

**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS**

Wednesday, November 15, 2017 @ 5:30 p.m.  
Governmental Center, 2<sup>nd</sup> Floor Commission Chambers  
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES 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 1, 2017 (Study Session) ..... 3
  - b. Minutes of November 1, 2017 (Regular Session)..... 4
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.

5. APPROVAL OF AGENDA
6. CONSENT CALENDAR:

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

If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Commission action adopting the consent calendar.

All Information identified on the Consent Calendar can be viewed in it's entirety at [www.grandtraverse.org](http://www.grandtraverse.org).

- a. Receive and File:
  - 1) GTC Road Commission Monthly Report ..... 9

2)	GT Conservation District October 2017 Report.....	10
3)	Northwest Michigan Community Action Agency minutes of 9-21-17 .....	16
b.	Approvals:	
1)	Clean Sweep Grant (renewal) – Administration .....	21
2)	Custodial Services Contract – Facilities .....	31
3)	DEQ Grant, Non-Community Water Supply (renewal) - Health Department.....	34
4)	Tobacco Dependence Treatment Grant – Health Department.....	81
5)	Application for 2% Grants from Grand Traverse Band – Fall Submission.....	97
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Presentation Concerning Opioid Litigation .....	99
b.	Public Hearing – Budget (Resolution, Budget and Fee Schedule included) .....	103
	Additional Discussion on the Following:	
	Information Technology Action Plan (Phase I) .....	172
	Appropriation for Soil Erosion.....	182
c.	Public Hearing – Envision 8 <sup>th</sup> Brownfield Plan and Recommendation for Approval .....	183
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	GRAND TRAVERSE SHERIFF’S OFFICE:	
1)	Jail Security Electronic Upgrade and Maintenance Contract .....	195
b.	FINANCE DEPARTMENT:	
1)	October 2017 Claims Approval .....	204
2)	Budget Amendments.....	212
3)	Budget to Actual Revenue and Expenditure Report.....	220
c.	ADMINISTRATION:	
1)	Compliance Plan to Meet Standards of Michigan Indigent Defense Commission (MIDC) .....	225
10.	OLD/UNFINISHED BUSINESS:	
a.	Commissioner Travel Expenses - Discussion	
b.	County Officers Compensation Committee (Request to Rescind Resolution) .....	245
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
a)	Department Update Postponed (Probate Court Update-Amanda Flowers)	
15.	CLOSED SESSION IF NEEDED:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Study Session  
November 1, 2017

Chairwoman Crawford called the meeting to order at 4:03 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, Ron Clous, Addison Wheelock, Jr., Cheryl Gore Follette, Tom Mair,  
Dan Lathrop and Carol Crawford

PUBLIC COMMENT

**Dana Ryan** spoke about lack of handicap accessibility at the new Civic Center playground

**Randi Clawson** spoke about the “Before, During, and After” program for incarcerated individuals

BUDGET PRESENTATION

Jody Lundquist, Finance Director, distributed a memo which answered some of the questions raised by Commissioners at the last budget study session.

DISCUSSION

Vicki Uppal, County Administrator, Jen DeHaan, Deputy County Administrator, and Jody Lundquist, Finance Director, answered additional budget questions posed by the Commissioners.

Commissioners directed staff to explore a different way to present the unfunded pension liability in the budget worksheets, instead of attaching a portion of it to each employee.

Wendy Hirschenberger, Health Officer, answered Commissioners’ questions in regard to the budget for the medical examiner and autopsies.

Nate Alger, Undersheriff answered Commissioners’ questions in regard to the TNT position and the cost of police vehicles.

PUBLIC COMMENT

**Whitney Allen** spoke about the Animal Control budget.

Meeting adjourned at 5:31p.m.

\_\_\_\_\_  
Bonnie Scheele, County Clerk

\_\_\_\_\_  
Carol Crawford, Chairwoman

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

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Regular Meeting  
November 1, 2017

Chairwoman Crawford called the meeting to order at 5:48 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, Ron Clous, Addison Wheelock, Jr., Cheryl Gore Follette,  
Tom Mair, Dan Lathrop and Carol Crawford

APPROVAL OF MINUTES

Minutes of October 18, 2017 – Regular Session

Minutes of October 25, 2017 – Study Session

Moved by Lathrop seconded by Clous to approve the minutes as presented. Motion carried.

PUBLIC COMMENT

**T. J. Andrews** spoke about the Soil Erosion and Sedimentation Control Ordinance

**Bill Clous** spoke about the Soil Erosion and Sedimentation Control Ordinance

**Lucille Hoffman** spoke about the new COAST busing system

APPROVAL OF AGENDA

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

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.

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A. RECEIVE AND FILE

1. Green Lake Twp – Annual Report Regarding Status of Tax Increment Financing Interlochen Downtown Development Authority
2. Resolution in Support of Amending the Emergency Telephone Services Enabling Act (Alger County) – *Removed from calendar.*

3. Resolutions Opposing Reduction in Federal Funding for Great Lakes Restoration Initiative (Alger and Livingston Counties) – *Removed from calendar.*
4. Department of Health and Human Services Minutes of June 27, 2017
5. Department of Health and Human Services Minutes of July 25, 2017
6. Department of Health and Human Services Minutes of August 22, 2017
7. Northwestern Regional Airport commission Minutes of September 26, 2017

**B. APPROVALS**

1. Resolution 120-2017  
86<sup>th</sup> District Court  
Michigan Drug Court Grant Funding
2. Resolution 121-2017  
86<sup>th</sup> District Court  
Hybrid DWI/Drug Court Grant
3. Health Department – Contract Renewal for Medical Director (Michael Collins)  
*Removed from calendar.*
4. Resolution 122-2017  
Boards and Committees  
Vicki Uppal  
Appointment to Economic Development Corporation and  
Pension Advisory Board

**ACTION ON THE CONSENT CALENDAR**

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

A-2	Page 11	By Gore Follette
A-3	Page 13	By Gore Follette
B-3	Page 51	By Gore Follette

Moved by Johnson, seconded by Clous to approve the Consent Calendar minus items A-2, A-3, and B-3. Motion carried.

**SPECIAL ORDERS OF BUSINESS**

- a. **Michigan Indigent Defense County Presentation – Jana Mathieu, Regional Manager**  
Jana Mathieu, Michigan Indigent Defense Commission Regional Manager, gave a presentation of the new Indigent Defense Compliance Plan that she is working on with Jen DeHaan, Deputy County Administrator.

**ITEMS REMOVED FROM CONSENT CALENDAR**

**Item A-2 – Resolution in Support of Amending the Emergency Telephone Services Enabling Act (Alger Co.)**

**Item A-3 – Resolutions Opposing Reduction in Federal Funding for Great Lakes Restoration Initiative (Alger and Livingston Counties)**

Commissioner Gore Follette requested staff not to include resolutions from other counties in the agenda packet. She indicated that she would like to see a list of the resolutions received and the Commissioners can contact Administration if they want a copy of them.

Moved by Gore Follette, seconded by Johnson to Receive and File Items A-2 and A-3, resolutions from other counties. Motion carried.

**Item B-3 – Health Department – Contract Renewal for Medical Director (Michael Collins)**

Wendy Hirschenberger, Health Officer, answered Commissioners’ questions in regard to the Medical Director Services Renewal Agreement.

Resolution 123-2017  
Health Department  
Michael Collins  
Medical Director Services Agreement (Renewal)

Moved by Wheelock, seconded by Mair to approve Resolution 123-2017, with the change to the contract length to be October 1, 2017 through September 30, 2018. Motion carried.

The County Clerk has corrected the resolution and Ms. Hirschenberger will correct the contract and submit it to Civil Counsel for review.

DEPARTMENT ACTION ITEMS

**a. Soil Erosion**

1. Transfer of Department to Environmental Health as the Enforcing Office  
Jean Derenzy, Community Development/Codes Director and Dan Thorell, Environmental Health Director, explained the request to transfer Soil Erosion Department under the Environmental Health Department.

Resolution 124-2017  
Soil Erosion  
Health Department  
Transfer of Soil Erosion to Environmental Health as  
Enforcing Office

Moved by Lathrop, seconded by Gore Follette to approve Resolution 124-2017. Motion carried.

2. Consideration of Soil Erosion and Sedimentation Control Ordinance or Part 91 Only  
Jean Derenzy and Dan Thorell explained the proposed revised Soil Erosion and Sedimentation Control Ordinance and the option to only enforce Part 91. Bob Cooney, Prosecuting Attorney, answered Commissioners questions in regard to the process to move forward with the revised ordinance or change the current ordinance to enforce Part 91 only.

Moved by Gore Follette, seconded by Johnson to begin the process to move forward on the proposed revised Soil Erosion and Sedimentation Control Ordinance by having staff schedule a public hearing.

Roll Call Vote: Yes 6, No 1

Nay: Clous

**b. Commission on Aging**

1. COAST (Commission on Aging Senior Transit) Program

Kelly Dunham, BATA Director, and Cindy Kienlen, Commission on Aging Director, explained the pilot program for senior busing.

Public Comment

**Lucille Hoffman** encouraged the Commissioners to approve the COAST program.

Resolution 125-2017

Commission on Aging

Bay Area Transit Authority (BATA)

COAST (Commission on Aging Senior Transit) Program

Moved by Lathrop, seconded by Clous to approve Resolution 125-2017. Motion Carried.

2. Electronic Health Records

Jen DeHaan, Deputy County Administrator, and Cindy Kienlen, Commission on Aging Director, explained that Kaleida Systems, Inc met the criteria in the Electronic Health Record System RFP issued. Kaleida will be providing access to the online website, eRSP.

Resolution 126-2017

Commission on Aging

Kaleida Systems Inc.

eRSP

Electronic Health Record System

Moved by Wheelock, seconded by Lathrop to approve Resolution 126-2017. Motion carried.

OLD/UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER REPORTS

Commissioner Crawford gave notice that she would be requesting the Board of Commissioners to rescind the resolution creating the Compensation Commission at the next regular board meeting.

Commissioner Gore Follette had the new Animal Control PSA played for the commissioners.

NOTICES

November 2, 2017 – Annual Township Planning Awards dinner

November 15, 2017 @ 4:00 p.m. – Special Study Session (as needed for Budget Discussion)

November 29, 2017 @ 5:30 p.m. – Special Study Session (as needed for Budget Discussion)

CLOSED SESSION

a. Carlson v Grand Traverse County:

Moved by Crawford, seconded by Clous to go into closed session at 8:00 p.m. for the purpose of discussing trial strategy for the Carlson v Grand Traverse County case with legal counsel.

Roll Call Vote: Yes 7

Moved by Wheelock, seconded by Gore Follette to return to regular session at 8:25 p.m. Motion carried.

Meeting adjourned at 8:25 p.m.

\_\_\_\_\_  
Bonnie Scheele, County Clerk

\_\_\_\_\_  
Carol Crawford, Chairwoman

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



**ATO:** Chair – Board of Commissioners  
**FROM:** Jim Cook, Manager  
**DATE:** November 8, 2017  
**SUBJECT:** **REPORT FOR THE NOVEMBER 15, 2017 MEETING  
AT 5:30 P.M. IN THE COMMISSION CHAMBERS  
400 BOARDMAN AVENUE, TRAVERSE CITY**

**cc:** Board of County Road Commissioners

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A commissioner or I will be available to provide more detailed responses at the BOC meeting on the following items:

1. **Fleet Management Plan** – Our Fleet Management Plan was formally adopted by the Board! As near as we know (and we've asked), we are the first Michigan county road commission to develop a full-scale asset management plan for its fleet. When finalized, it will incorporate all life-cycle aspects of our vehicles and equipment from acquisition to maintenance to disposal.
2. **Budget for 2018** – The final format of the 2018 Budget has been approved. Our public hearing is November 21, 2017 at 7:10 PM.
3. **Radio Antenna Systems** – As fees are associated with the permits for these systems, the public hearing on our policy and procedure regarding these systems is November 21, 2017 immediately following the budget.
4. **Virtual Road Tour** – We are awaiting the first draft of this video.
5. **Turnaround Easement** – Staff will be whittling away to obtain over 100 easements. Legal counsel has been providing guidance as we move through this intense, and sometimes very personal, process.
6. **East-West Corridor Consultant** – Our selection panel recommended, and the Board approved, retaining OHM as the consultant for the East-West Corridor Study. Contract terms are being drafted. The Board desires to have early and frequent public involvement as well as regular reporting as we begin this exhaustive and long-term solution for traffic flow in Grand Traverse County.
7. **South Airport Road** – The Board discussed potential projects for South Airport Road; first, from Veterans to US-31 and secondly, Woodcreek Drive to Three Mile Road. The former portion is included in the 2018 project.
8. **MDOT Contracts** – The Board approved the modification requested by MDOT and approved by CRA increasing the maximum amount of local contracts Road Commissions may enter into on behalf of MDOT. The annual letter of understanding regarding GTCRC winter maintenance on state highways was also approved.

**Grand Traverse Conservation District**  
**October 2017 Report**

CONSERVATION TEAM

**OWNER/PARKLAND:** Grand Traverse County – Natural Education Reserve

**Administration**

- Attended County Parks and Recreation Master Planning Team meetings.
- Attended Community Input Sessions on "Parks and Recreation Survey Day".

**Routine Monitoring and Maintenance**

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Mowed, weed-whipped, and pruned trails along the NER as needed.
- Cleared major downfall trees from trails with chainsaws.

**Grants**

- Met with Grand Traverse Band of Ottawa and Chippewa Indians/Natural Resource Conservation Service staff to discuss funding to help restore Boardman Pond bottomlands beginning in 2018.
- Met with CRA and AECOM staff regarding potential funds to restore two large erosion sites upstream from Boardman Pond.
- Met with Natural Resources Conservation Service staff to walk the Boardman bottomlands to discuss the potential use of Environmental Quality Incentive Program assistance post dam removal.

**Other**

- Met with Jack Robbins in preparation for universal access trail upgrade from Meadows Pavilion Trailhead to Sabin Overlook.
  - Assisted the County with maintenance of Sabin Dam by way of debris removal from the gates.
  - Coordinated Wildlife and Wetlands Solutions on the contracted treatment efforts on woody invasive plants near the Boardman Pond bottomlands (funding provided by the Conservation Resource Alliance)
-

### BOARDMAN RIVER STEWARDSHIP

- Restored erosion sites S744 & S745 along Kids Creek on property owned by Pine Grove Homes.
  - Restored 100' section of eroding bank along Kids Creek at the Hand Surgery Center located at the corner of Front and Division.
  - Continued to monitor the sediment basins at the Concrete Service to ensure they are functioning as designed.
  - Prepared for and gave an annual update to the Edwards Boardman River Stewardship Fund Committee to receive approval for the annual allocation from the Fund.
  - Met with the Village of Kingsley interim President, a DDA Board member, and a property owner re: flooding upstream of Blair Street. The flooding is caused by a build-up of rock rip-rap in front of the culvert under Blair Street. The site is next to the Middle School and it is suspected that students moved the rock.
  - Prepared for and gave a presentation to the Grand Traverse Leadership Academy's 2017 Class for Environmental Day.
- 

### ENVIRONMENTAL EDUCATION

**Nature Center Visitation this Month: 626**  
**Program Participants this month: 526**  
**Drop ins this month: 100**  
**Nature Center Visitation this year: 7,603**

**Nature Center Visitation October 2016: 712**  
**Program Participants October 2016: 443**  
**Drop in October 2016: 269**  
**Nature Center Visitation since 2008: 78,216**

#### **Program Participation & Program Planning:**

- 80 preschool aged children and their families participated in our twice weekly preschool programs at the Boardman River Nature Center
  - Formed partnership with Disability Network Northern Michigan to launch an accessibility program at the Boardman River Nature Center and the Natural Education Reserve.
  - Disability Network Northern Michigan completed an accessibility study on the Boardman River Nature Center and provided a short list of changes to make the Nature Center full accessible to disabled members of the community.
  - Continued work on outdoor exhibits along the Fox Den and Sabin trailhead on the Natural Education Reserve.
-

### MICHIGAN SAFE FOOD

- Attended the business meeting of Northwest Michigan Food and Farming Network. Attendees included representatives from Senator Debbie Stabenow's office, Michigan Farm Bureau, Grow Benzie, Crosshatch, Taste the Local Difference, Local Food Alliance, MSU Extension, Cherry Capital Foods and others.
- Michigan Apple Crunch, in conjunction with Cherry Capital Foods, was held October 25. The goal of the event is to encourage consumption of Michigan-grown apples, and emphasize the connection between farm and food. Celebrated during the GTCD staff meeting, 11 crunchers enjoyed their Honeycrisp apples from Altonen Orchards.
- Safe Food staff attended three different computer classes: Microsoft Powerpoint, Word and Excel.
- Met with Tim Slawinski and Kristin Esch from MDARD to discuss goals for Safe Food Program. Both attended the GTCD Board Meeting to provide an update on the Safe Food program.

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### MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

**Farms Visited: 9 (Grand Traverse & Antrim), 6 (Leelanau & Benzie)**

**Risk Assessments Completed: 9 (Grand Traverse & Antrim), 2 (Leelanau & Benzie)**

**Farms Verified: 1**

#### **Updates:**

- 10/3: Meeting with Program Coordinator of NMC's Institute of Agricultural Technology
- 10/4: Agrichemical container recycling program collection with G. Phillips and Sons
- 10/5: Benzie County Verification
- 10/11-10/12: Livestock\*A\*Syst and Manure Management Training in Charlotte and Fowler, MI
- 10/13: Leelanau Conservation District Field Day Agriculture Station
- 10/14: Pasture walk at The May Farm in Benzie County
- 10/17: Food and Farming Network Farmland Task Force Meeting
- 10/18: Food and Farming Network Business Meeting
- 10/19: Grand Traverse County Local Emergency Planning Committee Meeting
- 10/20: Freshwater Summit
- 10/21: Agriculture Field Day in Leelanau County
- 10/26: Performance evaluations with GTCD Executive Director

### Current Projects:

- Working with:
  - 6 farms in Benzie
  - 9 farms in Leelanau
  - 8 farms in Grand Traverse
  - 8 farms in Antrim
- Risk Assessments Completed in October: 11
- Participating with the Food and Farming Network Farmland Task Force on updated outreach materials.
- Ongoing October-November: MDARD Well Monitoring Program
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding.
- Collaborating with Program Coordinator of Institute of Agricultural Technology at NMC to educate horticulture students about the MAEAP program.
- Beginning 2018 re-verifications

### Upcoming Events:

- 11/1-11/3: MACD Fall Convention in Bellaire
- 11/8: Farmstead\*A\*Syst Training at Kellogg Biological Station in Hickory Corners, MI
- 11/10: Recording new MAEAP Educational Video at NMC
- 11/7: Leelanau Conservation District Board Meeting
- 11/15: Benzie Conservation District Board Meeting
- 11/20: Antrim Conservation District Board Meeting

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### NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

**Active Contacts: 505**

**Passive Contacts: 12,927 +website**

**Volunteer Hours: 40**

**Volunteers: 13**

**Acres Surveyed: 53**

**Sites Surveyed: 37**

**Acres Treated: 38.75**

**Sites Treated: 31**

### Meetings/Presentations:

- 10/4 - Presented on invasive species to NMC class; 30 active contacts
- 10/5 - Kids Creek site visit w/ Master Gardeners
- 10/10-11 - Attended Pollinator Conference; 8 active contacts
- 10/12 - Held booth at Long Lake Elementary "Parents go to school" night; 5 active, 20 passive

- 10/16 - Presented Habitat Matters at Michigan Nursery & Landscape Assoc. Pesticide Credit Clinic; 20 active contacts
- 10/20 - Attended & held booth at Freshwater Summit; 10 active, 50 passive contacts
- 10/23-10/26 - Attended North American Invasive Species Managers Association conference in Reno; 5 active contacts
- 10/31 - Hosted ISN Partner Meeting; 30 active contacts

#### Treatments and Surveys:

- Buyback Program wrap-up: 144 barberry plants removed from 13 sites and replaced with non-invasives/natives
- Participation from 3 counties and 4 GBB landscapers
- PH treatments in 4 counties: 27 sites, 36 acres
- Treated OB in Grand Traverse Archie Park; 0.25 acres
- Site visits & Tx monitoring: 8 sites, 14 acres

#### Other Accomplishments:

- Delivered bootbrush station materials to partners
- EPA GLRI Progress Reporting completed (2015 & 2016)
- Facebook reach: 8,905 passive

#### Upcoming Events:

- Watch for Garlic Mustard Workbees in May

<b>Acronyms and Abbreviations</b>
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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
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – September 21, 2017**

**PRESENT:**

Rev. Gerald Cook  
Art Jeannot  
Tom Kelley  
George Lasater  
Larry Levensgood  
Betsy White  
Lindsey Walker  
Mary Klein  
Tony Ansonge  
Carolyn Rentenbach  
Jeff Miller  
Marc Milburn  
Judy Nichols  
Tom Olmsted

**ABSENT:**

Tonya Schroka (E)  
Brenda Willson (E)  
Louis Fantini (E)  
Brenda DeKuiper (E)  
Yvonne Donohoe  
Debbie Bishop  
Carol Smith (E)  
Pam Niebrzydowski (E)  
Pam Stephan

The meeting was called to order at 12:35 P.M. by Chairperson, Rev. Gerald Cook. Following the Pledge of Allegiance, roll call was taken and a quorum established.

**AGENDA**

Jerry Cook requested approval for the meeting Agenda.

Motion by Betsy White, supported by George Lasater, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the August 17, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Larry Levensgood, supported by Mary Klein, that the minutes for the August 17, 2017 meeting be accepted as presented. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

Jerry Cook welcomed three new consumer representatives to the Board of Directors.

Nic Piechotte is joining the Board representing the consumer sector for Benzie County. Gillian Gines is rejoining the Board representing the consumer sector for Wexford County.

Jennifer Smith is joining the Board representing the consumer sector for Roscommon County.

Motion by Peachy Rentenbach, supported by George Lasater that Nic Piechotte, Gillian Gines, and Jenifer Smith be accepted as new Consumer Sector Board members. Motion carried.



The Personnel Policies state: "Should a former employee of Northwest Michigan Community Action Agency be nominated to fill a vacancy on the Board of Directors, in order to assure no conflict of interest and a completely unbiased aspect, a minimum of three years must have elapsed between termination of employment and consideration of a seat on the Board of Directors."

Article V, Section 4 C of the NMCAA By-laws states: At least one Director shall be a licensed attorney, familiar with Head Start governing body issues. The NMCAA Board has been without an attorney for over two years. Grace Ronkaitis is an attorney and former NMCAA employee who is being presented to fill a Central Sector seat on the Board. It has only been 2 years since Ms. Ronkaitis was employed by the agency. It is requested that a waiver of the Personnel Policies requirement be accepted in only this circumstance to allow this former employee to be seated on the Board of Directors.

Motion by Tom Kelly, supported by Judy Nichols, that the Personnel Policies requirement be waived for the consideration of Grace Ronkaitis to join the Board of Directors. Motion carried.

Motion by Peachy Rentenbach, supported by Mary Klein, that Grace Ronkaitis be accepted as a new Central Sector Board member. Motion carried.

### **PUBLIC INPUT**

None.

### **POLICY COUNCIL REPORT**

The September 14, 2017 Policy Council meeting report was submitted by Tonya Schroka.

Motion by Tony Ansonge, supported by Tom Kelley, that the Policy Council report be accepted as presented. Motion carried.

### **EXECUTIVE DIRECTORS REPORT**

John Stephenson, Executive Director presented the Financial Reports and Annual Operations Plan and Report Summary for August 2017, bank credit card statements for August 2017, and the status of Agency Program Operations.

Motion by Jeff Miller, supported by Tom Kelley, that the Executive Director's report be approved as presented. Motion carried.

### **BUSINESS**

#### **PLANNING/EVALUATION COMMITTEE REPORT**

Tony Ansonge, Planning/Evaluation Committee Chairperson, reported that the Planning/Evaluation Committee met earlier today. Kris Brady, Community Services Director, explained that the ROMA FY 2018 plan is not completed yet due to the changes that are being implemented with the ROMA "New Generation". Trainings have been completed and the next steps will be to pull together the projected numbers and submit the data. The Board will be provided with a simple format to reflect the plan data

when the information is complete. The Committee reviewed in detail the Head Start Self-assessment process, the 2016-2017 self-assessment results and the 2017-2018 Head Start Grant and associated goals. The committee also discussed the process for the next agency-wide strategic plan.

Motion by Peachy Rentenbach supported by Lindsey Walker, that the Planning Evaluation Committee report be accepted as presented.

#### **2016 – 2017 HEAD START/EARLY HEAD START SELF-ASSESSMENT**

Kerry Baughman, Child and Family Development Director, presented the 2016-2017 Early Head Start and Head Start Self-Assessment. As a result of on-going monitoring, the annual self-assessment and work done with an outside consultant, changes were implemented this summer to create a stronger organizational structure to support the new Head Start Program Performance Standards. These changes included the reorganization of home visitor positions in Early Head Start and the creation of new positions in Head Start to provide family support for families in 11 classroom. NMCAA is preparing to submit the third year in a five (5) year Non-Competitive Grant Cycle on October 1, 2017 for grant year beginning January 1, 2018. The Early Head Start and Head Start Self-Assessments are included with the 2018 grant proposal.

Motion by Judy Nichols, supported by Mary Klein, that the 2016 – 2017 Head Start/Early Head Start Self-Assessment be accepted as presented.  
Motion carried.

#### **2018 HEAD START/EARLY HEAD START GRANT APPROVAL**

Kerry Baughman, Child and Family Development Director, reviewed the 5 year grant process that is now in place for Head Start. NMCAA is entering the third year of this 5 year cycle and the grant request for 2018 will be submitted on October 1, 2017. The grant goals were reviewed along with the objectives for each goal. The budget for the 2018 request is \$6,291,643 (including HS T&TA funds)) for Head Start and \$2,515,579 (including EHS T&TA funds) for Early Head Start.

Motion by Peachy Rentenbach, supported by Larry Levensgood that the 5 year Non-Competitive Head Start/Early Head Start Grant be accepted as presented. Motion carried

#### **HEAD START/EARLY HEAD START PURCHASE APPROVAL**

Kerry Baughman, Child and Family Development Director, presented a request to include the purchase of two Welch Allen Spot Vision Screeners with carrying cases for a total cost of \$14,990 as a part of the Head Start/Early Head Start Grant for 2018. The same equipment purchased earlier in the year has proven to be much more efficient than the old equipment. In addition, the older pieces of vision equipment will no longer be serviced by the company after 2020.

Motion by Marc Milburn, supported by Judy Nichols to approve the purchase of two Welch Allen Spot Vision Screeners and carrying cases at

a total cost of \$14,990. Motion carried.

### **NMCAA HOMELESS SERVICES**

Melodie Linebaugh, Program Manager, and Ashley Halladay-Schmandt, Clinical Manager, presented the Homeless Prevention Program at NMCAA. The Homeless Prevention Program strives to end homelessness in northwest Michigan by reaching out to the chronically homeless, veterans, families and individuals. The program also focuses on preventing a return to homelessness by providing those that have been placed in housing with counseling and support. The Homeless Youth Initiative is moving forward and will address the needs of youth ages 18-24 in a 5 county area.

### **MSHDA ESG RESOLUTION**

Melodie Linebaugh and Ashley Halladay-Schmandt, presented the MSHDA ESG grant for the Northwest Michigan Continuum of Care for which NMCAA is the HARA and the fiduciary agency. The grant is for October 1, 2017 through September 30, 2018 for a total of \$487,808. This includes \$361,962 for NMCAA and \$125,845 for Goodwill Industries. The Resolution states that NMCAA's Board is authorized to accept funds of behave of NMCAA. Dan Dewey, Controller, and/or John Stephenson, Executive Director are authorized without further Board Action to accept the funds, and deliver the Grant Agreement governing the terms of the grant, and other required documents.

Motion by Lindsey Walker, supported by Judy Nichols that the MSHDA ESG Resolution and grant be accepted as presented. Motion carried.

### **SENIOR NUTRITION INVESTMENT POLICY**

John Stephenson requested approval for the Senior Nutrition Investment Policy changes that have been presented. The changes will replace the outdated Investment Policy created in 2007 upon receiving a large gift designated for Senior Nutrition. The policy adds Board approval/oversight to the actions taken by the Senior Nutrition Investment Committee and establishes practical provisions for fund management, growth and use.

