

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, November 21, 2018 @ 5:30 p.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 OR EXERCISES

(Pledge of Allegiance)

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 November 7, 2018 (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 provision 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, extend the amount of time any person is allowed to speak.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment will generally be received at any time during the meeting regarding a specific topic currently under discussion by the board. 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) Conservation District October Report 9
- 2) Conservation District minutes of 9-17-18 15
- 3) Northwestern Regional Airport Commission minutes of 9-25-18 (special and regular) . 18
- 4) 3rd Quarter Treasurer's Report 24

b.	Approvals:	
1)	Community Corrections Grant & Contracts	25
2)	October 2018 Claims	28
3)	FY 2018 Budget Amendments.....	53
4)	Approval to Submit Grant Applications for 2% Funding from Grand Traverse Band	75
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	Equalization:	
1)	Amended Apportionment Report	77
b.	Administration - Boards & Committees:	
1)	Recommended Appointments	86
2)	Ad Hoc Committee Requests and Road Commission Interview	88
10.	OLD/UNFINISHED BUSINESS:	
a.	Jail Ad Hoc Committee – Community Mental Health Agreement	89
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
	Current Job Openings	
15.	CLOSED SESSION:	
a.	To consider strategy and negotiation sessions connected with the negotiation of collective bargaining agreements as permitted under MCL 15.268(c).	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
November 7, 2018

Chairwoman Crawford called the meeting to order at 5:30 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

PRESENT: Bob Johnson, Addison Wheelock, Jr., Cheryl Gore Follette, Tom Mair
and Carol Crawford

EXCUSED: Ron Clous and Dan Lathrop

APPROVAL OF MINUTES

Minutes of October 17, 2018 – Regular Meeting

Minutes of October 24, 2018 – Study Session

Moved by Johnson, seconded by Mair to approve the minutes as presented. Motion carried.

PUBLIC COMMENT

Brandon McMaster spoke about inmates in the jail.

APPROVAL OF AGENDA

Remove Item 15a – Closed Session regarding collective bargaining negotiations.

Moved by Mair seconded by Johnson to approve the agenda minus item 15a. Motion carried.

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Northern Lakes Community Mental Health Minutes of September 20, 2018
2. Grand Traverse Community Collaborative Meeting Notes of September 27, 2018

3. Grand Traverse County Department of Health & Human Services Board Minutes of September 28, 2018

B. APPROVALS

1. Resolution 177-2018
Commission on Aging
Snow Vendor Agreement
2. Resolution 178-2018
Commission on Aging
Surplus Equipment
3. Resolution 179-2018
Resource Recovery
2018 Hauler License
4. Resolution 180-2018
Administration
Northern Office Equipment
Copier/Multi-Function Device Replacements
5. Road Commission – Request to Oppose Senate Bill 396 – Removed from calendar.
6. Resolution 181-2018
Health Department
Department of Environmental Quality
Grant Agreement 10/1/2018 through 9/30/2019
7. Resolution 182-2018
Veterans Affairs Committee
Bylaws
8. Resolution 183-2018
Policies and Procedures
County Treasurer
Insufficient Funds (NSF) Policy

ACTION ON THE CONSENT CALENDAR

After the County Clerk read the Consent Calendar, the following item was removed.

Item b-5

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By Johnson

Moved by Wheelock, seconded by Mair to approve the Consent Calendar minus Item b-5.
Motion carried.

The Chairwoman moved 'Items Removed From Consent Calendar' before 'Special Orders of Business' per Commissioner Johnson's request.

ITEMS REMOVED FROM CONSENT CALENDAR

Commissioner Johnson thanked Jim Cook, Road Commission Manager, for his service on the Road Commission.

b-5 – Road Commission – Request to Oppose Senate Bill 396

Resolution 184-2018
Road Commission
Oppose Senate Bill 396

Moved by Johnson, seconded by Wheelock to approve Resolution 184-2018. Motion carried.

SPECIAL ORDERS OF BUSINESS

a. Public Hearing – Hospital Finance Authority Revenue Bonds

Chairwoman Crawford opened the public hearing at 5:38 p.m.

Peter Eckland, Clark/Hill, and Mark Hepler, CFO Munson Medical Center, explained the request for approval from the County Commission for issuance of revenue bonds in an amount not to exceed \$63,000,000.00.

There being no further discussion or correspondence, the public hearing was closed at 5:43 p.m.

Resolution 185-2018
County of Grand Traverse Hospital Finance Authority
Revenue Bonds Issued in an Amount
Not to Exceed \$63,000,000

Moved by Wheelock, seconded by Mair to approve Resolution 185-2018.
Roll Call Vote: Yes 5, Excused 2

b. Public Hearing – 2019 Budget

Chairwoman Crawford opened the public hearing at 5:44 p.m.

Nate Alger, County Administrator answered Commissioners' questions regarding the 2019 budget.

Public Comment

Tom Bensley, Sheriff, spoke about the Deputy and Sergeant wage and benefit costs.

There being no further discussion or correspondence, the public hearing was closed at 5:47 p.m.

Resolution 186-2018
2019 General Appropriations Resolution

Moved by Gore Follette, seconded by Wheelock to approve Resolution 186-2018.
Roll Call Vote: Yes 5, Excused 2

DEPARTMENT ACTION ITEMS

a. Facilities Management

1) Jail Remodel

Captain Todd Ritter explained that the money for the remodel project was approved and they now need approval to start the project.

Resolution 187-2018
Facilities
Hallmark Construction
Jail Remodel

Moved by Gore Follette, seconded by Wheelock to approve Resolution 187-2018.
Motion carried.

b. Health Insurance

1) Resolution Adopting the 80/20 Cost Sharing Provision of 2011 PA 152 for Health Plan Coverage Year Commencing January 1, 2019

Resolution 188-2018
Health Insurance Benefits
80/20 Cost Sharing Provision of 2011 PA 152
for Health Plan Coverage Year Commencing January 1, 2019

Moved by Gore Follette, seconded by Wheelock to approve Resolution 188-2018.
Motion carried.

c. Sheriff's Office

1) Compensation Policy

Tom Bensley, Sheriff, spoke about the current Compensation Policy and how external candidates can be placed higher in the pay scale than an internal candidate receiving a promotion to a position.

Donna Kinsey, Human Resource Director, answered questions about the current Compensation Policy.

- 2) Garfield Township Community Police Officer
Lieutenant Chris Barsheff provided a policing activity comparison between the City of Traverse City and Garfield Township

d. Finance

- 1) Approval of Brownfield Redevelopment Grant Contract
Dean Bott, Finance Director, explained the grant agreement.

Resolution 189-2018
Brownfield Redevelopment Authority
Sabin Dam
Grant Agreement

Moved by Johnson, seconded by Gore Follette, to approve Resolution 189-2018.
Motion carried.

e. Administrator's Update

Nate Alger, County Administrator, indicated that some attorneys were complaining about the strict security procedures when entering the courthouses. Administration will reach out to the local BAR Association and the Judges to discuss security procedures for attorneys.

OLD/UNFINISHED BUSINESS

- a. **Michigan Indigent Defense Commission (MIDC) Grant Contract**
Chris Forsyth, Deputy Civil Counsel, explained the agreement and answered Commissioners' questions.

Resolution 190-2018
Michigan Indigent Defense Commission (MIDC)
Grant Agreement

Moved by Johnson, seconded by Mair, to approve Resolution 190-2018.
Motion carried.

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

Commissioner Wheelock indicated that they are still trying to finalize the Mental Health contract for the jail.

Chairwoman Crawford thanked the County Clerk and other election officials for all their work on the November General election.

NOTICES**Current Job Openings**

Chairwoman Crawford read the list of current job openings and directed the public to go to our website, www.grandtraverse.org, Human Resources Department, to get more information.

CLOSED SESSION

- a. **To consider strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement as permitted under MCL 15.268(c) – *Removed from calendar.***
- b. **To consider a written legal opinion protected from disclosure under the attorney-client privilege related to the Alan Halloway jail suicide incident as permitted under MCL 15.268(h)**

Moved by Wheelock, seconded by Johnson to go into closed session at 6:47 p.m. to consider a written legal opinion protected from disclosure under the attorney-client privilege related to the Alan Halloway jail suicide incident as permitted under MCL 15.268(h).

Roll Call Vote: Yes 5, Excused 2

Moved by Wheelock, seconded by Johnson, to return to regular session at 7:01 p.m.

Alan Halloway Case Settlement

Moved by Crawford, seconded by Gore Follette to release the funds on deposit with MMRMA to allow settlement of a potential claim brought by the estate of Alan Halloway as recommended by legal counsel.

Roll Call Vote: Yes 5, Excused 2

Meeting adjourned at 7:03 p.m.

Bonnie Scheele, County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)



Grand Traverse Conservation District
October 2018 Report

CONSERVATION TEAM

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Attended, reported, and prepared draft agenda and minutes for the NER Advisory Committee meeting on October 10.
- Provided updates to the NER Advisory Committee on progress of dam removal and river restoration as necessary.
- Collaborated with TART representatives in planning and construction of the Boardman River Trail connection north of the Cass Road Bridge.

Routine Monitoring and Maintenance

- Re-routed sections of trail affected by the two high-bank erosion project sites near Oleson Bridge trailhead.
- Installed a newly constructed bench upstream from Cass Rd. bridge (Boardman Landing).
- Repaired and removed fencing along trails and trailhead parking lots as necessary.
- Monitored all trails and trailheads on the NER, replaced dog waste bags at trailhead dispensers, and picked up trash as necessary.
- GTCD Parklands staff joined TART for their volunteer work-days assisting with the construction of the Boardman River Trail section on NER property.
- Cleaned Beitner/Keystone outhouse periodically

Grants

- Assisted with the preparation and letters of support for a US Forest Service – Landscape Scale Restoration grant opportunity for the Brown Bridge, Boardman, & Sabin bottomlands that proposes to plant over 30,000 native trees and shrubs, control invasive species, and create a 1-acre demonstration forest near the Nature Center among other things.
- Obtained County Board of Commissioner support through a resolution for the \$55,000 match for the Lone Pine Pedestrian Bridge grant through the Michigan Natural Resources Trust Fund. The match will be obtained from private and foundation support and not from the County's General Fund.
- Coordinated the installation of ~6,600 native bareroot trees and shrubs on the Boardman bottomlands using planting crew contractors. Seedlings funded through the Environmental Quality Incentive Program as part of a MOA between the GTCD, GTB, and the County.
- Submitted a grant application to the Traverse City Track Club Endowment to fund the purchase boardwalk materials needed to reconnect a section of trail that was disconnected through dam removal processes.
- Applied to the Pour for More program to fund trail work (trail infrastructure) within the NER.



Other

- Knoop Excavating finished restoring two high-bank erosion sites at the NER through a grant made possible through CRA. Knoop's contract called for the removal of the popular overlook near Oleson Bridge parking lot due to it being undermined from the 2007 drawdown of Boardman Pond. Instead, after protecting the toe of the bank from further eroding using large rock rip-rap and log terracing, a utility pole was installed to provide additional support and the overlook was re-opened to the public.
 - Met with USACE and JSS staff regarding Sabin Dam removal and public access after dam removal.
 - Met with same project staff regarding spoil pile locations and how they impact existing trails along Sabin bottomlands.
 - Led a group of Webelo Scouts on a 3-mile hike at the NER for a merit badge and to view tree/shrub plantings the same troop planted in the bottomlands near Lone Pine last fall.
 - Conducted a work bee with the Traverse Area Paddle Club to place an additional 15-ton of 6-A round stone at the canoe/kayak landing located just upstream of the new Cass Road bridge.
 - Conducted a public volunteer event (~38 volunteer attendees – not including a school group) to plant ~900 native bareroot trees and shrubs along the banks of the Boardman River on the NER.
-

BOARDMAN RIVER STEWARDSHIP

- Prepared for and presented the annual update to the Grand Traverse Regional Community Foundation's - Edwards Boardman River Conservation Endowment Fund Committee. This year \$13,818 was available to the District's work on the Boardman River.
 - Prepared for Leadership Grand Traverse Natural Resources Day here at the Boardman River Nature Center. Besides Conservation District staff presentations, the 2018 LGT Class also heard from the MDNR, GT Regional Land Conservancy, and the Watershed Center-GT Bay.
 - Attended a Watershed Center-GT Bay Protection Plan update meeting at the TC Chamber of Commerce building.
 - Attended the Grand Traverse Band's - Tribal Stream and Michigan Fruitbelt Collaborative - Core Partner Meeting as it relates to road/stream crossing projects. The railroad crossing of Miller Creek replacement has been approved for partial funding.
 - Prepared a dam removal update to be read at the Traverse Area Paddle Club's Annual Meeting.
 - Prepared and presented a PowerPoint presentation for the Michigan Association of Conservation District's Fall Meeting at Shanty Creek entitled "Transportation and the Environment" highlighting what needs to be considered when replacing failing culverts or bridges.
 - Organized and conducted an Adams Chapter of Trout Unlimited Work Bee to complete restoration of a severely eroding streambank (\$456) on the Boardman River downstream of the Forks State Canoe Launch and Campground. The only way into the site was to float all the material in from the Forks by canoe. The site required 60 lineal feet of bio (coir) logs and 200 native shrub plantings. This was the 3rd and final work bee scheduled to restore the site.
-

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 508
Program Participants this month: 318
Drop ins this month: 190
Nature Center Visitation this year: 6,354

Nature Center Visitation Oct 2017: 626
Program Participants Oct 2017: 526
Drop-in Oct 2017: 100
Nature Center Visitation since 2008: 85,177

Program Participation & Program Planning:

- Preformed two fieldtrip programs serving around 95 students at the Boardman River Nature Center
 - Worked with Invasive Species Network to submit a grant for combined education efforts at the Boardman River Nature Center
 - Attended the fall area camps convening networked with around 15 camps to discuss growing trends in the world of running day camps and overnight camps
 - Worked to schedule seven field trip groups in the winter and spring
 - Interviewed with the potential Executive Director candidate
 - Completed goal setting for 2019
 - 110 preschoolers and their families were served during our twice weekly preschool programming at the Boardman River Nature Center.
-

FORESTRY ASSISTANCE PROGRAM (FAP)**Trainings:**

- MACD Annual Conference, 16 CFEs
- SAF Forest Industry Meeting, 8.5 CFEs

On-Site Visits:**Grand Traverse County**

1. Samels, 85 acs., Whitewater Twp.
2. Cesiario, 1 ac., Elmwood Twp.
3. Fink, 79 acs., Green Lake Twp.
4. Lindquist, 55 acs., Whitewater Twp.
5. Lewin, 10 acs., Peninsula Twp.

Written Forest Management Recommendations: 2 **QFP Verifications:** 0
MAEAP/FWH Verifications: 0

FAP Referrals to Private Sector: 5

FAP Referrals to Public Sector: 1

In-office Contacts: 33 landowners
foresters

Follow-up Contacts: 30 landowners/qualified

FAP Promotion/Program Development:

1. Second NMC Biology Class Section – presentation on forest management/health – 22 students
 2. Partners meeting for Nature Change
 3. Forest Health presentation at Historic Barns (20 participants)
 4. ReLeaf Community Tree Planting at Pelizzari Preserve
 5. FAP Monthly Conference Call
 6. Forest Health presentation for Periwinkle Garden Club (32 participants)
 7. Review MAEAP Forest A-systs with new technician Parker Ameal
 8. Attend MACD Conference
-

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 5 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)

Risk Assessments Completed: 4 (Antrim/Grand Traverse), 2 (Benzie/Leelanau)

Farms Verified: 1

Updates:

- 10/1: Northwest Michigan County Farm Bureau Board Meeting
- 10/4: Leelanau Conservation District Field Day
- 10/5: Antrim County Verification
- 10/9: Grand Traverse Fruit Growers Council Meeting
- 10/17: MICareerQuest Committee Meeting
- 10/23: Leelanau County Planning Commission Meeting
- 10/24: Benzie Conservation District Board Meeting
- 10/26: Freshwater Summit – MAEAP Presentation
- 10/29-10/31: MACD Fall Convention
- 10/30: Agrichemical Container Recycling Collection

Current Projects:

- Working with:
 - 9 Farms in Antrim
 - 12 Farms in Grand Traverse
 - 12 Farms in Leelanau
 - 3 Farms in Benzie
- Setting Goals for FY19
- Working with NRCS to get growers signed up with EQIP.
- Serving on agriculture committee to plan for MICareerQuest
- Distributing 2019 cost-share funds to producers for implementing conservation practices on farms.
- MDARD Well Water Screening for pesticide residues.
- 2019 Reverifications



- Working with 3 farms on mitigating Right to Farm complaints

Upcoming Events:

- 11/1: Leelanau Conservation District Annual Meeting
 - 11/2: Grand Traverse Verification
 - 11/6: Benzie/Manistee Farm Bureau Board Meeting
 - 11/7: Farm*A*Syst Training
 - 11/13: Grand Traverse Fruit Growers Council Meeting
 - 11/19: Antrim Conservation District Board Meeting
 - 11/26: Northwest Michigan County Farm Bureau Board Meeting
-

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Public Inquiry Responses: 18

Active Contacts: 1,129

Passive Contacts: 23,021

Acres Surveyed: 75.5

Sites Surveyed: 24

Acres Treated: 35

Sites Treated: 17

Volunteer Hours: 0

Meetings/Presentations:

- 10/8 - Presented ISN to Leadership Grand Traverse (~35 attendees)
- 10/10 - Attended & updated at Nature Change annual meeting (~10 attendees)
- 10/14-10/17 - Attended Upper Midwest Invasive Species Conference (UMISC); ~15 contacts
- 10/19 - Presented *Habitat Matters* at MNLA pesticide clinic; 18 attendees
- 10/26 - Held booth at Freshwater Summit; 10 contacts, ~100 passers-by

Treatments, Restoration, and Surveys:

- 10/12 - Cedar Hedge Lake site visit; verified Eurasian water-milfoil (5 acres)
- Swallow-wort treatment: 1 site, 0.25 acres
- High-priority species treatments: 17 sites, 33 acres
- Site visits/surveys: 2 sites, 6 acres

Other Accomplishments:

- 10/10 - IPR knotweed interview
- Completed & submitted USFS Landscape-Scale Restoration proposal
- Facebook reach: 8,015
- Website reach: 3,352
- Instagram reach: 1,056

Upcoming Events:

- **Fall partner meeting Wednesday, November 7, 1-4pm, Boardman River Nature Center**

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



Grand Traverse Conservation District

1450 Cass Road, Traverse City, MI 49685
Board Meeting Minutes

4:30 PM, Monday, September 17, 2018

"Inspiring exploration, appreciation, and conservation of our natural world."

Board Members:

Voting: Andy Blodgett, Jan Engle, Ed Moehle, Dario Primo, Tom Wertz

Non-voting: Doug Leonhardt

Other Present:

Staff: Marsha Barber Clark, Ranay Vig

Others: Jason Kimbrough, James Pawlowicz, one (1) community member

Call to Order and Approval of Agenda

Chairman, Andy Blodgett called the meeting to order at 4:33 p. m. *Motion to approve the agenda with the addition of an item of discussion regarding stewardship of the Boardman River was made by Ed Moehle, seconded by Tom Wertz, motion carried.*

Conflicts of Interest

There were no conflicts of interest.

Public Comment:

There were no public comments.

Consent Calendar

Staff recommended approval of the minutes of the August 20, 2018 board meeting. *Motion to approve the minutes was made by Dario Primo, seconded by Jan Engle, motion carried.*

Updates

Jim Pawlowicz from MDARD provided verbal updates regarding the hiring process for the second MAEAP technician and the MAEAP Goal-setting meeting. He informed the Board about an upcoming Directors' and Staff meeting in Flint on Thursday and Friday, September 20th and 21st. He highlighted the MACD Conference which will be held at Shanty Creek on October 29th—31st. He reminded the Board that both board and staff members are invited to attend both events.

Jason Kimbrough from NRCS provided a written FY2018 Conservation Program Snap-shot for Grand Traverse and Leelanau Counties. He also provided brief verbal highlights.

Current Business

Permission to apply for DNR/USFS Landscape Scale Restoration Grant. ISN, Conservation, and Environmental Education staff collaborated on a joint grant and requested permission to submit a grant for no more than \$300,000 to DNR/USFS Landscape Scale Restoration Grant for work at the Brown Bridge, Boardman, and Sabin dam removal sites. This is a three-year grant expected to begin in March 2019. It requires a one to one match which has been secured. *Motion to approve the grant submission was made by Ed Moehle, seconded by Tom Wertz, motion carried.*

Permission to apply for Traverse City Track Club grant. The Conservation team requests permission to apply for a grant up to \$10,000 from the Traverse City Track Club to replace a boardwalk trail at the Natural Education Reserve that was removed during the Boardman Dam removal process. The funds are managed by the Grand Traverse Regional Community Foundation and the request is

due October 1, 2018. *Motion to approve the grant submission was made by Jan Engle, seconded by Dario Primo, motion carried.*

MDARD renewal of 2 MAEAP grants for 2019. MDARD has renewed the 2 MAEAP grants for 2019 in the amounts of \$71,000 each. Grants require acceptance by the GTCD Board. *Motion to accept the MAEAP grants was made by Tom Wertz, seconded by Ed Moehle, motion carried.*

Millage 2018 Tax Rate Request Form L-4029 requesting the maximum millage of 0.1000 to expire on 12/31/25. *Motion to request the maximum millage amount of 0.1000 to expire on 12/31/25 was made by Jan Engle, seconded by Tom Wertz. There was a roll call vote:*

Andy Blodgett, Yes
Jan Engle, Yes
Ed Moehle, Yes
Dario Primo, Yes
Tom Wertz Yes

The motion carried.

Approval of June expenditures totaling \$126,140.86 which includes credit card activity for June totaling \$2,982.49. *Motion to approve the June expenditures was made by Tom Wertz, seconded by Ed Moehle, motion carried.*

Approval of July expenditures totaling \$130,679.82 which includes credit card activity for July totaling \$4,284.41. *Motion to approve the July expenditures was made by Dario Primo, seconded by Tom Wertz, motion carried.*

June and July financial reports were reviewed. Ranay Vig, Finance & HR Coordinator provided an overview of variations in the expenditures and provided additional information to explain those variations. *Motion to approve the July expenditures was made by Dario Primo, seconded by Tom Wertz, motion carried.*

The FY2018 Revised Budget was not yet completed because of last minute changes that would be needed before September 30 to correct misclassifications made during the Finance & HR Coordinator transition. It will be sent to the Board before September 30 for approval.

