 (general citizen); and appoint Dr. Dan Lathrop (Health Professional) to the remainder of the 3 year term ending 3-31-20.

2) Appoint Tonya Cook to the Commission on Aging Advisory Board for the three year term through 2022.

Suggested Motion:

Approve as follows: 1) Reappoint Randall Kamps to the Northern Lakes Community Mental Health Board for the 3 year term ending March 31, 2022 (general citizen); appoint Barb Willing to the 3 year term ending March 31, 2022 (general citizen); and appoint Dr. Dan Lathrop (Mental Health Professional) to the remainder of the 3 year term ending 3-31-20.
2) Appoint Tonya Cook to the Commission on Aging Advisory Board for the three year term through 2022.

Financial Information:

Total Cost:	<input type="text"/>	General Fund Cost:	<input type="text"/>	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	<input type="text"/>	<input type="text"/>
Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>
Administration:	<input type="checkbox"/> Recommended	Date: <input type="text"/>
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Appointments to Commission on Aging and Community Mental Health

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on May 15, 2019, reviewed the recommendation of their Ad Hoc Committee who interviewed applicants for the Commission on Aging Advisory Board and Northern Lakes Community Mental Health; and,

WHEREAS, Upon completion of the interviews, the Ad Hoc Committee recommends:

1) Reappoint Randall Kamps to the Northern Lakes Community Mental Health Board for the 3 year term ending March 31, 2022 (general citizen); appoint Barb Willing to the 3 year term ending March 31, 2022 (general citizen); and appoint Dr. Dan Lathrop (Health Professional) to the remainder of the 3 year term ending 3-31-20.

2) Appoint Tonya Cook to the Commission on Aging Advisory Board for the three year term through 2022. WHEREAS, funds for these service are included in 2019 budget; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the appointments above to the Northern Lakes Community Mental Health Board and Commission on Aging Advisory Board.

APPROVED: May 15, 2019