Motion by Art Jeannot, supported by Peachy Rentenbach, that the Senior Nutrition Investment Policy be accepted as presented. Motion carried.

### **AUTHORIZATION OF SIGNATURE RESOLUTION**

John Stephenson presented the Authorization of Signature Resolution. This Resolution states that the Board of Directors of Northwest Michigan Community Action Agency, Inc. authorizes its Executive Director, John K. Stephenson, to sign all contracts, reports, grant requests, and grant modifications as required in the conduct of doing business, and will be in effect for the fiscal year, October 1, 2017 through September 30, 2018.

Motion by Jeff Miller, supported by Peachy Rentenbach, that the Authorization of Signature Resolution be accepted as presented. Motion carried.

**OTHER BUSINESS**

BCAEO Programmatic “Desk” Review went well; 2 administrative recommendations -  
Org Standards Review ongoing

State approved cash advances in DHHS programs

Visits with Congressman Jack Bergman

Funding uncertainties heading into FY 2018

NMCAA out of Impact 100 competition

New website launched

Open House events with MSHDA this week; Petoskey tomorrow

**BOARD COMMENTS**

None.

There being no further business to come before the Board, the meeting was adjourned  
at 2:25 P.M.

Next meeting will be the **ANNUAL MEETING (lunch provided):  
Thursday October 19, 2017, 12:00 PM**

Respectfully Submitted  
Mary Klein, Secretary

Betsy Rees, Recording Secretary



## Action Request

Meeting Date:	November 15, 2017		
Department:	Resource Recovery/Administration	Submitted By:	Sarah Adams
Contact E-Mail:	sadams@grandtraverse.org	Contact Telephone:	(231) 922-4622
Agenda Item Title:	FY 2018 Clean Sweep Grant		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Summary of Request:**

Grand Traverse County serves as the fiduciary for the Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep Program Grant, which serves a 12-county region.

The grant provides cost reimbursement for up to \$30,000 per fiscal year to reimburse pesticide collection and disposal costs incurred at area Household Hazardous Waste (HHW) collections in the counties of Grand Traverse, Antrim, Benzie, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Oceana, and Osceola.

The counties serve as Clean Sweep pesticide disposal sites, making pesticide disposal costs reimbursable by the Michigan Department of Agriculture through an annual renewal of the grant.

The 2018 budget for Resource Recovery includes continuation of the Clean Sweep Grant.

There is no impact to the General Fund.

**Suggested Motion:**

Accept and authorize the Chair to sign the grant agreement with the Michigan Department of Agriculture and Rural Development for the FY 2018 Clean Sweep Program Grant for reimbursements for the 12-county region in an amount up to \$30,000.

**Financial Information:**

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

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:		
<b>Reviews:</b>	Signature	Date
Finance Director		
Human Resources Director	N/A	
Civil Counsel	N/A	
<b>Administration:</b>	<input checked="" type="checkbox"/> Recommended	Date:
<u>Miscellaneous:</u>		

**Attachments:**

Attachment Titles:

**MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM  
CLEAN SWEEP PROGRAM**

**GRANT AGREEMENT**

**BETWEEN**

**MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT**

**AND**

**COUNTY OF GRAND TRAVERSE**

**OCTOBER 1, 2017 – SEPTEMBER 30, 2018**

**Michigan Department of Agriculture and Rural Development  
Michigan Agriculture Environmental Assurance Program  
Clean Sweep Program**

By authority granted under Act No.107 , Public Act of 2017, the Michigan Department of Agriculture and Rural Development (MDARD) (hereinafter the Grantor) hereby offers to the County of Grand Traverse (hereinafter the Grantee) grant assistance subject to the terms and conditions, and limitations, as set forth herein.

The maximum amount of grant assistance hereby offered is \$30,000.00.

The grant shall be effective from October 1, 2017 through September 30, 2018.

If the project is not completed in the initial period, a grant extension may be considered by the Grantor. Approval of an extension is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions. Grantees requiring an extension should contact the Grant Administrator as soon as it is evident one is needed. Any request for extension must be made to the Grant Administrator in writing before the expiration of the grant. Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by budget cutback, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

The foregoing Grant Offer is hereby accepted and it is agreed that the funds made available will be used only as set forth herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Carol Crawford, Chair  
County of Grand Traverse, Board of Commissioners

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
James Johnson, Director  
Environmental Stewardship Division

**Michigan Department of Agriculture and Rural Development  
Grant Offer**

**TITLE:** Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program

**GRANTEE/ADDRESS:** Sarah Adams  
County of Grand Traverse  
400 Boardman Avenue  
Traverse City, Michigan 49684  
Phone: 231-922-4622  
Fax: 231-922-4636  
Email: [sadams@grandtraverse.org](mailto:sadams@grandtraverse.org)

**GRANT ADMINISTRATOR/  
ADDRESS:** Carrie Fidler  
Michigan Department of Agriculture &  
Rural Development  
Environmental Stewardship Division  
P.O. Box 30017  
Lansing, Michigan 48909  
Phone: 517-284-5614  
Fax: 517-335-3329  
Email: [fidlerc@michigan.gov](mailto:fidlerc@michigan.gov)

**TOTAL AUTHORIZED BUDGET:** \$30,000.00

**GRANT NUMBER:** 791ESD3002

**SIGMA ACCOUNTING TEMPLATE:** 791ESDMAEAPFRESH



## **I. GENERAL TERMS AND CONDITIONS**

### **A. Record Retention**

Grantees and sub-grantees shall retain all financial reports, supporting documents, and statistical records for a period of three years after the close of the grant. The retention period starts from the date of receipt of the final report by the Grant Administrator. Examples of documents to be retained might include, but are not limited to original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts, and sub-contracts.

### **B. Procurement**

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

### **C. Program Changes**

The Grantee must obtain prior written approval for program changes from the Grant Administrator. These include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of \$1,000 or more.

### **D. Regulation Compliance**

The Grantee, contractors, and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations in any manner affecting the work or performance of this grant, and shall at all times carefully observe and comply with all rules, ordinances, and regulations.

### **E. Non-Discrimination Clause**

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this grant will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2101, *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, *et seq.*, and any breach thereof may be regarded as a material breach of the Contract or purchase order.

#### **F. Unfair Labor Practices**

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, *et seq.*, the state shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to section 2 of the Act. The United States National Labor Relations Board compiles this information.

A contractor of the state, in relation to the contract, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to section 4 of 1980 Public Act 278, MCL 423.324, the state may void any contract if, subsequent to award of the contract, the name of the contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the contractor appears in the register.

#### **G. Liability Insurance**

The Grantee shall provide and maintain such insurance for protection from claims that may arise out of, or result from, the Grantee's operations under this grant, or for anyone whose acts they are legally liable.

#### **H. Indemnification**

Each party to this grant must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

#### **I. Conflict of Interest**

No member of the legislature, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this grant agreement. No member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall have any personal benefit from this grant agreement.

#### **J. Cancellation**

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as defined below.

Default is defined as the failure of the Grantee to fulfill the obligations of the grant proposal. In case of default by the Grantee, the Grantor may cancel the grant immediately and reclaim all unused grant funds to be returned by the Grantee immediately. All disallowed costs and overpayments shall also be returned by the Grantee.

In the event the Grantor no longer needs the service specified in the grant due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the Grantor may cancel or reduce the grant by giving the Grantee

written notice of such cancellation 30 days prior to the date of cancellation. All costs incurred by the Grantee between the grant termination notice and the termination date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been terminated.

The Grantor may immediately cancel the grant without further liability to the state, its departments, agencies and employees if the contractor, an officer of the contractor, or an owner is convicted of a criminal offense incident to the application for or performance of a state, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the state, reflects on the contractor's business integrity.

**K. Electronic Funds Transfer**

In accordance with Public Act 533 of 2004, payments under this grant/contract must be processed by electronic funds transfer (EFT). Grantees/Contractors are required to register to receive payments by EFT at the SIGMA website [www.mi.gov/sigmavss](http://www.mi.gov/sigmavss).

## II. SPECIAL TERMS AND CONDITIONS

### A. Statement of Purpose

The purpose of this grant is to provide funding support for pesticide collection and disposal.

### B. Statement of Work

The Grantee shall accept pesticides from any end-user of pesticides that resides in the State of Michigan.

1. End-users of pesticides shall not be charged for disposal costs for those billed to this grant.
2. User fees, when charged, shall be charged uniformly without regard to the residence of the end user or the amount of pesticides presented for disposal.
3. End-users of pesticides shall enjoy equal access to the Grantee's pesticide collection program and facility without regard to the residence of the end-user.

### C. Budget

This is a cost reimbursement grant funded with state restricted funds. Costs may include pesticide disposal and associated expenses:

- Waste hauler fees (reimbursement not to exceed \$1.65 per pound)
- On-site handling and labor costs
- Packaging materials
- Transportation costs
- Relevant training costs - registration fee only

The budget may not exceed \$30,000.00.

### D. Payment Schedule

Payments will be made available upon receipt of the Clean Sweep Request for Reimbursement Form, itemized vendor invoices, and a summary of the types and amounts of pesticides collected by EPA Registration Number, weight, and volume.

Grantee will be reimbursed for the disposal costs of pesticides and associated expenses, up to the amount indicated on disposal vendor invoices.

### E. Audit

The project will be subject to audit by the state who may review the adequacy of the financial management/reporting system during, or at any time subsequent to, the award.

## **F. Reporting**

Grantee shall submit requests for reimbursement at least quarterly, due January 7, April 7, July 7, and October 5. Requests for reimbursement may be submitted more frequently. If no work was done in the quarter, written notification must be sent to Grantor.

Pesticide collection data shall be submitted timely via the Clean Sweep online database at <http://micleansweep.com>.

A Clean Sweep Request for Reimbursement Form must be completed for each collection site. The Request for Reimbursement Form and itemized vendor invoices with pesticides clearly identified, shall be submitted to the Grantor at [MDA-ESD-Grants@michigan.gov](mailto:MDA-ESD-Grants@michigan.gov) with a copy to the program manager at [EatonA@michigan.gov](mailto:EatonA@michigan.gov).

The vendor invoices shall summarize the total tare weight (deduction of the container weight from the gross weight to obtain the net weight of product) of pesticides collected and the weight of containers and packaging used by the vendor to dispose of pesticides. The Grantee is responsible for reporting the weight of pesticides and the tare weight of barrels, flex bins, packaging, and other containers and materials used to package pesticides for disposal. Grantee will clarify in the contract with their disposal vendors to collect this information, as necessary.

The final billing must be submitted no later than October 5, 2018. If a vendor invoice(s) for final collection is not yet available, an estimate of final costs, based on pounds collected, must be submitted by this date.

RESOLUTION  
XX-2017  
**Grand Traverse County**  
**FY 2018 Clean Sweep Grant**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on November 15, 2017 and received a request to accept the Michigan Department of Agriculture and Rural Development for the FY 2018 Clean Sweep Program Grant; and,

WHEREAS, Grand Traverse County serves as the fiduciary for the Michigan Department of Agriculture and Rural Development (MDARD) Clean Sweep Program Grant, which serves a 12-county region; and

WHEREAS, The grant provides cost reimbursement for up to \$30,000 per fiscal year to reimburse pesticide collection and disposal costs incurred at area Household Hazardous Waste (HHW) collections in the counties of Grand Traverse, Antrim, Benzie, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Oceana, and Osceola; and,

WHEREAS, The counties serve as Clean Sweep pesticide disposal sites, making pesticide disposal costs reimbursable by the Michigan Department of Agriculture through an annual renewal of the grant; and,

WHEREAS, the 2018 budget for Resource Recovery includes continuation of the Clean Sweep Grant and there is no impact to the General Fund.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY, accepts and authorizes the Chair to sign the grant agreement with the Michigan Department of Agriculture and Rural Development for the FY 2018 Clean Sweep Program Grant for reimbursements for the 12-county region in an amount up to \$30,000.

APPROVED: November 15, 2017



## Action Request

Meeting Date:	November 15, 2017		
Department:	Facilities Management	Submitted By:	M. Dunham
Contact E-Mail:	mdunham@grandtraverse.org	Contact Telephone:	231-922-4401
Agenda Item Title:	New Custodial Services Contract		
Estimated Time:	n/a <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

In 2012, Grand Traverse County outsourced its Custodial Services from Facilities Management to a private local vendor, Porcelain Patrol Service.

The contract was for a term of three years with a two year renew option, which was engaged. The entire contract will be fulfilled on December 31, 2017. As a result, Facilities Management issued an RFB on October 4, 2017, soliciting new bids for the service.

Five vendors responded and participated in the mandatory pre-bid conference, touring the twelve County Buildings and five Parks Facilities to be contained in their bids, on October 18, 2017. Included is a summary of the five bids provided.

The low bidder does not currently have crews working in Traverse City or Grand Traverse County. Based on that and the age of the references they provided for similar work history, I recommend the next lowest bid, which is our current vendor, Porcelain Patrol Service.

**Suggested Motion:**

The Board of Commissioners approves entering into a three year Custodial Services contract with Porcelain Patrol Service for an annual cost of \$449,784.62, or the contract sum of \$1,349,353.86 for three years, as outlined in their proposal dated October 25, 2017.

**Financial Information:**

Total Cost:	\$1,349,353.86	General Fund Cost:	\$1,349,353.86	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:**  Recommended  Not Recommended      Date: \_\_\_\_\_

Miscellaneous:

**Attachments:**

Attachment Titles:  
Custodial Bids 2017 matrix.pdf

## Grand Traverse County Custodial Services Request for Bid, 2017 (3 Year Contract)

<u>Custodial Services Bidder</u>	<u>Pre-bid Conference/Tour</u>	<u>Proof of Experience</u>	<u>Letters of Reference</u>	<u>Indicate all Costs</u>	<u>Current Local Business Activity</u>
Michigan Building Cleaning & Maintenance	Yes	Yes	No	Yes	No
Porcelain Patrol Service	Yes	Yes	Yes	Yes	Yes
Kleen-Tech	Yes	Yes	Yes	Yes	No
CSM Services	Yes	Yes	Yes	Yes	No
Universal Cleaners, LLC	Yes	Yes	Yes	Yes	Yes

	<u>Government Buildings</u>	<u>Parks Buildings</u>	<u>Dental Clinic</u>	<u>Consumables</u>	<u>Total Cost over 3 years Gov, Parks, Consumables</u>	<u>Versus Current \$1,271,307.00</u>
Michigan Building Cleaning & Maintenance	\$906,833.95	\$13,050.00	\$40,968.90	included	\$919,883.95	72.36%
Porcelain Patrol Service	\$1,285,356.36	\$15,997.50	\$57,594.00	\$48,000.00	\$1,349,353.86	106.14%
Kleen-Tech	\$1,694,757.00	\$160,128.00	\$24,782.73	included	\$1,854,885.00	145.90%
CSM Services	\$1,824,825.00	\$24,525.00	\$78,000.00	\$81,900.00	\$1,931,250.00	151.91%
Universal Cleaners, LLC	\$2,138,918.08	\$39,840.24	\$33,810.48	included	\$2,178,758.32	171.38%

Civic Center  
 Facilities Shop  
 Front Street  
 Governmental Center  
 Hall of Justice  
 Health Services Building  
 Historical Courthouse  
 Jail  
 Law Enforcement Center  
 Prosecuting Attorney's Office  
 Public Services Building  
 Senior Center

Beitner Park  
 Medalie Park  
 Twin Lakes Park  
 VASA  
 \* Quoted Twin Lakes as req'd

Dental Clinic bid separately.

Dental Clinic bid NOT included.



RESOLUTION  
XX-2017  
**Facilities Management**  
**Custodial Services Contract – Porcelain Patrol**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on November 15, 2017, and received a request from the Director of Facilities Management to approve entering into a three year Custodial Services contract with Porcelain Patrol Service; and,

WHEREAS, In 2012, Grand Traverse County outsourced it's Custodial Services from Facilities Management to a private local vendor, Porcelain Patrol Service; and,

WHEREAS, The contract was for a term of three years with a two year renewal option, which was engaged with the entire contract being fulfilled on December 31, 2017; and,

WHEREAS, Bids were solicited with five participants taking part in the mandatory pre-bid conference and responding by the October 18, 2017, deadline; and,

WHEREAS, The low bidder does not currently have crews working in Grand Traverse County and based on that as well as similar references, Porcelain Patrol is recommended for an annual cost of \$449,7884.62, or the contract sum of \$1,349,353.86 for three years commencing January 1, 2018.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approves entering into a three year Custodial Services contract with Porcelain Patrol Service for the sum of \$1,349,353.86 for the period January 1, 2018 through December 31, 2020.

APPROVED: November 15, 2017



## Action Request

Meeting Date:	11/15/2017		
Department:	Health Department	Submitted By:	Wendy Hirschenberger
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Local Health Department Grant Agreement between Michigan Department of Environmental Quality and Grand Traverse County Health Department		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	

**Summary of Request:**

Michigan Department of Environmental Quality (MDEQ) - Local Health Department Agreement which provides funding for Non-Community Water Supply, Drinking Water Monitoring, Public Swimming Pool Inspections, Septage and Campground Inspections as done in the Environmental Health division of Grand Traverse County Health Department. These funds include state and federal grant dollars that require a certain number of inspections each year in order to maximize the grant award. The amount of the grant is \$33,311. This is a decrease from fiscal year 2016-2017 grant agreement of \$1,343. This decrease is spread throughout the various types of inspections this grant agreement covers. This is a renewal and the terms of this agreement are October 1, 2017 through September 30, 2018.

**Suggested Motion:**

Approve the renewal of the Michigan Department of Environmental Quality (MDEQ) - Local Health Grant Agreement for the fiscal year of October 1, 2017 through September 30, 2018.

**Financial Information:**

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

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:			
<b>Reviews:</b>	Signature	Date	
Finance Director			
Human Resources Director			
Civil Counsel			
<b>Administration:</b>	Recommended	Date:	
<u>Miscellaneous:</u>			

**Attachments:**

Attachment Titles: Local Health Department Grant Agreement between Michigan Department of Environmental Quality and Grand Traverse County Health Department

(revised 9-2016)



**LOCAL HEALTH DEPARTMENT GRANT AGREEMENT  
BETWEEN THE  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
AND GRAND TRAVERSE COUNTY HEALTH DEPARTMENT**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environmental Quality, (DEQ), Drinking Water and Municipal Assistance Division (DWMAD) ("State"), and **GRAND TRAVERSE COUNTY HEALTH DEPARTMENT** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Michigan Safe Drinking Water Act, 1076, PA 399. As amended; Natural Resources and Environmental Protection Act, 1994, PA 451, as amended, Parts 117 and 201; Public Health Act, 1978, PA 368, as amended; and Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq. Legislative appropriation of Funds for grant assistance is set forth in Public Act 107 of 2017. This Agreement is subject to the terms and conditions specified herein.

Project Name: Local Health Department Grant  
 Amount of grant state: \$32,042.00  
 Start Date (date executed by DEQ): October 1, 2017  
 [unless alternate date specified]

Amount of grant: \$33,311.00  
 Amount of grant federal: \$1,269.00  
 End Date: September 30, 2018

**GRANTEE CONTACT:**

Wendy Hirschenberger, Health Officer  
 Name/Title  
GRAND TRAVERSE COUNTY HEALTH DEPARTMENT  
 Organization  
2600 LaFranier Road, Suite A  
 Address  
Traverse City, Michigan 49686  
 Address  
(231) 995-6100  
 Telephone number  
(231) 995-6107  
 Fax number  
whirsch@gtchd.org  
 E-mail address  
38-6004852  
 Federal ID number  
 \_\_\_\_\_  
 Grantee DUNS number

**STATE'S CONTACT:**

Nicole Kiebler, Grant Coordinator  
 Name/Title  
Drinking Water and Municipal Assistance Division  
 Division/Bureau/Office  
P.O. Box 30817  
 Address  
Lansing, Michigan 48909-8311  
 Address  
517-284-6543  
 Telephone number  
517-241-1328  
 Fax number  
kieblern@michigan.gov  
 E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name/Title

\_\_\_\_\_  
 Date

**FOR THE STATE:**

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name/Title

\_\_\_\_\_  
 Date

**I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

**II. AGREEMENT PERIOD**

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

**III. CHANGES**

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

**IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and/or progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

\*Due to the State’s year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State’s contact at the address on page 1.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee must provide a draft final report 45 days prior to the end date of the agreement. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide all products and deliverables in accordance with Appendix A.

## **V. GRANTEE RESPONSIBILITIES**

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

## **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VIII. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting

from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

**IX. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

**X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

**XI. LIABILITY**

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

**XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

**XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

#### **XIV. DEBARMENT AND SUSPENSION**

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.SAM.gov](http://www.SAM.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

#### **XV. AUDIT AND ACCESS TO RECORDS**

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of [five] years after the final payment has been issued to the Grantee by the State.

#### **XVI. INSURANCE**

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

#### **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

## **XVIII. COMPENSATION**

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred [and paid]. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express Web Site (<http://www.cpexpress.state.mi.us>).

## **XIX. CLOSEOUT**

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

## **XX. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

## **XXI. TERMINATION**

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.



- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

**XXII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

**XXII. DISCLOSURE OF INFORMATION**

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the State except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

**XXIV. QUALITY ASSURANCE/QUALITY CONTROL**

A project-specific Quality Assurance Project Plan (QAPP) must be submitted to the State in accordance with guidance provided by the DEQ project administrator. Monitoring conducted prior to final DEQ approval of the QAPP will not be reimbursed.]

**XXV. FEDERAL FUNDING REQUIREMENTS**

A maximum of \$1,269.00 or four percent of total disbursements, is funded with Federal Funding. By accepting this contract, the grantee agrees to comply with the requirements of the Statutory Authority and the requirements found in the Regulatory Authority found in the Program Funding Section XXVI. These regulations include, but are not limited to the following:

(A) Grantees expending \$750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR 200.501(a). This audit must be performed and copies provided to the appropriate agencies within nine months from the end of the grantee's fiscal year.

The Grantee must submit a copy of the Audit Report to the Michigan Department of Environmental Quality, at the following address:

Michigan Department of Environmental Quality  
Administration Division-Federal Aid Section  
525 W. Allegan Street  
Constitution Hall 6<sup>th</sup> Floor South Tower  
Lansing, MI 48909

Or, the grantee may also submit the single audit report electronically to the Michigan Department of Treasury website:  
([http://www.michigan.gov/treasury/0,1607,7-121-1751\\_31038---,00.html](http://www.michigan.gov/treasury/0,1607,7-121-1751_31038---,00.html).)

It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards.

- (B) The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

**(C) Consultant Cap/Payment to Consultants.**

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Subagreements with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9.

**(D) Establishing and Managing Subawards –** The recipient agrees to:

- (1) Establish all subaward agreements in writing;
- (2) Ensure that any subawards comply with the standards in Subpart D of 2 CFR 200 and are not used to acquire commercial goods or services for the recipient;
- (3) Ensure that any subawards are awarded to eligible subrecipients and that proposed subaward costs are necessary, reasonable, and allocable;
- (4) Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
- (5) Monitor the performance of their recipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
- (6) Obtain DEQ's consent before making a subaward to a foreign or international organization, or a subaward to be performed in a foreign country; and
- (7) Obtain approval from DEQ for any new subaward work that is not outlined in the approved work plan

**(E) Copyrighted Material.**

In accordance with 2 CFR 200.315, the EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Governmental purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- a. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- b. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

**(F) Acknowledgement Requirements for Non-Office of Research Development Assistance Agreements.**

The recipient agrees that any reports, documents, publications or other materials developed for public distribution supported by this assistance agreement shall contain the following statement: “This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.”

**(G) Electronic and Information Technology Accessibility.**

Grantees developing electronic and information technology products, which includes but is not limited to information kiosks and World Wide Websites, must meet accommodation standards in Section 508 of the Rehabilitation Act, 36 CFR Part 1194.

**(H) Civil Rights Obligations.**

The Recipient agrees to follow all civil rights statutes.

**(I) Drug-Free Workplace Certification for all EPA Recipients.**

The recipient must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provision set forth in Title 2 CFR 1536 Subpart C.

The consequences for violating this condition are detailed under Title 2 CFR Part 1536 Subpart E, which recipients can access at <http://ecfr.gpoaccess.gov/>

**(J) Hotel-Motel Fire Safety.**

Pursuant to 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as

amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance , or to find other information about the Act.

**(K) Recycled Paper.**

When directed to provide paper documents, the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of the agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA.

**(L) Resource Conservation and Recovery Act (a.k.a. Recycled Products).**

Consistent with the goals of section 6002 of RCRA (42 U.S. C. 6962), State and local institutions of higher education, hospitals and non-profit organization recipients agree to give preference in procurement programs to the purchase of specific products containing recycled materials, as identified in 40 CFR Part 247.

Consistent with section 6002 of RCRA (42 U.S.C. 6962) and 2 CFR 200.322, State agencies or agencies of a political subdivision of a State and its contractors are required to purchase certain items made from recycled materials, as identified in 40 CFR Part 247, when the purchase price exceeds \$10,000 during the course of a fiscal year or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. Pursuant to 40 CFR 247.2(d), the recipient may decide not to procure such items if they are not reasonably available in a reasonable period of time, fail to meet reasonable performance standards, or are only available at an unreasonable price.

**(M) Trafficking in Persons.**

Grantees, contractors, and subcontractors may not engage in severe forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the grant or subcontracts.

**(N) MBE/WBE Requirements. Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE) Requirements and Disadvantage Business Enterprise Rule (DBE).**

The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under assistance agreements, contained in 40 CFR, Part 33.

In accordance with the USEPA's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under assistance programs, contained in 40 CFR, Part 33, Subpart C, the Grantee agrees to Accept the applicable "fair share" goals negotiated with USEPA by the Michigan Department of Environmental Quality as follows:

MBE 10% WBE 7.5%

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under this agreement, and to ensure that sub-recipients, loan recipients and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (b) Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (c) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, whether the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive

process. This includes whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

- (d) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (e) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (f) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce in finding DBEs.
- (g) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

The recipient agrees to complete and submit EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year reporting period the recipient receives the award, and continuing until the project is completed. The reports must be submitted annually for the period ending September 30 for 40 CFR Part 30 Recipients (Non-profits and Institutions of Higher Education); and 40 CFR Part 35 Subpart A and Subpart B Recipients.

Final MBE/WBE reports must be submitted within 90 days after the project period of the grant ends. EPA Form 5700-52A may be obtained on the Internet at [www.epa.gov/osbp](http://www.epa.gov/osbp).

The recipient agrees to comply with the contract administrations provisions of 40 CRF, Section 33.302, which establishes that a prime contractor must pay its subcontractor by 30 days after the grant recipient has made payment.

## **XXVI PROGRAM FUNDING**

Program A - Noncommunity (Type II) Public Drinking Water Supply:

1. Standard/Operator Assistance - Amount \$ 27,061.00; Funding Source: State Restricted for Standard; Amount \$ 26,842.00; Federal Funding for Operator Assistance; Amount \$ 219.00. The Catalog of Federal Domestic Assistance (CFDA) title is "State Drinking Water Revolving Loan Fund Program", and the CFDA number is 66.468. The Federal Grant Number is FS975487-16 and the grant is funded with Federal funds from the EPA awarded in 2017. By accepting this Agreement, the grantee agrees to comply with the requirements of the Safe Drinking Water Act, Sec. 1419(d) Amended 1996, PL 104-182 and the requirements found in the regulatory authority 40 CFR PART 31.
2. Local Assistance - Capacity Development and Source Water Assessment – Amount \$ 1,050.00; Funding Source: Federal Funding. The Catalog of Federal Domestic Assistance (CFDA) title is "State Drinking Water Revolving Loan Fund Program", and the CFDA number is 66.468. The Federal Grant Number is FS975487-16 and the grant is funded with Federal funds from the EPA awarded in 2017. By accepting this Agreement, the grantee agrees to comply with the requirements of the Safe Drinking Water Act, Sec. 1419(d) Amended 1996, PL 104-182 and the requirements found in the regulatory authority 40 CFR PART 31.& 35, subpart L.

By accepting this contract, the grantee agrees to comply with the requirements of the Safe Drinking Water Act, Sec. 1419(d) Amended 1996, PL 104-182 and the requirements found in the regulatory authority 40 CFR PART 31.& 35, subpart L.