The FY2019 Budget was presented and reviewed. At 5:12 p.m., the budget hearing began and was opened to public comment. There were no public comments. *Motion to approve the Fiscal Year 2019 Budget was made by Ed Moehle, seconded by Jan Engle. There was a roll-call vote:*

Andy Blodgett, Yes
Jan Engle, Yes
Ed Moehle, Yes
Dario Primo, Yes
Tom Wertz Yes

The motion carried.

The Budget Hearing closed at 5:30 p.m. The Appropriations Act was signed by Board Chair, Andy Blodgett.

Updates on Annual meeting and elections. Marsha announced that candidate forms must be returned by September 19: 60 days before the election.

Discussion regarding a possible conflict of interest. There was a discussion regarding the fact that Tom Wertz is a candidate for the County Commission and whether there might be a possible conflict of interest since he also serves as a Board member for Grand Traverse Conservation District (GTCD). It was agreed that if he is elected as a County Commissioner, then a conflict of interest would exist and there would be a need to manage the conflict at that time. Between now and the election, it was agreed that no conflict of interest exists since he is not in a position to influence outcomes for GTCD.

Stewardship of the Boardman River (added agenda item): Tom Wertz gave a brief overview of a meeting he attended where there was a discussion about what organization would be responsible to oversee the stewardship of the Boardman River after the dams are removed. There was a brief discussion about the future role that GTCD might play.

Management Team Report—Marsha Barber Clark

There were no questions regarding the Monthly Staff Report.

Marsha reported that the search committee was in the final stages of Interviewing for the MAEAP position and she expected to make an offer by the end of the week.

DBA dissolution--It was again mentioned that the Board needs to arrange a time to sign dissolution of DBA document at Andy's office.

Closed Session

Motion to move to closed session, for the purposes of discussing the applications of candidates for the Executive Director position [pursuant to MCL 15.268(f)] was made by Andy Blodgett, seconded by Ed Moehle. There was a roll-call vote:

Andy Blodgett, Yes
Jan Engle, Yes
Ed Moehle, Yes
Dario Primo, Yes
Tom Wertz Yes

The motion carried. The Board moved to closed session at 6:04 p.m. All attendees except Board members left the room, with the exception of Marsha Barber Clark Executive Director who was invited to stay.

Motion to move out of closed session was made by Andy Blodgett, seconded by Ed Moehle. There was a roll-call vote:

Andy Blodgett, Yes
Jan Engle, Yes
Ed Moehle, Yes
Dario Primo, Yes
Tom Wertz Yes

The motion carried. The Board moved out of closed session at 7:21p.m.

Topics for Next Meeting –October 15, 2018

Adjourn The meeting was adjourned at 7:24 p.m. *Motion to adjourn was made by Ed Moehle, seconded by Jan Engle, motion carried.*

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
STRATEGIC PLANNING SESSION
MINUTES

September 25, 2018
9:30 A.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns, Mike Coco, Lee Foerster, Bob Johnson, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Chris Sieklucki, Steve Baldwin, Penny Perkins, Spencer Gillette, Bob Neleson, Stephanie Green, Evan Berg
Absent		None

The Chairman called the meeting to order at 9:30 a.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Public Comment: None

D. Strategic Planning:

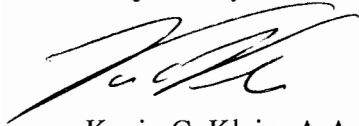
1. Penny Perkins, Steven Baldwin Associates, presented an overview of the strategic planning process.
2. Spencer Gillette, Steven Baldwin Associates, presented the results of the comparative benchmarking analysis for TVC.
3. Bob Neleson and Stephanie Green, Prein & Newhof, presented the results of a present and future land development analysis at TVC.
4. Evan Berg, Ricondo & Associates, presented an analysis of current and potential air service development at TVC.
5. Steve Baldwin, Steven Baldwin Associates, presented an overview of types of governance, the process to change governance, and a schedule to apply to the FAA if a governance change is pursued.

E. Public Comment: None

G. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 2:18 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Klein', with a stylized flourish at the end.

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

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
September 25, 2018
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns, Mike Coco, Lee Foerster, Bob Johnson, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Chris Sieklucki, Steve Baldwin, Penny Perkins, Spencer Gillette
Absent		None

The Chairman called the meeting to order at 3:00 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

Commissioner Rushton requested the addition of Steven Baldwin Associates governance presentation to item 1 of Unfinished Business.

It was moved by Commissioner Kern and supported by Commissioner Rushton to approve the agenda as amended. MOTION PASSED.

D. Public Comment: None

E. Reading and Approving Previous Meeting Minutes:

1. The regular meeting minutes of August 28, 2018 were reviewed by the Commission.

It was moved by Commissioner Kern and supported by Commissioner Rushton to approve the minutes as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for August 2018 was received and filed.

G. Reports of Standing Committees: None

H. Reports of Special Committees: None

I. Unfinished Business:

1. Steve Baldwin, Steven Baldwin Associates, reviewed an overall broad timeline with the Commission that identified the process and time involved related to the creation of an airport authority followed by the submission of an application to the FAA for the authority, if formed, to acquire a FAA Part 139 Operating Certificate.

It was moved by Commission Kern and supported by Commissioner Coco to have Steven Baldwin Associates continue with research on the authority model of governance. MOTION PASSED.

It was moved by Commissioner DeYoung and supported by Commissioner Kern to have legal counsel continue to research ongoing legal issues as they relate to a change in governance. MOTION PASSED.

J. New Business:

1. Cherry Capital Airport has been selected by the Transportation Security Administration (TSA) for replacement of the current CTX 5500 (recapitalization) baggage screening machines with new CT-80DR units. One of the CT-80DR units will be fitted with an XL kit to allow screening of longer bags.

The work will require two phases, initial phase (30% design) and a final phase (100% design). The areas to be addressed as part of this work are as follows:

- The existing two CTX 5500s and LPAs will be removed and replaced with two EDSs. One EDS will be a CT-80DR and the other will be a CT-80DR with an XL kit for longer bags.
- Modify electrical infrastructure as required to meet the new EDS manufacturer's specification requirements as well as local building codes.
- Upgrade BHS controls, including hardware (PLC) and software (programming) as required to integrate the new EDS machines and meet the standards set forth in TSA's IRD as well as the Reveal CT-80DR integration document.
- Program the BHS to send all bags that are too long to be screened by the standard CT-80DR to the conveyor line that has the CT-80DR XL.
- Maintain the existing "hold outside" screening function where non-clear bags are held on the exit conveyor until cleared by OSR or removed for inspection.
- Provide leg casters and quick disconnects on the BHS conveyors immediately upstream and downstream of the EDSs for ease of future EDS removals.
- Provide queue conveyors as needed to make up the difference in length between the old EDSs and the new, shorter EDSs. There will be a length

- difference of approximately 134” with the CT-80DR and approximately 71” with the CT-80DR XL. It is strongly recommended to add these queues at the exit of the EDSs for maximum efficiency.
- Verify that the BHS belt heights match the CT-80DR assuming the CT-80DR is installed with the optional pedestal.
- Match the entrance and exit BHS conveyor belt speeds to the new EDSs in accordance with the Reveal CT-80DR integration document.
- Ensure proper bag presentation through proper bag hygiene at the ticket counter conveyors, proper merge logic onto the mainline, efficient diverter transitions, and bag alignment devices such as side guard bump outs to minimize the risk of EDS entrance jams.
- Install static deflectors on both sides of the EDS entrance conveyors to funnel the bags into the EDS opening, which is narrower than the BHS conveyor width.

The work described under the Scope of Services will be performed on a Lump Sum basis in the amount of \$218,535.81. TVC will be responsible to pay for services with reimbursement coming from the TSA.

It was moved by Commissioner Kern and supported by Commissioner Rushton to approve the proposal provided by Mead & Hunt in the amount of \$218,535.81; subject to acceptance of substance by the Airport director and acceptance of form by Airport Counsel. MOTION PASSED.

2. Operations Manager, Chris Sieklucki, is requesting to declare the following equipment as surplus:

- 2008 Ford Super Duty pickup truck
- 1999 Gravely 260z mower
- 2008 Ford Super Duty pickup truck
- 1977 Case W20 loader
- 1984 Unimog U1200 blower
- 2004 Gravely 34z mower

These items are not used and could be sold.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Ahrens to declare the above-named pieces of equipment as surplus. MOTION PASSED.

- K. 1. The Airport Director reviewed the Activity Report for the Commission.

Attorney Zeits updated the Commission on the Air Services transaction. Since the nature of the Air Services transaction was a transfer of stock only, Attorney Keits and Airport Director Klein determined that assigning the lease and

consenting to a mortgage was all that was necessary at this time. The new shareholders will probably come back with a request for a new lease with a longer term at a later date. The new company has assumed all liabilities and responsibilities of the old company. The mortgage was backed by an appraisal demonstrating the value of the improvements equal to the mortgage amount.

2. The Airport Director reviewed the Operations Report for the Commission.
3. The Airport Director reviewed the Accounts Receivable Report for the Commission.

L. Public Comment: None

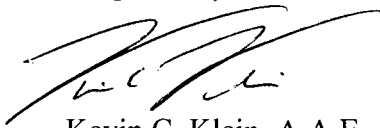
M. Commissioner Comment:

Commissioner DeYoung would like the Building & Grounds Committee to work with Prein & Newhof to review the land map deeper and come up with ideas of what the Committee would like to do with land development. The Committee should also address the issue of more gate space and explore solar covered parking.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 3:37 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Klein', with a stylized flourish extending from the end.

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

Grand Traverse County Treasurer

3rd Quarter 2018 Investment Report



All Data as of 9/30/2018

Total Cash & Investments

Cash on Hand	10,673.50
Bank Cash	35,366,274.51
Cert. of Deposit	1,231,562.20
Money Market Accts.	2,302,852.33
Pool Funds	24,792,609.64
US Treasury/Agencies	2,881,000.00
Total	66,584,972.18

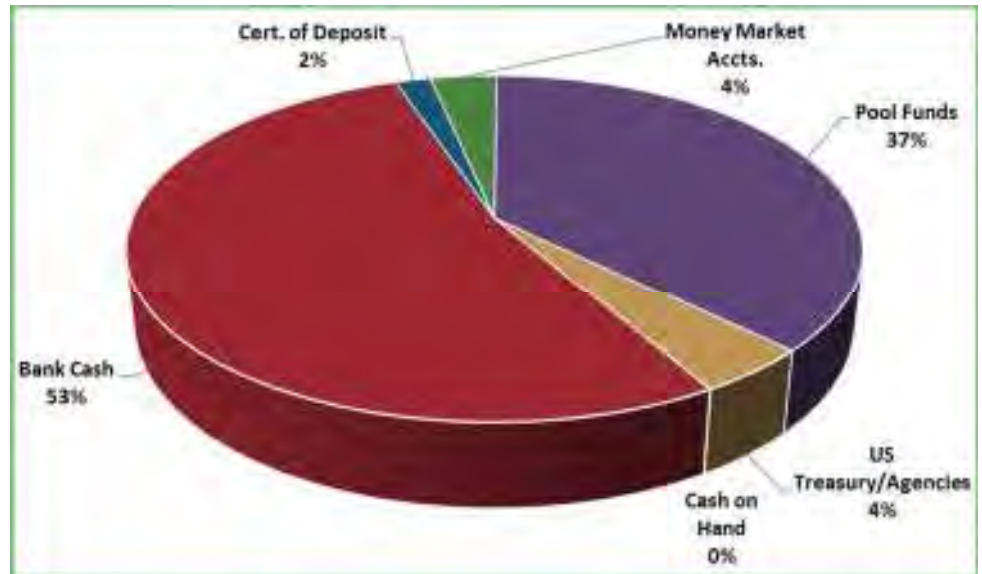
Portfolio Maturity Aging

1-90 days	63,961,103.98
91-180 days	317,694.00
181-365 days	526,174.20
1-2 years	630,000.00
2+ years	1,150,000.00
Total	66,584,972.18

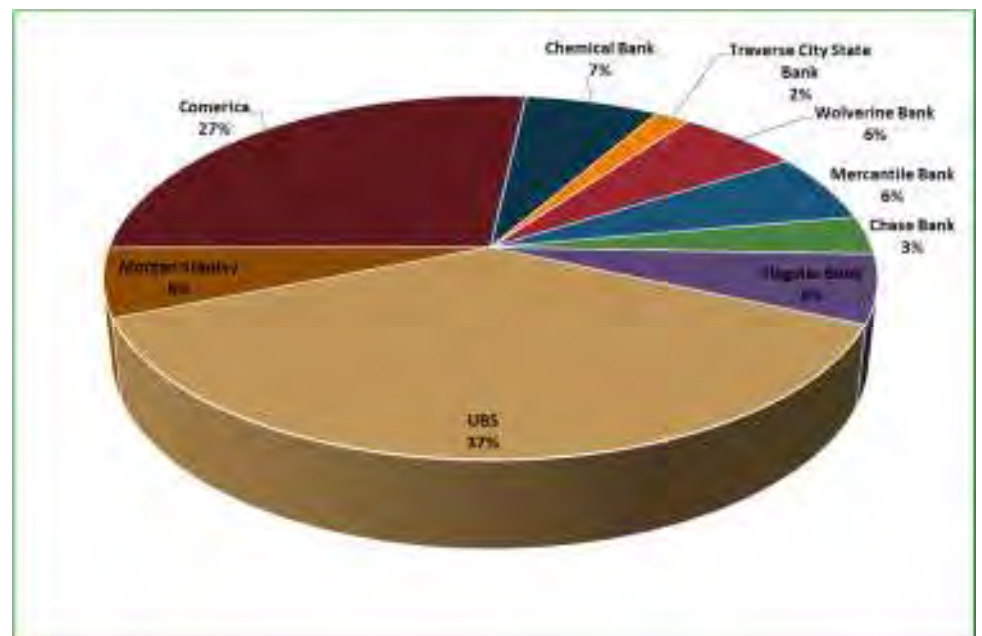
Distribution by Institution

Bank	Balance
Cash On Hand	10,673.50
Chase Bank	141,359.28
Chemical Bank	271,593.41
Class	24,290,355.02
Comerica	1,101,125.00
Fifth Third Bank	34,068,484.27
First Community Bank	247,884.81
Flagstar Bank	1,260,535.20
Honor State Bank	25,527.72
Huntington Bank	1,015,161.88
MILAF	502,254.62
Mercantile Bank	250,000.00
Morgan Stanley	249,875.00
PNC Bank	12,452.02
T.C. State Bank	1,357,690.45
UBS	1,530,000.00
Wolverine Bank	250,000.00
Total	66,584,972.18

Diversification



Investment Portfolio





Action Request

Meeting Date:	11/7/2018		
Department:	Community Corrections	Submitted By:	Sherise Shively
Contact E-Mail:	sshively@grandtraverse.org	Contact Telephone:	922-4559
Agenda Item Title:	Community Corrections Manager		
Estimated Time:	2 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

For Consent Calendar:

Approve and Accept 2019 MDOC-OCC Grant Contract and Funds in the amount of \$286,256.

(Contract was approved by the Community Corrections Advisory Board (CCAB on 10/23/2018).

Approve 2019 Vendor Contracts as outlined in the Summary Description of the contracts. The contracts contain no significant changes since 2018. All contracts were approved by Chris Forsyth on July 28, 2018 and by the CCAB on 10/23/2018.

Suggested Motion:

Approve and Accept 2019 MDOC-OCC Grant # CPS-2019-1-30 in the amount of \$264,256 for Comprehensive Plans and Services, as well as \$22,000 for Drunk Driver Jail Reduction Treatment. Totaling \$286,256.

Approve 2019 Vendor Contracts as outlined and direct board chair to sign each contract.

Financial Information:

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

Attachments:

Attachment Titles:

2019 1-30 Thirteenth Circuit Court, Summary of Contracts for GT Board

10/30/2018

To: Grand Traverse County Board of Commissioners

From: Sherise Shively: Community Corrections Manager

Subject: Approval of 2018-2019 Community Corrections Contracts

I have prepared contracts and letters of agreement for Board approval. Below is a summary of the costs associated with each contract. The Grand Traverse County Prosecutors office (Chris Forsyth) has reviewed and approved them. There are no significant changes since the 2018 contracts with each vendor.

- | | |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1. Women's Resource Center – Dom. Viol. Counseling | \$30 payment per person per session
\$40 initial assessment fee. |
| 2. Traverse Area Support Services – RHS program
(Recovery Home Supervision/Sober Living) | \$24 per person per day for 30 days |
| 3. Addiction Treatment Services – THIS Program.
(Recovery Home Supervision/Sober Living) | \$24 per person per day for 30 days |
| 4. Maple Clinic – Sexual Offender Counseling. | \$30 per person/session for group
\$80 per person per individual session |
| 5. Addiction Treatment Services – MRT Counseling | \$220 per group session/\$40 individual
session- No cost to county, this is
covered under the MDOC Grant. |
| 6. Addiction Treatment Services- TREM (Trauma
Recovery Empowerment Model) | \$220 per group session/ \$40 Individual
session- No cost to county, this is covered
under the MDOC Grant. |
| 7. Addiction Treatment Services- Coping with Anger
(Non-Domestic Violence offenders) | \$40 per person per session. |
| 8. Old Town Psychological – Theft Therapy | \$20 per person per session and \$50 per
person for initial assessment. |

Thank you,

Sherise Shively
13th Community Corrections Manager

RESOLUTION
XX-2018
Community Corrections
Grant Acceptance and Approval of Contracts

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on November 21, 2018, and reviewed request of Community Corrections for acceptance of the FY 2019 MDOC Grant Contract and approval of the 2019 contracts with area service providers; and,

WHEREAS, Annually, Community Corrections applies for grant funding to provide programs, practices and policies that contribute to improved recidivism as defined by the State Corrections Board and that grant contract has been approved for FY2019 in the amount of \$264,256, plus Drunk Driving Jail Reduction Treatment in the amount of \$22,000; and,

WHEREAS, Community Corrections then contracts with service providers for the various programs necessary to fulfill to Grant; and,

WHEREAS, Those providers include ATS for Recovery Home Supervision, Moral Recognition Therapy, Trauma Recovery and Empowerment Model Therapy, and Coping with Anger; with The Maple Clinic for Sex Offender Counseling; Old Town Psychological Services for Theft Therapy; Traverse Area Support Services for Recovery Home Supervision; and Women's Resource Center for Domestic Violence Counseling; and,

WHEREAS, the Grant period and Contracts agreements are from October 1, 2018 through September 30, 2019, and have been reviewed and approved as to form by Civil Counsel.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners accept and authorize the Chair and/or County Administrator to effectuate the necessary documents to enter into the Grant Agreement with the MDOC/Office of Community Corrections totaling \$286,256 and service contracts with the appropriate providers as identified.

APPROVED: November 21, 2018



Action Request

Meeting Date:	November 14, 2018		
Department:	Finance	Submitted By:	Dean Bott ✓
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	October 2018 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 October 2018 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 October 2018.

Financial Information:

Total Cost:	\$6,495,496.28	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	11/06/2018
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
October 2018 Claims Summary

RESOLUTION

XX-2018

Finance Department – October, 2018 Claims Approval

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 21, 2018, and reviewed claims and payroll disbursements for the month of October, 2018 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 disbursements for the month of October, 2018, are hereby approved. (See file for attachments.)