Program B - Drinking Water Long-Term Monitoring:

Amount \$ 900.00; Funding Source: State Restricted

Program C - Great Lakes Beach Monitoring:

Amount \$ 0.00; Funding Source: Federal Funding. The Catalog of Federal Domestic Assistance (CFDA) title is "Beach Monitoring and Notification Program Grant", and the CFDA number is 66.472. The Federal Grant Number is CU-00E99308 and the grant is funded with Federal Funds from the EPA awarded in 2017. By accepting this Agreement, the grantee agrees to comply with the requirements of the Beaches Environmental Assessment and Coastal Health Act of 2000, PL 106-284 and the requirements found in the regulatory authority 40 CFR PART 31.

Program D - Public Swimming Pools:

Amount \$ 3,100.00; Funding Source: State Restricted

Program E - Septage Waste:

Amount \$ 650.00; Funding Source: State Restricted

Program H - Campgrounds:

Amount \$ 550.00; Funding Source: State Restricted

Program I - Medical Waste:

Amount \$ 0.00; Funding Source: State Restricted

## PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

Title to equipment or other nonexpendable personal property supported in whole or in part by the State with categorical funding and having a unit acquisition cost of less than \$5,000 shall vest with the Grantee upon acquisition. The State reserves the right to retain or transfer the title to all items of equipment and nonexpendable personal property having a unit acquisition cost of \$5,000 or more to the extent that it is determined that the State's proportionate interest in such equipment and personal property supports such retention or transfer of title.

The Grantee, if a Local Health Department, shall comply with the local public health accreditation standards and follow the accreditation process and schedule established by the Michigan Department of Health and Human Services (MDHHS) to achieve full accreditation status. A Grantee designated as "not accredited" may have their State allocations reduced for costs incurred in the assurance of service delivery.

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION  
NONCOMMUNITY (TYPE II) PUBLIC DRINKING WATER SUPPLY PROGRAM  
PROGRAM A  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**A. Statement of Purpose**

This agreement is intended to establish responsibilities for both the Grantee and the State of Michigan (State) in the conduct of complete noncommunity water supply program services required under the Safe Drinking Water Act, 1976 PA 399, as amended, and the Administrative Rules, hereinafter referred to as "Act 399."

**B. Program Budget and Agreement Amount**

The Grantee will be paid on a quarterly basis for work in the noncommunity drinking water program. The agreement amount maximum is provided in the *Program A Allocation Schedule*. All requests for payment must be submitted by the Grantee to the State as described in *F. Reimbursement Schedule*.

**C. Requirements-Grantee**

The Grantee shall perform the following services, including but not limited to:

1. Conduct sanitary surveys, issue water well permits, and have inspections for compliance or enforcement purposes performed by qualified individuals classified as sanitarians or equivalent.
2. Assign one individual to be responsible for operational training and reporting aspects of this agreement and to coordinate communication with the assigned State staff.
3. Maintain a current inventory of all noncommunity public water supplies within its jurisdiction using the WaterTrack (WT) data system and revised total coliform rule tracking required for federal reporting.
4. Provide program oversight for required water quality monitoring and reporting at noncommunity public water supplies in accordance with Act 399. The water supply owner shall be advised of the applicable monitoring requirements at the time of completion of a sanitary survey, final approval of a water well permit, or the effective date of the requirement. Notices of violation of required monitoring, maximum contaminant level (MCL) violations, or the occurrence of unregulated compounds shall be provided to the owner and the State in a timely manner. Notices of violation shall include the contaminant, public health effects information, specific precautionary measures, and public notice requirements, where applicable, as required in Act 399.
5. Ensure that repeat samples are collected promptly where initial sample results indicate a potential violation of state drinking water standards; or where the sample analyses are unreliable due to overgrowth, excessive transit time, or where the presence of organic chemical contamination is indicated.
6. All noncommunity water supplies shall undergo a sanitary survey at least once every five years in accordance with the procedures and regulations established by the State. An accurate and complete sanitary survey form, water well record where available, and



transmittal letter to the owner outlining compliance status and monitoring requirements shall be considered a completed sanitary survey as required in Act 399. All sanitary survey and well record data shall be entered into the program database(s) within 45 days of the survey.

7. Provide a notification to the owners of a noncommunity public water supply found to be in noncompliance that includes the deficient items, outlines corrective action, establishes a specific time schedule for making corrections, and establishes an appropriate monitoring schedule, interim precautionary measures, or public notice requirements, where applicable.
8. Conduct a reinspection within 10 days of the expiration date of the compliance schedule to ensure that all violations have been corrected, and provide documentation of the results of the reinspection to the owner. If compliance has not been achieved, initiate enforcement in accordance with procedures established by the State.
9. Consult with the State in situations where the noncommunity public water supply provides treatment for public health purposes, utilizes a surface water source, or is found to be providing water that exceeds an MCL or contains unregulated organic compounds. Assist treatment operators, review operation reports, and conduct treatment surveillance visits.
10. Take prompt action to protect the public health and pursue compliance with applicable construction, public notice, and water quality standards when an inspection establishes that sewage, surface water, chemicals, or other serious contamination can gain entrance into the noncommunity public water supply; when there is a confirmed MCL violation; or when a Level 2 Assessment is required at a noncommunity water supply.
11. Review permit applications and issue permits prior to the construction of any new or altered noncommunity water well(s) as required in Act 399 and in accordance with procedures established by the State. Noncommunity well permits shall be issued on forms provided by the State.
12. Complete a review of the Capacity Development Application to determine if each new nontransient noncommunity water system (NTNCWS) demonstrates adequate technical, managerial, and financial capacity in accordance with procedures established by the State prior to authorizing construction of the water system. Withhold the construction permit if the owner does not demonstrate adequate capacity in accordance with procedures established by the State.
13. Perform at least one post-construction inspection of all new noncommunity water wells for which a permit has been issued. Final inspection and authorization for use of the noncommunity public water supply by the public shall be accomplished in accordance with Act 399 and procedures established by the State.
14. Provide the well owner with notification of the results of the final inspection report and status of compliance and establish the appropriate future monitoring schedule as required in Act 399.
15. Obtain requests for deviations from suppliers of water where necessary and evaluate and approve or deny deviations prior to the construction in accordance with procedures established by the State and as required in Act 399.
16. Provide technical assistance and program oversight to noncommunity water supply owners and technical assistance to certified operators of noncommunity systems to maintain compliance with operator certification requirements where applicable.

17. Local entities interested in providing continuing education for certified operators shall:
  - a. Obtain initial prior approval from the State.
  - b. Use the State prepared training modules.
  - c. Distribute and collect evaluation forms from the operators at each session.
  - d. Submit the evaluation forms and participant rosters to the State after each training session is completed.
18. Maintain appropriate noncommunity program records, including sanitary surveys, water well permits, records of water sampling, and correspondence as required in Act 399. Maintain individual noncommunity public water supply files indexed according to water supply serial number for each inventoried noncommunity water supply.
19. Maintain records for reporting water quality monitoring violations, sanitary survey inspections and compliance status, issuance of water well permits, MCL violations, and issuance of public notices. Requests for payment shall be submitted upon completion of violation determinations and required WT data entry no later than 15 days following the end of the quarter.
20. Notify noncommunity public water supply owners regarding monitoring requirements that includes language clearly stating that they may use any certified drinking water laboratory, including the DEQ laboratory, for compliance monitoring.
21. Local entities interested in performing Source Water Assessments (SWAs) of NTNCWSs shall:
  - a. Participate in an SWA training event hosted by the DEQ.
  - b. Utilize the State prepared form and assessment tools.
  - c. Perform an on-site visit and complete the assessment worksheet with the NTNCWS.
  - d. Submit the completed assessment documents to the State after each assessment is completed, and no later than 15 days after the end of each quarter.

#### **D. Requirements-State**

The State shall perform the following services including, but not limited to:

1. Provide noncommunity public water supply data and WT data system information upon request of the Grantee.
2. Provide designated local entities with slide presentations and master copies of materials to be used if they choose to present certified operator continuing education. Provide “train the trainer” workshops and ongoing assistance as needed. Notify operators of the local entities that are continuing education providers. Provide local entities with operator lists upon request. Provide additional training opportunities, if needed, to ensure statewide coverage.
3. Provide training and guidance to the Grantee in the form of procedural manuals, rules, policies, handouts, training meetings, joint inspections, and consultations.

4. Provide necessary forms or a data management program for sanitary survey reports, water well permits, capacity development, water quality monitoring, reporting of violations, and maintaining survey frequencies.
5. Provide program consultation and direct staff assistance where necessary in pursuing compliance with applicable construction, monitoring, treatment, public notice, and water quality standards.
6. Provide administrative oversight of the Grantee's noncommunity program to determine whether the work performed is satisfactory according to the terms and conditions of the agreement.
7. Assess the status of the Grantee's noncommunity water supply program relative to meeting the agreement requirements and overall program goals, and provide a report outlining the assessment with an opportunity for Grantee input.
8. Provide for the analyses of water samples at the DEQ Laboratory. Payment of laboratory fees for the analyses of water samples required through the provisions of this agreement will be the responsibility of the water supply owner.
9. Provide a listing of all laboratories certified to perform drinking water analyses in Michigan.
10. Provide materials to designated local entities to be used if they choose to perform SWAs at NTNCWS. Provide training to local entities and ongoing assistance as needed. Complete the SWA by performing final data entry and determining system susceptibility. Return completed assessment to the NTNCWS and local entity.
11. State contact for drinking water supply certified operator continuing education is Mr. Scott Schmidt, Environmental Quality Analyst. He may be contacted by telephone at 517-284-5431; by e-mail at [schmidts@michigan.gov](mailto:schmidts@michigan.gov); or by mail at DEQ-DWMAD, Operator Certification Unit, P.O. Box 30817, Lansing, Michigan 48909-8311. Completed evaluation forms and participant rosters shall be e-mailed to [DEQ-EH@michigan.gov](mailto:DEQ-EH@michigan.gov).
12. State contact for Source Water Assessments is Mr. Jason Berndt, Environmental Quality Specialist. He may be contacted by telephone at 989-705-3420; by e-mail at [berndtj1@michigan.gov](mailto:berndtj1@michigan.gov); or by mail at DEQ-DWMAD, Environmental Health Section, 2100 West M-32, Gaylord, Michigan 49735-9282. Completed SWA documentation shall be e-mailed to [DEQ-EH@michigan.gov](mailto:DEQ-EH@michigan.gov).
13. State contact for *Program A* is Mr. Dan Dettweiler, Noncommunity Water Supplies Unit Supervisor. He may be contacted by telephone at 517-284-6525; by e-mail at [dettweilerd@michigan.gov](mailto:dettweilerd@michigan.gov); or by mail at DEQ-DWMAD, Environmental Health Section, P.O. Box 30817, Lansing, Michigan 48909-8311.

#### **E. Performance/Progress Report Requirements**

At the end of each quarter, the Grantor is responsible for quarterly reporting. This includes completion of violation determinations, documentation of enforcement and follow-up actions on violations, sanitary survey updates, and other required WaterTrack data entry. Deadline is no later than 15 days following the end of the quarter. After WaterTrack data entry is reviewed by the State, a payment request will be processed (see *F. Reimbursement Schedule* below).

**F. Reimbursement Schedule**

<b>Program Activity</b>	<b>Allocation Basis</b>	<b>Payment Request</b>
Standard (STANDARD AMT)	Inventory based on active transient and nontransient noncommunity water supplies (TNCWS & NTNCWS) in WaterTrack (WT).	E-mail request for payment to address below. * Payment subject to DEQ performance review verification.
Treatment Operator Assistance (OPER ASST)	Inventory based on active TNCWS & NTNCWS required to submit monthly operation reports.	Request for payment is included with Standard Activity request. * Additional requests are not required, as this is reviewed on an annual basis as part of the Minimum Program Requirement Review.
Local Assistance—Capacity Development and Source Water Assessment (LA MAX)	Capacity Development—Service based on \$150 per completed assessment for new NTNCWS.	Capacity Development—E-mail request for payment and submit WT report of completed capacity assessments to address below. **
	Source Water Assessments—Service based on \$100 per completed SWA for NTNCWS when a SWA has not been completed and reimbursed within the last five years	Source Water Assessments—E-mail the assessment worksheets as they are completed to address below. ***
	Allocation for LA MAX is identified on the Program A Allocation schedule. This allocation is the maximum amount a local entity can be reimbursed for Capacity Development and Source Water Assessments combined.	

\*E-mail requests for payment to [DEQ-WaterTrack@michigan.gov](mailto:DEQ-WaterTrack@michigan.gov) within 15 days after the end of each quarter. Treatment Operator Assistance reimbursement is inventory-based and will be included with the standard amount payment allocation.

\*\*Capacity Development for new NTNCWS reimbursement is prompted by an e-mail to [DEQ-WaterTrack@michigan.gov](mailto:DEQ-WaterTrack@michigan.gov) within 15 days after the end of each quarter. The e-mail must include the water supply serial number of new NTNCWS facility that has demonstrated adequate technical, managerial, and financial capacity.

\*\*\*Source Water Assessment reimbursement is prompted by an e-mail documenting the NTNCWS facility and date the SWA was performed. E-mail requests for payment to [DEQ-EH@michigan.gov](mailto:DEQ-EH@michigan.gov) as they are completed, but no later than 15 days after the end of each quarter. Payment subject to DEQ performance review verification. Service is reimbursed quarterly.

Each Quarterly payment will be made by the State upon the Grantee's fulfillment of its responsibilities under this agreement.

## **G. Accountability**

The Grantee shall maintain adequate accounting and employee activity records to reflect that all funds granted under this contract have been expended for the program activities as approved by the State. These records shall be made available upon request for audit by the State. Records will be retained by the Grantee until an audit has been completed by the State or permission has been granted by the State to dispose of those records.

**PROGRAM A - ALLOCATION SCHEDULE  
NONCOMMUNITY WATER SUPPLY  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

LOCAL ENTITY	TN	NT	STANDARD AMT	BW	D	F	OPER ASST	CONTRACT AMOUNT	PER QUARTER STD PAYMT	LA MAX (as requested)
ALLEGAN	186	42	\$ 47,855		5		\$ 1,094	\$ 48,948	\$ 12,237	\$ 2,500
BARRY-EATON	216	36	\$ 49,695		5		\$ 1,094	\$ 50,789	\$ 12,697	\$ 2,150
BAY	11	0	\$ 1,687				\$ -	\$ 1,687	\$ 422	\$ 250
BENZIE-LEELANAU	184	22	\$ 38,345		15		\$ 3,281	\$ 41,626	\$ 10,407	\$ 1,250
BERRIEN	108	16	\$ 23,927		2		\$ 438	\$ 24,365	\$ 6,091	\$ 900
BRNCH-HLLSDL-ST. JOE	194	38	\$ 47,241		9		\$ 1,969	\$ 49,210	\$ 12,302	\$ 2,300
CALHOUN	117	31	\$ 32,210		1		\$ 219	\$ 32,429	\$ 8,107	\$ 1,950
CENTRAL MICHIGAN	540	70	\$ 115,035		9		\$ 1,969	\$ 117,004	\$ 29,251	\$ 4,350
CHIPPEWA	117	7	\$ 21,166			1	\$ 938	\$ 22,104	\$ 5,526	\$ 450
DELTA-MENOMINEE	81	14	\$ 18,866		3	1	\$ 1,594	\$ 20,459	\$ 5,115	\$ 800
DICKINSON-IRON	39	5	\$ 8,283				\$ -	\$ 8,283	\$ 2,071	\$ 350
DISTRICT 2	291	23	\$ 55,217		1		\$ 219	\$ 55,436	\$ 13,859	\$ 1,350
DISTRICT 4	274	26	\$ 53,990		2		\$ 438	\$ 54,427	\$ 13,607	\$ 1,600
DISTRICT 10	819	85	\$ 164,730		9		\$ 1,969	\$ 166,699	\$ 41,675	\$ 5,150
GENESEE	307	59	\$ 74,236	2	35		\$ 7,854	\$ 82,090	\$ 20,523	\$ 3,550
GRAND TRAVERSE	124	17	\$ 26,842		1		\$ 219	\$ 27,060	\$ 6,765	\$ 1,050
HURON	75	9	\$ 15,645		3	2	\$ 2,531	\$ 18,176	\$ 4,544	\$ 450
INGHAM	81	23	\$ 23,007		3		\$ 656	\$ 23,663	\$ 5,916	\$ 1,350
IONIA	81	24	\$ 23,467		2		\$ 438	\$ 23,905	\$ 5,976	\$ 1,500
JACKSON	176	34	\$ 42,640				\$ -	\$ 42,640	\$ 10,660	\$ 2,050
KALAMAZOO	160	22	\$ 34,664		4		\$ 875	\$ 35,539	\$ 8,885	\$ 1,250
KENT	285	53	\$ 68,101		3		\$ 656	\$ 68,757	\$ 17,189	\$ 3,200
LAPEER	236	17	\$ 44,020	1	6		\$ 1,411	\$ 45,432	\$ 11,358	\$ 1,050
LENAWEE	133	26	\$ 32,363		1		\$ 219	\$ 32,582	\$ 8,145	\$ 1,600
LIVINGSTON	261	120	\$ 95,249	1	19		\$ 4,255	\$ 99,504	\$ 24,876	\$ 7,300
LMAS	253	13	\$ 44,787		7		\$ 1,531	\$ 46,318	\$ 11,580	\$ 800
MACOMB	65	18	\$ 18,252		7		\$ 1,531	\$ 19,783	\$ 4,946	\$ 1,150
MARQUETTE	42	11	\$ 11,504		3		\$ 656	\$ 12,160	\$ 3,040	\$ 700
MIDLAND	23	6	\$ 6,289		1		\$ 219	\$ 6,507	\$ 1,627	\$ 350
MID-MICHIGAN	265	38	\$ 58,131	1	2		\$ 536	\$ 58,667	\$ 14,667	\$ 2,300
MONROE	82	10	\$ 17,179		5	1	\$ 2,031	\$ 19,210	\$ 4,802	\$ 700
MUSKEGON	170	22	\$ 36,198				\$ -	\$ 36,198	\$ 9,049	\$ 1,250
NWMCHA	412	69	\$ 94,942		2		\$ 438	\$ 95,380	\$ 23,845	\$ 4,100
OAKLAND	531	140	\$ 145,864	2	30		\$ 6,760	\$ 152,625	\$ 38,156	\$ 8,450
OTTAWA	172	34	\$ 42,026		2		\$ 438	\$ 42,464	\$ 10,616	\$ 2,050
SAGINAW	33	5	\$ 7,362				\$ -	\$ 7,362	\$ 1,841	\$ 350
SAINT CLAIR	90	4	\$ 15,645			1	\$ 938	\$ 16,582	\$ 4,146	\$ 350
SANILAC	61	8	\$ 13,037		3		\$ 656	\$ 13,694	\$ 3,423	\$ 450
SHIAWASSEE	107	22	\$ 26,535	1	4		\$ 974	\$ 27,509	\$ 6,877	\$ 1,250
TUSCOLA	73	10	\$ 15,798				\$ -	\$ 15,798	\$ 3,950	\$ 700
VAN BUREN-CASS	211	24	\$ 43,407		1		\$ 219	\$ 43,625	\$ 10,906	\$ 1,500
WASHTENAW	185	49	\$ 50,922	1	8		\$ 1,849	\$ 52,771	\$ 13,193	\$ 2,950
WAYNE	11	1	\$ 2,147				\$ -	\$ 2,147	\$ 537	\$ 250
WESTERN UP	114	3	\$ 18,866			6	\$ 5,625	\$ 24,491	\$ 6,123	\$ 100
<b>TOTAL</b>	<b>7996</b>	<b>1306</b>	<b>\$ 1,827,369</b>	<b>9</b>	<b>213</b>	<b>12</b>	<b>\$ 58,734</b>	<b>\$ 1,886,104</b>	<b>\$ 471,526</b>	<b>\$ 79,450</b>

**Allocation Amounts**

- \$ 153.38 2018 Fiscal Year Reimbursement per Unit
- \$ 98.96 BW = Number of systems under Arsenic bottled water agreement
- \$ 218.75 D = Number of systems with limited treatment classification at D level
- \$ 937.50 F = Number of systems with complete treatment classification at F level (2x amt for LT2 review in FY18)
- \$ 100.00 SWA = (Source Water Assessments Allocation) = NT\*38%; \$100 minimum for active local entities
- \$ 150.00 CAP DEV (Capacity Development Allocation) = NT\*15%; \$150 minimum for active local entities

9302 Total Active Systems in WaterTrack as of: 10/10/2017

TN = Transient Noncommunity System NT = Nontransient Noncommunity System

Standard Amount Calculation = (Transient Systems)\*(3xNontransient Systems)\*Fiscal Year Reimbursement per Unit

Operator Assistance Calculation = BW Allocation + D Allocation + F Allocation

Contract Amount = Standard Amount + Operator Assistance

LA MAX = Local Assistance Capacity Development Maximum Allocation = SWA + CAP DEV (as requested)

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE  
DRINKING WATER LONG-TERM MONITORING PROGRAM  
PROGRAM B  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**A. Statement of Purpose**

This agreement is intended to establish responsibilities for both the Grantee and the State in the conduct of completing work for drinking water long-term monitoring. Funding is approved under Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

**B. Program Budget and Agreement Amount**

The Grantee will be reimbursed at a rate of \$40 for each water well sampled per sample event and associated work. The State will also reimburse the Grantee for all reasonable costs associated with transmitting the water samples/forms to the Department of Environmental Quality (DEQ), Drinking Water Laboratory (Laboratory). The agreement amount maximum is provided in the Program B Allocation Schedule. All requests for payment must be submitted by the Grantee to the State as described in *F. Reimbursement Schedule*.

**C. Requirements - Grantee**

The Grantee shall perform the following services including, but not limited to:

1. Provide qualified staff for completion of all of the required activities.
2. Collect samples from the drinking water wells identified by the State on the Drinking Water Monitoring List (List). The samples must be collected within the sample collection period prescribed by the State while maintaining a minimum time period between collections. The minimum time periods between collections are as follows:

MONITORING PERIOD	MINIMUM TIME BETWEEN COLLECTIONS
Quarterly (3 months)	1 month
Triannual (4 months)	2 months
Semiannual (6 months)	3 months
Annual (1 year)	6 months
Biennial (2 years)	12 months

3. To ensure that data is available to determine funding needs for the next fiscal year (FY), the following minimum sample collections are to be collected prior to July 1, 2018:
  - All samples listed as an annual collection event.
  - At least one round of samples listed as semiannual.
  - At least one round of samples listed as triannual.
  - At least two rounds of samples listed as quarterly.

If Grantee's schedule does not allow for this minimum sample collection timetable, please contact the DEQ, Source Water Unit (SWU) designated representative.

4. Complete the Laboratory's Request for Water Analysis forms or the analysis forms for other laboratories designated by the State.
5. Transport water samples and completed forms for submission to the Laboratory or other laboratory designated by the State. All eligible laboratory costs accrued under Program B will be the responsibility of the State. Use appropriate preservation and handling techniques for transport of sample(s).
6. All work must follow the sampling plan detailed on the List. Grantee shall follow sampling protocol provided by the Laboratory, or other United States Environmental Protection Agency certified drinking water laboratories as designated by the State. The Laboratory's protocol for collection, transport, and submission of drinking water samples can be reviewed on the Internet at [http://www.michigan.gov/deq/0,1607,7-135-3307\\_4131\\_4155---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3307_4131_4155---,00.html) or contact the NPDWS designated representative for assistance in understanding the Laboratory's protocol.
7. Generate and send health advisory letters after each sampling event to the water well owner and to the water well users, if the property is being rented (if known). The letters will meet form and content criteria acceptable to the State. Advisory letters are to be sent within 6 weeks of receipt of all sample results for a specific site monitoring event. A copy of each advisory letter must be sent to the SWU designated representative. The name of the SWU designated representative appears on the List. A copy of each advisory letter and sample result must be sent to the respective DEQ, Remediation and Redevelopment Division, district office unless otherwise indicated by that district office.

#### **D. Requirements - State**

The State shall perform the following services including, but not limited to:

1. Provide the Grantee the List(s). This includes the location of drinking water wells to be monitored and the sample collection frequency for each address. These are organized by drinking water monitoring sites (Site) by Site name.
2. Provide assistance to the Grantee in drafting health advisory letters.
3. Provide instruction to the Grantee staff on sample collection protocol when requested.



4. Provide the Grantee with changes for any Site in the long-term drinking water monitoring program. Documented notification of changes, such as additions and deletions of Sites or sample locations within a Site, and changes to sample collection frequency will be made by mail, fax, or electronic mail.
5. Provide payment in accordance with the terms and conditions of this agreement based upon appropriate reports, records, and documentation maintained by the Grantee. Review of the documentation and approval of payment will be made by the SWU designated representative on a quarterly basis. The program contact person is Matt Remus, who may be reached at 517-284-6503; at [remusm@michigan.gov](mailto:remusm@michigan.gov); or at DEQ – Contamination Investigation, P.O. Box 30817, Lansing, Michigan 48909-8311.
6. Provide any report forms and reporting formats required by the State at the effective date of this agreement, and with any new report forms and reporting formats proposed for issuance thereafter, at least 90 days prior to required usage, to afford the Grantee an opportunity for review and comment.
7. Assure that all terms of the agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained for a period of not less than 10 years from the date of termination, the date of submission of the final expenditure report, or until audit findings have been resolved.

#### **E. Performance/Progress Report Requirements**

The Grantee shall adhere to the terms and conditions of this agreement as demonstrated by appropriate reports, records, and documentation maintained by the Grantee. Reports shall include a list of water wells sampled by Site name and date along with total payment requested, including postage, and copies of the advisory letters (see *C. Requirements – Grantee*, Number 6) if not previously provided.

#### **F. Reimbursement Schedule**

Reimbursement may be requested on a quarterly basis by submittal of required reports and request for payment. The final payment for the FY will be made by the State upon the grantee's fulfillment of its responsibilities under this agreement.

All requests for payment must be submitted to the SWU designated representative (see *D. Requirements – State*, Number 5) no later than Thursday, October 4, 2018, to allow time for processing before the State's FY end closing.

#### **G. Accountability**

The Grantee shall maintain adequate accounting and employee activity records to reflect that all funds granted under this contract have been expended for the program activities as approved by the State. These records shall be made available upon request for audit by the State. Records will be retained by the Grantee until an audit has been completed by the State or permission has been granted by the State to dispose of the records.

**PROGRAM B - ALLOCATION SCHEDULE  
DRINKING WATER LONG-TERM MONITORING PROGRAM  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

<b>Grantee</b>	<b>No. of Counties</b>	<b>Allocation</b>
Allegan	1	\$5,000
Barry-Eaton District	2	\$3,500
Bay	1	\$0
Benzie-Leelanau District	2	\$800
Berrien	1	\$3,000
Branch-Hillsdale-St. Joseph Community Health	3	\$1,400
Calhoun	1	\$2,600
Central Michigan District	6	\$3,000
Chippewa	1	\$0
Delta & Menominee District	2	\$0
Detroit, City of - Dept. of Health & Wellness	0	\$0
Dickinson-Iron District	2	\$50
District #2	4	\$4,500
District #4	4	\$2,500
District #10	10	\$4,200
Genesee	1	\$1,000
Grand Traverse	1	\$900
Huron	1	\$400
Ingham	1	\$700
Ionia	1	\$500
Jackson	1	\$800
Kalamazoo	1	\$3,700
Kent	1	\$1,900
Lapeer	1	\$0
Lenawee	1	\$500
Livingston	1	\$11,000
Luce-Mackinac-Alger-Schoolcraft District	4	\$50
Macomb	1	\$800
Marquette	1	\$100
Midland	1	\$1,500
Mid-Michigan District	3	\$2,000
Monroe	1	\$500
Muskegon	1	\$3,500
Northwest Michigan Community Health Agency	4	\$6,500
Oakland	1	\$35,000
Ottawa	1	\$900
Saginaw	1	\$900
Saint Clair	1	\$0
Sanilac	1	\$200
Shiawassee	1	\$3,000
Tuscola	1	\$1,100
Van Buren/Cass District	2	\$1,000
Washtenaw	1	\$5,300
Wayne	1	\$0
Western Upper Peninsula District	5	\$150
<b>Totals</b>	<b>83 (+ 1 City)</b>	<b>\$114,450</b>

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
RESOURCE MANAGEMENT DIVISION  
GREAT LAKES BEACH MONITORING PROGRAM REQUIREMENTS  
PROGRAM C  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018

**A. Statement of Purpose**

This agreement is intended to establish responsibilities for both the Grantee and the State in the conduct of the Great Lakes Beach Monitoring Program (Program C) services required under the Beaches Environmental Assessment and Coastal Health Act (BEACH Act), the Public Health Code, 1978 PA 368, as amended, and Part 4 Water Quality Standards, promulgated under Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

**B. Program Budget and Agreement Amount**

The Grantee will be paid up to the allocated amount. The allocated amount is based on a formula that includes an allocation per health department and an allocation per beach. The Grantee must use funds to monitor beaches listed in the attached table. The allocated amounts will vary from year to year depending on available funding. The State will reimburse the Grantee for all reasonable costs associated with monitoring beaches according to the Quality Assurance Project Plan (QAPP). All payment requests for services for Great Lakes beaches must be submitted in writing.

**C. Grantee Requirements**

The Grantee shall perform the following services for beaches located along the Great Lakes that are used by the public for recreational use:

1. Obtain user id and password from the beach monitoring program manager. Identify and update organization information on the DEQ beach monitoring web site at <http://www.deq.state.mi.us/beach/>.
2. Identify beaches or similar points of access located along the Great Lakes that are used by the public for recreation. Report location information on the DEQ beach monitoring web site; information includes location name, location description, waterbody name, waterbody type, site type, if located in a state park, coordinates for latitude and longitude in decimal degrees for the endpoints and center point of each location, an 8-digit hydrological unit code, beach length in meters, the county and township location, facilities available, and optional description of amenities.
3. Notify the city, village, or township in which the beach or point of access is located prior to conducting monitoring activities.
4. Update the QAPP for the beach monitoring program prior to monitoring beaches. The QAPP must be consistent with requirements in the Public Health Code, the Part 4 Water Quality Standards, and the BEACH Act, and must be approved by the State prior to initiation of monitoring.

QAPPs that have been approved and have current approval letters from the DEQ will satisfy this requirement.

5. Monitor beaches according to approved QAPP.
6. Beaches will be monitored according to R 323.1062 of the Part 4. Water Quality Standards (WQS) promulgated under Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Subrule 62(1) of the WQS states, "All waters of the state protected for total body contact recreation shall not contain more than 130 *Escherichia coli* (*E. coli*) per 100 milliliters (ml), as a 30-day geometric mean. Compliance shall be based on the geometric mean of all individual samples taken during 5 or more sampling events representatively spread over a 30-day period. Each sampling event shall consist of three or more samples taken at representative locations within a defined sampling area. At no time shall the waters of the state protected for total body contact recreation contain more than a maximum of 300 *E. coli* per 100 ml. Compliance shall be based on the geometric mean of three or more samples taken during the same sampling event at representative locations within a defined sampling area." This rule is consistent with the requirements of the BEACH Act.
7. Report the current monitoring plan for each location on the DEQ beach monitoring web site. Each monitoring plan will include the start and end dates for the swimming season, and the monitoring season and the frequency that the location will be monitored. Locations can be updated individually or in groups by county. Usually, the sampling events are regularly scheduled throughout the swimming season. The DEQ acknowledges that some beaches may have fewer sampling events due to financial limitations.
8. Report location of at least three monitoring points per site on the DEQ beach monitoring web site prior to reporting monitoring data. Report results for composite samples or individual samples for *E. coli* and status of beach (open/closed/advisory) within 36 hours of the test or evaluation to the DEQ via the web site, the city, village, or township in which the site is located, and the owner or operator. The DEQ beach monitoring web site can calculate daily geometric means and 30-day geometric means as individual results are reported.
9. Conduct a beach sanitary survey for each location that will be monitored. The USEPA has provided the following beach sanitary survey tools that may be used to conduct an annual or a routine beach sanitary survey: an annual beach sanitary survey form, a routine beach sanitary survey form, a beach sanitary survey database, and a guidance document. Please contact the program manager for instructions to get this information. It is recommended that a beach sanitary survey also be conducted at non-monitored locations when possible. The sanitary survey will indicate whether beach owners have posted signs that indicate whether the site is monitored or not and where the results can be found if the site is monitored. The Grantee may purchase signs with grant funds that will be

posted as described in the Public Health Code for publicly owned beaches. Open stretches of beach or beaches at road ends that are not advertised or posted as public bathing beaches do not need to have signs posted. Notify the beach monitoring program manager, the city, village, or township in which the site is located, and the owner or operator of the beach of the results or findings of the sanitary survey.

10. Report beach sanitary survey results to the DEQ beach monitoring web site.
11. The DEQ is interested in comparing the results of culture-based methods with the results obtained from QPCR methods. If you are interested, please contact the program manager for information.
12. A composite sample can be submitted to a lab for testing instead of three individual samples. This approach has potential to reduce costs thus providing funds that can be used to increase the duration and frequency of monitoring, conduct more sanitary surveys, develop predictive models (Virtual Beach), and perform QPCR methods for comparison of results between culture-based and QPCR methods. Please note that a revised beach monitoring QAPP will be required to include the procedures for composite sampling, predictive models (Virtual Beach), and performing QPCR methods. Please contact the program manager for more information about revising the QAPP. The revised QAPP must be approved prior to conducting these activities.
13. Provide training for staff involved in the Program as necessary to maintain knowledge of current regulations and internal policies and procedures to keep staff informed of technological improvement and advancements as approved by the state. **Recommended training opportunities:**
  - i. Michigan Environmental Health Association's Annual Education Conference (March 2018 at the Auburn Hills Marriott Pontiac, Michigan <http://www.meha.net/AEC>)
  - ii. Great Lakes Beach Association Conference, November 7-10, 2017 in Green Bay, Wisconsin (registration may be paid prior to September 30, 2017, but travel expenses will be incurred during fiscal year 2018). <http://www.iaglr.org/sol/solm17>
14. Submit a final report to the beach monitoring program manager. The final report shall include a list of monitored beaches, a summary of monitoring results, a summary of beach sanitary survey reports, and a description of the public notification plan, outreach activities, public education effort, and effort to receive public comment about beach monitoring activities.

D. Requirements of the Department

1. The DEQ will provide and maintain the BeachGuard web site for beach monitoring results and notification of beach advisories and closures.
2. The DEQ will assist Grantees with their reporting of beach data for the BeachGuard web site.

E. Performance/Progress Report Requirements

Reimbursement will be based upon the approved requests in writing up to the amount of the allocation schedule in this agreement.

1. Written requests can be submitted on a quarterly basis and will include a narrative description of accomplishments and the amount of reimbursement. A final programmatic report shall be sent to: Surface Water Assessment Section, Water Resources, DEQ, P.O. Box 30458, Lansing, Michigan 48909-7958. The contact person is Shannon Briggs, who can be reached at 517-284-5526 or by email at BRIGGSS4@michigan.gov.
2. The final payment will be made by the State based upon the Grantee's fulfillment of its responsibilities under this agreement.

E. Reimbursement Schedule

The Program allocation schedule is attached depicting the funding amount for the services required in this agreement. Quarterly payments will be made by the State upon receipt of approved quarterly reports that include a narrative description of accomplishments and a request for the amount of reimbursement.

F. Accountability

The Grantee shall maintain adequate accounting and employee activity records to reflect that all funds granted under this contract have been expended for the Program activities, as approved by the State. These records shall be made available upon request for audit by the State.

Records will be retained by the Grantee until an audit has been completed by the State or permission has been granted by the State to dispose of the records.

**APPENDIX C - ALLOCATION SCHEDULE  
GREAT LAKES BEACH MONITORING PROGRAM  
FY 2018 LHD GREAT LAKES BEACHES**

<b>Local Health Department</b>	<b>No. of Counties</b>	<b>FY17 BEACH Act Allocation</b>
Allegan	1	\$5,000
Barry-Eaton District	2	\$0
Bay	1	\$5,000
Benzie-Leelanau District	2	\$0
Berrien	1	\$9,323
Branch-Hillsdale-St. Joseph District	3	\$0
Calhoun	1	\$0
Central Michigan District	6	\$8,706
Chippewa	1	\$6,853
Delta-Menominee District	2	\$5,000
Detroit (DNR)	0	\$2,500
Dickinson-Iron District	2	\$0
District #2	4	\$10,558
District #4	4	\$8,706
District #10	10	\$11,485
Genesee	1	\$0
Grand Traverse	1	\$0
Holland, City of	0	\$0
Huron	1	\$9,014
Ingham	1	\$0
Ionia	1	\$0
Jackson	1	\$0
Kalamazoo	1	\$0
Kent	1	\$0
Lapeer	1	\$0
Lenawee	1	\$0
Livingston	1	\$0
Luce-Mackinac-Alger-Schoolcraft District	4	\$5,000
Macomb	1	\$5,000
Marquette	1	\$0
Marquette (city of Marquette)	1	\$5,000
Mid-Michigan District	3	\$0
Midland	1	\$0
Monroe	1	\$5,000
Muskegon	1	\$9,014
Northwest Michigan Community Health Agency	4	\$14,573
Oakland	1	\$0
Ottawa	1	\$7,779
Saginaw	1	\$0
Saint Clair	1	\$9,632
Sanilac	1	\$5,000
Shiawassee	1	\$0
Tuscola	1	\$0
Van Buren/Cass District	2	\$5,000
Washtenaw	1	\$0
*Watershed Center (Grand Traverse & Benzie-Leelanau)	3	\$9,014
Wayne	1	\$2,500
Western Upper Peninsula District	5	\$8,397
<b>Total</b>		<b>\$173,054.00</b>

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION  
PUBLIC SWIMMING POOL PROGRAM  
PROGRAM D  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**A. Statement of Purpose**

This agreement is intended to establish responsibilities for both the Grantee and the State in the conduct of completing work within the Grantee's jurisdiction in the Public Swimming Pool Program in accordance with Section 12532 of the Public Health Code, 1978 PA 368, as amended.

**B. Program Budget and Agreement Amount**

The Grantee will be paid on an annual basis for work in the Public Swimming Pool Program. The agreement amount is provided in item *F. Reimbursement Schedule* and in Program D *Allocation Schedule*. All requests for payment must be submitted by the Grantee to the State as described in item *F. Reimbursement Schedule*.

**C. Requirements - Grantee**

The Grantee will conduct an inspection of all public swimming pools under its jurisdiction during the calendar year 2018, investigate complaints, conduct meetings, and/or conferences relative to compliance issues, and complete a *Public Swimming Pool Inspection Report* (Form EQP 1735), as provided by the State, or other report form approved by the State. Only public swimming pools that have submitted a license application and paid appropriate licensing fees for the calendar year 2018 should be inspected.

The Grantee will review the list of public swimming pools from their jurisdiction provided by the State, as in item *D. Requirements – State*, make modifications and adjustments, and return the list to the address in item *E. Performance/Progress Report Requirements*, within 30 days.

Indoor pools should be inspected during the months of January, February, March, or April 2018 with the exception of public swimming pools located at schools. It is acceptable to inspect pools at schools during September or October 2018. Outdoor pools should be inspected during the operating season of May, June, July, or August 2018.

It is acceptable for the Grantee to inspect indoor pools any month of the calendar year. Pool inspections during the months of October, November and December should be avoided as much as possible. In no case should inspections be completed later than December 31, 2018.

Completed inspection reports should be forwarded to the State within 2 to 4 weeks following the inspection, but in no case later than January 9, 2019.

**D. Requirements - State**

By January 29, 2019, the State will provide the Grantee with a list of public swimming pools from their jurisdiction that have paid the license fees, and have been inspected for the calendar year 2018. This list is the basis for reimbursement to the Grantee and must be submitted to the State as provided under item *F. Reimbursement Schedule*. If the list needs modification, the State will provide the Grantee a 30-day period to request any adjustments.



The State will provide technical assistance and periodic oversight to the Grantee relative to public swimming pool compliance issues when requested. The program contact person is Jeremy Hoeh, who may be reached at 517-284-6528; at hoehj@michigan.gov; or at DEQ, Environmental Health Section – Swimming Pools, P.O. Box 30817, Lansing, Michigan 48909-8311.

**E. Performance/Progress Report Requirements**

Inspection reports and lists from item *D. Requirements – State* should be sent to: DEQ, Environmental Health Section – Swimming Pools, P.O. Box 30817, Lansing, Michigan 48909-8311 or emailed to DEQ-EH@michigan.gov.

**F. Reimbursement Schedule**

The State will reimburse the Grantee on a lump sum basis according to the license criteria listed below for those public swimming pools inspected during the year ending December 31, 2018, by the Grantee’s staff or designated representative:

Initial license for a public swimming pool*	\$100
License renewal prior to December 31	\$30
License renewal after December 31	\$45
License renewal after lapse beyond April 30 without a license	\$70

\*Applies only to those local jurisdictions that are certified by the Department of Environmental Quality to conduct the initial inspections.

Payments will be made for those public swimming pools that have all fees paid in full for the 2018 licensing year and an inspection report dated during the calendar year 2018 has been submitted by January 9, 2019.

**G. Accountability**

The State will furnish periodic status reports to each Grantee indicating the number of license applications, fees, and inspection reports received.

**PROGRAM D - ALLOCATION SCHEDULE  
PUBLIC SWIMMING POOL PROGRAM  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

<b>Grantee</b>	<b>No. of Counties</b>	<b>Allocation</b>
Allegan	1	\$3,100
Barry-Eaton District	2	\$2,400
Bay	1	\$1,600
Benzie-Leelanau District	2	\$1,300
Berrien	1	\$5,100
Branch-Hillsdale-St. Joseph District	3	\$1,300
Calhoun	1	\$2,000
Central Michigan District	6	\$2,900
Chippewa	1	\$1,000
Delta & Menominee District	2	\$700
Detroit, City of - Dept. of Health & Wellness	0	\$3,300
Dickinson-Iron District	2	\$600
District #2	4	\$1,000
District #4	4	\$3,200
District #10	10	\$5,200
Genesee	1	\$5,000
Grand Traverse	1	\$3,100
Huron	1	\$800
Ingham	1	\$5,300
Ionia	1	\$500
Jackson	1	\$1,700
Kalamazoo	1	\$5,500
Kent	1	\$11,000
Lapeer	1	\$900
Lenawee	1	\$900
Livingston	1	\$2,200
Luce-Mackinac-Alger-Schoolcraft District	4	\$2,800
Macomb	1	\$11,000
Marquette	1	\$1,300
Midland	3	\$1,500
Mid-Michigan District	1	\$1,900
Monroe	1	\$2,300
Public Health - Muskegon County	1	\$2,900
Northwest Michigan Community Health Agency	4	\$6,000
Oakland	1	\$30,000
Ottawa	1	\$5,900
Saginaw	1	\$3,300
Saint Clair	1	\$2,000
Sanilac	1	\$300
Shiawassee	1	\$500
Tuscola	1	\$300
University of Michigan*	0	\$0
Van Buren/Cass District	2	\$2,400
Washtenaw	1	\$9,500
Wayne	1	\$16,000
Wayne State University	0	\$250
Western Upper Peninsula District	5	\$1,100
<b>Total</b>	<b>83 (+ 1 city &amp; 1 Univ)</b>	<b>\$ 172,850</b>

\*University of Michigan inspects their own pool but are no longer contracted.

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION  
SEPTAGE WASTE PROGRAM  
PROGRAM E  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**A. Statement of Purpose**

This agreement is intended to establish a payment schedule to the Local Entity for an initial septage waste land site inspection, annual land site inspection, septage waste vehicle inspection, and authorized receiving facility inspection in accordance with Section 324.11716 of part 117, Septage Waste Servicers, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

**B. Program Budget and Agreement Amount**

The Department of Environmental Quality (DEQ) will reimburse the Local Entity on an annual lump sum basis according to the following criteria:

Initial inspection of a septage land disposal site (per site)	\$500.00
Annual DEQ authorized "active" land disposal site inspection (per site) includes DEQ authorized septage waste storage facility inspection	\$430.00
Annual or initial inspection of septage vehicles (per vehicle)	\$50.00
DEQ authorized receiving facility inspection	\$100.00

The payment for a new land application site and new vehicle shall satisfy the annual inspection requirement. The annual payment for land disposal sites will be made for one inspection of each site. Please note that each site may contain more than one disposal location otherwise known as a "field". The disposal site inspection and reimbursement payment includes inspection of the DEQ authorized septage waste storage facility (if applicable).

Annual payment for septage waste vehicle inspections will be based on the number of vehicles inspected – one payment only per vehicle.

**C. Requirements - Grantee**

1. The Local Entity shall investigate complaints and conduct meetings and/or conferences relative to compliance issues. The Local Entity will provide a timely and appropriate response to all violations in a manner described in a DEQ Septage Waste Program document entitled, "Fiscal Year 2018 Enforcement Policy".
2. The Local Entity shall conduct inspections of all DEQ licensed septage waste land disposal sites and septage waste vehicles on an annual basis in accordance with Part 117 and as established in a DEQ Septage Waste Program document entitled, "Fiscal Year 2018 Compliance Inspection Policy". The Local Entity shall use the DEQ online *Septage Haulers Directory* prior to inspection and use current inspection forms provided by the DEQ posted on the Septage Program website.

3. The DEQ shall notify the Local Entity to conduct inspections of new land application sites and new vehicles. The Local Entity shall conduct inspections of new land application sites and new vehicles and submit the material to the DEQ Septage Program within 2 weeks from the date of receipt of DEQ notification. The inspections are conducted to verify that the new sites, the new septage waste vehicles, and the servicing methods are in compliance with part 117. The Local Entity shall use current inspection forms provided by the DEQ posted on the Septage Program website. **Payment shall not be made for inspections performed and/or inspection forms submitted more than 2 weeks from the date the inspection request is sent to the Local Entity by the DEQ.**
4. The Local Entity shall conduct annual inspections of all DEQ authorized septage waste receiving facilities in their jurisdiction using current inspection forms provided by the DEQ.
5. The Local Entity shall conduct inspections of all DEQ authorized septage waste storage facilities on an annual basis. The Local Entity shall use current inspection forms provided by the DEQ posted on the Septage Program website.
6. The Local Entity shall submit inspection tracking reports on a quarterly basis using the form provided by the DEQ. The inspection forms shall be submitted along with the quarterly report form unless previously submitted. These and other program forms can be downloaded by clicking on *Health Department Information* located under *Downloads* on the Septage Waste Program website at [www.michigan.gov/deqseptage](http://www.michigan.gov/deqseptage).
7. The Local Entity shall **complete all inspections no later than August 31, 2018**, and shall **submit the Request for Payment (RFP) to the Septage Waste Program no later than September 17, 2018**.
8. The Local Entity shall make the RFP in writing and include an alphabetical list of all licensed septage waste businesses and inspection dates of the inspections made within their jurisdiction using the Septage Program Quarterly Report form posted on the program website described below.

Inspection requirement details are outlined in the document entitled, "Fiscal Year 2018 Compliance Inspection Policy". This policy, inspection checklists, reports and forms are posted on the program website and can be downloaded by clicking on *Health Department Information* located under *Downloads*.

#### **D. Requirements - State**

The DEQ shall provide a current list of permitted land disposal sites by jurisdiction. This information is available by clicking on *Septage Haulers Directory* located under *Online Services* on the program website and searching by county.

1. The DEQ shall provide up to date license application materials on the program website available under *Downloads*.
2. The DEQ shall perform a one time, detailed review of all new septage waste firm business, vehicle, land site and cropping plan applications to ensure administrative completeness before forwarding them to the local entity for inspection.
3. The DEQ shall provide current inspection forms on the program website. These forms can be downloaded from the program website by clicking on *Health Department Information* located under *Program Forms/Downloads*. The inspection forms include:

- a. Existing Land Site Inspection Form (EQP 5900);
  - b. New Land Site Inspection Form (EQP 5970);
  - c. Cropping Plan Review Form;
  - d. Septage Waste Program Vehicle Inspection Form (EQP 5901);
  - e. Septage Waste Receiving Facility Inspection Form (EQP 5911);
  - f. Septage Waste Storage Facility Inspection Form (EQP 5966).
4. The DEQ shall make available quarterly inspection status report forms. These forms can be downloaded from the program website by clicking on *Health Department Information* located under *Program Forms/Downloads*.
  5. The DEQ will provide for the request and receipt of annual cropping plans for all existing land application sites which shall be transmitted to the Local Entity. The DEQ will make available detailed land application record review and inspection resources necessary to assist the Local Entity in their consideration of cropping plans for existing sites within their respective jurisdictions.
  6. The DEQ will provide resources, technical assistance, regional training, and program support as requested by the local entity. These resources include the Guidance Manual for the Land Application of Septage Waste which can be downloaded from the program website. It can be accessed by clicking on *Land Application Information* under *Program Forms/Downloads*.
  7. The DEQ shall provide program updates and information via the program website's *Septage Program FAQs*' (Frequently Asked Questions) and informational mailings. The Local Entity will be copied on memos and letter issued to licensed septage waste businesses.

#### **E. Performance/Progress Report Requirements**

Quarterly reports and year end RFP submissions should be sent to: Drinking Water and Municipal Assistance Division, Environmental Health Section, P.O. Box 30817, Lansing, MI 48909-8311. The contact person is the Septage Waste Program Registration Technician, Mr. Matthew Rockhold, who can be reached at 517-284-6540 or [rockholdm@michigan.gov](mailto:rockholdm@michigan.gov).

#### **F. Reimbursement Schedule**

Reimbursement will be based upon the remittance of standardized information in a spreadsheet format summarizing inspections performed and the remittance of the appropriate checklists referenced above (EQP 5900, EQP 5901, and EQP 5911).

The annual payment will be made by the State upon receipt of the RFP from the Local Entity and based upon the Local Entity's fulfillment of its responsibilities under this agreement. The RFP and inspection checklist copies are due by September 17. The reimbursement request shall be sent to: Administration Section, Drinking Water and Municipal Assistance Division, DEQ, P.O. Box 30817, Lansing, MI 48909-8311.

## **G. Accountability**

The Local Entity shall maintain adequate accounting and employee activity records to reflect that all funding granted under this agreement have been expended for the Program activities, as approved by the State. These records shall be made available upon request for audit by the State.

Records will be retained by the Local Entity until an audit has been completed by the State or permission has been granted by the State to dispose of the records.

**PROGRAM E - ALLOCATION SCHEDULE  
SEPTAGE WASTE PROGRAM  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

<b>Grantee</b>	<b>No. of Counties</b>	<b>Allocation</b>
Allegan	1	\$1,380
Barry-Eaton District	2	\$1,530
Bay	1	\$880
Benzie-Leelanau District	2	\$4,410
Berrien	1	\$2,200
Branch-Hillsdale-St. Joseph Community Health	3	\$2,660
Calhoun*	1	\$0
Central Michigan District	6	\$6,660
Chippewa	1	\$2,750
Delta-Menominee District	2	\$4,130
Detroit, City of - Dept. of Health & Wellness*	0	\$0
Dickinson-Iron District	2	\$930
District #2	4	\$2,490
District #4	4	\$7,950
District #10	10	\$11,320
Genesee*	1	\$0
Grand Traverse	1	\$650
Huron	1	\$2,750
Ingham*	1	\$0
Ionia	1	\$630
Jackson	1	\$1,430
Kalamazoo*	1	\$0
Kent*	1	\$0
Lapeer*	1	\$0
Lenawee	1	\$750
Livingston	1	\$1,350
Luce-Mackinac-Alger-Schoolcraft District	4	\$2,520
Macomb	1	\$850
Marquette	1	\$1,180
Midland	1	\$450
Mid-Michigan District	3	\$6,300
Monroe	1	\$2,550
Muskegon	1	\$1,450
Northwest Michigan Community Health Agency	4	\$8,550
Oakland	1	\$3,500
Ottawa	1	\$2,380
Saginaw	1	\$2,130
Saint Clair	1	\$1,180
Sanilac*	1	\$0
Shiawassee	1	\$930
Tuscola	1	\$250
Van Buren/Cass District	2	\$2,760
Washtenaw	1	\$600
Wayne	1	\$1,800
Western Upper Peninsula District	5	\$1,450
<b>Total</b>	<b>83 (+ 1 City)</b>	<b>\$97,680</b>

\*Indicates LHDs that are not under contract with the DEQ.

Note that this does not include estimates for new businesses, trucks or land sites

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION  
CAMPGROUND PROGRAM  
PROGRAM H  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**A. Statement of Purpose**

This agreement is intended to establish responsibilities for both the Grantee and the State in the conduct of annual campground inspections in accordance with Part 125 of the Public Health Code, 1978 PA 368, as amended (Part 125).

This agreement is also intended to establish responsibilities for both the Grantee and the State in the conduct of issuing temporary campground licenses in accordance with Part 125.

Funding is approved under Section 12510 of Part 125.

**B. Program Budget and Agreement Amount**

The Grantee will be reimbursed on an annual basis for the annual inspection of licensed campgrounds. The agreement amount is provided in item *F. Reimbursement Schedule*. All requests for payment must be submitted by the Grantee to the State as described in item *F. Reimbursement Schedule*.

The Grantee will reimburse the State on an annual basis for the state license fees collected for temporary campground licenses issued during the year by the Grantee's staff or designated representative. The agreement amount is provided in item *F. Reimbursement Schedule*. The State requests for reimbursement are as described in item *F. Reimbursement Schedule*.

**C. Requirements – Grantee**

The Grantee will conduct an inspection of all currently licensed campgrounds under its jurisdiction and complete a state-provided *Campground Inspection Report* (Form EQP1715 and Supplement Form EQP1715-1). The Grantee will also investigate complaints and provide compliance assistance to campground owners.

All licensed campgrounds should be inspected when they are open from April through September. Completed inspection reports shall be forwarded to the State within 2 to 4 weeks following the inspection, but in no case no later than the end date of this contract, September 30, 2018.

The Grantee will collect state license fees for temporary campgrounds within its jurisdiction in accordance with the current fee schedule as printed on the application (Form EQP1717). The Grantee will issue or deny the temporary campground license, and forward a copy of the approved or denied license to the State. Licenses shall be forwarded to the State within 2 to 4 weeks after the licensing period, but in no case no later than the end date of this contract, September 30, 2018.

The Grantee will review the Annual Campground Inspection List and the Temporary Campground List provided by the State, edit as needed, and return the list to the State within 30 days.



#### **D. Requirements - State**

By January 31, 2018, the State will provide the Grantee with a list of their annual campground inspections for the year ending September 30, 2017. The State will provide the Grantee a 30-day period to edit the list as needed.

By March 1, 2018, the State will provide the Grantee with a list of issued temporary campground licenses for the year ending September 30, 2017. The State will provide the Grantee a 30-day period to edit the list as needed.

Upon issuance, the State will provide a copy of every campground license to the Grantee. A list of licensed campgrounds will be updated monthly on the Campground Program webpage at <http://www.michigan.gov/deqcampgrounds> for review.

The State will provide technical assistance as requested and periodic oversight to the Grantee relative to campground compliance issues.

The contact person is Sarah Rottiers, who may be reached at 517-284-6520; or RottiersS@michigan.gov; or at DEQ, Drinking Water and Municipal Assistance Division, Environmental Health Section, Campground Program, P.O. Box 30817, Lansing, Michigan 48909-8311.

#### **E. Performance/Progress Report Requirements**

Inspection reports, issued temporary campground licenses, and reviewed/edited lists shall be sent to: DEQ, Drinking Water and Municipal Assistance Division, Environmental Health Section, Campground Program, P.O. Box 30817, Lansing, Michigan 48909-8311 or scan and E-mail to DEQ-EH@michigan.gov.

#### **F. Reimbursement Schedule**

The State will reimburse the Grantee \$25 for each annual inspection of licensed campgrounds conducted by the Grantee's staff or designated representative during the year ending September 30, 2018.

The State will send an invoice to collect the state temporary license fees, less the \$25 portion of the fee, intended for the Grantee for the temporary campground licenses issued by the Grantee's staff or designated representative during the year ending September 30, 2017.

#### **G. Accountability**

The State's Campground Program shall function as a technical resource to health department staff and campground owners. As needed, the State will provide to the Grantee status reports indicating annual inspection reports received, temporary licenses received, the program fee schedule, and other program guidance.