APPROVED: November 21, 2018

AUDIT COMMITTEE

OCTOBER 2018 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	10/9/2018	584,430.44
CLAIMS AND ACCOUNTS	10/23/2018	969,315.38
TOTAL CLAIMS & ACCOUNTS		<u>1,553,745.82</u>
IMMEDIATE PAYMENTS	10/2/2018	1,302.22
IMMEDIATE PAYMENTS	10/3/2018	187,521.30
IMMEDIATE PAYMENTS	10/4/2018	30,418.55
IMMEDIATE PAYMENTS	10/5/2018	20,368.11
IMMEDIATE PAYMENTS	10/5/2018	2,973.77
IMMEDIATE PAYMENTS	10/9/2018	1,247.49
IMMEDIATE PAYMENTS	10/10/2018	144,361.65
IMMEDIATE PAYMENTS	10/12/2018	15,207.73
IMMEDIATE PAYMENTS	10/12/2018	29,543.31
IMMEDIATE PAYMENTS	10/16/2018	1,265.81
IMMEDIATE PAYMENTS	10/16/2018	24,115.84
IMMEDIATE PAYMENTS	10/17/2018	1,129,411.90
IMMEDIATE PAYMENTS	10/17/2018	78.75
IMMEDIATE PAYMENTS	10/18/2018	18,855.97
IMMEDIATE PAYMENTS	10/19/2018	89,353.48
IMMEDIATE PAYMENTS	10/24/2018	1,335.79
IMMEDIATE PAYMENTS	10/24/2018	29,047.10
IMMEDIATE PAYMENTS	10/24/2018	14,114.80
IMMEDIATE PAYMENTS	10/26/2018	428,059.92
IMMEDIATE PAYMENTS	10/26/2018	990.65
IMMEDIATE PAYMENTS	10/30/2018	5,556.37
IMMEDIATE PAYMENTS	10/31/2018	284,340.58
IMMEDIATE PAYMENTS	10/31/2018	200.00
TOTAL IMMEDIATE PAYMENTS		<u>2,459,671.09</u>
TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS		<u><u>4,013,416.91</u></u>
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	10/9/2018	57,379.45
HEALTH	10/23/2018	100,302.96
TOTAL HEALTH CLAIMS		<u>157,682.41</u>
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	10/4/2018	13,782.39
DPW Check Runs	10/12/2018	171,824.42
DPW Check Runs	10/18/2018	6,729.16
DPW Check Runs	10/30/2018	2,500.00
TOTAL DPW CHECK RUNS		<u>194,835.97</u>
TOTAL RECONCILING ITEMS		352,518.38
Total Claims, Immediate Pay, Health & DPW		4,365,935.29
Monthly Check Distribution Summary		<u>4,365,935.29</u>
Difference		0.00
PAYROLL		
PAYROLL	10/5/2018	881,372.62
PAYROLL	10/19/2018	875,502.13
BENEFITS	10/31/2018	372,686.24
TOTAL PAYROLL		<u><u>2,129,560.99</u></u>
FOR BOARD APPROVAL:		
TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY & PAYROLL		<u><u>6,495,496.28</u></u>

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
OCTOBER 2018**

Payee Name	Amount
GARFIELD CHARTER TOWNSHIP Total	\$ 606,214.77
GRAND TRAVERSE COUNTY Total	\$ 501,892.71
PRIORITY HEALTH Total	\$ 399,618.18
MUNICIPAL EMPLOYEES RETIR Total	\$ 300,000.00
EAST BAY CHARTER TOWNSHIP Total	\$ 297,745.28
FIRST NATIONAL BANK OF AM Total	\$ 250,000.00
TRAVERSE CITY TREASURER Total	\$ 105,792.32
PENINSULA TOWNSHIP Total	\$ 104,475.78
ACME TOWNSHIP Total	\$ 91,699.02
STATE OF MICHIGAN Total	\$ 82,881.62
ELMWOOD TOWNSHIP Total	\$ 60,943.83
* Confidential * Total	\$ 55,719.33
PAINTING BY PAUL Total	\$ 53,400.00
TRAVERSE CITY LIGHT & POW Total	\$ 52,511.28
CITY OF TRAVERSE CITY Total	\$ 49,542.70
GOURDIE-FRASER, INC Total	\$ 44,913.65
DELTA DENTAL Total	\$ 40,717.75
CORRECT CARE SOLUTIONS LL Total	\$ 39,637.48
MUTUAL OF OMAHA INSURANCE Total	\$ 34,858.64
PORCELAIN PATROL SERVICE Total	\$ 34,833.84
D & W MECHANICAL Total	\$ 34,008.37
CHERRYLAND ELECTRIC Total	\$ 31,067.26
FIFTH THIRD BANK Total	\$ 29,029.55
AQUATIC SOURCE Total	\$ 28,012.57
GUARDIAN MEDICAL MONITORI Total	\$ 27,787.80
CONSUMERS ENERGY Total	\$ 27,232.19
FLOOR COVERING BROKERS Total	\$ 26,169.50
SHELL CREDIT CARD CENTER Total	\$ 25,411.51
MICHIGAN STATE UNIVERSITY Total	\$ 24,956.50
GRAND TRAVERSE CONSERVATI Total	\$ 24,538.25
TOTAL COURT SERVICES Total	\$ 22,777.96
MICHIGAN DEPARTMENT OF TR Total	\$ 20,767.74
PRINTING SYSTEMS INC Total	\$ 20,472.25
WMU HOMER STRYKER MD SCHO Total	\$ 20,135.00
CONSERVATION RESOURCE ALL Total	\$ 20,000.00
PITNEY BOWES Total	\$ 20,000.00
DEERING TREE SERVICE Total	\$ 19,500.00
VENTURE TEC LLC Total	\$ 18,850.00
ARAMARK Total	\$ 18,473.58
VARIPRO BENEFIT ADMINISTR Total	\$ 16,957.42
STT INC. Total	\$ 16,169.72
GRAPHIC SCIENCES, INC Total	\$ 15,431.44

Payee Name	Amount
MEDSYS SOFTWARE SOLUTIONS Total	\$ 15,000.00
MUSKEGON RIVER YOUTH HOME Total	\$ 14,468.40
TRAVERSE CITY AREA PUBLIC Total	\$ 13,500.96
GOSLING CZUBAK ENGINEERIN Total	\$ 13,416.80
PAUL T. JARBOE PLC Total	\$ 12,380.00
CALHOUN COUNTY Total	\$ 10,950.00
DELL MARKETING LP Total	\$ 10,877.29
ACCESS INTERACTIVE LLC / Total	\$ 9,985.25
MATTHEW CONNOLLY Total	\$ 9,550.00
POSTMASTER OF TRAVERSE CI Total	\$ 8,917.00
LEELANAU COUNTY Total	\$ 8,668.45
REANN R GORTON Total	\$ 8,591.00
ATT MOBILITY Total	\$ 8,503.69
ANTHONY D VENTICINQUE Total	\$ 7,816.48
ADDICTION TREATMENT SERVI Total	\$ 7,419.00
EASTWOOD CUSTOM HOMES Total	\$ 7,309.75
ENTERPRISE FM TRUST Total	\$ 7,273.92
LAKESIDE FOR CHILDREN Total	\$ 7,172.40
AT&T GLOBAL SERVICES Total	\$ 7,133.47
CUSTER WORKPLACE INTERIOR Total	\$ 6,887.56
NETMOTION WIRELESS INC Total	\$ 6,496.88
EAGLE VILLAGE, INC. Total	\$ 6,491.10
OTIS ELEVATOR COMPANY Total	\$ 6,287.35
FIDLAR TECHNOLOGIES, INC. Total	\$ 6,152.90
OFFICE DEPOT, INC Total	\$ 6,134.54
KLM LANDSCAPE Total	\$ 6,117.00
LINCOLN NATIONAL LIFE INS Total	\$ 6,112.57
MUSKEGON RIVER PATHWAY OF Total	\$ 5,932.20
TELE-RAD, INC. Total	\$ 5,871.03
PREIN & NEWHOF Total	\$ 5,844.72
SANOFI PASTEUR, INC. Total	\$ 5,657.72
CHIEF SUPPLY CORPORATION Total	\$ 5,316.76
JEFFREY WITT Total	\$ 5,000.00
OLSON, BZDOK & HOWARD PC Total	\$ 4,916.65
VINCENT J MALONEY Total	\$ 4,804.75
THOMSON REUTERS - WEST Total	\$ 4,799.38
YORK RISK SERVICES GROUP, Total	\$ 4,566.54
CYNTHIA ANN CONLON Total	\$ 4,230.50
DAVID J CLARK Total	\$ 4,200.00
FORBERG SCIENTIFIC, INC. Total	\$ 4,200.00
ARCHITECTURAL CASEWORK, I Total	\$ 4,175.00
BAY AREA TRANSPORTATION A Total	\$ 4,130.00
JASON A RAZAVI . Total	\$ 4,125.00
MICHAEL P COLLINS Total	\$ 4,090.62
SHAWN WORDEN Total	\$ 4,000.00
PRIORITY HEALTHCARE DISTR Total	\$ 3,990.00

Payee Name	Amount
FISH WINDOW CLEANING Total	\$ 3,987.00
MOTOROLA, INC. Total	\$ 3,909.50
GRAFF, GRAFF & HELVESTON Total	\$ 3,750.00
JUSTIN T-BOYD ALLEN Total	\$ 3,702.00
ENVIRONMENT ARCHITECTS IN Total	\$ 3,682.50
TRIPWIRE OPERATIONS GROUP Total	\$ 3,595.00
CDW-G Total	\$ 3,576.70
HAVILAND CONSUMER PRODUCT Total	\$ 3,539.50
NICHOLS Total	\$ 3,529.10
TIM RICE TRUST Total	\$ 3,500.00
MILLARD DEAN ELDRED Total	\$ 3,450.00
NORTHERN OFFICE EQUIPMENT Total	\$ 3,443.89
VERIZON WIRELESS Total	\$ 3,305.14
MICHIGAN POLICE EQUIPMENT Total	\$ 3,285.00
PHILIP A SETTLES Total	\$ 3,250.00
JANET M MISTELE Total	\$ 3,115.50
SHERISE SHIVELY Total	\$ 3,077.36
STATE BAR OF MICHIGAN Total	\$ 3,010.00
LIFE STORY FUNERAL HOME - Total	\$ 3,000.00
HEATHER R BLANTON-DYKSTRA Total	\$ 2,889.25
CAREERBUILDER GOVERNMENT Total	\$ 2,875.00
CIRCUIT COURT RECORDS Total	\$ 2,752.00
MICHIGAN PIPE & VALVE Total	\$ 2,702.00
BRETT C BAIRD Total	\$ 2,700.00
LAW OFFICE OF MATTIAS JOH Total	\$ 2,600.00
LIGHTHOUSE INSURANCE Total	\$ 2,500.00
GREAT LAKES BUSINESS SYST Total	\$ 2,447.05
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 2,432.28
UNDERGROUND SECURITY COMP Total	\$ 2,429.23
MICHELS CORPORATION Total	\$ 2,428.56
ETNA SUPPLY COMPANY Total	\$ 2,401.44
JEFFREY WENDT, PH.D., PC Total	\$ 2,400.00
TOP LINE ELECTRIC LLC Total	\$ 2,332.63
AMERICAN WASTE Total	\$ 2,277.25
CHERRYLAND HUMANE SOCIETY Total	\$ 2,266.75
KANE & ASSOCIATES, PLC Total	\$ 2,250.00
KYLE B TREVAS Total	\$ 2,250.00
OWENS SOFT WATER, INC. Total	\$ 2,208.00
DTE ENERGY Total	\$ 2,197.59
EAST BAY LEGAL Total	\$ 2,140.00
TRAVERSE CITY FLEET REPAI Total	\$ 2,072.27
BETHANY CHRISTIAN SERVICE Total	\$ 2,068.80
D/LT. DANIEL KING Total	\$ 2,036.36
ALPERS EXCAVATING, INC. Total	\$ 2,000.00
APEX HOLDINGS Total	\$ 2,000.00
CUTTIN IT CLOSE OUTDOOR Total	\$ 2,000.00

Payee Name	Amount
FED CORPORATION Total	\$ 2,000.00
UNITED STATES POSTAL SERV Total	\$ 2,000.00
ZELINSKI BROTHERS INC Total	\$ 2,000.00
BRUCE J. FINNERTY Total	\$ 1,950.00
CRESTLINE SPECIALTIES CO Total	\$ 1,894.78
THOMAS J SEGER Total	\$ 1,875.00
CENTRAL LAKE ARMOR EXPRES Total	\$ 1,844.40
CONFLICT RESOLUTION SERVI Total	\$ 1,800.00
KITCH DRUTCHAS WAGNER VAL Total	\$ 1,800.00
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,777.36
TITLE CHECK LLC Total	\$ 1,776.36
LESLEY'S LANDSCAPING Total	\$ 1,770.00
GOVERNMENTAL BUSINESS SYS Total	\$ 1,751.46
ROSS HICKMAN Total	\$ 1,750.00
DAVID G GRUNST Total	\$ 1,725.00
CHARTER COMMUNICATIONS Total	\$ 1,697.46
PAUL HUBBELL Total	\$ 1,625.00
CDW GOVERNMENT,INC. Total	\$ 1,610.58
ROBERT A MICKEVICIUS Total	\$ 1,600.00
TRAVERSE CITY RECORD EAGL Total	\$ 1,563.00
DALE CAMPBELL Total	\$ 1,500.00
DIVE RESCUE INTERNATIONAL Total	\$ 1,500.00
GS LAND HOLDINGS LLC Total	\$ 1,500.00
WARREN WAHL Total	\$ 1,500.00
PENINSULA FIBER NETWORK L Total	\$ 1,475.07
JOSEPH G MOLLIKA Total	\$ 1,462.50
GLAXOSMITHKLINE PHARMACEU Total	\$ 1,438.30
NEXUS FAMILY SERVICES INC Total	\$ 1,400.00
GOKEYLESS Total	\$ 1,335.79
HOLY CROSS CHILDRENS SERV Total	\$ 1,327.48
PROGRESSIVE AE, INC Total	\$ 1,270.00
DASH MEDICAL GLOVES INC Total	\$ 1,265.90
SYNERGY TELCOM INC., Total	\$ 1,264.12
TRAVERSE AREA SUPPORT SER Total	\$ 1,248.00
JOHN A SCOTT, P.C. Total	\$ 1,235.00
MERCK & CO., INC. Total	\$ 1,194.78
MUNSON MEDICAL CENTER Total	\$ 1,187.00
AIRTECH EQUIPMENT Total	\$ 1,175.00
NYE UNIFORM CO., INC Total	\$ 1,154.33
BLUE LAKES BY THE BAY LLC Total	\$ 1,152.00
MGT OF AMERICA CONSULTING Total	\$ 1,150.00
WHITEWATER TOWNSHIP Total	\$ 1,104.48
PHILLIP EDWARD DARGA Total	\$ 1,096.00
PREMIER OUTDOORS Total	\$ 1,020.00
EETKO BUILDERS Total	\$ 1,000.00
JOHN SHERWOOD Total	\$ 1,000.00

Payee Name	Amount
LAMAR ADVERTISING Total	\$ 1,000.00
SCHMELTZER LAW PLLC Total	\$ 995.00
LEONARDO'S TREE SERVICE Total	\$ 990.00
KARIE MCINTYRE Total	\$ 989.46
BRIDGET THUENTE Total	\$ 980.45
CHERRY CAPITAL CAB, LLC Total	\$ 970.00
RON & JANET RAMOIE Total	\$ 969.15
CINTAS CORP #729 Total	\$ 950.71
MARK A RISK Total	\$ 950.00
MIDCOURSE CORRECTION CHAL Total	\$ 950.00
4FRONT CREDIT UNION Total	\$ 938.42
ELECTRONIC MONITORING SYS Total	\$ 933.75
JOY VALLEY COUNSELING AND Total	\$ 900.00
HEIDI SCHEPPE Total	\$ 896.97
FERGUSON'S LAWN EQUIPMENT Total	\$ 892.30
CYNERGYCOMM.NET INC Total	\$ 884.19
KIDS CREEK FAMILY COUNSEL Total	\$ 880.00
SOS LEARNING LAB LLC Total	\$ 880.00
SHERWIN-WILLIAMS Total	\$ 867.65
NORTHERN MICHIGAN GLASS C Total	\$ 866.80
WOMEN'S RESOURCE CENTER Total	\$ 850.00
LAND INFORMATION ACCESS A Total	\$ 835.00
CHARLES B COVELLO Total	\$ 834.94
AUTO OWNERS INSURANCE Total	\$ 819.52
CATHERINE ALISE ROBERTS-D Total	\$ 800.00
ROXIE ARNOTT Total	\$ 789.75
MAXWELL MEDALS & AWARDS Total	\$ 772.50
BRANDY HANSEN Total	\$ 750.00
COVELL FUNERAL HOME Total	\$ 750.00
THE COPY SHOP Total	\$ 728.50
DAVID A. DOBREFF Total	\$ 715.00
IN-HOME HEALTHCARE SERVIC Total	\$ 714.00
BLAIR TOWNSHIP Total	\$ 681.39
HOME DEPOT CREDIT SERVICE Total	\$ 675.04
CORINNE SLOSNERICK Total	\$ 650.00
JOHNSTONE SUPPLY - #234 Total	\$ 638.94
MARIE WALKER, PLLC Total	\$ 635.00
INTEGRITY BUSINESS SOLUTI Total	\$ 632.59
ENGINEERED PROTECTION SYS Total	\$ 632.00
MASON-OCEANA 911 Total	\$ 627.60
BRAMER AUTO Total	\$ 626.03
MELANIE D STANTON Total	\$ 620.00
IAEM HEADQUARTERS Total	\$ 615.00
GRAND TRAVERSE INDUSTRIES Total	\$ 613.81
WORKERS COMP FUND MI MUNI Total	\$ 600.00
NORTHERN BUILDING SUPPLY Total	\$ 578.04

Payee Name	Amount
BROOKSIDE VETERINARY HOSP Total	\$ 576.44
JULIE DUBAY Total	\$ 564.62
WENDY S HIRSCHENBERGER Total	\$ 560.95
ANIMAL CONTROL TRAINING S Total	\$ 550.00
SOS ANALYTICAL Total	\$ 548.00
STANDARD ELECTRIC COMPANY Total	\$ 516.44
SUMMIT COMPANIES Total	\$ 503.30
BAY AREA CONTRACTING INC Total	\$ 500.00
CADILLAC POLICE DEPARTMEN Total	\$ 500.00
CAPITOL SUPPLY AND SERVIC Total	\$ 500.00
CARRIE LUPO Total	\$ 500.00
GRAND BAY BUILDING & REMO Total	\$ 500.00
HAILEY PATTERSON Total	\$ 500.00
HUMAN NATURE SCHOOL Total	\$ 500.00
KEVIN AND RENA IRVING Total	\$ 500.00
KEVIN O'GRADY Total	\$ 500.00
MARA BATES Total	\$ 500.00
MILLWARD CUSTOM HOMES Total	\$ 500.00
MITTEN OUTDOORS, LLC Total	\$ 500.00
SABRINA SPOOR Total	\$ 500.00
SEAN JELINEK Total	\$ 500.00
SILVERWOOD ENTERPRISES LT Total	\$ 500.00
SIMONIS CONSTRUCTION Total	\$ 500.00
SJM SERVICES Total	\$ 500.00
STEVE BARRON Total	\$ 500.00
TODD BROAD Total	\$ 500.00
VIDEO INVENTORY PROFESSIO Total	\$ 500.00
WES AND ANGELA BATDORF Total	\$ 500.00
ELITE FABRICARE Total	\$ 494.20
AMWAY GRAND PLAZA HOTEL Total	\$ 492.68
ASHLEY JUSTICE Total	\$ 491.96
NORTH COAST LEGAL, PLC Total	\$ 490.00
TRAVERSE CITY PRINT & COP Total	\$ 490.00
WRS GROUP,LTD. Total	\$ 482.00
BOTTLING GROUP LLC Total	\$ 480.00
LAURA BATCHELOR Total	\$ 480.00
A BROOKS DARLING Total	\$ 475.00
WILLIAMS CHEVROLET Total	\$ 473.80
FAHEY SCHULTZ BURZYCH RHO Total	\$ 467.00
UNION TOWNSHIP Total	\$ 462.11
MEDLER ELECTRIC COMPANY Total	\$ 452.92
JONATHAN WILSON Total	\$ 448.50
PEZZETTI,VERMETTEN&POPOVI Total	\$ 448.50
CATHOLIC CHARITIES WEST M Total	\$ 444.80
JOEL BREMER Total	\$ 441.32
MICHIGAN STATE POLICE - B Total	\$ 440.00

Payee Name	Amount
DENNIS AROUCA Total	\$ 437.50
REDWOOD TOXICOLOGY LABORA Total	\$ 436.02
TAMMY ODOM Total	\$ 434.92
BILL MARSH AUTO RENTALS Total	\$ 431.92
BRIAN GIDDIS Total	\$ 430.72
JESSICA K SCHIMPF Total	\$ 423.00
MICHIGAN CHAPTER-IAEI Total	\$ 420.00
TRAVERSE BAY MARINE INC. Total	\$ 413.96
ANYTHING WIRED Total	\$ 403.00
JASON &/OR JERRY FRANCISC Total	\$ 400.00
LA PROFESSIONAL CLEANING Total	\$ 400.00
PROSECUTING ATTORNEYS ASS Total	\$ 400.00
LEXISNEXIS RISK DATA MANA Total	\$ 395.51
DOUBLETREE HOTEL Total	\$ 393.75
MITCHELL GRAPHICS Total	\$ 388.00
HEMOCUE AMERICA Total	\$ 384.00
DEWEESE HARDWARE Total	\$ 381.94
LINDA E WASIELEWSKI Total	\$ 380.25
RICOH USA INC Total	\$ 380.21
SUN BADGE CO. Total	\$ 380.00
GRAND TRAVERSE MOBILE COM Total	\$ 377.20
WILLIAM G BURDETTE Total	\$ 375.00
NORTHWESTERN MICHIGAN COL Total	\$ 367.00
MARGARET DRURY Total	\$ 365.55
CHRIS BARSHEFF Total	\$ 363.00
KIMBERLY SUMMERS Total	\$ 360.00
ALICIA THAYER Total	\$ 354.08
GREGORY G NORTH PHD PC Total	\$ 350.00
OAKWOOD VETERINARY HOSPIT Total	\$ 343.00
STEVEN LARGENT Total	\$ 340.74
ALEX PAJKOWSKI Total	\$ 340.34
TRAVERSE DOCKSIDE MARINE Total	\$ 332.50
STEPHEN & ANDERSON, PLC Total	\$ 331.50
SAFELITE GLASS CORP Total	\$ 317.97
VIKKI LYNN KLINGELSMITH Total	\$ 313.65
JACQUELINE CORBETT Total	\$ 311.69
RHONDA YANSKA Total	\$ 308.09
TMDE CALIBRATION LABS INC Total	\$ 305.00
FASTENAL COMPANY Total	\$ 300.77
BAY AREA RECYCLING FOR CH Total	\$ 300.00
CAMILLA ANN WILLIAMS Total	\$ 300.00
CERBERUS, LLC Total	\$ 300.00
FINAL TOUCH CLEANING SERV Total	\$ 300.00
HERTLER & ASSOCIATES INC Total	\$ 300.00
HUNGERFORD & TERRY, INC. Total	\$ 300.00
MICHIGAN ASSOCIATION OF C Total	\$ 300.00

Payee Name	Amount
SCHMUCKAL OIL Total	\$ 300.00
THE HARTFORD INSURANCE Total	\$ 300.00
VERA LYNNE LOVETTE Total	\$ 300.00
LANGUAGE LINE SERVICES Total	\$ 297.42
ALLIANCE BUSINESS PRODUCT Total	\$ 297.30
NAMOKIA REDMAN Total	\$ 292.66
STAPLES Total	\$ 290.65
BENJAMIN WEBER Total	\$ 290.00
JESSICA LYNNE-ROSE HENDGE Total	\$ 290.00
WALMART COMMUNITY CARD Total	\$ 288.23
STACY DOBREFF Total	\$ 286.16
MICHIGAN UNIFORMS AND APP Total	\$ 285.70
TARA AYLSWORTH Total	\$ 283.17
JAMES M LINDSAY Total	\$ 282.00
ELYSE Y MCELDERRY Total	\$ 281.12
US BANK EQUIPMENT FINANCE Total	\$ 278.89
LESLIE ANNE SNELLER Total	\$ 278.40
MARCIE MONTGOMERY Total	\$ 276.61
GRANT TOWNSHIP Total	\$ 275.97
MICHIGAN SHERIFFS' ASSOCI Total	\$ 275.00
USA BLUE BOOK Total	\$ 271.85
JAIME CROEL Total	\$ 270.76
GRAND TRAVERSE WOMAN, LLC Total	\$ 270.00
CDM MOBILE SHREDDING LLC Total	\$ 265.00
KIRSTEN KEILITZ Total	\$ 263.82
STACEY TRUESDELL Total	\$ 263.82
LAURA LEA LAISURE Total	\$ 263.25
THE POOL DOCTOR Total	\$ 262.92
MEDLINE INDUSTRIES Total	\$ 261.22
BADGER METER, INC. Total	\$ 255.42
FAMILIES FIRST MONTHLY LL Total	\$ 250.00
LESLEY HOLLYDAY Total	\$ 248.62
SHEILA CORNER Total	\$ 247.11
CLARISSA FASEL Total	\$ 241.92
ACCREDITATION, AUDIT & RI Total	\$ 240.00
MELISSA ZENNER Total	\$ 239.91
NANCY ICKES Total	\$ 238.72
JESSICA PARENT Total	\$ 237.73
KELLIANNE STAR SILER Total	\$ 234.00
SARAH R LORIGAN Total	\$ 233.92
CENTURYLINK Total	\$ 233.58
BRITTANY B SAMPLE Total	\$ 232.50
ZIMMERMAN LONG, PLLC Total	\$ 227.50
BLARNEY CASTLE OIL CO. Total	\$ 225.00
CUMMINS SALES AND SERVICE Total	\$ 217.94
PATRICIA DRAKE Total	\$ 211.47