The Grantee shall maintain adequate accounting and inspection forms to reflect that funding granted under this agreement has been expended for the Program activities. Annual inspection reports and temporary campground licenses shall be submitted to the State within 2 to 4 weeks of completion or sooner when possible.

**PROGRAM H - ALLOCATION SCHEDULE  
CAMPGROUND PROGRAM  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

<b>Grantee</b>	<b>No. of Counties</b>	<b>No. of CGs</b>	<b>Allocation</b>
Allegan	1	27	\$675
Barry-Eaton District	2	32	\$800
Bay	1	8	\$200
Benzie-Leelanau District	2	28	\$700
Berrien	1	18	\$450
Branch-Hillsdale-St. Joseph Community Health	3	64	\$1,600
Calhoun	1	14	\$350
Central Michigan District	6	96	\$2,400
Chippewa	1	26	\$650
Delta & Menominee District	2	23	\$575
Detroit, City of - Dept. of Health & Wellness	0	0	\$0
Dickinson-Iron District	2	24	\$600
District #2	4	56	\$1,400
District #4	4	56	\$1,400
District #10	10	240	\$6,000
Genesee	1	9	\$225
Grand Traverse	1	22	\$550
Huron	1	29	\$725
Ingham	1	9	\$225
Ionia	1	10	\$250
Jackson	1	28	\$700
Kalamazoo	1	8	\$200
Kent	1	19	\$475
Lapeer	1	19	\$475
Lenawee	1	18	\$450
Livingston	1	10	\$250
Luce-Mackinac-Alger-Schoolcraft District	4	74	\$1,850
Macomb	1	4	\$100
Marquette	1	18	\$450
Midland	1	8	\$200
Mid-Michigan District	3	31	\$775
Monroe	1	16	\$400
Muskegon	1	22	\$550
Northwest Michigan Community Health Agency	4	52	\$1,300
Oakland	1	22	\$550
Ottawa	1	21	\$525
Saginaw	1	8	\$200
Saint Clair	1	16	\$400
Sanilac	1	12	\$300
Shiawassee	1	8	\$200
Tuscola	1	10	\$250
Van Buren-Cass District	2	56	\$1,400
Washtenaw	1	11	\$275
Wayne	1	6	\$150
Western Upper Peninsula District	5	40	\$1,000
<b>Totals</b>	<b>83 (+ 1 City)</b>	<b>1,328</b>	<b>\$33,200</b>

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
WASTE MANAGEMENT AND RADIOLOGICAL PROTECTION DIVISION  
MEDICAL WASTE REGULATORY PROGRAM**

**PROGRAM I  
OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**A. Statement of Purpose**

This agreement is intended to establish responsibilities for both the Grantee and the State in the conduct of completing work within the Grantee's jurisdiction under a pilot inspection program for the Medical Waste Regulatory Program (MWRP) in accordance with the Medical Waste Regulatory Act (MWRA), Part 138 of the Michigan Public Health Code, 1978 PA 368, as amended and associated Administrative Rules.

**B. Program Budget and Agreement Amount**

The State will reimburse the Grantee on a lump sum basis up to the total Grant amount according to the following:

ACTIVITY	AMOUNT
<p>A. Performance of follow-up remotely from work station or perform a second inspection on-site at facilities inspected in prior years that have failed to register, don't have appropriate paper records on file, or may have failed to comply with any other noted violation as required.</p> <p>Also, provide a 45-day deadline to facilities to comply and refer continued noncompliance more than the 45-day compliance deadline to DEQ staff at the discretion of the LHD.</p>	<p>I. \$50.00 for any 'no site visit' contact consultations (mail, phone, etc.) and documentation of compliance verification or referral to DEQ as indicated for continued failure to comply. (*see below)</p> <p>II. \$100.00 for a follow-up site visit (announced or unannounced) and documentation of compliance verification or referral to DEQ as indicated for continued noncompliance. (*see below)</p>
	<p>* This activity will not be performed by District Health Department # 2 as they are new participants in FY 2018 and this activity is not applicable for this LHD.</p>
<p>B. Identification and compliance inspections of new producing facilities that are not registered as required.</p>	<p>\$100 per facility.</p>

<p>C. Outreach and recruitment of new community service-based sharps collection programs for Michigan residents. This would include recruitment and operation of a sharps disposal program in your area for residents.</p>	<p>\$300.00 per successful establishment of each new program and subsequent relay of program specifics to DEQ for addition to the DEQ program Web site.</p>
<p>D. Inspection of any type of registered facility to be randomly selected from an entire listing of both small producers and large producers provided by the DEQ. LHDs will receive the most current information from L2K for all facilities registered in the district.</p> <p>These will be, separate, comprehensive listings that will be updated as needed on a periodic basis or at the request of LHD staff.</p>	<p>\$100 per inspection of a small, low-volume generator, and \$250 per inspection of a large, high volume generator.</p>
<p>E. Initial response to incident or complaint allegations, including visiting the site, gathering information, taking photos, and remediation if verified. If complexity exceeds the abilities of the inspector to remediate, or has potential to be controversial in nature, referral of all collected information should be made to DEQ program staff.</p> <p><b><i>This activity requires prior authorization from the DEQ and/or may be performed due to a request initiated by the DEQ to the LHD.</i></b></p>	<p>\$250 per response activity, to include gathering necessary information, evidence collection, and follow-through to contain any risks to public health or the environment if possible prior to referral to DEQ program staff as needed. This activity is solely reactive in nature and performed on an as needed basis not to exceed the total allocation allotment for each participating LHD.</p>
<p>F. Presentations to and/or training of professional organizations representing any type of medical waste producer and profession regarding the requirements of the Medical Waste Regulatory Act and Rules. Examples would include the Michigan Veterinary Association, Michigan Funeral Directors Association, Michigan Health and</p>	<p>\$200 per training activity and documentation verifying completion, such as emails, copies of the presentation, names of participants, etc. Up to 10 presentations may be given not to exceed \$2,000.00 for all participating LHDs.</p>

Hospital Association, etc. This list is not all-inclusive.

***This activity requires prior authorization from the DEQ.***

### **C. Requirements - Grantee**

1. The Grantee's activities may vary by jurisdiction and will be limited to the requirements contained in this agreement not to exceed maximum allocation limit. Activities A-F may be performed in any combination to meet the allocation limitation, at the discretion of each participating LHD. Activities E and F, which require consultation and approval from the DEQ prior to engaging in remediation of a complaint or incident report or doing a presentation or training of a professional organization.
2. The Grantee will designate staff person(s) to be trained and to conduct the activities described under this agreement.
3. Grantee shall be provided with a complete, current listing of all facilities or businesses that are both in their jurisdiction and registered as medical waste producers in their respective jurisdiction. This listing will be used by the Grantee to perform identification of unregistered facilities and applicable compliance activities as described under of this agreement.
7. Inspection of any facility (except as noted under Activity E.) shall be at the Grantee's discretion and may be scheduled or unscheduled.
8. The activities above shall be performed in accordance with the addendum to the *2018 Medical Waste Pilot Program Activity Guide for Local Health Departments, Appendix I*.
9. Activities shall be performed by May 31, 2018.
10. Grantee shall notify the State of facilities described above that were found to not be medical waste producers with all other materials required for verification and allocation. The grantee shall also notify the DEQ of follow-up inspections of facilities that were inspected in previous years that failed comply with registration and other noted compliance requirements within a 45-day period.
11. The Grantee shall submit copies of all completed inspection reports, and documentation of any other activities sufficient for verification of fund allocation as described in the addendum to the *2018 Medical Waste Pilot Program Activity Guide for Local Health Departments, Appendix I.*, to the State by no later than June 30, 2018, for reimbursement.

### **D. Requirements - State**

1. The State shall provide the current inspection form, "Medical Waste Producing Facility Inspection Report" (EQP 1756), initial registration applications, and reference materials for the MWRP on the Web page.
2. The State will provide any necessary guidance or training to the Grantee's designated staff person(s) upon request regarding any of the activities described above.
3. The DEQ will, upon request, provide sample presentations for use by LHDs as described under Activity F., or the LHD may develop their own presentation and reference documents for use in this activity.

3. The State shall provide updated listings of all registered generators of medical waste as noted under Section D. to each participating Grantee initially and upon request to ensure information is current for all related activities above.
4. The State will provide technical assistance and periodic oversight to the Grantee relative to medical waste issues when requested. The program contact person is Andrew Shannon, who may be reached at 517-230-9800; at shanna1@michigan.gov; or at Department of Environmental Quality, Waste Management and Radiological Protection Division, Medical Waste Regulatory Program, Grand Rapids District Office, 350 Ottawa Avenue NW, 6<sup>th</sup> Floor #10, Grand Rapids, Michigan 49503.

#### **E. Performance/Progress Report Requirements**

1. The submittal of completed inspection reports and/or documentation of other activities completed by the Grantee separated by activity type shall be sufficient documentation of activities performed under this pilot program.
2. The State and Grantee agree to meet to conduct a joint evaluation of whether the pilot program demonstrated that contracting with local health departments can increase the effectiveness of the DEQ/MWRP in terms of increasing the number of active facility registrations and overall compliance, providing educational outreach, improving customer service, and/or other factors that the State and Grantee determine will assist with the evaluation.

#### **F. Reimbursement Schedule**

Following the completion of the activities on May 31, 2018, the Grantee shall submit a single request for payment, including all completed inspection report forms and/or sufficient documentation of other activities by type by June 30, 2018, to DEQ - Office of Waste Management and Radiological Protection, Medical Waste Regulatory Program, Grand Rapids District Office, 350 Ottawa Avenue NW, 6<sup>th</sup> Floor #10, Grand Rapids, Michigan 49503. Alternatively, the requests and required documentation may be sent electronically to the Medical Waste mailbox at [medicalwaste@michigan.gov](mailto:medicalwaste@michigan.gov).

#### **G. Accountability**

Inspection reports and any other verification documents as described in the *2018 Medical Waste Pilot Program Activity Guide for Local Health Departments, Appendix I.*, will be retained by the Grantee until submitted to the State. Referrals to DEQ as described in the Activities above will be submitted as needed.

**PROGRAM I - ALLOCATION SCHEDULE  
 MEDICAL WASTE PROGRAM  
 OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

<b>LOCAL HEALTH DEPARTMENT</b>	<b>GRANT FEE ALLOCATION</b>
BARRY-EATON DISTRICT HEALTH DEPARTMENT	<b>\$5,000</b>
BRANCH-HILLSDALE-ST JOSEPH DISTRICT HEALTH DEPARTMENT	<b>\$5,000</b>
DISTRICT HEALTH DEPARTMENT NUMBER 2	<b>\$5,000</b>
DISTRICT HEALTH DEPARTMENT NUMBER 10	<b>\$5,000</b>
KENT COUNTY HEALTH DEPARTMENT	<b>\$10,000</b>
LIVINGSTON COUNTY HEALTH DEPARTMENT	<b>\$5,000</b>
MID MICHIGAN DISTRICT HEALTH DEPARTMENT	<b>\$5,000</b>
MUSKEGON PUBLIC HEALTH DIVISION	<b>\$5,000</b>
OAKLAND COUNTY PUBLIC HEALTH DIVISION	<b>\$25,000</b>
<b>TOTAL</b>	<b>\$70,000</b>

RESOLUTION  
XX-2017  
**Health Department**  
**Local Health Department Grant Agreement with**  
**Michigan Department of Environmental Quality**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on November 15, 2017 and reviewed a recommendation from the Health Officer to approve renewal of the Michigan Department of Environmental Quality and Grand Traverse County Health Department; and,

WHEREAS, This Agreement provides funding for Non-Community Water Supply, Drinking Water Monitoring, Public Swimming Pool Inspections, Septage and Campground Inspections as done in the Environmental Health Division of the Health Department; and,

WHEREAS, These funds include state and federal grant dollars that require a certain number of inspections each year in order to maximize the grant award; and,

WHEREAS, the amount of the grant is \$33,311 and covers the period October 1, 2017, through September 30, 2018.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY authorizes the Board Chair and/or County Administrator to effectuate the documents necessary to approve the renewal of the Michigan Department of Environmental Quality – Local Health Grant Agreement for the period of October 1, 2017 through September 30, 2018.

APPROVED: November 15, 2017





## Action Request

Meeting Date:	November 15, 2017		
Department:	Health Department	Submitted By:	W. Hirschenberg
Contact E-Mail:	whirsch@gtchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Subcontractor Agreement for the Implementation of Tobacco Dependence Treatment.		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<small>(in minutes)</small>		

**Summary of Request:**

This is a renewal subcontractor agreement between Grand Traverse County Health Department and Health Department Northwest Michigan for the implementation of tobacco dependence treatment. The awarding agency for this grant is Michigan Department of Health and Human Services, which passes these funds through Health Department Northwest, who then passes the funds to other subcontractor organizations, such as Grand Traverse County Health Department. The primary goal of this grant is to institute systems changes to improve the delivery of evidence-based tobacco dependence treatment for clients who use tobacco. The amount of this grant is \$12,000, which is an increase of \$4,000 compared to fiscal year 2016-2017 amount of \$8,000. The period of this grant is from October 1, 2017 through September 30, 2018.

**Suggested Motion:**

Approve the renewal of the Subcontractor Agreement effective October 1, 2017 between the Grand Traverse County Health Department and the Health Department Northwest Michigan for the implementation of tobacco dependence treatment.

**Financial Information:**

Total Cost: \$0.00	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:**  Recommended Date:

Miscellaneous:

**Attachments:**

Attachment Titles:

## **SUBCONTRACTOR AGREEMENT**

This Subcontractor Agreement ("Agreement"), effective 10/01/2017 ("Effective Date"), is between Grand Traverse County Health Department (the "Subcontractor") and the Health Department of Northwest Michigan (the "HDNW").

HDNW is the prime recipient of a federal grant (the Grant). The purpose and objectives of the Grant are contained in Exhibit A.

HDNW desires to use the services of Subcontractor to assist HDNW in HDNW's work related to the Grant.

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

The Parties agree as follows:

### **1. SERVICES**

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

### **2. FINANCIAL PROVISIONS**

2.1 Invoices. During the term of this Agreement, Subcontractor shall submit invoices to HDNW on or before the 7<sup>th</sup> day of each month. HDNW shall pay the invoice by the 15<sup>th</sup> day of the following month. This section may be supplemented by Exhibit C. Subcontractor shall comply with all requirements contained in Exhibit C.

### **3. PERSONAL HEALTH INFORMATION**

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

### **4. TERM AND TERMINATION**

4.1 Term. This Agreement shall become effective on the Effective Date and shall continue in effect until all obligations of the Parties have been met, unless terminated as provided earlier as provided elsewhere in this Agreement. In addition, if Subcontractor will have access to PHI, then certain provisions and requirements, contained in Exhibit D, shall survive the expiration or other termination of this Agreement.

4.2 Termination. This Agreement shall terminate on Subcontractor's completion of the services required by this Agreement. In addition, either Party may terminate this Agreement at any time with or without cause by providing a not less than 30-day written Notice of Termination. The Notice of Termination shall state the date on which the termination becomes effective, but shall be no earlier than 30 days from the date of mailing. The Notice of Termination shall be mailed to

the other Party at the address contained in this Agreement by first class mail, registered mail or certified mail. If Exhibit D is used, then the termination provisions of Exhibit D also shall apply. Such termination provisions are in addition to the foregoing and any termination provision in the Agreement may be used.

**4.3 Transfer of Performance Upon Termination.** Upon giving or receiving notice of termination, HDNW may require Subcontractor to ensure that adequate arrangements have been made for the transfer of performance of the services, as stated in this Agreement, to another entity or to HDNW, including the reasonable payments of any costs involved in such transfer out of compensation otherwise due Subcontractor under this Agreement.

**4.4 Liability for Default.** Regardless of how this Agreement terminates, Subcontractor shall be liable to HDNW for damages sustained by HDNW by virtue of any breach of this Agreement by Subcontractor and HDNW shall be liable to Subcontractor for damages sustained by Subcontractor by virtue of any breach of this Agreement by HDNW. The liability of Subcontractor shall include, without limitation, liability of Subcontractor for the disallowance by the federal government of the reimbursement of charges submitted by HDNW for services provided by Subcontractor under this Agreement or for any other loss of grant funds where the disallowance or loss is in any way attributable to Subcontractor, including the provision or maintenance by Subcontractor of inadequate or erroneous records or billing documentation of services provided. If any reimbursement of charges is disallowed as a result of an audit by the federal government of Subcontractor or HDNW, the amount disallowed or lost must be paid by Subcontractor to HDNW and shall be paid within thirty (30) days of a written or verbal demand by HDNW.

## **5. INSURANCE**

**5.1 Insurance Types and Coverage Limits.** Subcontractor shall, at all times throughout the Agreement Term, carry insurance in such form and in such amounts as specified in Exhibit E (Insurance Coverage). All policies (other than workers' compensation and employer's liability insurance) providing such coverage shall name HDNW as an additional insured with respect to Subcontractor's performance of services under this Agreement. Subcontractor shall provide HDNW with certificates of insurance evidencing such coverage within thirty (30) days after execution of this Agreement, which certificates shall provide that HDNW shall receive thirty (30) days' advance written notice of any pending cancellation or non-renewal of any of the coverages required by HDNW pursuant to this Agreement. Insurance coverages that expire before the expiration of the Agreement Term shall be promptly renewed by Subcontractor so that there is no gap in coverage and certificates of insurance evidencing such renewal coverage shall be provided to HDNW (by a copy provided to HDNW pursuant to the notice provisions set forth in Section 16(f)) immediately upon renewal. Subcontractor's failure to maintain insurance in the form and/or amounts required by HDNW pursuant to this Agreement shall be deemed a material breach of this Agreement and HDNW shall have the right thereupon to terminate this Agreement immediately in addition to any other remedy provided herein.

## **6. MISCELLANEOUS**

**6.1 Exhibits.** All Exhibits referenced in this Agreement are incorporated into this Agreement by reference. It is the intent of the parties that all Exhibits be attached hereto. However, the parties shall be bound by any Exhibit, which is not attached hereto.

**6.2 Independent Contractor.** Subcontractor is an independent contractor and not an agent or employee of HDNW. Subcontractor has no authority to take any action of behalf of HDNW.

6.3 Amendments; Waiver. This Agreement may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

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

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

If to Subcontractor, to:

Grand Traverse County Health Department  
2600 LaFranier Rd  
Traverse City, MI 49686  
Attention: Wendy Hirschenberger  
Email: whirsch@gtchd.org

If to HDNW, to:

Health Department of Northwest Michigan  
220 W. Garfield St  
Charlevoix, MI 49720  
Attention: Joy Klooster  
Email: j.klooster@nwhealth.org

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

6.6 Mutual Representations. Each party represents to the other party that: (a) all signatories have been duly authorized to execute this document and bind the parties to this Agreement and (b) in the performance of all obligations under this Agreement, no person shall be excluded from participation, denied any benefit or subjected to discrimination on the basis of race, creed, age, color, national origin or ancestry, religion, sex, or marital status (except where a bona fide occupational qualification exists). This obligation of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

6.7 Counterparts; Facsimiles and Electronic Copies. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile and electronic copies hereof shall be deemed to be originals.

6.8 Hold Harmless. To the extent permitted by law, Subcontractor shall hold, defend and indemnify HDNW and its officers and employees from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of any actions, claims, lawsuits, damages, charges and/or judgments that arise out of or which are proximately caused by Subcontractor's performance or nonperformance its services or obligations described in this Agreement.

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

**HDNW**

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

**SUBCONTRACTOR**

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

## **List of Exhibits**

**Exhibit A**    Purpose and Objectives

**Exhibit B**    Scope of Work

**Exhibit C**    Funding and Reporting Requirements

**Exhibit D**    Provisions for PHI

## Exhibit A

### **Purpose and Objectives**

#### **Purpose and Objectives**

To facilitate a partnership between the Agency and the Partner Agency, to accomplish the goals and objectives of the Health Systems Change for Treating Tobacco Dependence Grant. This grant seeks to ensure that tobacco dependence treatment is recognized as the chronic, relapsing condition that it is, and, as such, is fully integrated into the continuum of health care. In addition to Family Planning (FP) clients, the focus population will be expanded to Breast and Cervical Cancer Control Navigation Program (BCCCNP), WISEWOMAN (WW), Maternal and Infant Health Program (MIHP), and Women, Infants and Children (WIC) programs, if these programs are available in your agency.

#### **Primary Goal:**

- a) Institute systems changes to improve the delivery of evidence-based tobacco dependence treatment on FP, BCCCNP, WW, MIHP and WIC clients who use tobacco.

#### **Main Objectives:**

- a) By September 30, 2018, develop a process to ensure that tobacco dependence treatment is fully integrated into FP, BCCCNP, WW, MIHP, and WIC programs and sustained over time in accordance with national clinical guidelines.
- b) By September 30, 2018, demonstrate use of or progress toward the electronic health record (EHR) to facilitate appropriate tobacco dependence assessment and treatment in 50% of clients who visit the Health Department FP, BCCCNP, WW, MIHP, and WIC programs.
- c) By September 30, 2018, increase the percent of clients who visit the Health Department FP, BCCCNP, WW, MIHP, and WIC Programs that set a goal to quit or reduce tobacco dependence by 50%.

## Exhibit B

### **Scope of Work**

#### **RESPONSIBILITIES OF PARTNER AGENCIES**

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

##### CAPACITY

- a) Learn the research and best practices regarding implementation of Healthy Systems Change for Tobacco Dependence Treatment.

##### COMMUNICATION

- b) Participate in regular Healthy Systems Change for Tobacco Dependence Treatment Partner conference calls facilitated by the Health Department of Northwest Michigan. Dates are TBD (phone option will be available).

##### WORKPLAN DELIVERABLES

- c) Participate with established work groups and conference calls
- d) Conduct Assessments and Collect Data at specific Partner Agency
- e) Receive education in 5 A's, Motivational Interviewing and Clinical Practice Guidelines for Treating Tobacco Use and Dependence
- f) Implement Processes/Protocols/Tools developed by the project  
Implement medication and treatment strategies for Tobacco Dependence
- g) Determine functionality and capability of Electronic Health Record or paper medical record
- h) Determine rates and targets for tobacco use, treatment and referral
- i) Participate in evaluation activities

#### **RESPONSIBILITIES OF THE AGENCY**

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

- a) Provide overall direction of the project and function as the fiduciary
- b) Act as the Liaison with the Michigan Department of Health and Human Services Tobacco Control Program regarding grant requirements
- c) Submit quarterly reports on behalf of the Agency and Agency Partners
- d) Assist partners with executing the Health Systems Change for Treating Tobacco Dependence Work Plan



**Exhibit C**

**Funding and Reporting Requirements/Payments**

**FUNDING AND REPORTING REQUIREMENTS/PAYMENTS FOR PARTNER AGENCIES**

- a) Each Health Department will receive a total of **\$12,000** to assist with implementation of project.
- b) Four total invoices will be submitted to the Health Department of Northwest Michigan. Each invoice will be 1/4<sup>th</sup> of the total contracted amount. Invoice due dates and amounts are below:

<b>Invoice Due Date</b>	<b>Amount</b>
01/07/18	\$3000
04/07/18	\$3000
07/07/18	\$3000
10/07/18	\$3000

- c) Each invoice must be accompanied by an updated Partner Work Plan Report (see attachment).
- d) Following receipt of the invoice and work plan report, the HDNW Agency will reimburse Partner Agency.
- e) Program Coordination will be provided by Joy Klooster, MBA, BSN, RN, with assistance from Katie Joyce, BSN, RN.

## EXHIBIT D

### PROVISIONS FOR PERSONAL HEALTH INFORMATION (PHI)

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

1. Term. This Agreement shall remain in effect for the duration of this Agreement and shall apply to all of the Services and/or Supplies delivered by the Business Associate pursuant to this Agreement.

2. HIPAA Assurances. In the event Business Associate creates, receives, maintains, or otherwise is exposed to personally identifiable or aggregate patient or other medical information defined as Protected Health Information ("PHI") in the Health Insurance Portability and Accountability Act of 1996 or its relevant regulations ("HIPAA") and otherwise meets the definition of Business Associate as defined in the HIPAA Privacy Standards (45 CFR Parts 160 and 164), Business Associate shall:

(a) Recognize that HITECH (the Health Information Technology for Economic and Clinical Health Act of 2009) and the regulations thereunder (including 45 C.F.R. Sections 164.308, 164.310, 164.312, and 164.316), apply to a business associate of a covered entity in the same manner that such sections apply to the covered entity;

(b) Not use or further disclose the PHI, except as permitted by law;

(c) Not use or further disclose the PHI in a manner that had HDNW done so, would violate the requirements of HIPAA;

(d) Use appropriate safeguards (including implementing administrative, physical, and technical safeguards for electronic PHI) to protect the confidentiality, integrity, and availability of and to prevent the use or disclosure of the PHI other than as provided for by this Agreement;

(e) Comply with each applicable requirements of 45 C.F.R. Part 162 if the Business Associate conducts Standard Transactions for or on behalf of the Covered Entity;

(f) Report promptly to HDNW any security incident or other use or disclosure of PHI not provided for by this Agreement of which Business Associate becomes aware;

(g) Ensure that any subcontractors or agents who receive or are exposed to PHI (whether in electronic or other format) are explained the Business Associate obligations under this paragraph and agree to the same restrictions and conditions;

(h) Make available PHI in accordance with the individual's rights as required under the HIPAA regulations;

(i) Account for PHI disclosures for up to the past six (6) years as requested by Covered Entity, which shall include: (i) dates of disclosure, (ii) names of the entities or persons who received the PHI, (iii) a brief description of the PHI disclosed, and (iv) a brief statement of the purpose and basis of such disclosure;

(j) Make its internal practices, books, and records that relate to the use and disclosure of PHI available to the U.S. Secretary of Health and Human Services for purposes of determining Customer's compliance with HIPAA; and

(k) Incorporate any amendments or corrections to PHI when notified by Customer or enter into a Business Associate Agreement or other necessary Agreements to comply with HIPAA.

3. Termination Upon Breach of Provisions. Notwithstanding any other provision of this Agreement, Covered Entity may immediately terminate this Agreement if it determines that Business Associate breaches any term in this Agreement. Alternatively, Covered Entity may give written notice to Business Associate in the event of a breach and give Business Associate five (5) business days to cure such breach. Covered Entity shall also have the option to immediately stop all further disclosures of PHI to Business Associate if Covered Entity reasonably determines that Business Associate has breached its obligations under this Agreement. In the event that termination of this Agreement and the Agreement is not feasible, Business Associate hereby acknowledges that the Covered Entity shall be required to report the breach to the Secretary of the U.S. Department of Health and Human Services, notwithstanding any other provision of this Agreement or Agreement to the contrary.

4. Return or Destruction of Protected Health Information upon Termination. Upon the termination of this Agreement, unless otherwise directed by Covered Entity, Business Associate shall either return or destroy all PHI received from the Covered Entity or created or received by Business Associate on behalf of the Covered Entity in which Business Associate maintains in any form. Business Associate shall not retain any copies of such PHI. Notwithstanding the foregoing, in the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible upon termination of this Agreement, Business Associate shall provide to Covered Entity notification of the condition that makes return or destruction infeasible. To the extent that it is not feasible for Business Associate to return or destroy such PHI, the terms and provisions of this Agreement shall survive such termination or expiration and such PHI shall be used or disclosed solely as permitted by law for so long as Business Associate maintains such PHI.

5. No Third Party Beneficiaries. The parties agree that the terms of this Agreement shall apply only to themselves and are not for the benefit of any third party beneficiaries.

6. De-Identified Data. Notwithstanding the provisions of this Agreement, Business Associate may disclose non-personally identifiable information provided that the disclosed information does not include a key or other mechanism that would enable the information to be identified.

7. Amendment. Business Associate and Covered Entity agree to amend this Agreement to the extent necessary to allow either party to comply with the Privacy Standards, the Standards for Electronic Transactions, the Security Standards, or other relevant state or federal laws or regulations created or amended to protect the privacy of patient information. All such amendments shall be made in a writing signed by both parties.

8. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the then most current version of HIPAA and the HIPAA privacy regulations.

9. Definitions. Capitalized terms used in this Agreement shall have the meanings assigned to them as outlined in HIPAA and its related regulations.

10. Survival. The obligations regarding PHI, which are imposed by this Exhibit C, shall survive any expiration or termination of this Agreement.

**Health Department of Northwest Michigan  
Health Systems Change for Tobacco Dependence Treatment Project  
PARTNER WORK PLAN (FY 2018 Year 3)**

Primary Goal: Institute systems changes to improve the delivery of evidence-based tobacco dependent treatment on Family Planning(FP), Breast and Cervical Cancer Control Navigation (BCCCNP), WISEWOMAN (WW), Maternal and Infant Health Program (MIHP) and Women, Infants and Children(WIC) clients who use tobacco.

Objectives: 1) By September 30, 2018, develop a process to ensure that tobacco dependence treatment is fully integrated into FP, BCCCNP, WW, MIHP, and WIC programs, if programs are available, and sustained over time in accordance with national clinical guidelines.

2) By September 30, 2018, demonstrate use of or progress toward the electronic health record (EHR) to facilitate appropriate tobacco dependence assessment and treatment in 50% of clients who visit the Health Department FP, BCCNP, WW, MIHP and WIC Programs.

3) By September 30, 2018, increase the percent of clients who visit the Health Department FP, BCCCNP, WW, MIHP and WIC Programs that set a goal to quit or reduce tobacco dependence by 50%.

Key Activities	Target Period				Performance Indicators (Measurable/Observable)	Deliverables (Tangible Items created by activities)
	P1	P2	P3	P4		
	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept		
<b>Participate with established Workgroup/Partnerships</b>						
Continue to work with NMPHA FP, BCCCNP, WW, MIHP, and WIC Coordinators to implement project.	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Coordinator Identified for each Local Health Department (LHD)	*Established LHD FP, BCCCNP, WW, MIHP and WIC Coordinators for each agency implement project
Participate in monthly coordinator calls or as needed	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Calendar set up for coordinator calls	*Minutes from coordinator calls will be submitted by Program Coordinator to LHD and State
Secure commitment and financial reimbursement for participation	Oct				-All partner agencies engaged and renewed by contract for participation and reimbursement for additional year	*Contract completed and returned to Health Dept of NW Michigan by October 31, 2017
<b>Assessments/Data Collection</b>						
Review current written policies/protocols (P/P) and work flow regarding tobacco dependence treatment in FP, BCCCNP, WW, MIHP, and WIC as needed and available to determine if revisions need to be made.	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-P/P for tobacco dependence treatment reviewed in each Partner Agency	*Completed P/P reviewed by LH, updated as needed and submitted to Program Coordinator
<b>Education</b>						
Assess gaps in necessary education for assessment and interviewing techniques. Train new staff as they come on board.	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Involved staff are trained in 5 A's and Motivational Interviewing	*Certificates of completion for educational sessions submitted to State by Program Coordinator
Educate new FP providers (NP, RNs, Med Directors) on the U.S. Department of Health and Human Services Clinical Practice Guideline for Treating Tobacco Use and Dependence as	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Guidelines are available to FP, BCCNP, WW, MIHP, and WIC Providers and reviewed	*List # of educational activities completed *List # of professionals educated at LHD *Copy of educational materials provided to LHD and State by Program Coordinator

needed.						
Update Community partners through the Regional Perinatal Planning Group with focus on pregnancy and post-partum health and WW program with focus on Cardiovascular Health.	Dec	Mar	Jun	Sept	-Partners are informed through Perinatal Planning group	*Program Coordinator will send updates to Regional Perinatal Planning Group
<b>Process/Protocol /Tools Development</b>						
Utilize developed processes and accountabilities for treating tobacco dependence to ensure all team members are fulfilling defined roles	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Visio process flow sheets created with partner agencies to identify who is responsible for each step of tobacco dependence treatment	*Visio completed for Tobacco dependence assessment, treatment and follow-up steps with Partner LHD input and submitted by Program Coordinator to LHD and State
Utilize a follow-up protocol for patients who have agreed to quit using tobacco (i.e. who will follow up with these patients, when, and how? What information will be covered during follow-up?)	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Updated comprehensive protocols for treating tobacco dependence are utilized in each agency	*Submit LHD updates of P/P for treating Tobacco dependence and its follow-up to Program Coordinator
Identify and determine how existing appropriate tools for treating tobacco dependence will be used to facilitate delivery of care (i.e. shared decision making tools)	Oct-Dec				-Tools used for shared decision making are available	*Copy of draft or final P/P of tools for treating tobacco dependence treatment submitted to State for each LHD by Program Coordinator
<b>Medication/Treatment Strategies</b>						
Utilize list of medications that health care providers should offer to patients willing to quit and strategies to ensure that patients receive and appropriately use medications (i.e. standing orders, direct provision of over-the-counter medications)	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	- Standing Orders utilized with partner LHD agencies	*Copy of approved Standing Orders submitted to Program Coordinator
Supply resources for providers regarding prescribing practices for medications recommended by Clinical Practice Guidelines	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Clinic resources for providers available in print and electronic form for each LHD	*Provider Resource list for each LHD submitted to Program Coordinator
Continue to educate health care providers on P/P for treating tobacco dependence including the Michigan Quitline	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Healthcare providers especially new healthcare providers are educated about the P/P	*List # of educational activities completed for LHD *List # of professionals educated for LHD *Copy of educational materials submitted by Program Coordinator to LHD and to State
<b>Electronic Health Record (EHR)/Medical Record</b>						
Continue to create functionality to support tobacco dependence treatment that goes beyond basic documentation of tobacco use and advising to quit: i. Document tobacco use and tobacco product type		Jan-Mar	Apr-Jun	Jul-Sept	-Functionality to support tobacco dependence treatment	*Submit screenshots, EHR list of specifications generated reports, or chart forms to Program Coordinator

ii.	Include provider reminders						
iii.	Ensure that tobacco dependence diagnoses are integrated into problem lists						
iv.	Ensure a consistent place for documentation of follow-up contacts for tobacco dependence treatment.						
v.	Create capacity to refer to evidence-based tobacco dependence treatment resources.						
	Each agency conducts education for healthcare providers on new EHR functionality and documentation practices if EHR not yet implemented	Dec	Jan-Mar	Apr-Jun	Jul-Sept	-Health care providers educated about EHR functionality. Non-EHR providers educated about documentation requirements.	*List # of educational activities completed by LHD *List # of professionals educated at LHD *Copy of educational materials submitted by HDNW Program Coordinator to LHD and State
	Use EHR to document tobacco dependence treatment. If no FP EHR then documentation process on paper that is consistent with EHR.	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-EHR used to document tobacco dependence treatment. Paper documentation reflects consistent practice.	*Submit created EHR reports, chart forms to Program Coordinator. Program Coordinator will submit to State
<b>Baseline Rates/Evaluation</b>							
	Implement new tobacco dependence treatment P/P and monitor rates of tobacco use, treatment, and referral after one year of implementation.	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	-New P/P implemented and monitored.	*Record of scores, baseline rates and targets
	Receive feedback on performance on identifying, documenting and treating patients using tobacco.				July-Sept	-Health care providers receive their scores on relevant tobacco related measures.	*Receive copy of feedback from providers. Program Coordinator will submit documentation to LHD and State.

\*Deliverables should be submitted to Joy Klooster, Program Coordinator @ [j.klooster@nwhealth.org](mailto:j.klooster@nwhealth.org) Fax # 231-547-6238 Address: 220 W. Garfield St, Charlevoix, MI 49720

Quarterly Reports Required:  
report 1 due **January 7, 2018**  
report 2 due **April 7, 2018**  
report 3 due **July 7, 2018**  
Final report due **October 7, 2018**

RESOLUTION  
XX-2017  
**Health Department**  
**Tobacco Dependence Treatment Grant**

WHEREAS, The Grand Traverse Board of Commissioners reviewed request from the Health Director to approve renewal of the Subcontractor Agreement for the implementation of tobacco dependence treatment; and,

WHEREAS, This is a renewal agreement between the Grand Traverse County Health Department and Health Department of Northwest Michigan for the implementation of tobacco dependence treatment; and,

WHEREAS, the awarding agency for this grant is Michigan Department of Health and Human Services which passes these funds through Health Department of Northwest Michigan who then passes the funds to other subcontractor organizations; and,

WHEREAS, The primary goal of this grant is to institute systems changes to improve the delivery of evidence-based tobacco dependence treatment for clients who use tobacco; and,

WHEREAS, the amount of this grant is \$12,000 for the period October 1, 2017 through September 30, 2018.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY authorizes the Board Chair and/or County Administrator to effectuate the documents necessary to approve the renewal of the Subcontract Agreement for the implementation of tobacco dependence treatment in the amount of \$12,000, for the period of October 1, 2017 through September 30, 2018.

APPROVED: November 15, 2017





## Action Request

Meeting Date:	November 15, 2017		
Department:	Administration/BOC	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:	0 <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 recommendation 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:  
 13th Circuit Court Family Division, \$30,000; Parks & Recreation, \$50,000; Goodwill Industries of Northern Michigan, \$45,000; Child & Family Services Safe Haven Program, \$25,000; Child & Family Services Third Level Crisis Services, \$25,000; Conservation Resource Alliance, \$50,000; Father Fred Foundation, \$65,245, and Acme Christian Thrift Store, \$25,000.

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 Judgment from Tribes v Engler (Case No. 1:90-CV-611, U.S. District Court, West. Dist. Mich.). 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
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

**Administration:**  Recommended Date: \_\_\_\_\_

Miscellaneous:

**Attachments:**

Attachment Titles:

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 15, 2017, and reviewed applications for Tribal Council Allocation of 2% Funds, and,

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

Grand Traverse County-13 <sup>th</sup> Circuit Court	\$ 30,000.00
Grand Traverse County Parks & Recreation	\$ 50,000.00
Goodwill Industries of Northern Michigan	\$ 45,000.00
Child & Family Services – Safe Haven Program	\$ 25,000.00
Child & Family Services – Third Level Crisis	\$ 25,000.00
Conservation Resource Alliance	\$ 50,000.00
Father Fred Foundation	\$ 65,245.00
Acme Christian Thrift Store	\$ 25,000.00

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 15, 2017



### Action Request

Meeting Date:	November 15, 2017		
Department:	Prosecuting Attorney	Submitted By:	Chris Forsyth <span style="float: right;">(Signature)</span>
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4600
Agenda Item Title:	Presentation concerning Opioid Litigation by Attorneys with Smith Johnson; the Bernstein Law Firm and Weitz and Luxenberg		
Estimated Time:	15 minutes <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Summary of Request:**

On October 25th, Vicki Uppal, Commissioner Gore-Follette and I met with attorneys Tim Smith from the local firm of Smith Johnson, Mark Bernstein with the Bernstein Law Firm in Farmington Hills, and Paul Pennock with Weitz and Luxenberg in New York City. The purpose of the meeting was to discuss the potential of these firms representing the County in a lawsuit to be filed against pharmaceutical companies who have manufactured or sold prescription opioid drugs. As you are probably aware, the problems associated with opioid addiction have negatively impacted this region if not the entire country. Grand Traverse County, like many other municipalities nationwide, has to expend resources to respond to this drug crisis --resources spent by various County Departments including the Jail, Health Department, Sheriff's Department, District and Circuit Courts, and the Prosecuting Attorney's Office. In order to combat the opioid crisis and to recover costs associated with responding to this crisis, counties, cities and other municipalities are filing lawsuits against drug manufacturers and distributors who may have committed fraud when they designed and marketed opioid drugs like Oxycodone and Fentanyl. Representatives from the the above law firms are willing to represent the County and file a lawsuit on the County's behalf. They will give a presentation to the Board of Commissioners explaining the legal theories behind such a lawsuit, where such a suit would be filed, and the possible settlement or judgment if the County is successful. A proposed resolution and retainer agreement will be provided to Commissioners prior to the meeting.

**Suggested Motion:**

**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:	
Miscellaneous:		

**Attachments:**

Attachment Titles:

RESOLVED BY THE GRAND TRAVERSE COUNTY BOARD OF  
COMMISSIONERS

RESOLUTION TO APPROVE OUTSIDE COUNSEL FOR OPIOID  
LITIGATION

WHEREAS the Grand Traverse County Board of Commissioners (“the Board”) desires legal representation in national litigation that is being waged against manufacturers and distributors of opioids and other culpable parties; and

WHEREAS the participation in such national litigation requires specialized expertise; and

WHEREAS the Board has reviewed the qualifications of Weitz & Luxenberg PC, the Sam Bernstein Law Firm PLLC and Smith and Johnson Attorneys, PC, and believes that those firms collectively possess outstanding experience and qualifications to represent the County’s interests as it relates to the opioid epidemic.

NOW THEREFORE BE IT RESOLVED that the Board approves the firms of Weitz & Luxenberg PC, the Sam Bernstein Law Firm PLLC and Smith and Johnson Attorneys, PC, as special counsel to represent the interests of Grand Traverse County in litigation concerning the opioid epidemic.

**RETAINER AGREEMENT**

The County of Grand Traverse, State of Michigan, (“Grand Traverse”) hereby retains, WEITZ & LUXENBERG, P.C. (“W&L”), as lead counsel and Sam Bernstein Law Firm PLLC and Smith and Johnson Attorneys PC, (collectively “Retained Counsel”) to prosecute and adjust for Grand Traverse a claim for damages caused by the culpable conduct of any and all pharmaceutical manufacturers, distributors of opioid analgesics and/or other culpable parties. Grand Traverse hereby gives lead counsel, W&L, the exclusive right to take all legal steps to enforce its claims.

In consideration of the services rendered and/or to be rendered by Retained Counsel, Grand Traverse hereby agrees to pay the following CONTINGENT fee:

Thirty (30) percent of the net sum recovered, whether recovered by suit, settlement or otherwise, for Grand Traverse’s share of the recovery only.

This fee will be paid ONLY if there is a recovery and will be deducted after the reimbursement of the litigation expenses, including, but not limited to, filing fees, costs associated with conducting discovery, hearings, conferences, meetings, trials, expert consultation and testimony, and investigation costs.

As lead counsel, W&L is authorized, in good faith and in the honest belief that it is in the best interests of Grand Traverse, to associate other firm(s) to assist in this matter at no additional fee to Grand Traverse. Regardless, W&L will maintain full control of the matter on behalf of the client at all times.

WEITZ & LUXENBERG, P.C. will advance all costs of the litigation.

On behalf of The County of Grand Traverse:

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

On behalf of Weitz & Luxenberg, P.C.:

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

On behalf of Sam Bernstein Law Firm PLLC:

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

On behalf of Smith and Johnson Attorneys PC:

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

PUBLIC HEARING  
GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

PLEASE TAKE NOTICE THAT ON **WEDNESDAY, NOVEMBER 15, 2017 AT 5:30 P.M.** IN THE COMMISSION CHAMBERS AT THE GOVERNMENTAL CENTER, 400 BOARDMAN AVENUE, TRAVERSE CITY, MICHIGAN, THE GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS WILL HOLD A PUBLIC HEARING ON THE COUNTY'S PROPOSED 2018 FISCAL YEAR BUDGET.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.**

ANY INTERESTED CITIZEN WILL HAVE THE OPPORTUNITY TO GIVE ORAL AND WRITTEN COMMENTS. A COPY OF THE BUDGET DOCUMENTS ARE AVAILABLE FOR PUBLIC INSPECTION AT THE GRAND TRAVERSE COUNTY, COUNTY ADMINISTRATOR'S OFFICE.

GRAND TRAVERSE COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING, TO INDIVIDUALS WITH DISABILITIES AT THE PUBLIC HEARING UPON TWENTY-FOUR (24) HOURS NOTICE TO GRAND TRAVERSE COUNTY INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE GRAND TRAVERSE COUNTY CLERK BY CALLING AS FOLLOWS:

BONNIE SCHEELE, CLERK  
GRAND TRAVERSE COUNTY  
231-922-4760

\*\*\*\*\*

Ad should be referred to as a display ad and should appear in the main section of the paper for one day, being November 8, 2017.

Proof of publication is required. Please refer any questions and confirm receipt to Christine Cramer at 922-4797.

RESOLUTION

**2018 GENERAL APPROPRIATIONS RESOLUTION**

WHEREAS the Grand Traverse County Board of Commissioners has reviewed the recommended budget submitted by the Administrator and Finance Director and has examined the financial reports and budget requests for 2018 of the various departments, agencies, offices and activities ("Budgetary Centers"), which the county by law or by policy must finance or assist in financing; and,

WHEREAS the County Board of Commissioners is the legislative body for the county and is required to enact a General Appropriations Act for 2018 as required by the Uniform Budgeting and Accounting Act in MCL 141.436; and

WHEREAS the Board of Commissioners has taken into consideration the fact that there are certain required functions of county government or operations which must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs, and the Board believes that all mandatory services are funded at or beyond a minimally serviceable level.

WHEREAS a notice of public hearing regarding said proposed budget was published in the Traverse City Record Eagle as required by 1963 (2nd Ex. Session) PA 43, MCL 141.411 to 141.415, and the open meetings act, 1976 PA 267, MCL 15.261 to 15.275; and the public hearing regarding said proposed budget was held on November 15, 2017; and

THEREFORE BE IT RESOLVED that the 2018 Grand Traverse County Budget, as summarized below and incorporated by reference herein, is hereby adopted on a functional level for the General Fund and all Special Revenue Funds, subject to all County policies regarding the expenditure of funds and the conditions set forth in this Resolution, and the Administrator shall monitor each fund on an activity basis.

BE IT FURTHER RESOLVED #2 that the Board of Commissioners will levy 4.9429 mills per MCL §211.24(e) to support general fund operations for the 2017 Tax Year (2018 Budget Year), consistent with the L-4029 filed with the State and approved by the Board of Commissioners and the following tax rates are hereby adopted for special purposes for the 2017 Tax Year (2018 Budget Year) as authorized by the voters of Grand Traverse County:

<u>Purpose</u>	<u>Millage Rate</u>
Local Roads	0.9918 mills
Senior Centers	0.0991 mills
In-Home Care - COA	0.4958 mills
Veterans	0.1190 mills

BE IT FURTHER RESOLVED #3 that all county elected officials, department heads, and employees shall abide by the Grand Traverse County Purchasing Policy, Budget Resolutions, personnel policies, and all other policies adopted by the Board of Commissioners, and that budgeted funds are appropriated contingent upon compliance with these policies.



BE IT FURTHER RESOLVED #4 that certain positions, which are supported in whole or in part by a grant, cost-sharing, child care reimbursement, or other source of outside funding, are contingent upon the County receiving the budgeted revenues. In the event sufficient outside funding anticipated in the budget is not received, or the County is notified that it will be substantially reduced or will not be received, then said positions may be considered reduced or eliminated by the County Administrator in coordination with the affected department.

BE IT FURTHER RESOLVED #5 that the Administrator is authorized, upon the request of the respective elected official or department head, to transfer persons from certain positions contained in the Staffing Plan, which may be supported in some part by grant, cost sharing, child care reimbursement, or other source of outside funding, to another grant funded position in order to reduce County cost.

BE IT FURTHER RESOLVED #6 that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered, and hereby declared, to be vacated positions and shall be refilled only in accordance with the hiring freeze policy adopted by the Board. Further, the existence of a hiring freeze which may be imposed by the Board of Commissioners shall be, and is hereby declared to be a contingency upon the expenditure of budgeted funds, as well as all positions specifically listed on the Staffing Plan.

BE IT FURTHER RESOLVED #7 that the budget includes wages and fringe benefit costs that are reflective of those found in collective bargaining agreements. Wage and fringe benefit costs for all represented and non-represented employees, elected officials, judges, and county commissioners are also included.

BE IT FURTHER RESOLVED #8 that revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating levy (2018 Budget Year), and that 50% of the estimated Convention Facility Tax revenues shall not be used to reduce the County's operating tax rate, but shall be transmitted to the County's designated substance abuse agency, with the remaining revenues to be deposited in the county's General Fund.

BE IT FURTHER RESOLVED #9 that the Administrator is hereby re-appointed as Chief Administrative Officer, pursuant to the Uniform Budget and Accounting Act, MCL 141.421, et seq., with power to administer those duties in connection with the County budget, and other duties as may be from time to time delegated to the Office of the Administrator by this Board; and

BE IT FURTHER RESOLVED #10 that the Administrator is directed to disburse to the various agencies receiving appropriations, the approved County appropriations on a quarterly basis, whereby the quarterly distribution will be made during the first month of each quarter unless otherwise required by statute or contractual agreement; and that the Administrator may, at his/her discretion, disburse appropriations at an accelerated rate if, for cash-flow reasons, it becomes necessary.

BE IT FURTHER RESOLVED #11 that the Administrator is authorized to make expenditure reductions in any department that is financed by outside sources of revenue when it becomes known that a substantial reduction in those budgeted funds will occur. The affected department head or elected official shall promptly notify Human Resources and take steps to advise those affected by the service that those services are being discontinued as a result of reductions in outside sources of funding and to take whatever steps necessary to implement a reduction in the work force.

BE IT FURTHER RESOLVED #12 that the Board of Commissioners adopt the attached Master Fee Schedule effective January 1, 2018 which has been used as the basis for the 2018 Budget Revenue Projections and utilized for determining the recommended appropriations for the 2018 budget.

APPROVED:

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND	FUND NAME	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
101	GENERAL FUND	34,827,280	42,447,420	29,308,857	39,870,702	(1,925,837)	37,944,865	(4,502,555)	-11%
131	13TH CIRCUIT COURT	1,809,648	1,942,407	1,361,763	2,114,895	(104,891)	2,010,004	67,597	3%
132	LOCAL CRIME VICTIMS RIGHTS	13,168	13,000	7,773	13,000	-	13,000	-	0%
136	86TH DISTRICT COURT	3,840,521	4,048,012	2,743,128	4,252,719	(207,918)	4,044,801	(3,211)	0%
202	COUNTY SPECIAL PROJECTS	-	9,000	9,000	18,000	-	18,000	9,000	100%
207	CENTRAL DISPATCH/911	2,360,167	2,490,107	1,871,696	2,635,320	(26,383)	2,608,937	118,830	5%
208	PARKS AND RECREATION	522,162	700,678	512,226	673,563	(56,880)	581,383	(121,308)	-17%
209	MAPLE BAY DEVELOPMENT	-	-	-	-	-	-	-	0%
215	FRIEND OF THE COURT	2,037,866	2,091,488	1,478,226	2,229,754	(36,055)	2,193,699	102,211	5%
222	HEALTH DEPARTMENT	6,108,674	6,576,943	4,643,483	6,617,849	332	6,618,181	41,238	1%
251	VETERANS' TRUST FUND	56,436	50,200	12,562	-	-	-	(50,200)	-100%
252	VETERANS' MILLAGE	-	627,389	360,506	658,027	-	658,027	30,638	5%
256	REGISTER OF DEEDS AUTOMATION	126,149	178,100	84,157	174,500	-	174,500	(3,600)	-2%
260	COMMUNITY CORRECTIONS PA511	746,036	778,078	587,849	882,566	(28,176)	854,390	76,312	10%
261	COUNTY LAW LIBRARY	-	15,500	-	6,500	-	6,500	(9,000)	-58%
262	FEDERAL EQUITABLE SHARING	-	-	-	-	-	-	-	0%
263	CONCEALED PISTOL LICENSING	19,600	24,105	15,404	25,845	13,155	39,000	14,895	62%
264	CORRECTIONS OFFICERS TRAINING	56,622	56,621	33,315	66,000	-	66,000	9,379	17%
266	CRIMINAL JUSTICE TRAINING ACT	10,379	14,000	9,332	-	-	-	(14,000)	-100%
269	MITCHELL CREEK WATERSHED	-	-	-	-	-	-	-	0%
278	HOUSING TRUST	192	73,000	-	72,500	-	72,500	(500)	-1%
279	CDBG	110,835	309,066	231,914	50,350	-	50,350	(258,716)	-84%
280	NEXT MICHIGAN	25,036	64,300	41,396	51,400	-	51,400	(12,900)	-20%
281	EDC	158,959	33,054	18	22,500	-	22,500	(10,554)	-32%
287	TNT FORFEITURE FUND	114,732	95,220	66,759	45,510	-	45,510	(49,710)	-52%
288	TNT GRANT	97,294	129,400	91,710	87,200	-	87,200	(42,200)	-33%
292	CHILD CARE FUND	1,635,033	1,863,500	1,022,072	1,946,510	-	1,946,510	83,010	4%
295	ANIMAL CONTROL	65,622	133,068	71,965	130,583	-	130,583	(2,485)	-2%
297	COMMISSION ON AGING	2,301,140	3,617,270	2,404,447	2,810,303	(14,113)	2,796,190	(821,080)	-23%
298	SENIOR CENTER	522,291	590,539	366,141	587,870	-	587,870	(2,669)	0%
471	COUNTY FACILITIES	1,668,963	1,981,223	1,126,939	1,931,140	-	1,931,140	(50,083)	-3%
472	CAPITAL IMPROVEMENT PROJECTS	401,718	753,143	249,400	450,000	-	450,000	(303,143)	-40%
<b>TOTAL APPROPRIATIONS</b>		<b>59,636,523</b>	<b>71,705,831</b>	<b>48,712,038</b>	<b>68,425,105</b>	<b>(2,386,765)</b>	<b>66,003,040</b>	<b>(5,704,805)</b>	<b>-8%</b>

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
EXPENDITURES BY DEPARTMENT

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY17 PROJECTED YEAR END ACTIVITY	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET	% OF TOTAL GENERAL FUND BUDGET
<b>LEGISLATIVE</b>											
101	Board of Commissioners	366,581	250,551	154,566	240,349	215,489	38,386	253,875	3,324	1%	1%
	SUBTOTAL	366,581	250,551	154,566	240,349	215,489	38,386	253,875	3,324	1%	1%
<b>JUDICIAL</b>											
147	Jury Commission	39,106	48,271	31,428	47,750	50,088	(301)	49,787	1,516	3%	0%
148	Probate Court	732,513	768,435	510,042	728,268	863,899	(57,096)	806,803	38,368	5%	2%
149	Family Court-Juvenile Division	1,548,554	1,632,230	1,179,715	1,553,099	1,739,405	(117,438)	1,621,967	(10,263)	-1%	4%
	SUBTOTAL	2,320,173	2,448,936	1,721,185	2,329,117	2,653,392	(174,835)	2,478,557	29,621	1%	7%
<b>GENERAL GOVERNMENT</b>											
155	ART Grant	20,366	101,626	11,601	11,601	-	-	-	(101,626)	-100%	0%
172	Administrator/Controller	283,434	387,499	250,447	353,043	401,642	(16,403)	385,239	(2,260)	-1%	1%
174	Brownfield Administration	186,269	185,150	105,793	151,882	148,530	(2,077)	146,453	(38,697)	-21%	0%
191	Elections	90,138	67,902	44,499	45,816	128,907	(6,053)	122,854	54,952	81%	0%
201	Finance	438,389	509,586	353,220	497,009	533,215	(6,567)	526,648	17,062	3%	1%
215	County Clerk	872,467	923,083	631,104	887,314	947,123	(23,365)	923,758	675	0%	2%
225	Equalization	394,948	588,263	365,885	528,604	647,566	(86,826)	560,740	(27,523)	-5%	1%
226	Human Resources	514,500	579,043	287,203	426,466	572,986	(19,847)	553,139	(25,904)	-4%	1%
229	Prosecuting Attorney	1,610,889	1,709,063	1,145,293	1,655,353	1,790,041	(27,978)	1,762,064	53,001	3%	5%
230	Equalization/East Bay	152,952	164,831	114,377	157,398	174,233	74	174,307	9,476	6%	0%
236	Register of Deeds	332,538	453,780	242,504	332,539	393,610	(4,591)	389,019	(64,761)	-14%	1%
242	County Surveyor	58,203	58,187	20,386	58,187	58,187	-	58,187	-	0%	0%
253	County Treasurer	382,077	415,636	268,249	385,750	433,550	(3,320)	430,230	14,594	4%	1%
257	Cooperative Extension	264,891	272,592	180,048	263,812	284,814	(18,509)	266,305	(6,287)	-2%	1%
259	MSU Extension-Grant Funded	24,739	32,920	-	-	-	-	-	(32,920)	-100%	0%
261	Building Authority-Rent	1,275,094	1,299,319	1,016,934	1,299,319	1,333,969	-	1,333,969	34,650	3%	4%
265	Facilities Management	860,888	992,442	461,207	696,162	914,210	(113,843)	800,367	(192,075)	-19%	2%
275	Drain Commission	19,888	22,133	13,881	19,010	21,115	(25)	21,090	(1,043)	-5%	0%
276	Soil Erosion & Sedimentation	198,635	204,520	123,662	177,327	-	-	-	(204,520)	-100%	0%
280	Soil Conservation	37,500	27,500	22,500	27,500	40,000	(12,500)	27,500	-	0%	0%
400	Planning & Development	172,012	200,783	99,304	146,954	160,743	(15,124)	145,619	(55,165)	-27%	0%
402	GIS	166,646	-	-	-	-	-	-	-	0%	0%
	SUBTOTAL	8,357,464	9,195,858	5,758,097	8,121,046	8,984,441	(356,955)	8,627,486	(568,372)	-6%	23%
<b>PUBLIC SAFETY</b>											
307	Central Records	836,993	865,483	564,146	822,101	949,611	(64,682)	884,929	19,446	2%	2%
308	Central Dispatch	64,294	225,307	-	187,373	329,149	(30,567)	298,582	73,275	33%	1%
311	Sheriff-Special Investigation	193,660	160,716	69,414	106,266	205,087	(77,480)	127,607	(33,109)	-21%	0%
312	Sheriff-County Investigation	1,059,329	1,122,889	739,231	1,031,000	1,204,338	(8,198)	1,196,140	73,251	7%	3%
314	Sheriff-County Patrol	5,651,825	5,810,177	3,968,275	5,588,236	6,506,237	(404,131)	6,102,106	291,929	5%	16%
316	Secondary Road Patrol	100,742	107,766	72,461	101,209	112,629	(151)	112,478	4,712	4%	0%
325	Sheriff-Administration	589,248	614,943	431,483	611,477	809,417	(155,905)	653,512	38,569	6%	2%
327	Snowmobile Enforcement	11,136	19,769	10,002	14,083	26,425	-	26,425	6,656	34%	0%
331	Sheriff-Marine Law Enforcement	103,770	140,865	84,637	118,055	143,120	(4,728)	138,392	(2,473)	-2%	0%
348	Medical Marijuana Grant 2016	21,958	93,813	27,038	39,917	-	-	-	(33,813)	-100%	0%
351	Sheriff-Corrections	5,030,690	5,438,386	3,589,681	4,931,958	5,985,548	(336,911)	5,648,637	210,251	4%	15%
352	Corrections-Interim Services	35,834	60,000	35,229	52,843	85,000	(25,000)	60,000	-	0%	0%
	SUBTOTAL	13,699,478	14,600,114	9,591,596	13,604,518	16,356,561	(1,107,753)	15,248,808	648,694	4%	40%
<b>HEALTH &amp; WELFARE</b>											
631	Substance Abuse	317,324	338,123	239,885	338,123	358,429	-	358,429	20,306	6%	1%
651	Ambulance	25,000	25,000	25,000	25,000	25,000	-	25,000	-	0%	0%