Payee Name	Amount
RICHARDSON BUSINESS SOLUT Total	\$ 209.50
BRENDA VOIGHT Total	\$ 209.39
LASER PRINTER TECHNOLOGIE Total	\$ 206.85
B & B PRINTING Total	\$ 205.00
STRIKER SUPPLY Total	\$ 204.00
JESSICA OSBORN Total	\$ 203.74
KAREN ZENNER Total	\$ 202.03
R&S NORTHEAST LLC Total	\$ 201.73
ADMIRAL PETROLEUM CO Total	\$ 200.00
CHERRY HILL HAVEN AFC Total	\$ 200.00
CLARE SVEC Total	\$ 200.00
DEVON HOLMES Total	\$ 200.00
JC PENNEY Total	\$ 200.00
MICHIGAN DEPT OF HEALTH/H Total	\$ 200.00
NORTHWEST MICHIGAN COMMUN Total	\$ 200.00
SET SEG INSURANCE Total	\$ 200.00
WILLIAM & MARY POLLARD Total	\$ 200.00
ART'S AUTO & TRUCK PARTS Total	\$ 198.24
TRAVERSE AREA PEDIATRIC A Total	\$ 198.00
CRIME VICTIMS SERVICES CO Total	\$ 197.50
TNT ELECTRICAL SYSTEMS, I Total	\$ 196.00
CYNTHIA KIENLEN Total	\$ 195.05
JULIE DODSON Total	\$ 194.95
WALMART Total	\$ 194.80
NORTHWEST SERVICE SOLUTIO Total	\$ 192.50
NORTHERN A-1 KALKASKA Total	\$ 190.00
HEATHER PINEDA Total	\$ 187.78
NORTHWOODS PRINTERS/OFFIC Total	\$ 187.29
MARISSA MILLIRON Total	\$ 186.61
FAMILY COURT RECORDS Total	\$ 185.00
AMSTERDAM PRINTING AND LI Total	\$ 180.69
NEIKO LEE SOPER Total	\$ 180.00
CIVIC RESEARCH INSTITUTE Total	\$ 179.95
BAY AREA PET HOSPITAL Total	\$ 179.00
FRED PRYOR SEMINARS Total	\$ 179.00
MARY URYASZ Total	\$ 177.68
CYNTHIA ANN KOTT Total	\$ 172.44
LISA PHILO Total	\$ 168.74
JENNY LYNN GRIST Total	\$ 168.40
ALLEN SUPPLY Total	\$ 165.11
AMANDA J FLOWERS Total	\$ 164.42
LINGUISTICA INTERNATIONAL Total	\$ 164.16
THE TROPHY TROLLEY Total	\$ 163.55
MEIJER, INC Total	\$ 162.50
ANDREW WAITE Total	\$ 161.33
SUSAN GUERNSEY Total	\$ 160.74

Payee Name	Amount
THE RADISSON Total	\$ 160.50
JAMES BAKER Total	\$ 158.09
HELENA KAY JOSEPHUS Total	\$ 157.50
BEATRIZ CRUZ Total	\$ 157.32
SHAWN MERCHANT Total	\$ 157.00
SUZANNE BORSOS Total	\$ 154.79
ANNAMARIE DITURI Total	\$ 151.52
ROBERT D ROBBINS Total	\$ 150.93
D & W AUTO Total	\$ 150.84
MANPOWER Total	\$ 150.80
MARY A LOCKMAN Total	\$ 150.00
MEREDITH'S VILLAGE GARDEN Total	\$ 150.00
SIG SAUER INC Total	\$ 150.00
TRAVERSE BODY & PAINT CEN Total	\$ 150.00
INTERPHASE INTERIORS Total	\$ 149.84
O'LEARY PAINT Total	\$ 149.75
STEVEN ALBERT CHRISTENSEN Total	\$ 149.50
THEODORE JAMES SMITH Total	\$ 149.50
PRIORITY DISPATCH Total	\$ 147.00
MCCARDEL CULLIGAN WATER C Total	\$ 146.50
CYNTHIA MOEN MCLAUGHLIN Total	\$ 144.90
ROGER CAYLOR Total	\$ 141.94
DEBORAH STERNAMAN Total	\$ 141.86
ANGELIQUE COTRIGHT Total	\$ 140.00
BLAIR SELF STORAGE Total	\$ 140.00
QDOBA MEXICAN GRILL Total	\$ 140.00
TRAVERSE OUTDOOR Total	\$ 140.00
AURORA HELENE-LOUISE PRUY Total	\$ 138.40
ISABELLA CHRISTINE HINOJO Total	\$ 138.00
TERRY LEE GOTTS-PUNTURO Total	\$ 138.00
ECOLAB FOOD SAFETY SPECIA Total	\$ 137.45
MACAIRE MADION DUTMERS Total	\$ 135.70
APPLIED IMAGING Total	\$ 135.53
PETER FORTON Total	\$ 134.51
ERIN MICHELLE LINN Total	\$ 134.50
ALWARD, FISHER, RICE, ROW Total	\$ 134.00
VISITORS MEDIA LLC Total	\$ 131.25
NORTH FLIGHT EMS Total	\$ 130.60
SCHA-MI Total	\$ 130.00
RICHARD LESLIE HALSTEAD Total	\$ 129.90
CYNTHIA PURVIS Total	\$ 127.09
CHRISTOPHER CHARLES HORAC Total	\$ 125.27
DIANA MACK Total	\$ 125.00
KATHLEEN A GEST Total	\$ 125.00
STERICYCLE INC Total	\$ 124.63
OLGA TOPASH Total	\$ 124.26

Payee Name	Amount
COLLEEN VANKLOMPENBERG Total	\$ 120.00
FLEET NAV SYSTEMS Total	\$ 120.00
HEALTH DEPT NURSE ADMINIS Total	\$ 120.00
NICHOLAS OLDS Total	\$ 120.00
SIMPLE CREDIT, INC. Total	\$ 120.00
CAMERON JAMES GRABOSKI Total	\$ 119.48
TRANSUNION RISK AND ALTER Total	\$ 119.30
JULI TIESWORTH Total	\$ 119.00
SARAH LUTZ Total	\$ 118.57
HOSPITAL NETWORK HEALTHCA Total	\$ 118.00
JESSICA JAYNES Total	\$ 117.78
HYATT PLACE LANSING/EASTW Total	\$ 116.39
IDENTISYS Total	\$ 116.24
THOMAS RAMSEY Total	\$ 115.32
JENNY ROBLES Total	\$ 114.24
STACY LIN HOWE Total	\$ 113.37
SHEREN PLUMBING AND HEATI Total	\$ 112.50
BILL MARSH AUTO GROUP Total	\$ 111.56
COLLEEN MARIE TEBOE-FASEL Total	\$ 111.50
EMILY RICE Total	\$ 111.40
MED-EXPRESS INC. Total	\$ 111.38
AUDREY D VAN ALST Total	\$ 111.22
86TH DISTRICT COURT Total	\$ 110.00
DAVID M AKERS Total	\$ 108.88
ACE HARDWARE Total	\$ 108.54
BASA Total	\$ 105.00
JAMES & JANICE GAC Total	\$ 105.00
THE CONCRETE SERVICE, INC Total	\$ 104.40
POTTERS FINE PASTRIES Total	\$ 104.38
GRAND TRAVERSE VETERINARY Total	\$ 103.75
MICHELE FELBER Total	\$ 101.74
MCKESSON MEDICAL SURGICAL Total	\$ 100.38
CHRISTOPHER DAILEY Total	\$ 100.28
BONNIE JEAN WATTELET Total	\$ 100.00
CHUCK HILL Total	\$ 100.00
DAVID CARPENTER Total	\$ 100.00
ENCOMPASS INSURANCE Total	\$ 100.00
KELLIE ANN WILSON Total	\$ 100.00
MANCINO'S PIZZA Total	\$ 100.00
MEA - TC CAPSA Total	\$ 100.00
MICHELLE MCGAHEY Total	\$ 100.00
PROFILE Total	\$ 100.00
ROBERT GODZIEBIEWSKI Total	\$ 100.00
ROY C. NICHOLS Total	\$ 100.00
SHEILA SNYDER Total	\$ 100.00
THERAPEUTIC MASSAGE CENTE Total	\$ 100.00

Payee Name	Amount
ROBERT A. COONEY Total	\$ 99.15
WILLIAMS & BAY PUMPING SE Total	\$ 99.00
TERI QUINN Total	\$ 98.40
CHRISTOPHER FIELDHOUSE Total	\$ 97.56
KRISTAN A NEWHOUSE Total	\$ 97.50
NORTHWESTERN BANK Total	\$ 97.50
TINA L BRADEN Total	\$ 96.69
GRAND TRAVERSE COUNTY HEA Total	\$ 96.56
AVENTRIC TECHNOLOGIES Total	\$ 96.00
MARY WENGER-TOWNSEND Total	\$ 94.84
STRATA DESIGN INC Total	\$ 94.50
JUNIORS DISCOUNT TIRE Total	\$ 89.95
SUZANNE CORK Total	\$ 89.27
PATTI BAKER Total	\$ 88.56
LINDA FAWCETT Total	\$ 88.00
RACHEL SCHLEENBAKER Total	\$ 87.91
DANIELLE MEINZINGER Total	\$ 87.85
SHIRLEY BOWMAN Total	\$ 87.50
THE BEHLER-YOUNG COMPANY Total	\$ 86.00
CHRISTOPHER ALAN WOOD Total	\$ 85.13
APPRISS SAFETY Total	\$ 85.00
KEVIN CONRADY Total	\$ 85.00
STATE FARM Total	\$ 85.00
TRACY TYSON Total	\$ 85.00
SPARKY'S DINER Total	\$ 84.45
PETOSKEY NEWS REVIEW Total	\$ 82.00
OLD TOWN PSYCHOLOGICAL SE Total	\$ 80.00
DENVER JON BAKER Total	\$ 79.95
NICOLE JACOBSON Total	\$ 79.58
PICTURE THIS PHOTOGRAPHY Total	\$ 78.75
MICHAEL STEFFES Total	\$ 78.60
GWEN TAYLOR Total	\$ 78.49
PROFESSIONAL TOOL SERVICE Total	\$ 78.00
RYAN WALSH Total	\$ 77.61
THOMAS G. POWER Total	\$ 77.61
BENJAMIN ROBERT LAWSHE Total	\$ 76.50
EAST BAY ANIMAL HOSPITAL Total	\$ 76.50
CHERRYLAND ELECTRIC COOP Total	\$ 75.00
FELIPE TORRES JR. Total	\$ 75.00
MICHIGAN ASSOCIATION FOR Total	\$ 75.00
MICHIGAN DEPARTMENT OF EN Total	\$ 75.00
STONEHOUSE BREAD Total	\$ 75.00
TRAVERSE NARCOTICS TEAM Total	\$ 75.00
UNIVERSAL UNDERWRITERS IN Total	\$ 75.00
MICHAEL BARRES Total	\$ 74.46
MARY BETH LORD Total	\$ 73.63

Payee Name	Amount
TERRY ALAN ERICKSON Total	\$ 72.83
TERRA WALTERS Total	\$ 72.21
EJ USA, INC Total	\$ 72.21
INTERNATIONAL CODE COUNCI Total	\$ 72.12
KRIS RANDALL Total	\$ 71.05
PROTRAININGS LLC Total	\$ 71.00
GEORGE J. MERTZ Total	\$ 70.73
JASON ANTHONY BENBOW Total	\$ 70.00
KEITH FRENCH Total	\$ 70.00
ERIN LYNN SELL Total	\$ 69.80
HANOVER INSURANCE COMPANY Total	\$ 69.23
RICHARD JULIAN KRAS Total	\$ 68.77
BEVERLY A MORRISON Total	\$ 68.60
DAWN WAGONER Total	\$ 68.00
FOUNDATION BUILDING MATER Total	\$ 67.68
LEAH HORNACEK Total	\$ 67.58
ZACHARY SCOTT SCHWERT Total	\$ 67.30
BONNIE SCHEELE Total	\$ 67.00
BETH ANN SIKARSKIE Total	\$ 66.15
RICHARD JAMES RANDALL JR. Total	\$ 66.00
TAMARA AUSLAND Total	\$ 65.40
BRUCE DUANE HANSEN Total	\$ 65.24
ADVANCED WINDOW SYSTEMS Total	\$ 65.00
IMAGE360 Total	\$ 65.00
MELISSA SLICK Total	\$ 65.00
MICHAEL H LAMBLE Total	\$ 65.00
PRIME TIME NEWS & OBSERVE Total	\$ 65.00
RONALD HARRIS Total	\$ 64.32
JOSHUA M GREEN Total	\$ 64.20
USA TODAY NETWORK Total	\$ 63.50
CHEMICAL BANK MIDLAND Total	\$ 62.50
JANELLA SCHNEPT Total	\$ 62.50
KINNEY'S COMPLETE AUTO Total	\$ 62.50
ERIK ANDREW AFTON Total	\$ 62.24
COLIN G HUNTER Total	\$ 61.58
LANA PAYNE Total	\$ 61.53
KWIK PRINT Total	\$ 60.96
KELLY RYAN ADAMS Total	\$ 60.00
ROBERT RYAN HARCOURT Total	\$ 60.00
SCOTT DUELL Total	\$ 60.00
ANSWER UNITED Total	\$ 59.71
CLARKE-EVERETT DOG & CAT Total	\$ 57.25
ARLENE ROBERTSON Total	\$ 57.10
CONSTANCE GALLEGOS Total	\$ 57.10
COMPANION ANIMAL HOSPITAL Total	\$ 56.75
STAPLES BUSINESS ADVANTAG Total	\$ 56.08

Payee Name	Amount
ELECTION SYSTEMS & SOFTWA Total	\$ 55.96
ROY'S GENERAL STORE Total	\$ 55.00
FREDERICK LEWIS TAYLOR Total	\$ 54.60
LORI WESOLOWSKI Total	\$ 54.50
LONG LAKE TOWNSHIP Total	\$ 54.20
EDWARD & LINDA HORN Total	\$ 54.10
BAY SUPPLY & MARKETING, I Total	\$ 54.00
BAY WEST ANIMAL CLINIC Total	\$ 53.25
ALISHA T MOCERE Total	\$ 53.00
CHARLES MORRISON Total	\$ 52.82
LARRY DUANE SEIGFRIED Total	\$ 52.50
ANDREA HOLCZMAN Total	\$ 52.43
CHRISTOPHER JACKSON GRACE Total	\$ 51.45
ANIMAL MEDICAL CENTER Total	\$ 50.75
AMY LEIVA Total	\$ 50.69
MICHAEL LAHEY Total	\$ 50.69
FRONTIER COMMUNICATIONS Total	\$ 50.03
ALLSTATE INSURANCE COMPAN Total	\$ 50.00
BURDCO INC Total	\$ 50.00
DAVID LYLE MOORE Total	\$ 50.00
DEPARTMENT OF HEALTH & HU Total	\$ 50.00
ECONOLODGE Total	\$ 50.00
EMBROIDME Total	\$ 50.00
FRIEND OF THE COURT Total	\$ 50.00
GANDER MOUNTAIN Total	\$ 50.00
HAGERTY INSURANCE Total	\$ 50.00
JB FLORIDA PROCESS SERVIC Total	\$ 50.00
JOSEPH GEROVAC Total	\$ 50.00
JULIE WHITE Total	\$ 50.00
MARINA SILKOVSKYY Total	\$ 50.00
MARK SMITH Total	\$ 50.00
MICHIGAN MUNICIPAL LIABIL Total	\$ 50.00
MT HOLIDAY SKI LODGE Total	\$ 50.00
OMINEX ENERGY INC Total	\$ 50.00
PERFECT FIT LLC Total	\$ 50.00
RENT A CENTER RETAIL SERV Total	\$ 50.00
REYNOLDS-JONKHOFF FUNERAL Total	\$ 50.00
SHAWNA BROWN Total	\$ 50.00
SOCIAL SECURITY Total	\$ 50.00
TENTED EVENTS Total	\$ 50.00
VONDA RAE STEFFES Total	\$ 50.00
PAKOR INC - NW8935 Total	\$ 49.86
DOMINIC PUROLL Total	\$ 48.54
SAMUEL BINGHAM Total	\$ 48.01
CARRIE SORENSEN Total	\$ 48.00
DEREK BENSCHOTER Total	\$ 47.00

Payee Name	Amount
JASON POLZIEN Total	\$ 47.00
CINDY BUSMAN Total	\$ 46.94
KIMBERLIE SUE URBANSKI Total	\$ 45.70
POWER LINE SUPPLY Total	\$ 45.49
ANDREW RICHARDS Total	\$ 45.33
NETWORKS NORTHWEST Total	\$ 45.00
SOUND ENVIRONMENTS Total	\$ 45.00
MARSHA JOHNSON Total	\$ 44.44
MICHIGAN DEPARTMENT OF ST Total	\$ 44.00
CALEY ROSE BLANCHARD Total	\$ 43.98
GARY JONES Total	\$ 43.73
ALECIA NEERKEN Total	\$ 43.40
DAVID ALEXANDER MOODY Total	\$ 43.40
KAREN MARIE STEELE Total	\$ 43.40
REBECCA JOY BOONSTRA Total	\$ 43.40
THERESA DRENTH Total	\$ 43.19
GLENN GERRING Total	\$ 42.66
JAMES WEMIGWANS Total	\$ 42.50
ARCHIE L BELLOWS Total	\$ 42.25
CHEYENNE VALERIE STOKES Total	\$ 42.25
JENNIFER DELORES DURAND Total	\$ 42.00
KELLEY'S CUSTOM TRAILERS Total	\$ 41.92
ROCK YOUTH CENTER Total	\$ 41.70
KYLIE ANN KIRK Total	\$ 41.68
SHARON DEATER Total	\$ 41.59
BRIAN DAVID KRANTZ Total	\$ 41.10
JUDITH ANN DAVIS Total	\$ 41.10
MARIE ANN SCHAUB Total	\$ 41.10
MICHAEL ROSS BROWN Total	\$ 41.10
ALISA GALLO Total	\$ 41.03
PHARMPAK, INC. Total	\$ 41.03
GERALD KRAJENKE Total	\$ 40.00
DIANN CAROL AVERY Total	\$ 39.95
ROBERT JOSEPH REAMER Total	\$ 39.95
TRACY ANN NEWBERRY Total	\$ 39.95
VCA CHERRY BEND ANIMAL HO Total	\$ 39.50
LAURA ELIZABETH NEUBAUER Total	\$ 39.38
ELIZABETH STANICHUK Total	\$ 39.24
CHEYENNE ILLING Total	\$ 38.91
RONALD SCHROEDER Total	\$ 38.91
JUSTIN DANIEL POMRANKY Total	\$ 38.80
RODNEY PATTON Total	\$ 38.38
BAY BREAD COMPANY, INC Total	\$ 38.35
SITEONE LANDSCAPE SUPPLY Total	\$ 38.27
JENNIFER PEDROZA Total	\$ 38.15
DANIEL GRIMES II Total	\$ 37.84

Payee Name	Amount
SAMANTHA DERROR Total	\$ 37.84
MEGAN MARIE DODDS Total	\$ 37.65
VIRGINIA SOLTOW Total	\$ 37.50
SPARTAN NASH Total	\$ 37.15
BARBARA SHARON FASULO-EMM Total	\$ 36.50
CARL COAN TOWNSEND Total	\$ 36.50
CHERYL L. GARVIN Total	\$ 36.50
HOLLY JOY RUDOLPH Total	\$ 36.50
JENNIFER ADELINE SOPER Total	\$ 36.50
KURT ALLEN TROWBRIDGE Total	\$ 36.50
TREVOR ALAN MCMANN Total	\$ 36.50
JOHN B WOLF SR Total	\$ 36.10
JENTEES CUSTOM SCREEN PRI Total	\$ 36.00
JENNIFER LYN SIMMONS Total	\$ 35.35
MALACHI JAMES FARMER Total	\$ 35.35
MARIAH LEIGH MONTANO Total	\$ 35.35
MATTHEW STEPHEN MARTIN Total	\$ 35.35
ROBERT DAVID SHAW Total	\$ 35.35
SEAMUS ANTHONY WITHEY Total	\$ 35.35
VICTORIA ANNE LYON Total	\$ 35.35
DOUGLAS STEPANIAN Total	\$ 35.17
ROGER A GROTEFENDT Total	\$ 35.01
NMAVA Total	\$ 35.00
WARREN COUNTY Total	\$ 35.00
ADRIANNE WAFFLE Total	\$ 34.63
NORTHERN MICHIGAN VETERIN Total	\$ 34.25
BRENT ALLEN THOMA Total	\$ 34.20
BRIAN KEITH CONOVER Total	\$ 34.20
CHAD MITCHELL WILLIAMS Total	\$ 34.20
EVA MARIE LENZINI Total	\$ 34.20
JASON EDWARD HULL Total	\$ 34.20
JEFF ALAN FINK Total	\$ 34.10
OLYMPUS AMERICA INC Total	\$ 34.00
BRIDGETT LEIGH BAILEY Total	\$ 33.63
JAMES HENRY FLATEAU JR Total	\$ 33.63
JOHN THOMAS WOODS Total	\$ 33.63
PATRICK HENRY HEFLIN Total	\$ 33.63
SULPECIA V BORRERO Total	\$ 33.63
NIKKI MCMICHAEL Total	\$ 33.56
RAMONA BEEMAN Total	\$ 33.56
AMY LYNN KIPFMUELLER Total	\$ 33.05
EMILY ROSE WEITZEL Total	\$ 33.05
MICHAEL WHITE Total	\$ 33.03
WASH-N-GO CARWASH Total	\$ 33.00
RUFUS A BLAYLOCK Total	\$ 32.50
KAYLE BENNETTS Total	\$ 32.49

Payee Name	Amount
NEIL ROGERS Total	\$ 32.49
MELISSA LYN BREITHAUPT Total	\$ 32.48
MISTY DAWN VANDERMEULEN Total	\$ 32.48
BRUCE LIRONES Total	\$ 31.96
LEANN BURDETTE Total	\$ 31.96
JOHN SHELDON REID Total	\$ 31.90
RICHARD JOHN KELLEY Total	\$ 31.90
CHAD MUNGER Total	\$ 31.42
DANEENA DAWN LYON Total	\$ 31.33
BRIAN SCOTT CAMDEN Total	\$ 30.75
KATHLEEN MARIE PALMER Total	\$ 30.75
KATHRYN BARSHEFF Total	\$ 30.75
TYLER KAINE COLEMAN Total	\$ 30.75
JAMES N. ERHART Total	\$ 30.52
CHAD LAMBERT Total	\$ 30.35
DAVID GERALD FRIEDLANDER Total	\$ 30.18
BYTE PRODUCTIONS LLC Total	\$ 30.00
DANIEL ARIZA Total	\$ 30.00
DEERING'S MARKET Total	\$ 30.00
H.M. DAY SIGNS Total	\$ 30.00
KRISTINE STREMLow Total	\$ 30.00
RALPH HENRY LEE Total	\$ 30.00
SKY JEWEL HERNANDEZ Total	\$ 30.00
DOUGLAS ACIL JAMES Total	\$ 29.60
KAREN LYNN WIDING Total	\$ 29.60
MARY LYNN SCHUBERT Total	\$ 29.60
MICHELLE SMITH Total	\$ 29.60
JACLYN MAYNARD Total	\$ 29.00
LONG LAKE ANIMAL HOSPITAL Total	\$ 28.75
JAMES AARON KROUSE Total	\$ 28.45
PATRICK JOHN PELKEY Total	\$ 28.45
SUSAN KAY FOURNIER Total	\$ 28.45
THE CAMERA SHOP Total	\$ 27.92
LEANNE BETH FINKEL Total	\$ 27.88
JAMES DRAPER Total	\$ 27.68
ERIC RICHARD DESCHERMEIER Total	\$ 27.50
TRAVERSE REPRODUCTION & S Total	\$ 27.36
BRENDA JAY MORRISON Total	\$ 27.30
DAWNNE MICHELLE PROCK Total	\$ 27.30
EMILY ELIZABETH TORRENCE Total	\$ 27.30
JEREMIAH PRIEST Total	\$ 27.25
KAREN JEANNE STRICKLER Total	\$ 26.73
MICHAEL PAUL NEPOTE Total	\$ 26.73
MICHAEL THOMAS TRIPPE Total	\$ 26.73
ALISON THORNTON Total	\$ 26.15
BENJAMIN JAVIER DAVILA Total	\$ 26.15

Payee Name	Amount
CHRISTOPHER LAWRENCE CARO Total	\$ 26.15
STEVEN JAMES STRASKO Total	\$ 26.15
NATALIE ROSE FERRER Total	\$ 25.58
NICOLE JULIA PUROL Total	\$ 25.58
STEVEN J FASEL Total	\$ 25.54
CHERYL M GOODWIN Total	\$ 25.51
MICHELLE WHITE Total	\$ 25.17
ANDREW THOMAS STONE Total	\$ 25.00
ASHLEY ANN ARVON Total	\$ 25.00
AUSTIN FLOYD Total	\$ 25.00
FLIGHT PATH CREATIVE LLC Total	\$ 25.00
KAREN ALLEN Total	\$ 25.00
LANDON FOSTER Total	\$ 25.00
NICOLE MARTIN Total	\$ 25.00
NOLAN KENT STINER Total	\$ 25.00
SARAH CAVENDISH Total	\$ 25.00
SCOTT HOWARD Total	\$ 25.00
WILLIAM KOEHLER Total	\$ 25.00
ZACHARY JOHN PARSHALL Total	\$ 25.00
ZACHARY RYAN EGERER Total	\$ 25.00
WEST MICHIGAN STAMP & SEA Total	\$ 24.70
DEBRA A MIKOWSKI Total	\$ 24.42
EVELYN LIVINGSTON Total	\$ 24.20
MARC REECE Total	\$ 24.00
MICHEYL LEE KOLBUSZ Total	\$ 23.75
SUSAN MARIE LOCKWOOD Total	\$ 23.75
DIANA BROUSSARD Total	\$ 23.54
MARILYNN ARNOLD Total	\$ 23.50
MICHAEL FRANCIS ADAMS Total	\$ 23.50
ELIZABETH STELZER Total	\$ 23.00
MICHAEL A MAKOWSKI Total	\$ 23.00
NORTHERN MICHIGAN JANITOR Total	\$ 23.00
TROY E BAILEY Total	\$ 23.00
BRIAN JAMES VEENINGA Total	\$ 22.50
DAVID ARLO GWILT Total	\$ 22.50
DOUGLAS EDWARD MACDONALD Total	\$ 22.50
ERIC DANIEL ARBENOWSKE Total	\$ 22.50
ROSETTA MAE SECORD Total	\$ 22.50
HOPKINS MEDICAL PRODUCTS Total	\$ 21.95
AMY LYN GAGNON Total	\$ 21.50
GARY LAWRENCE PERSSON Total	\$ 21.50
LINDSAY KING Total	\$ 21.44
MARTHA THORELL Total	\$ 21.26
CINDY CHRISTIANSEN Total	\$ 21.25
JAMES ALLAN OLSEN Total	\$ 21.25
JOHN HUDSON HACKBARTH Total	\$ 21.25

Payee Name	Amount
JONATHAN ANDREW MALCOLM Total	\$ 21.25
KEVIN CHARLES KELLY Total	\$ 21.25
WILLIAM ANTHONY SLATER Total	\$ 21.25
ANDREA JEAN THARP Total	\$ 20.50
CATHERINE PATRICIA KNIGHT Total	\$ 20.50
LYLE EDWARD WILSON Total	\$ 20.50
ROBERT DEAN RODENROTH Total	\$ 20.50
MICHAEL & KATHLEEN SHEEAN Total	\$ 20.09
BRIAN WILLIAM BLOOD Total	\$ 20.00
BRIDGETT SUSAN WIDRIG Total	\$ 20.00
DIANE MARIE LIRONES Total	\$ 20.00
JANICE M ANDERSON Total	\$ 20.00
JUSTIN LEE YETTER Total	\$ 20.00
RONALD HALL Total	\$ 20.00
SAMUEL HOLMES Total	\$ 20.00
TERESA ANN AMATO Total	\$ 20.00
YVONNE F VOHLER Total	\$ 20.00
CRYSTAL VIERNES Total	\$ 19.50
DAVID IRISH Total	\$ 19.50
TRACEY LYNN DERENZY Total	\$ 19.50
WATKINS PHARMACY & SURGIC Total	\$ 19.50
JANIS MARIE CLARK Total	\$ 19.25
JEFFREY ALLAN SPEARS Total	\$ 19.00
KATHERINE LOUISE LOMBARDO Total	\$ 19.00
PURE WATER WORKS Total	\$ 19.00
AMY ELLEN MERCHANT Total	\$ 18.75
ASHTON JADE BACON Total	\$ 18.75
HAROLD GURIAN Total	\$ 18.75
JEFFREY SCOTT MITCHELL Total	\$ 18.75
JOSEPH WILLIAM-ANDREW RAW Total	\$ 18.75
PAUL JOSEPH KALTENBACH Total	\$ 18.75
SCOTT WAYNE MANN Total	\$ 18.75
SHELLY ANN EASTON Total	\$ 18.75
VERONICA DEJESUS CLARK Total	\$ 18.75
CAMERON MESSER Total	\$ 18.50
JOSEPH ARTHUR BAUER Total	\$ 18.50
NANCY JACOBSON WELLER Total	\$ 18.50
CHRISTINE J. CRAMER Total	\$ 18.38
SARAH JANE BILLS Total	\$ 18.25
AMY LYNN PALOMAKI Total	\$ 18.00
LAWRENCE JOSEPH LACROSS Total	\$ 18.00
ROBERT DALE SYTSMA Total	\$ 18.00
CHAD MICHAEL VEESER Total	\$ 17.50
DOROTHY MAE BOYLE Total	\$ 17.50
JENNIFER LYNN COLE Total	\$ 17.50
JOAN MARY CLOUTIER Total	\$ 17.50

Payee Name	Amount
JOEL THOMAS MEKKES Total	\$ 17.50
JOHN PATRICK KAVANAUGH Total	\$ 17.50
RICHARD ROBERT WYCKOFF Total	\$ 17.50
JOANNE KELLY Total	\$ 17.45
SHIRLEY ZERAFA Total	\$ 17.34
AUSTIN J SAXTON Total	\$ 17.00
KATHLEEN ANN HAUEISEN Total	\$ 17.00
LAURA LYNN TEEPLE Total	\$ 17.00
MELISSA LYNN CHOLGER Total	\$ 17.00
PATRICIA ANN HANSEN Total	\$ 17.00
ZAKIA KARISA Total	\$ 17.00
BATTERIES PLUS Total	\$ 16.95
WILLA LENA GUEST Total	\$ 16.75
TIMOTHY CRANDALL Total	\$ 16.50
AMY JEFFERY FRITCH Total	\$ 16.25
EMILY MARIE GROF Total	\$ 16.25
JUSTIN LAPAN Total	\$ 16.25
SAM P COPELAND III Total	\$ 16.25
TRI-GAS DISTRIBUTING CO. Total	\$ 16.04
PATRICIA ANN PARSONS Total	\$ 16.00
THIRLBY AUTOMOTIVE Total	\$ 15.85
THE EBCO COMPANY LLC Total	\$ 15.80
MATTHEW LEE JAKEE Total	\$ 15.75
DARRON RADLIFF Total	\$ 15.50
WILLIAM JOHN EWING Total	\$ 15.50
WILSON BROTT Total	\$ 15.50
DAVID THOMAS HASSING Total	\$ 15.25
MICHAEL JOSEPH LOBER Total	\$ 15.25
MICHELE LYNN HORNING Total	\$ 15.25
PAUL LEE DONALDSON Total	\$ 15.25
ASHLEY CURTIS Total	\$ 15.00
MARTY OR RICHARD BRAUER Total	\$ 15.00
SUSAN ALEXANDER Total	\$ 15.00
LAUTNER IRRIGATION, INC. Total	\$ 14.57
GT RUBBER SUPPLY, INC. Total	\$ 14.32
RODETTA HARRAND Total	\$ 14.20
LEE A STORCH Total	\$ 13.22
LAURIE JOHNSTON Total	\$ 12.64
MARVIN PETER NORDEEN Total	\$ 12.50
MML Total	\$ 12.50
NATIONAL CITY BANK Total	\$ 12.50
ROBERT PANTER Total	\$ 12.50
SUZANNE MARIE HEUFT Total	\$ 12.50
AMANDA MARIE MOEN Total	\$ 12.00
KRISTY L HELMREICH Total	\$ 12.00
MARK EMMETT WALDRUP Total	\$ 12.00

Payee Name	Amount
MICHAEL HARRELL Total	\$ 12.00
KOHL'S Total	\$ 10.89
DEPUTY MARY SCHWETTMANN Total	\$ 10.00
KIM MILWARD Total	\$ 10.00
TJ MAXX Total	\$ 10.00
LORI CHURCHILL Total	\$ 9.50
RUSSELL GOODBURN Total	\$ 9.00
GAIL LORRAINE KEELER Total	\$ 8.00
HENRY TENBRINK Total	\$ 7.94
RYAN KRISTOFER JOHNS Total	\$ 7.60
ANGEL RENE SCROGGINS Total	\$ 7.00
KELSEY MAKI Total	\$ 7.00
DIANE SCRIVO Total	\$ 6.86
AT&T LONG DISTANCE Total	\$ 6.29
JAMES DOMAGALSKI Total	\$ 6.20
KENNETH MICHAEL JANICK Total	\$ 6.00
ANNA M WEESE Total	\$ 5.71
LARK LAWN & GARDEN INC. Total	\$ 5.49
THE HABERDASHERY Total	\$ 5.00
VINTAGE DU JOUR Total	\$ 5.00
ERIN R CARLSON Total	\$ 4.91
KENDALL ELECTRIC INC Total	\$ 4.17
TRISH FLEENOR Total	\$ 3.67
AMERICAN COPPER & BRASS L Total	\$ 1.52
ABIGAIL YAQIONG NIELSEN Total	\$ -
AMERICAN AIRBOAT CORP Total	\$ -
BRYAN ARMAND ULBRICH Total	\$ -
CAROL GEORGE Total	\$ -
CHRISTOPHER LOUIS SCHATTE Total	\$ -
CHRISTOPHER PETER-KALEB D Total	\$ -
DANIEL P SPAGNUOLO Total	\$ -
DUHADWAY,KENDALL & ASSOCI Total	\$ -
EMILI MICHELE JACKSON Total	\$ -
JEFF BURDICK Total	\$ -
JOSEPH CONKLE Total	\$ -
KRISTINA MATTIS Total	\$ -
MARK GULOW Total	\$ -
MELISSA ANNE YARD Total	\$ -
MICHAEL KIRBY Total	\$ -
NICHOLAS FERGUSON Total	\$ -
NORTHPOINTE MOTORS Total	\$ -
RONALD & JODI SMARSZCZ Total	\$ -
SARAH ELIZABETH MAVIS Total	\$ -
CORIE LYN HANSON Total	\$ (6.00)
PATRICK G MCGREW Total	\$ (6.00)
VIKKI CHESEBRO Total	\$ (6.60)

Payee Name	Amount
ALISON CLARK Total	\$ (8.00)
LEIHA SHEA VANAKEN Total	\$ (8.60)
CHRISTOPHER JOSEPH SCHNEI Total	\$ (9.60)
KATHY BOYER Total	\$ (10.00)
BOBBIE JEAN SOMSEL Total	\$ (11.00)
CHRISTOPHER DAVID ZIEBA Total	\$ (13.00)
MATTHEW VANDEVENTER Total	\$ (13.00)
NILS ANDREW SANDIN Total	\$ (13.00)
RONALD LEE GARY Total	\$ (13.00)
COLLIN CASCIANO Total	\$ (14.00)
JOHN LEE SYTEK JR Total	\$ (14.00)
CASEY THROOP Total	\$ (15.00)
RACHEL FRANCES OVALLE Total	\$ (15.00)
KENNETH ALLEN SOPER JR Total	\$ (15.50)
LYNDSAY KAY PLATZ Total	\$ (15.75)
JONATHAN MICHAEL-ANTON CI Total	\$ (16.25)
MICHELLE TAYLOR Total	\$ (16.50)
KENNETH JEREMIAH KELLEY Total	\$ (16.75)
SHANNON MARIE GOUIN Total	\$ (16.75)
GAGE MONROE GEORGE Total	\$ (17.00)
LEVI ROBERT GASKIN Total	\$ (17.50)
ERIN KAY BABCOCK Total	\$ (20.00)
RYAN STARK Total	\$ (20.00)
MATTHEW PATRICK VAUGHAN Total	\$ (24.00)
MICHAEL ROBBINS Total	\$ (25.00)
MARSHA KRAYCIR Total	\$ (30.00)
MARVIN VANBRANDE JR Total	\$ (33.56)
JAMES EVERETT MCKITTRICK Total	\$ (34.20)
JEREMY CASS AKINS Total	\$ (36.00)
FARMERS PRIDE Total	\$ (37.50)
SCOTT MICHAEL SPENCER Total	\$ (37.65)
LISA BOTH Total	\$ (37.84)
BRANDIN MILBOCKER Total	\$ (39.98)
ESTATE OF ROBERT WYLIE Total	\$ (41.14)
WALTER CURTIS CO, LLC Total	\$ (46.00)
JASON JOSEPH PERRI Total	\$ (60.00)
JERRY DALE BOSS Total	\$ (73.60)
ACE WELDING & MACHINE, IN Total	\$ (260.00)
FREDERICK NAUMAN Total	\$ (300.00)
J KIME HOMES Total	\$ (500.00)
PAUL BONACCINI Total	\$ (500.00)
Grand Total	\$ 4,365,935.29



Action Request

Meeting Date:	November 14, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2018 Budget Amendments		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2018 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2018 budget as presented.

Suggested Motion:

Approve FY2018 budget amendments as presented.

Financial Information:

Total Cost: n/a	General Fund Cost: n/a	Included in budget: <input type="radio"/> Yes <input type="radio"/> No
-----------------	------------------------	------------------------------------------------------------------------

If not included in budget, recommended funding source:
n/a

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

Reviews:	Signature	Date
Finance Director	Dean Bott	11/06/2018
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended Date: _____		
Miscellaneous:		

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2018

RESOLUTION

XX-2018

Finance Department - Budget Amendments

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 21, 2018, and reviewed budget amendments for Fiscal Year 2018 that have been requested by the Director of Finance and are recommended for approval; and,

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

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

WHEREAS, Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2018 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2018 budget are hereby approved.
(See file for attachments.)

APPROVED: November 21, 2018



GRAND TRAVERSE COUNTY
Budget Amendment Request

Department: Soil Erosion

Submitted by: Finance

Budget Number: 26836

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		101 276 720.00	Unemployment Compensation	8,326.00

8,326.00

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	Account Number	Account Name	Amount
		101 890 992.00	Contingency	8,326.00

8,326.00

Check Figure

-

To cover unemployment claims for Soil Erosion staff who were terminated as a result of consolidation and restructure with Health Department.

Signature: _____

Accountant Approval: C. A. Wolf

Finance Director Approval: Dean Burt

Date: _____

Date: 10/10/18

Date: 10/10/18

Board of Commissioner Meeting Approval Date: _____

(3)



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: General Fund - Emergency Management

Submitted by: Finance

Budget Number: 26918

Budget Adjustment Option:

- | | | |
|-------------------------------------|----|-----------------------------------------------------|
| <input type="checkbox"/> | A | Increase an expenditure and decrease an expenditure |
| <input checked="" type="checkbox"/> | B* | Increase an expenditure and increase a revenue |
| <input type="checkbox"/> | C* | Decrease an expenditure and decrease a revenue |
| <input type="checkbox"/> | D | Decrease a revenue and increase a revenue |

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-435-506.00	Federal Grants	8,009.00

8,009.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-435-743.00	Other Supplies	8,009.00

8,009.00

Check Figure -

Summary:

Budget 2016 HSGP - State Homeland Security Grand funding awarded to Grand Traverse County 911 for all weather computer equipment for tactical dispatch regional team (3) deployments. Equipment/supplies includes 3 Panasonic Toughbook 54 Prime 14" computers and related protector cases and hard cases.

Signature: Dean Bott

Date: 11/5/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Kean Bott

Date: 11/5/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Dean Bott

Budget Number: 26846

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
208-758-582.03	Local Grant - GT Band	7,500.00

7,500.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
208-758-818.00	Contract Services	7,500.00

7,500.00

Check Figure -

Summary:

Budget balance of Grand Traverse Band 2% Grant received for work and projects at the Natural Education Reserve due to the Boardman River Restoration Projects

Signature: Dean Bott Date: 10/11/2018

Accountant Approval: C.A. Woy Date: 10/12/18

Finance Director Approval: Dean Bott Date: 10/11/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Parks & Recreation

Submitted by: Finance

Budget Number: 26873

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		208 756 976.01	Improvements	50,000.00

50,000.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		208 756 675.00	Contributions - Private Source	50,000.00

50,000.00

Check Figure -

To recognize a portion of contributions received for the Easling Pool Restoration project in order to cover invoices to date.

Signature: _____

Date: _____

Accountant Approval: C.A. Way

Date: 10/22/18

Finance Director Approval: Sean Pott

Date: 10/22/18

Board of Commissioner Meeting Approval Date: _____

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GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Dean Bott

Budget Number: 26894

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-978-999.00	Transfer Out	35,000.00

35,000.00

<input type="checkbox"/> Increase Account Number	<input checked="" type="checkbox"/> Decrease Account Name	Amount
101-265-818.00	Contract Services	35,000.00

35,000.00

Check Figure -

Summary:

Cover increase in Poreclain Patrol Services contract. Funds were budgeted in General Fund - Facilities Management Department with expenditures recorded in the Facilities Fund. This budget adjustment increases transfer to the Facilities Fund to cover contract increase for services provided at the Corrections Facility.

Signature: Dean Bott

Date: 10/26/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 10/26/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Dean Bott

Budget Number: 26895

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
471-000-699.00	Transfer In	35,000.00

35,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
471-267-818.00	Contract Services	35,000.00

35,000.00

Check Figure -

Summary:

Cover increase in Poreclain Patrol Services contract. Funds were budgeted in General Fund - Facilities Management Department with expenditures recorded in the Facilities Fund. This budget adjustment increases transfer to the Facilities Fund to cover contract increase for services provided at the Corrections Facility.

Signature: Dean Bott

Date: 10/26/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 10/26/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Dean Bott

Budget Number: 26899

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-890-999.00	Transfer Out - Miscellaneous Contingencies	44,000.00

44,000.00

<input type="checkbox"/> Increase Account Number	<input checked="" type="checkbox"/> Decrease Account Name	Amount
101-890-715.00	FICA	10,000.00
101-890-718.00	Retirement	300.00
101-890-718.01	Retirement - DC	700.00
101-890-718.05	Retirement - DB	4,000.00
101-890-992.00	Contingency	20,000.00
101-970-999.00	Transfer Out - Child Care Fund	9,000.00

44,000.00

Check Figure -

Summary:

Increase transfer to Community Development Fund to cover expenditures relating to the 8th Street Corridor planning and development activities that were to be covered by a MSHDA Grant. The required financial and grant reports were not filed on time and the grant funds were not received.

Signature: Dean Bott

Date: 10/29/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 10/29/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Dean Bott

Budget Number: 26900

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
280-729-699.00		Transfer In	44,000.00

44,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
280-729-818.00		Contract Services	44,000.00

44,000.00

Check Figure -

Summary:

Increase transfer to Community Development Fund to cover expenditures relating to the 8th Street Corridor planning and development activities that were to be covered by a MSHDA Grant. The required financial and grant reports were not filed on time and the grant funds were not received.