DEPT #	DEPARTMENT NAME	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY17 PROJECTED YEAR END ACTIVITY	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET	% OF TOTAL GENERAL FUND BUDGET
682	Veterans	481,115	-	-	-	-	-	-	-	0%	0%
	SUBTOTAL	823,439	363,123	264,885	363,123	383,429	-	383,429	20,306	6%	1%
<b>OTHER</b>											
865	Insurance & Bonds	132,200	435,000	523,111	581,633	700,000	-	700,000	265,000	61%	2%
890	Miscellaneous Contingencies	76,000	160,000	-	160,000	30,000	97,836	127,836	(32,164)	-20%	0%
891	Appropriations to Non-Profit	682,200	682,200	682,200	682,200	682,200	-	682,200	-	0%	2%
894	Unfunded Pension Appropriation	-	4,892,234	4,892,234	4,892,234	-	-	-	(4,892,234)	-100%	0%
	SUBTOTAL	890,400	6,169,434	6,097,545	6,316,067	1,412,200	97,836	1,510,036	232,836	4%	4%
<b>TRANSFERS</b>											
965	County Law Library Fund	-	-	-	-	-	-	-	-	0%	0%
968	Health Department Fund	1,064,000	1,269,000	634,500	1,269,000	1,369,000	60,000	1,429,000	160,000	13%	4%
970	Child Care Fund	776,263	923,602	461,801	923,602	796,255	-	796,255	(127,347)	-14%	2%
971	Department of Human Services	49,365	49,365	32,500	32,500	65,815	(16,370)	49,445	80	0%	0%
974	Parks & Recreation Fund	275,632	350,664	169,800	309,260	447,203	(132,020)	315,183	(35,481)	-10%	1%
975	Friend of the Court Fund	283,868	284,813	142,407	284,813	256,998	(27,041)	229,956	(54,857)	-19%	1%
978	County Facilities Fund	1,216,988	1,662,623	811,325	1,662,623	1,662,623	-	1,662,623	-	0%	4%
979	CIP Fund	337,500	450,000	225,000	450,000	450,000	-	450,000	-	0%	1%
982	Circuit Court Fund	1,398,199	1,456,805	1,086,888	1,431,337	1,586,171	(78,669)	1,507,503	50,698	3%	4%
983	District Court Fund	2,931,870	2,972,532	2,156,766	2,851,587	3,116,709	(190,240)	2,926,469	(46,063)	-2%	8%
986	Community Corrections Fund	36,061	-	-	-	114,416	(38,176)	76,240	76,240	0%	0%
	SUBTOTAL	8,369,745	9,419,404	5,720,986	9,214,722	9,865,190	(422,516)	9,442,674	23,270	0%	25%
<b>GENERAL FUND TOTAL APPROPRIATIONS</b>		<b>34,827,280</b>	<b>42,447,420</b>	<b>29,308,857</b>	<b>40,188,941</b>	<b>39,870,702</b>	<b>(1,925,837)</b>	<b>37,944,865</b>	<b>389,679</b>	<b>1%</b>	
GENERAL FUND REVENUES		37,656,469	39,543,021	34,070,565	39,352,920	37,423,443	521,422	37,944,865	(1,598,156)	-4%	
Authorized Use of Surplus		-	2,904,860	-	2,904,860	-	-	-	(2,904,860)	-100%	
<b>TOTAL GENERAL FUND REVENUES</b>		<b>37,656,469</b>	<b>42,447,881</b>	<b>34,070,565</b>	<b>42,257,780</b>	<b>37,423,443</b>	<b>521,422</b>	<b>37,944,865</b>	<b>(4,503,016)</b>	<b>-11%</b>	
<b>PROJECTED SURPLUS (DEFICIT)</b>		<b>2,829,189</b>	<b>461</b>	<b>4,761,708</b>	<b>2,068,839</b>	<b>(2,447,259)</b>	<b>2,447,259</b>	<b>-</b>	<b>(461)</b>	<b>-5%</b>	
TOTAL BEGINNING FUND BALANCE		9,516,512	12,345,701		12,345,701	9,441,302		9,441,302			
Authorized Use of Surplus		-	(2,904,860)		(2,904,860)	-		-			
<b>TOTAL PROJECTED ENDING FUND BALANCE</b>		<b>12,345,701</b>	<b>9,441,302</b>		<b>11,509,680</b>	<b>6,994,043</b>		<b>9,441,302</b>			
Non Spendable Fund Balance		(4,875,967)	(3,818,557)		(3,818,557)	(3,183,557)		(3,183,557)			
<b>Total Projected Unrestricted Fund Balance</b>		<b>7,469,734</b>	<b>5,622,745</b>		<b>7,691,123</b>	<b>3,810,486</b>		<b>6,257,745</b>			

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
PROJECTED REVENUES BY SOURCE

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

GENERAL FUND

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY17 PROJECTED YEAR END ACTIVITY	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	23,291,455	22,968,526	21,013,656	23,450,952	23,585,722	819,457	24,405,179	1,436,653	6%
Licenses and Permits	188,373	199,000	179,952	199,000	9,000	-	9,000	(190,000)	-95%
Federal Grants	100,566	73,200	50,376	67,016	4,400	-	4,400	(68,800)	-94%
State Grants	3,491,013	3,608,906	2,375,471	3,518,498	3,622,704	-	3,622,704	13,798	0%
Local Unit Contributions	1,824,040	1,775,056	1,252,770	1,611,893	1,762,484	-	1,762,484	(12,572)	-1%
Charges for Services	4,312,852	4,615,204	3,048,712	4,343,055	4,402,639	2,000	4,404,639	(210,565)	-5%
Fines and Forfeitures	96,039	111,000	74,246	93,554	110,100	-	110,100	(900)	-1%
Interest and Rents	704,497	687,930	670,989	654,742	704,002	-	704,002	16,072	2%
Other Financing Sources	2,610,060	2,620,953	2,556,299	2,566,114	2,371,904	(156,723)	2,215,181	(405,772)	-15%
Transfers In	1,037,573	2,883,246	2,848,095	2,848,096	850,488	(143,312)	707,176	(2,176,070)	-75%
Use of Surplus	-	2,904,860	-	2,904,860	-	-	-	(2,904,860)	-100%
<b>TOTAL REVENUES</b>	<b>37,656,469</b>	<b>42,447,881</b>	<b>34,070,565</b>	<b>42,257,780</b>	<b>37,423,443</b>	<b>521,422</b>	<b>37,944,865</b>	<b>(4,503,016)</b>	<b>-11%</b>

2017 MERS Transfer Removed for Comparison	37,656,469	37,546,170	32,070,565	37,356,069	37,423,443	521,422	37,944,865	398,695	1%
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GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
SPECIAL REVENUE FUNDS  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 131 - 13th CIRCUIT COURT

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	411,493	485,602	274,875	528,724	(26,223)	502,501	16,899	3%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	1,398,199	1,456,805	1,086,888	1,586,171	(78,668)	1,507,503	50,698	3%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>1,809,692</b>	<b>1,942,407</b>	<b>1,361,763</b>	<b>2,114,895</b>	<b>(104,891)</b>	<b>2,010,004</b>	<b>67,597</b>	<b>3%</b>
<b>DEPARTMENT</b>								
131 Circuit Court	1,805,175	1,942,407	1,359,246	2,114,895	(104,891)	2,010,004	67,597	3%
137 Antrim	1,689	-	1,287	-	-	-	-	0%
138 Leelanau	2,785	-	1,230	-	-	-	-	0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,809,648</b>	<b>1,942,407</b>	<b>1,361,763</b>	<b>2,114,895</b>	<b>(104,891)</b>	<b>2,010,004</b>	<b>67,597</b>	<b>3%</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Beginning Fund Balance	48,615	48,660		48,660		48,660
Authorized Use of Surplus	-	-		-		-
Ending Fund Balance	48,660	48,660		48,660		48,660

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
SPECIAL REVENUE FUNDS  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 132 - LOCAL CRIME VICTIMS RIGHTS

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	15,073	13,000	11,006	13,000	-	13,000	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>15,073</b>	<b>13,000</b>	<b>11,006</b>	<b>13,000</b>	<b>-</b>	<b>13,000</b>	<b>-</b>	<b>0%</b>

DEPARTMENT

000 Non Departmental	13,168	13,000	7,773	13,000	-	13,000	-	0%
<b>TOTAL APPROPRIATIONS</b>	<b>13,168</b>	<b>13,000</b>	<b>7,773</b>	<b>13,000</b>	<b>-</b>	<b>13,000</b>	<b>-</b>	<b>0%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>1,905</b>	<b>-</b>	<b>3,234</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	12,737	14,642		14,642		14,642	
Authorized Use of Surplus	-	-		-		-	
Ending Fund Balance	14,642	14,642		14,642		14,642	



GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
SPECIAL REVENUE FUNDS  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 136 - 86TH DISTRICT COURT

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	4,687	49,604	2,767	43,329	-	43,329	(6,275)	-13%
Local Unit Contributions	901,474	1,025,877	577,990	1,092,681	(17,678)	1,075,003	49,126	5%
Charges for Services	650	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	1,078	-	-	-	-	-	-	0%
Transfers In	2,931,870	2,972,532	2,156,766	3,116,709	(190,240)	2,926,469	(46,063)	-2%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>3,839,759</b>	<b>4,048,013</b>	<b>2,737,523</b>	<b>4,252,719</b>	<b>(207,918)</b>	<b>4,044,801</b>	<b>(3,212)</b>	<b>0%</b>
<b>DEPARTMENT</b>								
136 GT District Court	2,852,214	2,961,968	2,101,688	3,106,006	(190,240)	2,915,766	(46,202)	-2%
137 Antrim	608,953	658,185	392,016	686,544	(12,081)	674,463	16,278	2%
138 Leelanau	367,011	364,170	236,314	401,975	(5,597)	396,378	32,208	9%
139 Shared Costs	7,656	14,085	4,738	14,865	-	14,865	780	6%
140 Mental Health Court	4,687	49,604	8,372	43,329	-	43,329	(6,275)	-13%
<b>TOTAL APPROPRIATIONS</b>	<b>3,840,521</b>	<b>4,048,012</b>	<b>2,743,128</b>	<b>4,252,719</b>	<b>(207,918)</b>	<b>4,044,801</b>	<b>(3,211)</b>	<b>0%</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(763)</b>	<b>1</b>	<b>(5,605)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	888	125		126		126		
Authorized Use of Surplus	-	-		-		-		
Ending Fund Balance	125	126		126		126		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 202 - COUNTY SPECIAL PROJECTS

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	9,000	9,000	18,000	-	18,000	9,000	100%
<b>TOTAL REVENUES</b>	-	9,000	9,000	18,000	-	18,000	9,000	100%

DEPARTMENT

759 Twin Lakes	-	-	-	18,000	-	18,000	18,000	0%
752 Civic Center	-	9,000	9,000	-	-	-	(9,000)	-100%
<b>TOTAL APPROPRIATIONS</b>	-	9,000	9,000	18,000	-	18,000	9,000	100%

PROJECTED SURPLUS (DEFICIT)

Beginning Fund Balance	27,322	27,322		18,322		18,322		
Authorized Use of Surplus	-	(9,000)		(18,000)		(18,000)		
Ending Fund Balance	27,322	18,322		322		322		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 207 - CENTRAL DISPATCH/911

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	255,463	260,000	131,383	260,000	-	260,000	-	0%
Local Unit Contributions	2,036,976	2,000,000	1,038,686	2,030,000	5,000	2,035,000	35,000	2%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	4,800	4,800	3,200	4,800	-	4,800	-	0%
Other Revenues	-	-	-	11,371	-	11,371	11,371	0%
Transfers In	64,294	225,307	-	329,149	(31,383)	297,766	72,459	32%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>2,361,533</b>	<b>2,490,107</b>	<b>1,173,269</b>	<b>2,635,320</b>	<b>(26,383)</b>	<b>2,608,937</b>	<b>118,830</b>	<b>5%</b>

DEPARTMENT

308 Central Dispatch	2,360,167	2,490,107	1,871,696	2,635,320	(26,383)	2,608,937	118,830	5%
<b>TOTAL APPROPRIATIONS</b>	<b>2,360,167</b>	<b>2,490,107</b>	<b>1,871,696</b>	<b>2,635,320</b>	<b>(26,383)</b>	<b>2,608,937</b>	<b>118,830</b>	<b>5%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>1,366</b>	<b>-</b>	<b>(698,427)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	456	1,822		1,822		1,822		
Authorized Use of Surplus	-	-		-		-		
Ending Fund Balance	1,822	1,822		1,822		1,822		

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 208 - PARKS AND RECREATION

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	29,265	-	25,000	60,000	(10,000)	50,000	50,000	0%
Charges for Services	57,206	74,900	56,776	53,000	20,300	73,300	(1,600)	-2%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	109,288	95,525	89,532	95,360	29,540	124,900	29,375	31%
Other Revenues	122,542	469	506	-	-	-	(469)	-100%
Transfers In	275,632	350,664	169,800	465,203	(132,020)	333,183	(17,481)	-5%
Use of Surplus	-	179,120	-	-	-	-	(179,120)	-100%
<b>TOTAL REVENUES</b>	<b>593,933</b>	<b>700,678</b>	<b>341,614</b>	<b>673,563</b>	<b>(92,180)</b>	<b>581,383</b>	<b>(119,295)</b>	<b>-17%</b>

DEPARTMENT

728 Senior Center	-	13,090	-	-	-	-	(13,090)	-100%
751 Parks and Recreation Commission	47,876	65,218	48,306	84,157	(2,443)	81,714	16,496	25%
752 Civic Center	233,439	329,411	274,557	176,006	(9,565)	166,441	(162,970)	-49%
743 Maple Bay	-	487	-	37,800	-	2,500	-	-
756 Civic Center Pool	59,365	34,047	33,727	34,025	-	34,025	(22)	0%
757 Power Island	42,200	48,777	36,914	51,814	(32)	51,782	3,005	6%
758 Natural Education Reserve	52,247	51,137	37,652	52,940	2	52,942	1,805	4%
759 Twin Lakes	67,498	124,571	66,290	204,501	(42,319)	162,182	37,611	30%
761 Howe Ice Arena	18,248	20,156	13,600	27,570	(2,523)	25,047	4,891	24%
762 Medalie Park	511	3,724	143	3,250	-	3,250	(474)	-13%
764 Meyer House	779	10,060	1,037	1,500	-	1,500	(8,560)	-85%
<b>TOTAL APPROPRIATIONS</b>	<b>522,162</b>	<b>700,678</b>	<b>512,226</b>	<b>673,563</b>	<b>(56,880)</b>	<b>581,383</b>	<b>(121,308)</b>	<b>-17%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>71,771</b>	<b>-</b>	<b>(170,612)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	109,251	181,022		1,902		1,902		
Authorized Use of Surplus	-	(179,120)		-		-		
Ending Fund Balance	181,022	1,902		1,902		1,902		

GRAND TRAVERSE COUNTY

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FUND 209 - MAPLE BAY DEVELOPMENT

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	390	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>DEPARTMENT</b>								
000 Non Departmental	-	-	-	-	-	-	-	0%
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	10,465	10,855		10,855		10,855		
Authorized Use of Surplus	-	-		-		-		
Ending Fund Balance	10,855	10,855		10,855		10,855		

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 215 - FRIEND OF THE COURT

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	1,354,284	1,270,000	819,628	1,468,000	-	1,468,000	198,000	16%
State Grants	126,799	135,000	61,781	135,000	-	135,000	-	0%
Local Unit Contributions	119,523	94,938	-	85,666	(9,014)	76,652	(18,286)	-19%
Charges for Services	181,348	168,414	138,014	166,590	-	166,590	(1,824)	-1%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	22,239	25,000	4,987	16,500	-	16,500	(8,500)	-34%
Transfers In	283,868	296,137	142,407	262,998	(27,041)	235,957	(60,180)	-20%
Use of Surplus	-	102,000	-	95,000	-	95,000	(7,000)	-7%
<b>TOTAL REVENUES</b>	<b>2,088,061</b>	<b>2,091,489</b>	<b>1,166,817</b>	<b>2,229,754</b>	<b>(36,055)</b>	<b>2,193,699</b>	<b>102,210</b>	<b>5%</b>

DEPARTMENT

141 Friend of the Court	2,011,594	2,021,840	1,446,283	2,180,754	(36,055)	2,144,699	122,859	6%
143 Access & Visitation	990	2,000	-	1,500	-	1,500	(500)	-25%
144 Family Counseling	8,660	43,324	23,705	35,000	-	35,000	(8,324)	-19%
146 Specialty Court	16,622	24,324	8,238	12,500	-	12,500	(11,824)	-49%
<b>TOTAL APPROPRIATIONS</b>	<b>2,037,866</b>	<b>2,091,488</b>	<b>1,478,226</b>	<b>2,229,754</b>	<b>(36,055)</b>	<b>2,193,699</b>	<b>102,211</b>	<b>5%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>50,194</b>	<b>1</b>	<b>(311,409)</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	1,397,844	1,448,038		1,346,039	1,346,039
Authorized Use of Surplus	-	(102,000)		(95,000)	(95,000)
Ending Fund Balance	1,448,038	1,346,039		1,251,039	1,251,039

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 222 - GRAND TRAVERSE COUNTY HEALTH FUND

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	262,476	-	259,847	9,488	269,335	6,859	3%
Licenses and Permits	381,480	422,100	376,800	584,750	39,213	623,963	201,863	48%
Federal Grants	1,277,874	1,346,174	903,547	1,287,789	(1,187)	1,286,602	(59,572)	-4%
State Grants	2,247,841	1,993,978	1,553,837	2,078,224	70	2,078,294	84,316	4%
Local Unit Contributions	482,985	498,750	369,091	500,345	-	500,345	1,595	0%
Charges for Services	374,133	389,350	228,718	428,359	141	428,500	39,150	10%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	1,328	-	-	1,300	-	1,300	1,300	0%
Other Revenues	19,928	27,015	21,145	29,172	-	29,172	2,157	8%
Transfers In	1,064,000	1,269,000	951,750	1,369,000	(40,000)	1,329,000	60,000	5%
Use of Surplus	-	361,350	-	79,063	(7,393)	71,670	(289,680)	-80%
<b>TOTAL REVENUES</b>	<b>5,849,568</b>	<b>6,570,193</b>	<b>4,404,888</b>	<b>6,617,849</b>	<b>332</b>	<b>6,618,181</b>	<b>47,988</b>	<b>1%</b>
<b>DEPARTMENT</b>								
100 Health - Administration	-	-	-	-	-	-	-	0%
105 Core Services	3,000	3,000	3,286	5,500	(2,541)	2,959	(41)	-1%
200 Food Service Program	322,450	336,044	233,527	343,329	(4,604)	338,725	2,681	1%
205 Public Water/Type II	61,186	56,922	61,083	89,797	(253)	89,544	32,622	57%
206 Private Water	108,912	127,918	87,452	127,395	(819)	126,576	(1,342)	-1%
207 Onsite Sewage	321,892	319,005	233,436	337,285	5,530	342,815	23,810	7%
210 Shelter	87,239	71,095	57,775	46,100	(185)	45,915	(25,180)	-35%
211 Environmental Health Admin	-	-	-	-	-	-	-	0%
276 Soil Erosion	-	-	-	256,900	(1,125)	255,775	255,775	0%
408 Healthy Futures	75,479	88,402	60,287	100,623	(486)	100,137	11,735	13%
409 Cardiac Clinic	6,646	5,250	4,616	5,950	(10)	5,940	690	13%
410 Maternal & Child Health	29,545	11,458	17,213	12,370	(29)	12,341	883	8%
411 MCH Needs Assessment Grant	-	15,000	15,946	-	-	-	(15,000)	-100%
414 Tobacco Dependence Treatment Grant	-	6,750	2,982	-	-	-	(6,750)	-100%
416 Family Planning	341,627	365,793	238,732	416,783	(1,690)	415,093	49,300	13%
417 Womancare	9,865	11,100	8,761	23,950	(25)	23,925	12,825	116%
420 Lead Program	-	45,000	3,043	6,100	(14)	6,086	(38,914)	-86%
421 Dental Outreach	5,498	4,400	3,331	3,560	-	3,560	(840)	-19%
422 Dental Fluoride Varnish	743	5,000	705	7,800	(76)	7,724	2,724	54%
423 Maternal Infant Health Program	659,964	714,582	557,048	876,551	22,097	898,648	184,066	26%

GRAND TRAVERSE COUNTY

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	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Fund 222 - Grand Traverse County Health Fund (Continued from prior page)								
424 Youth Health & Wellness Center	367,472	385,859	235,254	333,320	(1,963)	331,357	(54,502)	-14%
425 Women, Infant & Children	423,047	442,778	301,165	424,330	(964)	423,366	(19,412)	-4%
427 K-Town Youth Care Clinic	398,656	402,299	259,879	338,700	(345)	338,355	(63,944)	-16%
428 WIC Breastfeeding Peer Counseling	51,235	55,570	36,121	58,575	31	58,606	3,036	5%
429 Emergency Preparedness Planning	193,613	218,842	187,116	207,293	(2,097)	205,196	(13,646)	-6%
433 Regional EPI Support	8,658	8,342	7,893	7,590	(9)	7,581	(761)	-9%
434 Ebola Outbreak Preparedness	316	6,563	6,565	-	-	-	(6,563)	-100%
435 Emergency Management	171,053	173,563	130,968	186,608	(1,864)	184,744	11,181	6%
436 Health Innovation Grant	34,380	-	-	-	-	-	-	0%
453 Vision	96,187	92,681	66,294	83,376	(270)	83,106	(9,575)	-10%
454 Hearing	71,992	92,921	51,668	83,377	(270)	83,107	(9,814)	-11%
455 CSHCS O/R & Advocacy	238,540	231,216	142,792	228,260	(395)	227,865	(3,351)	-1%
480 Medicaid Outreach Activities	627,493	622,944	431,351	642,017	(3,850)	638,167	15,223	2%
602 Immunization Work Group Grant	2,403	7,287	4,848	-	-	-	(7,287)	-100%
615 Accreditation	-	-	-	-	-	-	-	0%
616 Quality Assurance	-	-	-	-	-	-	-	0%
617 EHR Implementation	34,661	34,000	9,938	24,400	(44)	24,356	(9,644)	-28%
647 Medical Examiner-Innovation Grant	-	84,443	43,928	-	-	-	(84,443)	-100%
648 Medical Examiner	471,002	455,629	323,841	446,920	(5)	446,915	(8,714)	-2%
704 Hepatitis B Grant	1,512	10,912	12,713	-	-	-	(10,912)	-100%
706 Immunizations	626,483	588,669	438,573	653,792	(1,960)	651,832	63,163	11%
707 Contagious Diseases	175,222	157,021	116,956	175,315	(1,048)	174,267	17,246	11%
708 Sexually Transmitted Disease	80,701	113,685	41,323	63,983	(385)	63,598	(50,087)	-44%
726 PHS Administrator/Supervisor	-	-	74	-	-	-	-	0%
894 Pension Stabilization Approp.	-	205,000	205,000	-	-	-	(205,000)	-100%
<b>TOTAL APPROPRIATIONS</b>	<b>6,108,674</b>	<b>6,576,943</b>	<b>4,643,483</b>	<b>6,617,849</b>	<b>332</b>	<b>6,618,181</b>	<b>41,238</b>	<b>1%</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(259,107)</b>	<b>(6,750)</b>	<b>(238,595)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	2,242,600	1,983,493		1,615,393		1,615,393		
Authorized Use of Surplus	-	(361,350)		(79,063)		(71,670)		
Ending Fund Balance	1,983,493	1,615,393		1,536,330		1,543,723		



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FUND 251 - VETERANS' TRUST

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	61,516	48,000	2,529	-	-	-	(48,000)	-100%
Local Unit Contributions	2,314	2,200	-	-	-	-	(2,200)	-100%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>63,830</b>	<b>50,200</b>	<b>2,529</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50,200)</b>	<b>-100%</b>

DEPARTMENT

000 Non Departmental	56,436	50,200	12,562	-	-	-	(50,200)	-100%
<b>TOTAL APPROPRIATIONS</b>	<b>56,436</b>	<b>50,200</b>	<b>12,562</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50,200)</b>	<b>-100%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>7,394</b>	<b>-</b>	<b>(10,033)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	1,768	9,162	-	-	-	-	-	-
Authorized Use of Surplus	-	-	-	-	-	-	-	-
Ending Fund Balance	9,162	9,162	-	-	-	-	-	-

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 252 - VETERANS' AFFAIRS

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	549,700	553,152	580,338	-	580,338	30,638	6%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	77,689	77,839	77,689	-	77,689	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	296	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	-	627,389	631,287	658,027	-	658,027	30,638	5%
<b>DEPARTMENT</b>								
682 Veterans Affairs	-	627,389	360,506	658,027	-	658,027	30,638	5%
<b>TOTAL APPROPRIATIONS</b>	-	627,389	360,506	658,027	-	658,027	30,638	5%
<b>PROJECTED SURPLUS (DEFICIT)</b>	-	-	<b>270,781</b>	-	-	-	-	-

Beginning Fund Balance -  
Authorized Use of Surplus -  
Ending Fund Balance -

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 256 - REGISTER OF DEEDS AUTOMATION

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	85,455	110,000	-	110,000	110,000	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	112,610	113,100	-	-	-	-	(113,100)	-100%
Use of Surplus	-	65,000	-	64,500	-	64,500	(500)	-1%
<b>TOTAL REVENUES</b>	<b>112,610</b>	<b>178,100</b>	<b>85,455</b>	<b>174,500</b>	<b>-</b>	<b>174,500</b>	<b>(3,600)</b>	<b>-2%</b>