Signature: Dean Bott

Date: 10/29/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 10/29/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Dean Bott

Budget Number: 26901

Budget Adjustment Option:

- | | | |
|-------------------------------------|----|-----------------------------------------------------|
| <input type="checkbox"/> | A | Increase an expenditure and decrease an expenditure |
| <input type="checkbox"/> | B* | Increase an expenditure and increase a revenue |
| <input checked="" type="checkbox"/> | C* | Decrease an expenditure and decrease a revenue |
| <input type="checkbox"/> | D | Decrease a revenue and increase a revenue |

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

*Requires board approval

<input type="checkbox"/> Increase Account Number	<input checked="" type="checkbox"/> Decrease Account Name	Amount
280-729-699.00	Transfer In	45,000.00

45,000.00

<input type="checkbox"/> Increase Account Number	<input checked="" type="checkbox"/> Decrease Account Name	Amount
280-729-818.00	Contract Services	45,000.00

45,000.00

Check Figure -

Summary:

Correct/Reverse Budget Adjustment #26865 dated 10/17/18 that was replaced by Budget Adjustment #26900 dated 10/29/18

Signature: <u>Dean Bott</u>	Date: <u>10/29/2018</u>
Accountant Approval: _____	Date: _____
Finance Director Approval: <u>Dean Bott</u>	Date: <u>10/29/2018</u>

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: E.D.C. Revolving Loan Fund

Submitted by: Dean Bott

Budget Number: 26904

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
281-000-401.00	Fund Balance	135,000.00
281-000-665.00	Interest Earned	5,000.00

140,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
281-000-963.00	Appropriation	140,000.00

140,000.00

Check Figure -

Summary:

Budget available fund balance and interest revenue to cover appropriation to Venture North Funding and Development per Subrecipient Agreement between the County, the Michigan Strategic Fund, and Venture North Funding and Development. Agreement requires the County to provide program income received from revolving loan funds to Venture North Funding and Development for economic development purposes.

Signature: Dean Bott

Date: 10/30/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 10/30/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: General Fund

Submitted by: Dean Bott

Budget Number: 26905

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-000-403.00	Current Tax	121,896.00

121,896.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
101-978-999.00	Transfer Out - County Facilities Fund	121,896.00

121,896.00

Check Figure -

Summary:

Increase tax revenue to cover transfer to Facilities Fund to cover 50% of the additional non-federal local sponsor share of the Sabin Dam removal project based on the Project Partnership Agreement with the Army Corps of Engineers, the City of Traverse City, and the Grand Traverse Band.

Signature: Dean Bott

Date: 10/30/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 10/30/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Facilities Fund

Submitted by: Dean Bott

Budget Number: 26906

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
471-000-699.00	Transfer In	121,896.00
471-765-686.00	Reimbursements	121,896.00

243,792.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
471-765-818.00	Contract Services	243,792.00

243,792.00

Check Figure -

Summary:

Increase transfer in from the General Fund and reimbursement revenue from the City of Traverse City to cover the additional non-federal local sponsor share of the Sabin Dam removal project based on the Project Partnership Agreement with the Army Corps of Engineers, the City of Traverse City, and the Grand Traverse Band.

Signature: Dean Bott Date: 10/30/2018

Accountant Approval: _____ Date: _____

Finance Director Approval: Dean Bott Date: 10/30/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Finance

Submitted by: Finance

Budget Number: 26945

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
471-765-582.00		Local Grants	500,000.00

500,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease	Account Name	Amount
471-765-818.00		Contract Services	500,000.00

500,000.00

Check Figure -

Summary:

Brownfield Redevelopment Authority Grant for Sabin Dam removal and Boardman River Restoration

Signature: Dean Bott

Date: 11/9/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 11/9/2018

Board of Commissioner Meeting Approval Date: 11/21/2018



GRAND TRAVERSE COUNTY
Budget Amendment Request

Department: 86TH District Court

Submitted by: Finance

Budget Number: 26923

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
136-136-582.03	Local Grant - Grand Traverse Band	6,000.00

6,000.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
136-136-743.00	Other Supplies	6,000.00

6,000.00

Check Figure -

Summary:

Budget Grand Traverse Band 2% Grant received in 2017 for use in 2018.

Signature: Dean Bott

Date: 11/5/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Ylan Bott

Date: 11/5/2018

Board of Commissioner Meeting Approval Date: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: MIDC Fund

Submitted by: Finance

Budget Number: 26932/26947

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
259-000-543.00	State Grant	157,170.00
259-000-699.00	Transfer In	39,293.00

196,463.00

<input checked="" type="checkbox"/> Increase Account Number	<input type="checkbox"/> Decrease Account Name	Amount
259-000-860.01	Conventions & Conferences (Training)	18,902.00
259-131-808.00	Attorney Fees	88,780.00
259-136-808.00	Attorney Fees	88,781.00

196,463.00

Check Figure -

Summary:

Establish (3) three month budget for MIDC Fund at approximately 25% of total grant and local funding share. The MIDC grant runs on the State fiscal year of October 1 through the following September 30th. The transfer in amount is funded within the current transfers to the Circuit and District Court Funds.

Signature: Dean Bott

Date: 11/9/2018

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 11/9/2018

Board of Commissioner Meeting Approval Date: 11/21/2018

GRAND TRAVERSE COUNTY BUDGET ADJUSTMENT REQUEST



DIRECTIONS

- Check appropriate option
Only one option per form
Only one fund number per form
- | | | |
|-------------------------------------|-----------|-----------------------------------------------------|
| <input type="checkbox"/> | Option A | Increase an expenditure and decrease an expenditure |
| <input checked="" type="checkbox"/> | Option B* | Increase an expenditure and increase a revenue |
| <input type="checkbox"/> | Option C* | Decrease an expenditure and decrease a revenue |
| <input type="checkbox"/> | Option D | Decrease a revenue and increase a revenue |

26912

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease		<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	
Account Number	Account Name	Amount	Account Number	Account Name	Amount
297-724-401-00	Fund Balance Fwd.	\$30,000.	297-724-818-00	Contract Services	\$30,000.
297-714-401.00	Fund Balance Fwd.	\$1,500.	297-714-818.00	Contract Services	\$1,500.

If you increase an expenditure line item appropriation, you must either decrease a different line item or increase a revenue accordingly. Likewise is true for revenues. If you decrease a revenue line item, you must also increase another revenue line item or decrease an expenditure.

NOTES:

Resolution 153-2017 dated December 20, 2017 requested an additional 200 PERS Units. There was no budget adjustment made at that time for the increase. GPS units were also estimated at 200 units. COA has had 250 units outstanding for several months now, and has been over 200 since April. Med Minder Units were estimated at \$4,997. At the end of Sept we had 16 units outstanding. $40 \times 16 \times 12 = \$7,680$. This will leave a little room for additional units.

Requested By: <u>Cyndie Forster for Cynthia Kienlen</u>	Date: <u>11/1/18</u>
Signature: <u><i>Cynthia Kienlen</i></u>	Date: <u>11/1/18</u>
Account Approval: <u><i>C.A. Woy</i></u>	Date: <u>11/1/18</u>
Finance Director Approval: <u><i>Alan Bott</i></u>	Date: <u>11/1/18</u>
Resolution#: <u>153-2017</u>	Date: <u>12/20/17</u>



GRAND TRAVERSE COUNTY BUDGET ADJUSTMENT REQUEST

DIRECTIONS

Check appropriate option
Only one option per form
Only one fund number per form

☐ Option A Increase an expenditure and decrease an expenditure
☒ Option B* Increase an expenditure and increase a revenue
☐ Option C* Decrease an expenditure and decrease a revenue
☐ Option D Decrease a revenue and increase a revenue

#26843

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease		<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	
Account Number	Account Name	Amount	Account Number	Account Name	Amount
297-714-401.00	Fund Balance Fwd.	\$75.	297-714-941.02	System Software	\$75.
297-716-401.00	Fund Balance Fwd.	\$675.	297-716-941.02	System Software	\$675.
297-717-401.00	Fund Balance Fwd.	\$420.	297-717-941.02	System Software	\$420.
297-718-401.00	Fund Balance Fwd.	\$3,338.	297-718-941.02	System Software	\$3,338.
297-719-401.00	Fund Balance Fwd.	\$3,338.	297-719-941.02	System Software	\$3,338.
297-720-401.00	Fund Balance Fwd.	\$3,300.	297-720-941.02	System Software	\$3,300.
297-721-401.00	Fund Balance Fwd.	\$3,338.	297-721-941.02	System Software	\$3,338.
297-722-401.00	Fund Balance Fwd.	\$375.	297-722-941.02	System Software	\$375.
297-724-401.00	Fund Balance Fwd.	\$113.	297-724-941.02	System Software	\$113.
297-727-401.00	Fund Balance Fwd.	\$30.	297-727-941.02	System Software	\$30.

If you increase an expenditure line item appropriation, you must either decrease a different line item or increase a revenue accordingly. Likewise is true for revenues. If you decrease a revenue line item, you must also increase another revenue line item or decrease an expenditure.

NOTES:

This \$15,002 is coming from the \$147,000 in fund balance reserve 389.11. From Fund Balance to System Software Account. Per BOC Resolution 132-2018 dated 8-15-18 for Electronic Health Record System. MEDsys Implementation and Training Fees.

Requested By: Cyndie Forster for Cynthia Kienlen Date: 9/25/18
Signature: Cynthia Kienlen Date: 10/3/18
Account Approval: C.A. Woy Date: 10/10/18
Finance Director Approval: Ken Pott Date: 10/11/18
Resolution#: 132-2018 Date: 8/15/18

GRAND TRAVERSE COUNTY BUDGET ADJUSTMENT REQUEST



DIRECTIONS

- Check appropriate option
Only one option per form
Only one fund number per form
- | | | |
|-------------------------------------|-----------|-----------------------------------------------------|
| <input type="checkbox"/> | Option A | Increase an expenditure and decrease an expenditure |
| <input checked="" type="checkbox"/> | Option B* | Increase an expenditure and increase a revenue |
| <input type="checkbox"/> | Option C* | Decrease an expenditure and decrease a revenue |
| <input type="checkbox"/> | Option D | Decrease a revenue and increase a revenue |

26859

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease		<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	
Account Number	Account Name	Amount	Account Number	Account Name	Amount
297-714-401.00	Fund Balance Fwd.	\$88.	297-714-941.02	System Software	\$88.
297-716-401.00	Fund Balance Fwd.	\$788.	297-716-941.02	System Software	\$788.
297-717-401.00	Fund Balance Fwd.	\$490.	297-717-941.02	System Software	\$490.
297-718-401.00	Fund Balance Fwd.	\$3,894.	297-718-941.02	System Software	\$3,894.
297-719-401.00	Fund Balance Fwd.	\$3,894.	297-719-941.02	System Software	\$3,894.
297-720-401.00	Fund Balance Fwd.	\$3,850.	297-720-941.02	System Software	\$3,850.
297-721-401.00	Fund Balance Fwd.	\$3,894.	297-721-941.02	System Software	\$3,894.
297-722-401.00	Fund Balance Fwd.	\$438.	297-722-941.02	System Software	\$438.
297-724-401.00	Fund Balance Fwd.	\$132.	297-724-941.02	System Software	\$132.
297-727-401.00	Fund Balance Fwd.	\$35.	297-727-941.02	System Software	\$35.

If you increase an expenditure line item appropriation, you must either decrease a different line item or increase a revenue accordingly. Likewise is true for revenues. If you decrease a revenue line item, you must also increase another revenue line item or decrease an expenditure.

NOTES:

This \$17,503 is coming from the \$147,000 in fund balance reserve 389.11. From Fund Balance to System Software Account. Per BOC Resolution 132-2018 dated 8-15-18 for Electronic Health Record System. MEDsys Client Assessment, special forms creation.

Requested By: <u>Cyndie Forster for Cynthia Kienlen</u>	Date: <u>10/10/18</u>
Signature: <u><i>Cynthia Kienlen</i></u>	Date: <u>10/15/18</u>
Account Approval: <u><i>C. A. Woy</i></u>	Date: <u>10/16/18</u>
Finance Director Approval: <u><i>Dean Port</i></u>	Date: <u>10/16/18</u>
Resolution#: <u>132-2018</u>	Date: <u>8/15/18</u>

(5)



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Administration - Central Services

Submitted by: Administration

Budget Number: 26940

Budget Adjustment Option:

- | | | |
|-------------------------------------|----|-----------------------------------------------------|
| <input type="checkbox"/> | A | Increase an expenditure and decrease an expenditure |
| <input checked="" type="checkbox"/> | B* | Increase an expenditure and increase a revenue |
| <input type="checkbox"/> | C* | Decrease an expenditure and decrease a revenue |
| <input type="checkbox"/> | D | Decrease a revenue and increase a revenue |

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

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	
Account Number	Account Name	Amount
692-203-401.00	Fund Balance	9,300.00

9,300.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	
Account Number	Account Name	Amount
692-203-743.00	Other Supplies	9,300.00

9,300.00

Check Figure -

Summary:

Budget fund balance for scheduled replacement of 4 copiers approved by the Board November 7, 2018

Signature: <u>Dean Bott</u>	Date: <u>11/9/2018</u>
Accountant Approval: _____	Date: _____
Finance Director Approval: <u>Dean Bott</u>	Date: <u>11/9/2018</u>

Board of Commissioner Meeting Approval Date: 11/21/2018



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: S.A. Drain - Cass Road

Submitted by: Finance

Budget Number: 26917

Budget Adjustment Option:

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

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

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease			Account Name	Amount
Account Number					
842 501	401.00			Fund Balance Forward	66,442.00
842 501	665.00			Interest Earned	1,280.00

67,722.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease			Account Name	Amount
Account Number					
842 501	818.00			Contract Services	67,722.00

67,722.00

Check Figure

To amend budget for costs incurred for professional services related to the Cass Road Drain.
Amendment includes available balance remaining from the Drain Note. At completion, project will be
capitalized and funded by Special Assessments.

Signature: _____

Accountant Approval: C. Q. Wolf

Finance Director Approval: Pam Boer

Date: _____

Date: 11/5/2018

Date: 11/5/2018

Board of Commissioner Meeting Approval Date: _____



Action Request

Meeting Date:	November 21, 2018		
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:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

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: Parks & Recreation 1) Native American Marker Tree, \$35,000 and 2) Amphitheater, \$100,000; Veterans Affairs Department, \$41,000; Central Dispatch tower top amplifier, \$45,000; GT Pavilions, \$48,415; Conservation Resource Alliance, \$50,000; TART Recycle a bicycle Program, \$6,000; Women's Resource Center, \$25,000; Child & Family Services Safe Haven, \$25,000; Father Fred, \$10,000; Goodwill Industries, \$25,000; Project Cherry Tree, 25,000; Veterans Housing USA, \$75,000; Reining Liberty Ranch, \$10,000.

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:		General Fund Cost:		Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
-------------	--	--------------------	--	---------------------	---------------------------------------------------------------

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:

RESOLUTION
XX-2017
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 November 21, and reviewed applications for Tribal Council Allocation of 2% Funds for submission during the Fall 2018 Grant Cycle, 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:

Parks & Recreation – Native Marker Tree	\$ 35,000.00
Parks & Recreation – Amphitheater	100,000.00
Veterans Affairs Department	41,000.00
Central Dispatch	45,000.00
GT Pavilions	48,415.00
Conservation Resource Alliance	50,000.00
TART Trails, Inc., Recycle-A-Bicycle	6,000.00
Project Cherry Tree	25,000.00
Women’s Resource Center	25,000.00
Child & Family Services-Safe Haven	25,000.00
Father Fred Foundation	10,000.00
Goodwill Industries	25,000.00
Veterans Housing USA	75,000.00
Reining Liberty Ranch	10,000.00

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: November 21, 2018



Action Request

Meeting Date:	November 21, 2018		
Department:	Equalization/GIS	Submitted By:	Jim Baker
Contact E-Mail:	jbaker@grandtraverse.org	Contact Telephone:	231-922-4773
Agenda Item Title:	2018 Amended Apportionment Report		
Estimated Time:	10 (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The Apportionment Report is presented in compliance with MCL Section 211.37; Act 135 of Michigan Compiled Laws as amended by Act No 35, public acts of 2001. Upon its adoption this report will be a true indication of the millage rates adopted by each jurisdiction, and the total estimated advalorem tax levy for 2018.

We have received the required 2018 Tax Rate Request (form L-4029) from each taxing jurisdiction. It certifies that the requested tax rate is in compliance with Article 9, Section 31 of the State Constitution and other tax rate limitations. This includes the Headlee Amendment and other statutory and Constitutional tax rate limitations. These forms have been reviewed and verified by the Equalization Department. Changes allowed by the November 6 election have been reflected in this amended report.

I recommend approval of this report. Upon approval I will complete the required Certification Statement, and make proper notification to the Michigan State Tax Commission.

Suggested Motion:

Shall the Grand Traverse County Board of Commissioners approve the 2018 Amended Apportionment Report as submitted?

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

Attachments:

Attachment Titles:
2018 Amended Apportionment Report

Certification Statement

I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the

County of _____ for the year _____

Signature of County Equalization Director

NOTARIZATION

_____ *Notary Public*

_____ *County, Michigan*

STATE OF MICHIGAN

County of _____ } ss

Subscribed before me this _____

Day of _____ *year* _____

My commission expires _____ , _____

(A) County Name	(B) Taxable Value	(C) County Allocated Rate / SET	(D) Est. County Allocated / SET Tax Dollars	(E) Total County Extra Voted Operating Rate	(F) Est. County EV Oper. Tax Dollars	(G) Total County Debt Rate	(H) Est. County Debt Tax Dollars	(I) Total Est. County Tax Dollars	(BB) Total RenZone Taxable Value
Grand Traverse	5,105,693,768.00	4.9246	25,143,499.52	1.8362	9,375,074.90	0.0000	0.00	34,518,574.42	1,104,574.00
STATE ED. TAX	5,070,571,568.00	6.0000	30,423,429.41	0.0000	0.00	0.0000	0.00	0.00	0.00

(J) Local Unit Name Townships Cities Villages Listed Alphabetically	(K) Taxable Value	(L) Total Allocated / Charter Rate	(M) Est. Local Allocated / Charter Tax Dollars	(N) Total Other Extra Voted / General Law Operating Rate	(O) Est. Local EV / GL Oper. Tax Dollars	(P) Total Debt Rate	(Q) Est. Local Debt Tax Dollars	(R) Total Est. Local Tax Dollars	(KK) Total RenZone Taxable Value
Acme	344,010,962.00	0.7259	249,717.56	0.7227	248,616.72	0.0000	0.00	498,334.28	183,705.00
Blair	282,860,283.00	0.8190	231,662.57	1.4892	421,235.53	0.0000	0.00	652,898.10	0.00
East Bay	567,969,301.00	0.7230	410,641.80	0.0000	0.00	0.0000	0.00	410,641.80	0.00
Fife Lake	54,223,538.00	0.8270	44,842.87	4.4215	239,749.37	0.0000	0.00	284,592.24	0.00
Garfield	903,500,416.00	2.0000	1,807,000.83	0.0000	0.00	0.0000	0.00	1,807,000.83	0.00
Grant	55,488,817.00	0.7274	40,362.57	0.0000	0.00	0.0000	0.00	40,362.57	0.00
Green Lake	286,961,218.00	0.6974	200,126.75	2.8472	817,035.98	0.0000	0.00	1,017,162.73	0.00
Long Lake	505,964,089.00	0.6563	332,064.23	0.9635	487,496.40	0.0000	0.00	819,560.63	0.00
Mayfield	59,481,457.00	0.8151	48,483.34	0.0000	0.00	0.0000	0.00	48,483.34	0.00
Paradise	129,856,563.00	0.7853	101,976.36	2.7000	350,612.72	0.0000	0.00	452,589.08	0.00
Peninsula	702,028,945.00	0.6483	455,125.37	1.9702	1,383,137.43	0.0000	0.00	1,838,262.80	0.00
Union	25,449,481.00	0.7330	18,654.47	0.4956	12,612.76	0.0000	0.00	31,267.23	0.00
Whitewater	202,853,018.00	0.5985	121,407.53	1.4915	302,555.28	0.0000	0.00	423,962.81	0.00
Traverse City	985,045,680.00	12.1167	11,935,502.99	2.3200	2,285,305.98	0.0000	0.00	14,220,808.97	920,869.00
FIFE LAKE	12,285,911.00	9.6123	118,095.86	0.0000	0.00	0.0000	0.00	118,095.86	0.00
KINGSLEY	30,236,585.00	9.5688	289,327.83	0.0000	0.00	0.0000	0.00	289,327.83	0.00

(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Authority Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Authority Debt Tax Dollars	(G) Est. Total Authority Tax Dollars	(BB) Total RenZone Taxable Value
DDA - TRAVERSE CITY	168,634,774.00	1.7188	289,849.45	0.0000	0.00	289,849.45	0.00
LIBRARY - TRAVERSE AREA GRAND TRAVERSE CO.	5,105,693,768.00	0.9431	4,815,179.79	0.0000	0.00	4,815,179.79	1,104,574.00
RECREATION - TC GARFIELD GRAND TRAVERSE CO.	1,888,546,096.00	0.0982	185,455.23	0.3300	623,524.10	808,979.33	920,869.00
TRANSIT - BAY AREA (BATA) GRAND TRAVERSE CO.	5,105,693,768.00	0.4978	2,541,614.36	0.0000	0.00	2,541,614.36	1,104,574.00

(A) Local K12 School District Name	(B) Total Taxable Value	(C) Total NonHomestead Taxable Value	(D) Total Commercial Personal Taxable Value	(E) HH / Supplemental Rate	(F) Est. HH / Supplemental Tax Dollars	(G) Non Homestead Operating Rate	(H) Est. NH Operating Tax Dollars	(I) Total Debt / Sinking Fund / Bldg Site Rate	(J) Est. Debt / Sinking Fund / Bldg Site Tax Dollars	(K) Total Recreational Rate	(L) Est. Recreational Tax Dollars	(M) Total Est. Local K12 School Tax Dollars	(BB) Total RenZone Taxable Value	(GG) Non Homestead Comm.Pers. Operating Rate
BENZIE COUNTY CENTRAL SCH	1,413,390.00	633,938.00	133,900.00	0.0000	0.00	18.0000	12,214.28	2.4969	3,529.09	0.0000	0.00	15,743.37	0.00	6.0000
BUCKLEY COMM SCHOOL DISTRICT	46,908,250.00	13,098,456.00	225,350.00	0.0000	0.00	18.0000	237,124.31	4.9800	233,603.09	0.0000	0.00	470,727.40	0.00	6.0000
ELK RAPIDS SCHOOLS	246,308,791.00	93,813,407.00	1,503,400.00	0.0000	0.00	18.0000	1,697,661.73	1.2000	295,791.00	0.0000	0.00	1,993,452.73	183,705.00	6.0000
FOREST AREA COMMUNITY S/D	45,205,910.00	22,791,369.00	414,400.00	0.0000	0.00	17.7275	406,407.47	1.5403	69,630.66	0.0000	0.00	476,038.13	0.00	5.7275
KINGSLEY AREA SCHOOL	229,892,521.00	62,684,076.00	1,687,195.00	0.0000	0.00	18.0000	1,138,436.54	2.4300	558,638.83	0.0000	0.00	1,697,075.37	0.00	6.0000
MANTON CONSOLIDATED SCHOOLS	605,589.00	67,953.00	0.00	0.0000	0.00	18.0000	1,223.15	7.0000	4,239.12	0.0000	0.00	5,462.27	0.00	6.0000
TRAVERSE CITY SCHOOL DIST.	4,535,359,317.00	1,841,396,492.00	116,261,964.00	0.0000	0.00	18.0000	33,842,708.64	3.1000	14,062,468.58	0.0000	0.00	47,905,177.22	920,869.00	6.0000

(A) Community College Name	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Community College Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Community College Debt Tax Dollars	(G) Est. Total Community College Tax Dollars	(BB) Total RenZone Taxable Value
NORTHWESTERN MICHIGAN COLLEGE	5,105,693,768.00	2.1439	10,946,096.87	0.5700	2,910,875.05	13,856,971.92	1,104,574.00

(H) Intermediate School District Name	(I) Taxable Value	(J) ISD Allocated Rate	(K) Est. ISD Allocated Tax Dollars	(L) ISD Total EV Operating Rate	(M) Est. ISD EV Operating (Spec Ed/Voc/Enh) Tax Dollars	(N) ISD Total Debt Rate	(O) Est. ISD Debt Tax Dollars	(P) Est. Total ISD Tax Dollars	(II) Total RenZone Taxable Value
TRAVERSE BAY	5,105,088,179.00	0.1951	996,002.70	2.7246	13,909,323.25	0.0000	0.00	14,905,325.95	1,104,574.00
WEXFORD-MISSAUKEE	605,589.00	0.2714	164.36	5.8890	3,566.31	0.0000	0.00	3,730.67	0.00

Township / City	Village	School Code	Local School District	Total Homestead Property Tax Rate	Total NonHomestead Property Tax Rate	Total Homestead Property Tax Rate w/Special Assmnt	Total NonHomestead Property Tax Rate w/Special Assmnt
Acme		05060	ELK RAPIDS SCHOOLS	22.4839	40.4839	25.2339	43.2339
Acme		28010	TRAVERSE CITY SCHOOL DIST.	24.3839	42.3839	27.1339	45.1339
Blair		28010	TRAVERSE CITY SCHOOL DIST.	25.2435	43.2435	27.7435	45.7435
Blair		28090	KINGSLEY AREA SCHOOL	24.5735	42.5735	27.0735	45.0735
East Bay		28010	TRAVERSE CITY SCHOOL DIST.	23.6583	41.6583	27.0783	45.0783
Fife Lake		28090	KINGSLEY AREA SCHOOL	27.5138	45.5138	27.5138	45.5138
Fife Lake		40020	FOREST AREA COMMUNITY S/D	26.6241	44.3516	26.6241	44.3516
Fife Lake	FIFE LAKE	40020	FOREST AREA COMMUNITY S/D	36.2364	53.9639	36.2364	53.9639
Fife Lake		83060	MANTON CONSOLIDATED SCHOOLS	35.3245	53.3245	35.3245	53.3245
Garfield		28010	TRAVERSE CITY SCHOOL DIST.	25.3635	43.3635	27.7135	45.7135
Grant		10015	BENZIE COUNTY CENTRAL SCH	23.0596	41.0596	23.0596	41.0596
Grant		28010	TRAVERSE CITY SCHOOL DIST.	23.6627	41.6627	23.6627	41.6627
Grant		28035	BUCKLEY COMM SCHOOL DISTRICT	25.5427	43.5427	25.5427	43.5427
Grant		28090	KINGSLEY AREA SCHOOL	22.9927	40.9927	22.9927	40.9927
Green Lake		28010	TRAVERSE CITY SCHOOL DIST.	26.4799	44.4799	26.4799	44.4799
Green Lake		28035	BUCKLEY COMM SCHOOL DISTRICT	28.3599	46.3599	28.3599	46.3599
Green Lake		28090	KINGSLEY AREA SCHOOL	25.8099	43.8099	25.8099	43.8099
Long Lake		28010	TRAVERSE CITY SCHOOL DIST.	24.5551	42.5551	24.5551	42.5551
Mayfield		28035	BUCKLEY COMM SCHOOL DISTRICT	25.6304	43.6304	25.6304	43.6304
Mayfield		28090	KINGSLEY AREA SCHOOL	23.0804	41.0804	23.0804	41.0804
Paradise		28090	KINGSLEY AREA SCHOOL	25.7506	43.7506	25.7506	43.7506
Paradise	KINGSLEY	28090	KINGSLEY AREA SCHOOL	35.3194	53.3194	35.3194	53.3194
Peninsula		28010	TRAVERSE CITY SCHOOL DIST.	25.5538	43.5538	27.5538	45.5538
Union		28010	TRAVERSE CITY SCHOOL DIST.	24.1639	42.1639	24.1639	42.1639
Union		28090	KINGSLEY AREA SCHOOL	23.4939	41.4939	23.4939	41.4939
Union		40020	FOREST AREA COMMUNITY S/D	22.6042	40.3317	22.6042	40.3317
Whitewater		05060	ELK RAPIDS SCHOOLS	23.1253	41.1253	24.1253	42.1253
Whitewater		28010	TRAVERSE CITY SCHOOL DIST.	25.0253	43.0253	26.0253	44.0253
Traverse City		28010	TRAVERSE CITY SCHOOL DIST.	37.8002	55.8002	37.8002	55.8002

Local Municipality (Twp/City/Vlg)	ALL Purpose(s) of Qualifying Special Assessment Millage Rates for the Local Municipality Listed	Total of All Special Assessment Rates Levied UNITWIDE
Acme	Ambulance/ALS - 124	0.3250
Acme	Fire – 119	2.3500
Acme	Police/Public Safety – 115	0.0750
Blair	Fire/Police/Ems Combined - 120	2.5000
East Bay	Ambulance/ALS - 124	0.8400
East Bay	Fire – 119	2.3300
East Bay	Police/Public Safety – 115	0.2500
Garfield	Fire – 119	2.3500
Peninsula	Fire – 119	2.0000
Whitewater	Fire – 119	1.0000

R E S O L U T I O N

XX-2018

Apportionment Report

WHEREAS, The Grand Traverse Board of Commissioners reviewed the Apportionment Report in compliance with MCL Section 211.37; Act 135 of Michigan Compiled Laws as amended by Act No 35, public acts of 2001; and,

WHEREAS, The required form L-4029, requesting the tax rate requested, has been received from each taxing jurisdiction in the County, in compliance with Article 9, Section 31 of the State Constitution and other tax rate limitations; and,

WHEREAS, this rate includes the Headlee Amendment and other statutory and Constitutional tax rate limitations and have been reviewed and verified by the County Equalization Department; and,

WHEREAS, changes allowed by the November 6 election have been reflected in this amended report; and,

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the 2018 Amended Apportionment Report and authorize completion of the required Certification Statement as presented.

APPROVED: November ____, 2018



Action Request

Meeting Date:	November 21, 2018		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	231-922-4797
Agenda Item Title:	Board & Committee Appointments - Update		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

Summary of Request:

There are a number of vacancies on Boards & Committees to which the County Board makes appointments. Most are due to terms ending at the end of the year. We have advertised these vacancies and contacted appropriate agencies according to policy and the following recommendations are being made:

- 1) BATA BOARD - Reappoint Richard Cochran to the 3 year term, January 1, 2019 through December 31, 2021.
- 2) BATA BOARD - Correct terms of other board members to end on December 31st (rather than October 31st) of the year their term expires due to change in by-laws.
- 3) BUILDING AUTHORITY - Appoint Roger Mawby to the vacancy created by the resignation of Sally Erickson, for the remainder of the six year term ending 12-31-21.
- 4) BUILDING CODES APPEALS BOARD - Reappoint Rob Lajko (Electrical Contractor) and Steven Steimel (Professional Engineer & Special Inspector) to the Appeals Board for the 4 year term, 1-1-19 through 12-31-22.
- 5) NORTHERN LAKES COMMUNITY MENTAL HEALTH - Reappoint Nina Zamora (primary consumer) for the 3 year term, ending 3-31-2022.

Suggested Motion:

Approve the above appointments for the terms identified.

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

Attachments:

Attachment Titles:

RESOLUTION
XX-2018
Appointments to Boards & Committees
BATA, Building Authority, Building Codes Appeals Board and Northern Lakes CMH

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on November 21, 2018, and reviewed request to make the following appointments; and,

WHEREAS, reappoint Richard Cochran to the 3 year term, January 1, 2019 through December 31, 2021; and,

WHEREAS, correct the terms of other BATA Board members to end on December 31 rather than October 31 of the year they expire to coincide with their current by-laws; and,

WHEREAS, Appoint Roger Mawby to the vacancy created on the Building Authority by the resignation of Sally Erickson for the remainder of the six year term ending 12-31-21; and,

WHEREAS, Reappoint Rob Lajko (electrical contractor) and Steven Steimel (Professional Engineer & Special Inspector) to the Building Codes Appeals Board for the 4 year term, 1-1-19 through 12-31-22; and,

WHEREAS, Reappoint Nina Zamora (primary consumer) to the Northern Lakes Community Mental Health Board for the 3 year term ending 3-31-2022;

WHEREAS, All vacancies were advertised according to policy and these individuals met the criteria necessary for these positions.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the appointment of the above individuals to the positions identified.

APPROVED: November 21, 2018



Action Request

Meeting Date:	November 21, 2018		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	231-922-4797
Agenda Item Title:	Board & Committee Interviews - Request to appoint Ad Hoc Committees		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<small>(in minutes)</small>			

Summary of Request:

There are a number of vacancies on Boards & Committees to which the County Board makes appointments. Most are due to terms ending at the end of the year. We have advertised these vacancies and contacted appropriate agencies according to policy and have received a number of applicants interested in serving on the following committees: 1) Economic Development Corporation, 2) Parks & Recreation, 3) Traverse Area District Library and the 4) Veterans Affairs Administrative Board.

Please assign Ad Hoc Committees to hold interviews for these vacancies in early December.

Also, one vacancy is occurring on the Road Commission due to the term of Mr. William Mouser ending on December 31st, 2018. Mr. Mouser has served one full six-year term and has reapplied. We also have several others interested in the vacancy and the entire Board of Commissioners is required to hold interviews for that position. Recommendation is to hold these interviews in conjunction with your December 5th Board meeting - perhaps 4:30 or 5:00? Please advise if this is acceptable and I will schedule it accordingly. If not, provide an alternate date.

Suggested Motion:

- 1) Assign Ad Hoc Committees for interviews - EDC, Parks & Recreation, TADL and Veterans.
- 2) Approve date and time for Road Commission Interviews.

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:



Action Request

Meeting Date:	November 21, 2018		
Department:	Jail Ad Hoc Committee	Submitted By:	
Contact E-Mail:		Contact Telephone:	
Agenda Item Title:	Community Mental Health Agreement		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

Summary of Request:

The Contract for Mental Health Services at the Jail has been received and reviewed. The Jail Ad Hoc Committee will be meeting on Tuesday, November 20th to review this agreement and make a recommendation.

Suggested Motion:

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

Attachments:

Attachment Titles:



AGREEMENT
BETWEEN
GRAND TRAVERSE COUNTY
AND
NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY
(NLCMHA)

Type of Contract:	Professional Services
NLCMHA Contract No.:	2018.201805.001
Effective Date of Contract:	12/01/2018
Termination Date/Initial Term:	09/30/2019
Automatic Renewal Date:	10/01/2019
Payment Basis:	Fee For Services

AGREEMENT

THIS AGREEMENT (“Agreement”) is agreed to between Grand Traverse County located at 400 Boardman Avenue, Traverse City, Michigan 49684, (“the Payor”); and Northern Lakes Community Mental Health Authority (“NLCMHA”), a separated legal public governmental authority and community mental health services provider, located at 105 Hall Street, Suite A, Traverse City, Michigan 49684.

RECITALS

WHEREAS, This Agreement is made and effective pursuant to Michigan Public Act 258 of 1974, as amended, MCL 330.1001 *et seq.* (“Mental Health Code”), and

WHEREAS, Payor desires to receive and purchase Services from NLCMHA in accordance with the terms and conditions set forth in this Agreement, and

WHEREAS, NLCMHA and Payor desire and intend to hereby memorialize the terms and conditions of their agreement for the provision of and reimbursement for Services.

THEREFORE, in consideration of the mutual promises in this Agreement, and for other valuable and sufficient consideration, NLCMHA and Payor hereby agree as follows:

1. **Term:** This Agreement shall begin effective December 1, 2018 and, unless first terminated, amended or replaced, shall continue through December 31, 2019. This Agreement may be renewed for an additional one (1) year term, with the terms and conditions of such renewed Agreement to be agreed upon by the parties. This Agreement will be terminated at any time due to lack of funding by Grand Traverse County.
2. **Services:** NLCMHA shall perform the Services as detailed in **Appendix A**.
3. **Maximum Hours:** NLCMHA shall provide one (1) Full Time Equivalent (FTE) licensed mental health professional and one (1) Full Time Equivalent (FTE) Peer Support Specialist (hereafter collectively referred to as “Behavioral Health Providers”).
4. **Rate:** Payor agrees to reimburse NLCMHA for any or all Services provided to Payor by NLCMHA staff at a cost of \$98,000.00 for licensed mental health professional services and \$65,500.00 for peer support specialist services. See **Appendix A**.
5. **Training Costs:** NLCMHA shall provide the training relating to mental health diagnosis and interventions provided to address them.
6. **Standard of Performance:** All services provided by NLCMHA pursuant to this Agreement shall be performed in accordance with the legal standard applicable to such services and in accordance with employee union bargaining agreement. This service is available to inmates housed in the Grand Traverse County Jail. Any inmate housed in another jurisdiction is not covered by this Agreement. NLCMHA staff members shall observe all State and Federal laws and

regulations in their relationship with the Payor employees, patients, visitors, suppliers or vendors and shall refrain from any conduct directed toward Payor employees, patients, visitors, suppliers or vendors which disrupts the proper and efficient operation of the Payor or which exposes Payor to liability by its employees, patients, visitors, suppliers or vendors. Payor staff members shall observe all State and Federal laws and regulations in their relationship with the NLCMHA employees, patients, visitors, suppliers or vendors and shall refrain from any conduct directed toward NLCMHA employees, patients, visitors, suppliers or vendors which disrupts the proper and efficient operation of the NLCMHA or which exposes NLCMHA to liability by its employees, patients, visitors, suppliers or vendors.

The working hours for Behavioral Health Providers in the Grand Traverse County Jail will be Monday through Friday 8am to 5pm with an hour lunch. Behavioral Health Providers and Medical Health Providers will work collaboratively to provide integrated care. Integrated care activity will include consultations, joint care sessions, and weekly medical care huddles between physical health, psychiatric care, behavioral health care, and correction staff. For purposes of this Agreement, Medical Health Providers shall include all Grand Traverse County Jail medical personnel other than the Behavioral Health Providers.

Behavioral Health Providers will provide mental health services to include mental health assessments, referrals, crisis intervention, and ongoing monitoring. Behavioral Health Providers will not assist Payor in collecting evidence and will not provide any court related testimony without being served with a subpoena.

Payor will be responsible for providing utilization management data. NLCMHA, Payor, and Medical Health Providers will collaboratively develop operational policies and procedures to support integrated care activity. Payor shall provide input in recruitment and selection of Behavioral Health Providers. However, NLCMHA is responsible for selecting the appropriate personnel necessary to provide the services detailed in Appendix A during the entire term of this Agreement. In the event of a vacancy in either Behavioral Health Provider positions NLCMHA will provide such services as may be necessary to continue established group services, discharge planning, and address any urgent or emergent needs. However, NLCMHA shall not be obligated to fill any vacant Behavioral Health Provider position with existing staff members. Grand Traverse County Corrections Staff will provide information relating to observations and reports from inmates to Behavioral Health Providers.

7. **Invoicing:** NLCMHA shall maintain current, accurate and complete records of Services rendered to the Payor. Each invoice shall describe services and the total due. NLCMHA will bill Payor on a quarterly basis 25% of total contract value for services. Invoices will be submitted to Grand Traverse County Sheriff's Office, Attention Jail Administrator, 320 Washington St., Traverse City, Michigan 49684.

8. **Governmental Immunity:** NLCMHA and the Payor both preserve any and all governmental rights, privileges and immunities available under any or all applicable laws and/or common law doctrines. This Section 8 shall survive the expiration, termination or replacement of this Agreement.

9. **Cooperation:** The parties shall reasonably cooperate during and/or after the termination or expiration of this Agreement to facilitate an orderly transition of Services and information.

10. **Venue, Jurisdiction, Limitations:** Any action or dispute between the parties arising under or relating to this Agreement shall be governed by Michigan law without regard to choice or conflict of laws. Jurisdiction and venue shall be based in Grand Traverse County, Michigan. Federal jurisdiction and venue shall be U.S. District Court of Michigan, Western Division. This Section 10 shall survive the expiration, termination or replacement of this Agreement.

11. **Dispute Resolution:** NLCMHA and Payor shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiations between executives who have authority to settle the controversy. Any party may give the other party written notice of any dispute not resolved in the normal course of business. Within 20 days after delivery of said notice, executives of both parties shall meet at a mutually acceptable time and place, and thereafter as often as they reasonably deem necessary, to exchange relevant information and to attempt to resolve the dispute. If the matter has not been resolved within 60 days of the disputing party's notice, or if the parties fail to meet within 20 days, either party may initiate litigation of the controversy or claim as provided hereinafter.

If a negotiator intends to be accompanied at a meeting by an attorney, the other negotiator shall be given at least three (3) working days' notice of such intention and may also be accompanied by an attorney. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of the Federal Rules of Evidence and Michigan Rules of Evidence.

Any actions disputes, or disagreements arising under on in connection with this Agreement will be time-barred unless filed within six (6) years from the accrual date(s).

12. **Access:** NLCMHA and Payor shall permit access to the worksite for all behavioral health staff. Grand Traverse County will provide an office space and office equipment/supplies, such as phone, internet, pen, and paper for behavioral healthcare workers. NLCMHA will provide the computer and cell phone for behavioral health care staff. NLCMHA and Payor shall permit the inspection of all records, books and/or electronically stored data relating whatsoever to performing this Agreement, and for a reasonable time following the termination of this Agreement. Grand Traverse County is responsible for providing the electronic health record and forms that are maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. NLCMHA is responsible for maintaining timely, accurate documentation regarding clinical contacts with inmates.

13. **Exclusive Agreement:** This Agreement merges all understandings of any nature between the parties and supersedes any or all prior or contemporaneous understandings.

14. **Modification:** This Agreement may not be effectively amended in any manner whatsoever without mutual prior consent, in writing, and duly signed by both parties.

15. **Waiver:** The waiver by either party of any violation(s) under or relating to this Agreement shall not constitute a waiver of any other violation under or relating to this Agreement.

16. **Privacy Rule:** “Privacy Rule” shall mean the Standards of Privacy of Individually Identifiable Health Information. The parties may deliver communications electronically or otherwise. Any or all information and communications must comply with the Business Associate Agreement attached as **Appendix B** – preventing disclosure of private health information.

17. **Counterparts:** This Agreement may be signed in counterparts, each of which will be deemed an original, and all of which shall form one and the same Agreement.

18. **Indemnification:** NLCMHA and Payor shall only be responsible for liability solely arising from the acts of their own officials, officers and employees. Under no circumstances shall either NLCMHA or Payor be held liable for the acts or omissions of the other party's officials, officers or employees performed under this Agreement. NLCMHA and Payor shall seek their own legal representation and each party bears its own costs, including judgments, in any litigation which may arise from the performance of this Agreement. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

19. **Expiration, Non-Renewal or Termination of Agreement:**

Default: Each party may terminate this Agreement if the other party breaches any material obligation set forth herein, which breach is incapable of cure or which, being capable of cure, has not been cured within ten (10) business days after receipt of written notice of such breach from the non-breaching party, or within such additional cure period as the non-breaching party may authorize in writing.

The proposed expiration, non-renewal or termination of this Agreement will not relieve either party of its performance obligations hereunder before the termination date. Following any notice of termination hereof, NLCMHA will cooperate with Payor to transfer records as soon as possible.

Without cause: Payor or NLCMHA may terminate this Agreement any time without cause if the terminating party sends the non-terminating party written notice at least thirty (30) calendar days prior to the written fixed termination date. This Agreement shall terminate accordingly.

20. **Severability:** If any portion of this Agreement is found to be invalid or unenforceable by any court or other lawful forum, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provisions of this Agreement, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

20. **Notice:** Notices under this Agreement shall be properly addressed to the following:

If to NLCMHA:
Karl V. Kovacs
Chief Executive Officer

If to Payor:
Grand Traverse County
Jail Administrator

105 Hall Street, Suite A
Traverse City, MI 49684
Karl.kovacs@nlcmh.org

320 Washington St.
Traverse City, MI 49684

SIGNATURES

IN WITNESS WHEREOF, in consideration of, and in reliance upon the mutual promises set forth herein the parties below, being duly authorized have knowingly, voluntarily and intentionally signed this Agreement made fully and forcefully **November 15, 2018**.

NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY

Karl V. Kovacs
Chief Executive Officer

Date

GRAND TRAVERSE COUNTY

Grand Traverse County _____

Date

APPENDIX A SERVICES

Services:

LICENSED MENTAL HEALTH PROFESSIONAL (1 FTE): COST \$98,000.00

- Evaluate all inmates who answered Yes to questions 7 or 8 on the Brief Jail Mental Health Screening or answered Yes to any 2 of the 1-6 questions;
- Develop a jail mental health treatment plan for individual inmates to include any of the following:
 - Group Counseling (i.e. depression, anxiety, skill development);
 - Assessment of the Emergent Risk of Harm To Self or Others;
 - Referral to Community Reintegration Services with a Peer Support Specialist;
- Respond to mental health crises within the jail setting while on duty (Utilize the NLCMHA Crisis Services Team afterhours);
- Monitor the mental health status of inmates housed in observation cell(s) for mental health reasons, including a full risk assessment every 24 hours.

PEER SUPPORT SPECIALIST (1 FTE): COST \$65,500.00 Community Reintegration Services With a Peer Support Specialist

An inmate incarcerated for 20 days or more may voluntarily work with the Peer Support Specialist to secure Community Reintegration Services which, may include the following:

- Medical Care Appointment, including medication management post jail discharge;
- Behavioral Health Care Appointment;
- Substance Use Treatment Appointment;
- Veteran Affairs Appointment;
- Assistance in obtaining legal services;
- Contact with Natural Supports, such as family members, for assistance with transportation after jail discharge and to scheduled appointments;
- Contact with Faith-Based and/or other community organizations, for assistance with meeting needs post jail discharge.

APPENDIX B BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“BAA”) is agreed to between **Grand Traverse County** (“Business Associate”), and **Northern Lakes Community Mental Health Authority (NLCMHA)** (“Covered Entity”).

WHEREAS, NLCMHA is a legal governmental authority and community mental health services provider;

WHEREAS, Business Associate purchases, obtains and otherwise acquires services from NLCMHA;

WHEREAS, pursuant to the HIPAA Regulations, a covered entity has an obligation to implement measures to achieve satisfactory assurance that its Business Associates will appropriately use and safeguard patient health information provided or disclosed by the covered entity;

WHEREAS, the recently enacted Health Information Technology for Economic and Clinical Health Act of 2009 (42 USC Section 17901, “HITECH Act”), imposes certain additional compliance obligations upon NLCMHA and Business Associate with respect to their use and protection of Protected Health Information.

NOW, THEREFORE, and in consideration of mutual promises and covenants hereinafter set forth, the parties, hereby agree with each other as follows:

1. DEFINITIONS

1.1 Business Associate. “Business Associate” shall mean the entity so designated in the preamble to this Agreement.

1.2 Covered Entity. “Covered Entity” means the entity so designated in the preamble to this Agreement (NLCMHA).

1.3 De-Identified Health Information. De-Identified Health Information is individually identifiable health information, as defined in 45 CFR §164.501, to the extent all identifiers (as set forth at 45 CFR 164.514(b) (2) (i)) have been removed from the information prior to its use or disclosure.

1.4 Electronic Transaction. An Electronic Transaction is a transmission of information between NLCMHA and Business Associate to carry out treatment, financial or administrative activities related to health care, including those transactions identified at 45 CFR §160.103.

1.5 Electronic Transaction Standards. The Electronic Transaction Standards are those standards for the electronic transmission of health information promulgated under the HIPAA Regulations and set forth at 45 CFR Parts 142, 160 and 162.

1.6 Individual. “Individual” has the same meaning as the term “individual” in 45 CFR §160.103 and includes a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).

1.7 Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

1.8 Protected Health Information (PHI). Protected Health Information or "PHI" has the same meaning as the term "protected health information" in 45 CFR §160.103, limited to the information created or received by Business Associate on behalf of NLCMHA. Health information held by Business Associate shall not be deemed to be PHI for the limited purposes of this Agreement so long as Business Associate is a person or entity that is a "program" as defined in 42 CFR §2.11 and holds the health information in its capacity as such.

1.9 Required By Law. "Required By Law" has the same meaning as the term "required by law" in 45 CFR §164.103.

1.10 Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.

1.11 Security Standards. "Security Standards" are those standards which govern the security, maintenance and storage of electronic Protected Health Information as presently set forth at 45 CFR Parts 160, 162 and 164 or as hereafter amended.

1.12 Terms Not Defined. Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the Privacy Rule.

2. BUSINESS ASSOCIATE OBLIGATIONS

2.1 Generally. Business Associate acknowledges that it is subject to the HIPAA Privacy Rule and Security Standards in the same or similar manner as NLCMHA. Business Associate therefore agrees to take any and all actions necessary to comply with those Rules and Standards as they apply to Business Associates under the HITECH Act. These actions include, but are not limited to the following: (a) Business Associate shall appoint a HIPAA privacy officer and a HIPAA security officer; (b) Business Associate shall establish policies and procedures to ensure compliance with the Privacy Rules and Security Standards; (c) Business Associate shall train its workforce regarding the Privacy Rules and Security Standards; (d) Business Associate shall enter a privacy/security agreement with NLCMHA and with each of Business Associate's subcontractors that perform any functions relating to NLCMHA relating to PHI; and (e) Business Associate shall conduct a security risk analysis.

2.2 Permitted Uses and Disclosures. Except as otherwise limited in the Agreement, Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate. Business Associate may not disclose any PHI in its capacity as a Business Associate unless (a) the disclosure is required by law or (b) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that (i) it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to that person, and (ii) the person will notify Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

Only when authorized by NLCMHA in writing separate from this Agreement or in accordance with a specific provision of the Services Agreement between NLCMHA and Business Associate may Business Associate use PHI for any other purpose, including but not limited to providing Data Aggregation services as permitted by 45 CFR §164.504(e)(2)(i)(B) or creating de-identified health information in accordance with 45 CFR §164.514.

2.3 Nondisclosure. Business Associate shall not use or further disclose PHI received from NLCMHA other than as permitted or required by this Agreement or required by Law.

2.4 Safeguards. Business Associate shall use appropriate safeguards to prevent use or disclosure of PHI received from or on behalf of the NLCMHA other than as permitted in this Agreement. Business Associate shall maintain an information security program that includes safeguards appropriate to the size and complexity of Business Associate operations and the nature and scope of its activities. These shall include physical, technical and administrative safeguards, including written policies and procedures, in compliance with the HITECH Act and Security Standards, that reasonably protect the integrity, confidentiality and availability of electronic PHI that it creates, transmits, receives, stores or otherwise maintains on behalf of NLCMH.

2.5 Minimum Necessary. Business Associate shall not request from NLCMHA, or provide to any third party or other entity in connection with any of its permitted uses and/or disclosures of PHI more information or PHI than the minimum amount necessary for Business Associate to carry out its obligations, functions or services on behalf of NLCMHA.

2.6 Mitigation. Business Associate shall mitigate to the extent practicable any harmful effects that are known to Business Associate resulting from a use or disclosure of PHI by Business Associate in violation of this Agreement.

2.7 Reporting Disclosures. Business Associate shall provide written notice to NLCMHA within a reasonable time after learning of (a) any use of or disclosure of PHI by Business Associate not authorized by this Agreement, (b) any “security incident” (as defined in 45 CFR §164.304), or (c) its receipt of PHI from NLCMH in violation of federal or state law, the HIPAA Regulations or HITECH Act or NLCMH’s own policies, procedures or protocols, if known to Business Associate.

2.7.1 Notification of Breach. Business Associate agrees to report, following discovery and without unreasonable delay, and in all events within ten (10) calendar days, a “breach” of “unsecured PHI” as those terms are defined in 45 CFR §164.402. Business Associate shall cooperate with NLCMHA in investigating the breach and meeting NLCMHA’s obligations under the breach notification provisions of HIPAA (45 CFR Part 164 Subpart D). “Discovery” means that the breach is known to Business Associate or would have been known through the exercise of reasonable diligence by any person who is an employee, officer, subcontractor or agent of Business Associate other than the person who committed the breach. The notification must identify each individual whose unsecured PHI has been or is reasonably believed to have been breached, as well as any other information available to and in the possession of Business Associate which is required to be included in the individual notice provided under 45 CFR §164.404.

2.7.2 Individual Notification. Notwithstanding any other provision of this Agreement, Business Associate shall assume responsibility for the individual notification required by 45 CFR §164.404 on behalf of NLCMHA where a breach of unsecured PHI was committed by Business Associate or its employee, officer, or where the breach is within the unique knowledge of Business Associate rather than NLCMHA. Any such notice shall be prepared by Business Associate and provided to NLCMHA for review and approval at least five days prior to the date it is required to be sent to the individual. NLCMHA agrees to promptly review the notice and not unreasonably withhold its approval of such notice.

2.7.3 Large Breach. If a breach involves PHI of more than 500 individuals and was committed by Business Associate or its employee, officer, subcontractor or agent, or is within the unique knowledge of Business Associate rather than NLCMHA, Business Associate shall provide the notice to the media required by 45 CFR §164.406. Any such notice shall be prepared by Business Associate and provided to NLCMHA for review and approval at least five days prior to the date it is required to be sent to the media. NLCMHA agrees to promptly review the notice and not unreasonably withhold its approval of such notice.

2.7.4 Record-Keeping. Business Associate agrees to maintain a log of breaches of unsecured PHI and to submit the log to NLCMHA before January 30 of each year for the preceding calendar year so that NLCMHA may report breaches to the Secretary as required by 45 CFR §164.408. This log will be sent to: Kari Barker, 105 Hall Street, Suite A, Traverse City, MI 49684.

2.8 Business Associate Agents. Business Associate shall ensure that any agents, employees to whom it provides access to PHI received from, or created or received on behalf of NLCMHA, agree in writing to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to their use and disclosure of said PHI.

2.9 Availability and Amendment of Information. Business Associate shall make available to NLCMHA such information as NLCMHA may require to fulfill the obligations of NLCMHA to provide access to and copies of PHI as a Covered Entity under the HIPAA Regulations. Business Associate shall also make PHI provided by NLCMHA available upon reasonable request for the purpose of allowing NLCMHA to amend said PHI pursuant to its obligation to do so under the HIPAA Regulations, and Business Associate shall insure that any such amended PHI shall be incorporated into its records and maintained accordingly for future use and disclosure pursuant to this Agreement.

2.10 Internal Practices. Business Associate shall keep accurate records of its use and disclosure of PHI, and make available to NLCMHA upon reasonable request any relevant records relating to its use and disclosure of PHI received from or on behalf of NLCMHA or created by Business Associate on behalf of NLCMHA, for purposes of determining Business Associate's compliance with the HIPAA Regulations. Minimally, this shall include tracking the following information: (a) the date of disclosure; (b) the name of the person or entity that received the PHI and, if known, the address of the person or entity; (c) a brief description of the PHI disclosed; and (d) a brief statement of the purpose of the disclosure including the basis for the disclosure. Business Associate agrees to make its internal practices, books and records relating to the use and disclosure of PHI available to

NLCMHA, or to the Secretary at the request of NLCMHA, and to do so in the time and manner designated by NLCMHA or the Secretary to facilitate the Secretary's determination of compliance with the Privacy Rule.

2.11 Electronic Storage, Transactions and Transmissions. To the extent Business Associate now or in the future conducts any transaction defined as an Electronic Transaction using PHI of NLCMHA, Business Associate shall ensure that such transaction is conducted in full compliance with applicable Electronic Transaction Standards. Moreover, to the extent Business Associate transmits, receives or stores PHI electronically, irrespective of whether any such transmission or reception constitutes an Electronic Transaction, Business Associate agrees to conduct such transmissions, receptions and storage of PHI in a manner so as to be in full compliance with federal and state law, including but not limited to the final Security Standards and HITECH Act. Business Associate agrees to comply with HIPAA Electronic Transaction Standards when communicating such data.

2.12 Disclosures Required By Law. Nothing provided in this Agreement is intended to limit or prohibit Business Associate from disclosing any PHI within its possession in any manner required by federal or state law; provided however that Business Associate shall, prior to making any such disclosure, provide notice of such intended disclosure to NLCMHA and sufficiently in advance of said disclosure such that NLCMHA shall have an opportunity to intervene to prohibit or restrict such disclosure at its discretion. Notice of any such request for disclosure of PHI that Business Associate creates, transmits, receives, stores or otherwise maintains on behalf of NLCMHA shall be forwarded in writing to NLCMHA within five business days of the receipt of the request.

2.13 Responses to Individual Requests. Business Associate agrees to provide NLCMHA or an Individual, in a time and manner designated by NLCMHA, information collected in accordance with Section 2.10 of this Agreement so as to permit NLCMHA to respond to a request by an Individual for an accounting of disclosures of PHI during the six (6) years prior to the date on which the accounting was requested, as required by 45 CFR §164.528.

3. NLCMHA OBLIGATIONS

3.1 HIPAA Compliance. NLCMHA agrees to maintain policies, procedures and documentation necessary to establish its continued compliance with the HIPAA Regulations as well as other applicable federal and state laws regarding the maintenance, use and disclosure of PHI and its right to provide Business Associate with PHI within its possession and control.

3.2 Access to Policies and Procedures. NLCMHA agrees to provide Business Associate, upon reasonable request, with copies of policies and procedures of NLCMHA which have been developed and implemented as part of NLCMHA's HIPAA compliance effort and to provide Business Associate with adequate access to information regarding its electronic transmission and storage systems and capabilities as is necessary to enable Business Associate to comply with its obligations under Article 2 of this Agreement.

3.3 Notices to Business Associate. NLCMHA will notify Business Associate of: (a) any limitations in its notice of privacy practices in accordance with 45 CFR §164.520 to the extent such

limitation may affect Business Associate use or disclosure of PHI; (b) any changes in, or revocation of, permission by an Individual to use or disclose PHI, to the extent such change may affect Business Associate's use or disclosure of PHI; and (c) any restriction upon the use or disclosure of PHI that NLCMHA has agreed to in accordance with 45 CFR §164.522, to the extent such change may affect Business Associate use or disclosure of PHI.

4. TERM AND TERMINATION

4.1 Term. The initial Term of this Agreement shall begin on the Effective Date and shall terminate when all PHI provided to Business Associate by NLCMHA, or created or received by Business Associate on behalf of NLCMHA, is destroyed or returned to NLCMHA. If it is infeasible to return or destroy PHI, protections are extended to the PHI in accordance with the termination provisions in this Section.

4.2 Termination on Notice for Default. In the event NLCMHA has knowledge of a material breach by Business Associate, NLCMHA shall either: (a) provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within a reasonable period specified by NLCMHA; (b) immediately terminate the Agreement if Business Associate has breached a material term and cure is not possible; or (c) if neither termination nor cure is feasible, report the violation to the Secretary.

4.3 Other Conditions Allowing for Immediate Termination. Notwithstanding anything to the contrary in the Agreement, NLCMHA may terminate the Agreement immediately upon written notice to Business Associate, without any term of notice and/or judicial intervention being required, and without liability for such termination, in the event that:

4.3.1 Business Associate receives (i) a criminal conviction, (ii) is excluded, barred or otherwise ineligible to participate in any government health care program, including but not limited to Medicare, Medicaid, CHAMPUS or Tricare; (iii) is named as a defendant in a criminal proceeding for a violation of any information privacy and protection law; or (iv) is found to have or stipulates that it has violated any privacy, security or confidentiality protection requirements under any applicable information privacy and protection law in any administrative or civil proceeding in which Business Associate has been joined;

4.3.2 A trustee/receiver is appointed for property of Business Associate;

4.3.3 Business Associate becomes insolvent or unable to pay debts as they mature, or ceases to so pay, or makes an assignment for benefit of creditors;

4.3.4 Bankruptcy or insolvency proceedings under bankruptcy or insolvency code or similar law, whether voluntary or involuntary, are properly commenced by or against Business Associate; or

4.3.5 Business Associate is dissolved or liquidated or merged into another entity, unless the new entity and NLCMHA agree to the assumption of this Agreement by the new entity.

4.4 Effect of Termination.

4.4.1 Except as provided in paragraph 4.3.2 of this section, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.

4.4.2 In the event that return or destruction of the PHI is infeasible, Business Associate shall extend the protections of the Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI, or for six (6) years, whichever is longer.

4.5 Legislation; Actual or Threatened Actions. Upon either party having received a written opinion of reasonably qualified or experienced legal counsel, or written notice of proposed adverse action by a governmental agency concluding that the Agreement is likely to violate federal or state statutes or regulations, and upon the other party having been provided a written copy of same, and unless the parties can agree, within sixty (60) days, to adequate revision or amendment of this Agreement and their relationship, such that the parties are no longer at risk, this Agreement shall immediately terminate.

4.6 Effect of Multiple Parties. In the event there are more than two parties to this Agreement, the termination of this Agreement with respect to any one party shall **not** automatically terminate this Agreement with respect to the remaining parties.

5. MISCELLANEOUS COVENANTS

5.1 Assignment. Neither this Agreement nor any obligations imposed under this Agreement may be assigned by any party without the written consent of the other party.

5.2 Federal Government Access to Books and Records. To the extent required by the Social Security Act (and any regulations promulgated thereunder), until the expiration of seven (7) years after the termination of this Agreement, the parties shall make available, upon written request of the Secretary of Health and Human Services or the Comptroller General of the United States, or any of their authorized representatives, this Agreement and all books, documents and records that are necessary to certify the nature and extent of the financial relationships and obligations, use or disclosure of PHI called for with respect to this Agreement. Each party shall promptly notify the other, in writing, of any such request and provide the other with access to the same books, documents and records as are made available to the requester.

5.3 Confidentiality of Information. Subject to the requirements of the Freedom of Information Act and other applicable regulations governing the disclosure of information regarding the operations and business affairs of public entities, the business affairs and information of the parties including, without limitation, this Agreement, are confidential and neither party will discuss such matters with or disclose the contents of this Agreement to anyone who is not a trustee, officer, agent, or a fiduciary of either party having a need to know such information in performance of his/her duties under this Agreement, all of whom shall be subject to these provisions concerning confidentiality.

5.4 Entire Agreement. The Agreement constitutes the entire agreement of the parties with respect to the parties' compliance with federal and/or state health information confidentiality laws and regulations, as well as the parties' obligations under the Business Associate provisions of 45 C.F.R. parts 160 and 164. The Agreement supersedes all prior or contemporaneous written or oral memoranda, arrangements, contracts or understandings between the parties hereto relating to the same. The Agreement does not supersede any prior or contemporaneous written or oral memoranda, arrangements, contracts or understandings between the parties hereto relating to the confidentiality of other NLCMHA proprietary and/or confidential information that is not covered by the above laws relating to health information protection.

5.5 Electronic Transactions. Business Associate hereby represents and warrants that, to the extent that it is electronically transmitting any of the HIPAA Transactions for NLCMHA, the format and structure of such transmissions shall be in compliance with the Electronic Transaction Standards.

5.6 Minimum Necessary. Business Associate shall, if practicable, use, disclose, or request PHI in a limited data set, as that term is defined in 45 C.F.R. §164.514(e)(2). Otherwise, Business Associate shall request from NLCMHA or a third party only the minimum amount of information necessary to perform services under the Agreement. Business Associate shall develop, implement, maintain and use policies and procedures to limit uses and disclosures of PHI to the minimum necessary to perform services under the Agreement. Business Associate shall determine what constitutes the minimum necessary PHI to accomplish the intended purpose of any disclosure and shall not rely on a request from a third party being for the minimum necessary, except as allowed by amendments to the Privacy Rule pursuant to the HITECH Act.

5.7 Amendment. None of the terms and provisions of this Agreement and the exhibits and schedules attached (if any) may be modified or amended in any way except by an instrument in writing executed, on behalf of Business Associate, by an official of Business Associate appropriately authorized with respect to such execution, and on behalf of NLCMHA, by an official of the NLCMHA specifically authorized by its Board of Directors with respect to such execution.

5.8 Waiver. The failure by either party at any time to require the performance by the other party or to claim a breach of any provision of this Agreement will not be construed as a waiver of any subsequent breach nor affect the validity and operation of this Agreement nor prejudice either party with regard to any subsequent action.

5.9 Governing Law. This Agreement shall be interpreted and enforced under the laws of the State of Michigan applicable to contracts made and to be performed entirely within this state without giving effect to choice of law principles of such state. The parties irrevocably consent to the jurisdiction of and venue in the Circuit Court for Grand Traverse County, Michigan or the United States District Court for the Western District of Michigan to adjudicate any dispute or issues which may arise under this Agreement.

5.10 Interpretation. Any ambiguity in the Agreement shall be resolved to permit NLCMHA to comply with the Privacy Rule, Security Standards, Transaction Standards, and HITECH Act.

5.11 Third Party Rights. The terms of the Agreement are not intended, nor should they be construed, to grant any rights to any parties other than Business Associate and NLCMHA.

5.12 Severability. If any one or more of the provisions of this Agreement should be deemed invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement shall not in any way be affected, impaired or prejudiced.

5.13 Force Majeure. Neither party shall be liable to the other for any loss of business or any other damages caused by an interruption of this Agreement, when such interruption is due to: war, rebellion or insurrection; an act of god; fires; government statute, or regulation prohibiting the performance of this Agreement; strikes; labor stoppages; lock-outs or labor disputes to the extent such occurrences are not caused by the actions of the parties seeking relief under this Section; or any other causes beyond the reasonable control or anticipation of the parties.

5.14 Notice. All notices required under the Agreement shall be in writing and shall be deemed to have been given on the next day by fax or other electronic means or upon personal delivery, or in ten (10) days upon delivery in the mail, first class, with postage prepaid.

5.15 Owner of PHI. Under no circumstances shall Business Associate be deemed in any respect to be the owner of any PHI used or disclosed by or to Business Associate pursuant to the terms of the Agreement.

5.16 Section Headings. The section headings of this Agreement are for convenience of the parties only. They in no way alter, modify, amend, limit or restrict contractual obligations of the parties.

5.17 Counterparts. This Agreement and any amendments to it may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same Agreement.

5.18 Notices. Any notice or other communication required or permitted under this Agreement shall be provided to the agents signing this Business Associate Agreement.

5.19 Cooperation. The provisions of this Agreement shall be self-operative and shall not require further agreement except as may be provided specifically herein to the contrary. However, each party shall, upon reasonable request, execute and deliver such other further documents and records as may be necessary to properly effectuate this Agreement, in accordance with its terms.

IN WITNESS WHEREOF, in consideration of the mutual promises set forth in this Agreement, and for other valid consideration; the parties, by their authorized representatives, have signed this Agreement.

GRAND TRAVERSE COUNTY

Signed this _____ day of _____, 2018

**NORTHERN LAKES COMMUNITY MENTAL
HEALTH AUTHORITY**

Karl V. Kovacs, CEO

Signed this _____ day of _____, 2018