DEPARTMENT

000 Non Departmental	126,149	178,100	84,157	174,500	-	174,500	(3,600)	-2%
<b>TOTAL APPROPRIATIONS</b>	<b>126,149</b>	<b>178,100</b>	<b>84,157</b>	<b>174,500</b>	<b>-</b>	<b>174,500</b>	<b>(3,600)</b>	<b>-2%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(13,539)</b>	<b>-</b>	<b>1,298</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	278,581	265,042		200,042		200,042	
Authorized Use of Surplus	-	(65,000)		(64,500)		(64,500)	
Ending Fund Balance	265,042	200,042		135,542		135,542	

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 260 - COMMUNITY CORRECTIONS P.A. 511

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	288,902	313,351	155,470	264,256	-	264,256	(49,095)	-16%
Local Unit Contributions	21,565	21,564	13,194	26,244	-	26,244	4,680	22%
Charges for Services	408,482	385,710	344,092	445,000	-	455,000	69,290	18%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	32,650	37,000	20,275	32,650	-	32,650	(4,350)	-12%
Transfers In	36,061	-	-	114,416	-	76,240	76,240	0%
Use of Surplus	-	20,453	-	-	-	-	(20,453)	-100%
<b>TOTAL REVENUES</b>	<b>787,660</b>	<b>778,078</b>	<b>533,031</b>	<b>882,566</b>	<b>-</b>	<b>854,390</b>	<b>76,312</b>	<b>10%</b>

DEPARTMENT

354 Community Corrections	437,937	493,078	336,848	572,766	(28,176)	544,590	51,512	10%
358 Transition House	74,022	75,000	30,130	45,000	-	45,000	(30,000)	-40%
359 Telephone-Tether Program	234,077	210,000	220,871	264,800	-	264,800	54,800	26%
<b>TOTAL APPROPRIATIONS</b>	<b>746,036</b>	<b>778,078</b>	<b>587,849</b>	<b>882,566</b>	<b>(28,176)</b>	<b>854,390</b>	<b>76,312</b>	<b>10%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>41,624</b>	<b>-</b>	<b>(54,818)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	365,628	407,252		386,799		386,799		
Authorized Use of Surplus	-	(20,453)		-		-		
Ending Fund Balance	407,252	386,799		386,799		386,799		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 261 - COUNTY LAW LIBRARY

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	6,500	6,500	6,500	6,500	-	6,500	-	0%
Transfers In	-	9,000	-	-	-	-	(9,000)	-100%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>6,500</b>	<b>15,500</b>	<b>6,500</b>	<b>6,500</b>	<b>-</b>	<b>6,500</b>	<b>(9,000)</b>	<b>-58%</b>

DEPARTMENT

145 County Law Library Supplemental	-	15,500	-	6,500	-	6,500	(9,000)	-58%
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>	<b>15,500</b>	<b>-</b>	<b>6,500</b>	<b>-</b>	<b>6,500</b>	<b>(9,000)</b>	<b>-58%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>6,500</b>	<b>-</b>	<b>6,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	16,210	22,710		22,710		22,710		
Authorized Use of Surplus	-	-		-		-		
Ending Fund Balance	22,710	22,710		22,710		22,710		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 262 - FEDERAL EQUITABLE SHARING

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	31	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>31</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

DEPARTMENT

000 Non Departmental	-	-	-	-	-	-	-	0%
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>31</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	8,161	8,192		8,192		8,192
Authorized Use of Surplus	-	-		-		-
Ending Fund Balance	8,192	8,192		8,192		8,192

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 263 - CONCEALED PISTOL LICENSING

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	40,750	22,000	26,338	30,000	-	30,000	8,000	36%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	13,290	6,000	5,745	9,000	-	9,000	3,000	50%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>54,040</b>	<b>28,000</b>	<b>32,083</b>	<b>39,000</b>	<b>-</b>	<b>39,000</b>	<b>11,000</b>	<b>39%</b>

DEPARTMENT

000 Non Departmental	19,600	24,105	15,404	25,845	13,155	39,000	14,895	62%
<b>TOTAL APPROPRIATIONS</b>	<b>19,600</b>	<b>24,105</b>	<b>15,404</b>	<b>25,845</b>	<b>13,155</b>	<b>39,000</b>	<b>14,895</b>	<b>62%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>34,440</b>	<b>3,895</b>	<b>16,679</b>	<b>13,155</b>	<b>-</b>
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Beginning Fund Balance	8,870	43,310		47,205		47,205
Authorized Use of Surplus	-	-		-		-
Ending Fund Balance	43,310	47,205		60,360		47,205

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 264 - CORRECTIONS OFFICERS TRAINING FUND

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	36,589	42,000	25,142	42,000	-	42,000	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	14,400	1,500	37,000	20,000	-	20,000	18,500	1233%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	20,000	-	4,000	-	4,000	(16,000)	-80%
<b>TOTAL REVENUES</b>	<b>50,989</b>	<b>63,500</b>	<b>62,142</b>	<b>66,000</b>	<b>-</b>	<b>66,000</b>	<b>2,500</b>	<b>4%</b>

DEPARTMENT

000 Non Departmental	56,622	56,621	33,315	66,000	-	66,000	9,379	17%
<b>TOTAL APPROPRIATIONS</b>	<b>56,622</b>	<b>56,621</b>	<b>33,315</b>	<b>66,000</b>	<b>-</b>	<b>66,000</b>	<b>9,379</b>	<b>17%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(5,633)</b>	<b>6,879</b>	<b>28,827</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	47,873	42,240		29,119		29,119	
Authorized Use of Surplus	-	(20,000)		(4,000)		(4,000)	
Ending Fund Balance	42,240	29,119		25,119		25,119	



GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 266 - CRIMINAL JUSTICE TRAINING ACT 30

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	13,390	13,000	5,327	-	-	-	(13,000)	-100%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	1,000	-	-	-	-	(1,000)	-100%
<b>TOTAL REVENUES</b>	<b>13,390</b>	<b>14,000</b>	<b>5,327</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(14,000)</b>	<b>-100%</b>

DEPARTMENT

000 Non Departmental	10,379	14,000	9,332	-	-	-	(14,000)	-100%
<b>TOTAL APPROPRIATIONS</b>	<b>10,379</b>	<b>14,000</b>	<b>9,332</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(14,000)</b>	<b>-100%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>3,011</b>	<b>-</b>	<b>(4,005)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	20,815	23,826		22,826		22,826
Authorized Use of Surplus	-	(1,000)		-		-
Ending Fund Balance	23,826	22,826		22,826		22,826

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 269 - MITCHELL CREEK WATER SHED

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	0%

DEPARTMENT

000 Non Departmental	-	-	-	-	-	-	-	0%
<b>TOTAL APPROPRIATIONS</b>	-	-	-	-	-	-	-	0%

**PROJECTED SURPLUS (DEFICIT)**

	-	-	-	-	-	-	-	
Beginning Fund Balance	8,155	8,155		8,155		8,155		
Authorized Use of Surplus	-	-		-		-		
Ending Fund Balance	8,155	8,155		8,155		8,155		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 278 - HOUSING TRUST

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	1,638	300	1,923	2,500	-	2,500	2,200	733%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	73,000	-	70,000	-	70,000	(3,000)	-4%
<b>TOTAL REVENUES</b>	<b>1,638</b>	<b>73,300</b>	<b>1,923</b>	<b>72,500</b>	<b>-</b>	<b>72,500</b>	<b>(800)</b>	<b>-1%</b>

DEPARTMENT

000 Non Departmental	192	73,000	-	72,500	-	72,500	(500)	-1%
<b>TOTAL APPROPRIATIONS</b>	<b>192</b>	<b>73,000</b>	<b>-</b>	<b>72,500</b>	<b>-</b>	<b>72,500</b>	<b>(500)</b>	<b>-1%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>1,446</b>	<b>300</b>	<b>1,923</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	281,926	283,372		210,672		210,672	
Authorized Use of Surplus	-	(73,000)		(70,000)		(70,000)	
Ending Fund Balance	283,372	210,672		140,672		140,672	

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 279 - CDBG HOUSING GRANT

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	21,723	275,477	205,597	-	-	-	(275,477)	-100%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	146	-	2,726	350	-	350	350	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	33,589	-	50,000	-	50,000	16,411	49%
<b>TOTAL REVENUES</b>	<b>21,869</b>	<b>309,066</b>	<b>208,323</b>	<b>50,350</b>	<b>-</b>	<b>50,350</b>	<b>(258,716)</b>	<b>-84%</b>

DEPARTMENT

000 Non Departmental	1,284	2,200	15	-	-	-	(2,200)	-100%
695 Home Improvement Loan Program	-	-	-	-	-	-	-	0%
696 Program Income	87,828	33,589	26,302	50,350	-	50,350	16,761	50%
697 NEZ Targeted Home Rehab Program	21,723	273,277	205,597	-	-	-	(273,277)	-100%
<b>TOTAL APPROPRIATIONS</b>	<b>110,835</b>	<b>309,066</b>	<b>231,914</b>	<b>50,350</b>	<b>-</b>	<b>50,350</b>	<b>(258,716)</b>	<b>-84%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(88,965)</b>	<b>-</b>	<b>(23,591)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	1,964,502	1,875,537		1,841,948		1,841,948		
Authorized Use of Surplus	-	(33,589)		(50,000)		(50,000)		
Ending Fund Balance	1,875,537	1,841,948		1,791,948		1,791,948		

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 280 - NEXT MICHIGAN

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	23,000	5,483	25,783	-	-	-	(5,483)	-100%
Charges for Services	-	30,000	2,691	-	-	-	(30,000)	-100%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	67,999	33,054	-	51,400	-	51,400	18,346	56%
Use of Surplus	-	28,817	-	-	-	-	(28,817)	-100%
<b>TOTAL REVENUES</b>	<b>90,999</b>	<b>97,354</b>	<b>28,474</b>	<b>51,400</b>	<b>-</b>	<b>51,400</b>	<b>(45,954)</b>	<b>-47%</b>

DEPARTMENT

000 Non Departmental	10	-	-	-	-	-	-	0%
729 Community Development	25,026	64,300	41,396	51,400	-	51,400	(12,900)	-20%
<b>TOTAL APPROPRIATIONS</b>	<b>25,036</b>	<b>64,300</b>	<b>41,396</b>	<b>51,400</b>	<b>-</b>	<b>51,400</b>	<b>(12,900)</b>	<b>-20%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>65,963</b>	<b>33,054</b>	<b>(12,922)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	9,330	75,293		79,530		79,530		
Authorized Use of Surplus	-	(28,817)		-		-		
Ending Fund Balance	75,293	79,530		79,530		79,530		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 281 - EDC REVOLVING LOAN

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	56,000	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	12,392	11,784	7,484	10,100	-	10,100	(1,684)	-14%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	21,270	-	12,400	-	12,400	(8,870)	-42%
<b>TOTAL REVENUES</b>	<b>68,392</b>	<b>33,054</b>	<b>7,484</b>	<b>22,500</b>	<b>-</b>	<b>22,500</b>	<b>(10,554)</b>	<b>-32%</b>

DEPARTMENT

000 Non Departmental	102,960	33,054	18	22,500	-	22,500	(10,554)	-32%
683 Veteran Healthcare Network	55,999	-	-	-	-	-	-	0%
<b>TOTAL APPROPRIATIONS</b>	<b>158,959</b>	<b>33,054</b>	<b>18</b>	<b>22,500</b>	<b>-</b>	<b>22,500</b>	<b>(10,554)</b>	<b>-32%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(90,567)</b>	<b>-</b>	<b>7,466</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	783,201	692,634		671,364		671,364	
Authorized Use of Surplus	-	(21,270)		(12,400)		(12,400)	
Ending Fund Balance	692,634	671,364		658,964		658,964	

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 287 - TNT FORFEITURE FUND

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	2,250	2,000	-	2,000	-	2,000	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	2,000	600	700	1,000	-	1,000	400	67%
Charges for Services	138,499	42,500	115,548	42,500	-	42,500	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	2	120	3	10	-	10	(110)	-92%
Other Revenues	30,142	50,000	32,017	-	-	-	(50,000)	-100%
Transfers In	118,941	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>291,834</b>	<b>95,220</b>	<b>148,268</b>	<b>45,510</b>	<b>-</b>	<b>45,510</b>	<b>(49,710)</b>	<b>-52%</b>

DEPARTMENT

347 TNT	114,732	95,220	66,759	45,510	-	45,510	(49,710)	-52%
<b>TOTAL APPROPRIATIONS</b>	<b>114,732</b>	<b>95,220</b>	<b>66,759</b>	<b>45,510</b>	<b>-</b>	<b>45,510</b>	<b>(49,710)</b>	<b>-52%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>177,102</b>	<b>-</b>	<b>81,509</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	-	177,102		177,102		177,102	
Authorized Use of Surplus	-	-		-		-	
Ending Fund Balance	177,102	177,102		177,102		177,102	

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 288 - TNT GRANT

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	105,157	129,400	69,023	87,200	-	87,200	(42,200)	-33%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>105,157</b>	<b>129,400</b>	<b>69,023</b>	<b>87,200</b>	<b>-</b>	<b>87,200</b>	<b>(42,200)</b>	<b>-33%</b>

DEPARTMENT

347 TNT	97,294	129,400	91,710	87,200	-	87,200	(42,200)	-33%
<b>TOTAL APPROPRIATIONS</b>	<b>97,294</b>	<b>129,400</b>	<b>91,710</b>	<b>87,200</b>	<b>-</b>	<b>87,200</b>	<b>(42,200)</b>	<b>-33%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>7,863</b>	<b>-</b>	<b>(22,687)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	-	7,863		7,863		7,863		
Authorized Use of Surplus	-	-		-		-		
Ending Fund Balance	7,863	7,863		7,863		7,863		



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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 292 - CHILD CARE

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	682,119	759,898	272,564	875,255	-	875,255	115,357	15%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	176,651	180,000	130,230	275,000	-	275,000	95,000	53%
Transfers In	776,263	923,602	461,801	796,255	-	796,255	(127,347)	-14%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>1,635,033</b>	<b>1,863,500</b>	<b>864,595</b>	<b>1,946,510</b>	<b>-</b>	<b>1,946,510</b>	<b>83,010</b>	<b>4%</b>

DEPARTMENT

662 Child Care Probate	1,635,033	1,863,500	1,022,072	1,946,510	-	1,946,510	83,010	4%
<b>TOTAL APPROPRIATIONS</b>	<b>1,635,033</b>	<b>1,863,500</b>	<b>1,022,072</b>	<b>1,946,510</b>	<b>-</b>	<b>1,946,510</b>	<b>83,010</b>	<b>4%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>(157,477)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	-	-	-	-	-	-	-	-
Authorized Use of Surplus	-	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-	-

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 295 - ANIMAL CONTROL

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	79,985	128,568	85,739	120,683	-	120,683	(7,885)	-6%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	4,850	4,500	8,073	9,900	-	9,900	5,400	120%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	-	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>84,835</b>	<b>133,068</b>	<b>93,812</b>	<b>130,583</b>	<b>-</b>	<b>130,583</b>	<b>(2,485)</b>	<b>-2%</b>

DEPARTMENT

430 Animal Control	65,622	133,068	71,965	130,583	-	130,583	(2,485)	-2%
<b>TOTAL APPROPRIATIONS</b>	<b>65,622</b>	<b>133,068</b>	<b>71,965</b>	<b>130,583</b>	<b>-</b>	<b>130,583</b>	<b>(2,485)</b>	<b>-2%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>19,213</b>	<b>-</b>	<b>21,847</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	-	19,213		19,213		19,213		
Authorized Use of Surplus	-	-		-		-		
Ending Fund Balance	19,213	19,213		19,213		19,213		

GRAND TRAVERSE COUNTY

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ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 297 - COMMISSION ON AGING

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	2,279,202	2,252,044	2,267,459	2,421,356	-	2,421,356	169,312	8%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	6,824	9,800	9,810	22,750	-	22,750	12,950	132%
Charges for Services	260,636	290,268	182,326	230,450	-	230,450	(59,818)	-21%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	10,573	6,000	-	8,000	-	8,000	2,000	33%
Other Revenues	51,031	44,704	13,819	12,700	-	12,700	(32,004)	-72%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	1,014,454	-	115,047	(14,113)	100,934	(913,520)	-90%
<b>TOTAL REVENUES</b>	<b>2,608,266</b>	<b>3,617,270</b>	<b>2,473,414</b>	<b>2,810,303</b>	<b>(14,113)</b>	<b>2,796,190</b>	<b>(821,080)</b>	<b>-23%</b>

DEPARTMENT

714 Rx Assistance	763	26,943	3,321	7,132	-	7,132	(19,811)	-74%
716 Administration	92,475	214,533	82,169	151,004	4,431	155,435	(59,098)	-28%
717 Information & Referral	150,566	169,323	89,819	199,386	(610)	198,776	29,453	17%
718 Homemaker	635,762	762,063	429,196	795,416	(5,952)	789,464	27,401	4%
719 Home Health Aids	324,903	428,887	210,583	399,972	(3,644)	396,328	(32,559)	-8%
720 Home Chore	484,262	626,497	420,214	637,257	(4,044)	633,213	6,716	1%
721 Respite	364,746	371,273	247,355	332,728	(2,814)	329,914	(41,359)	-11%
722 Foot Care	90,415	105,267	66,714	99,617	(743)	98,874	(6,393)	-6%
724 PERS	131,712	141,415	100,243	146,020	(400)	145,620	4,205	3%
727 Senior Assistance	25,532	27,780	11,544	41,771	(337)	41,434	13,654	49%
894 Pension Stabilization Approp.	-	743,289	743,289	-	-	-	(743,289)	-100%
<b>TOTAL APPROPRIATIONS</b>	<b>2,301,140</b>	<b>3,617,270</b>	<b>2,404,447</b>	<b>2,810,303</b>	<b>(14,113)</b>	<b>2,796,190</b>	<b>(821,080)</b>	<b>-23%</b>

<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>307,126</b>	<b>-</b>	<b>68,967</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Beginning Fund Balance	1,615,323	1,922,449		907,995		907,995		
Authorized Use of Surplus	-	(1,014,454)		(115,047)		(100,934)		
Ending Fund Balance	1,922,449	907,995		792,948		807,061		

GRAND TRAVERSE COUNTY

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FUND 298 - SENIOR CENTER

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	455,780	462,495	460,362	483,290	-	483,290	20,795	4%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	112,830	59,500	74,799	59,500	-	59,500	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	2,980	2,000	-	2,000	-	2,000	-	0%
Other Revenues	1,029	1,000	544	1,000	-	1,000	-	0%
Transfers In	-	-	-	-	-	-	-	0%
Use of Surplus	-	71,595	-	42,080	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>572,619</b>	<b>596,590</b>	<b>535,705</b>	<b>587,870</b>	<b>-</b>	<b>587,870</b>	<b>(8,720)</b>	<b>-1%</b>
<b>DEPARTMENT</b>								
728 Senior Center	522,291	590,539	366,141	587,870	-	587,870	(2,669)	0%
<b>TOTAL APPROPRIATIONS</b>	<b>522,291</b>	<b>590,539</b>	<b>366,141</b>	<b>587,870</b>	<b>-</b>	<b>587,870</b>	<b>(2,669)</b>	<b>0%</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>50,328</b>	<b>6,051</b>	<b>169,564</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	545,497	595,825		530,281		530,281		
Authorized Use of Surplus	-	(71,595)		(42,080)		(42,080)		
Ending Fund Balance	595,825	530,281		488,201		488,201		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
SPECIAL REVENUE FUNDS  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 471 - COUNTY FACILITIES

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	33,864	46,000	26,950	39,124	-	39,124	(6,876)	-15%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	8,002	8,000	2	8,000	-	8,000	-	0%
Other Revenues	99,351	98,800	47,056	87,350	-	87,350	(11,450)	-12%
Transfers In	1,216,988	1,662,623	811,325	1,662,623	-	1,662,623	-	0%
Use of Surplus	-	165,800	-	134,043	-	134,043	(31,757)	-19%
<b>TOTAL REVENUES</b>	<b>1,358,204</b>	<b>1,981,223</b>	<b>885,333</b>	<b>1,931,140</b>	<b>-</b>	<b>1,931,140</b>	<b>(50,083)</b>	<b>-3%</b>

DEPARTMENT

164 County Courthouse	144,214	157,800	90,489	154,100	-	154,100	(3,700)	-2%
167 Hall of Justice	215,905	245,200	142,472	237,900	-	237,900	(7,300)	-3%
229 Prosecuting Attorney	7,832	11,250	6,018	10,450	-	10,450	(800)	-7%
264 Health Services Building	74,239	99,400	47,965	88,200	-	88,200	(11,200)	-11%
266 Front Street Building	31,575	39,100	22,343	37,800	-	37,800	(1,300)	-3%
267 Governmental Center	511,310	563,303	345,398	575,303	-	575,303	12,000	2%
269 Maintenance Facility - Civic	5,087	9,300	3,203	7,400	-	7,400	(1,900)	-20%
270 LaFranier County Building	46,663	57,550	30,521	51,800	-	51,800	(5,750)	-10%
301 Law Enforcement Center - Jail	201,888	262,373	158,275	265,740	-	265,740	3,367	1%
302 LEC - Woodmere	68,516	76,850	46,778	72,350	-	72,350	(4,500)	-6%
303 Sheriff Storage Building	12,766	14,800	9,128	14,200	-	14,200	(600)	-4%
340 County Radio Towers	7,599	6,300	2,795	6,150	-	6,150	(150)	-2%
350 Court St. Work Release Facility	5,525	5,700	5,048	7,400	-	7,400	1,700	30%
430 Animal Control	1,113	2,950	1,472	2,750	-	2,750	(200)	-7%
728 Senior Center	429	1,800	-	500	-	500	(1,300)	-72%
752 Civic Center	87,943	113,050	49,384	97,850	-	97,850	(15,200)	-13%
753 Maple Bay	233	600	208	600	-	600	-	0%
756 Civic Center Pool	59,336	86,350	45,843	81,450	-	81,450	(4,900)	-6%
757 Power Island	1,087	1,500	50	1,500	-	1,500	-	0%

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
SPECIAL REVENUE FUNDS  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Fund 471 - County Facilities (Continued from prior page)								
758 Natural Education Reserve	7,278	10,600	1,227	10,000	-	10,000	(600)	-6%
759 Twin Lakes	21,387	26,700	11,414	23,700	-	23,700	(3,000)	-11%
760 Bartlett Park	3,915	6,250	2,052	5,300	-	5,300	(950)	-15%
761 Howe Ice Arena	79,546	90,400	44,225	85,800	-	85,800	(4,600)	-5%
762 Medalie Park	1,669	1,600	2,168	2,400	-	2,400	800	50%
763 TART Trail	14,483	10,600	7,240	10,600	-	10,600	-	0%
765 Boardman River Dams	57,423	79,897	51,223	79,897	-	79,897	-	0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,668,963</b>	<b>1,981,223</b>	<b>1,126,939</b>	<b>1,931,140</b>	<b>-</b>	<b>1,931,140</b>	<b>(50,083)</b>	<b>-3%</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(310,759)</b>	<b>-</b>	<b>(241,606)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	611,358	300,599		134,799		134,799		
Authorized Use of Surplus	-	(165,800)		(134,043)		(134,043)		
Ending Fund Balance	300,599	134,799		756		756		

GRAND TRAVERSE COUNTY

2018 RECOMMENDED BUDGET  
SPECIAL REVENUE FUNDS  
SUMMARY BY FUND

ACTIVITY SHOWN FOR THE PERIOD ENDING SEPTEMBER 30, 2017

FUND 472 - CAPITAL IMPROVEMENT

REVENUE SOURCE	FY16 ACTUAL (AUDITED)	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	FY2018 PRELIMINARY REQUESTED	CHANGE TO FY18 REQUESTED BUDGET	FY18 RECOMMENDED BUDGET	INCREASE/ (DECREASE) FROM FY17 BUDGET	% INCREASE/ (DECREASE) FROM FY17 BUDGET
Taxes	-	-	-	-	-	-	-	0%
Licenses and Permits	-	-	-	-	-	-	-	0%
Federal Grants	-	-	-	-	-	-	-	0%
State Grants	-	-	-	-	-	-	-	0%
Local Unit Contributions	-	-	-	-	-	-	-	0%
Charges for Services	-	-	-	-	-	-	-	0%
Fines and Forfeitures	-	-	-	-	-	-	-	0%
Interest and Rents	-	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	-	0%
Transfers In	337,500	450,000	225,000	450,000	-	450,000	-	0%
Use of Surplus	-	303,143	-	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>337,500</b>	<b>753,143</b>	<b>225,000</b>	<b>450,000</b>	<b>-</b>	<b>450,000</b>	<b>(303,143)</b>	<b>-100%</b>
<b>DEPARTMENT</b>								
000 Non Departmental	401,718	753,143	249,400	450,000	-	450,000	(303,143)	-40%
<b>TOTAL APPROPRIATIONS</b>	<b>401,718</b>	<b>753,143</b>	<b>249,400</b>	<b>450,000</b>	<b>-</b>	<b>450,000</b>	<b>(303,143)</b>	<b>-40%</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>(64,218)</b>	<b>-</b>	<b>(24,400)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	526,504	462,286		159,143		159,143		
Authorized Use of Surplus	-	(303,143)		-		-		
Ending Fund Balance	462,286	159,143		159,143		159,143		



## 2018 PROPOSED FEES

The following fees shall be incorporated into the fee schedule for the following departments and shall become effective January 1, 2018:

### General Fund 101:

#### **(101-101)**

#### **BOARD OF COMMISSIONERS**

Meeting Room Rental Fees

Meeting Room Security Fee

(Mandated fee with room rental for meetings after 5 p.m.)

#### 2017 Fee

\$30/Hour

\$120/Half Day

\$200/Full Day

\$45/Minimum 3-Hour Fee

#### 2018 Fee

\$30/Hour

\$120/Half Day

\$200/Full Day

\$45/Minimum 3-Hour Fee

#### **COUNTY CLERK**

#### **(101-131/215)**

#### **Circuit Court Records/Family Court Records**

Filing Fee – New Cases\*

Jury Demand\*

Certified Copies\*

Appeal – District Court to Circuit Court\*

Appeal – Circuit Court to Court of Appeals\*

Admission to the Bar\*

Motion Fee\*

Writ of Garnishment, Attachment,  
Execution Jdg. Debtor Discovery\*

Photocopies

Friend of the Court Fee\*

Bonds, Court Costs, Restitution

State Crime Victim's Rights Fees\*

Research Fee

#### 2017 Fee

\$175

\$85

\$10 + \$1/page.

\$150

\$25

\$25

\$20

\$15

\$.50/Page

\$80 or \$40

Varies

\$130

\$10

#### 2018 Fee

\$175

\$85

\$10 + \$1/page

\$150

\$25

\$25

\$20

\$15

\$.50/Page

\$80 or \$40

Varies

\$130

\$10

#### **(101-215/191)**

#### **Vital Records/Elections**

Certified Copy Fees – Birth, Death, Marriage

Certified Copy Birth Certificate (Seniors 65+)

Administrative Use Only Copy Vital Record

#### 2017 Fee

\$15 for 1<sup>st</sup>

\$5 Ea./Addl.

\$7 for 1<sup>st</sup>

\$5 Ea./Addl.

\$5

#### 2018 Fee

\$15 for 1<sup>st</sup>

\$5 Ea./Addl.

\$7 for 1<sup>st</sup>

\$5 Ea./Addl.

\$5

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...



Concealed Pistol License (New & Renewal)*	\$115	\$115
(\$26 new/\$36 renewal to CPL Fund, \$15 to Clerk for Fingerprinting (new) and remainder to State)		
Assumed Name Filing*	\$10	\$10
Assumed Name – Certified Copy*	\$2	\$2
Genealogical Search	\$10	\$10
Marriage License (County Resident)*	\$20	\$20
(\$15 to Friend of the Court, \$5 to General Fund)		
Marriage License (Out of State Resident)*	\$30	\$30
(\$15 to Friend of the Court, \$15 to General Fund)		
Marriage License Waiver (3-day waiting requirement)	\$100	\$100
Wedding Ceremony	\$25 on site, \$35 off site	\$25 on site, \$35 off site
Lists of Assumed Names/Marriage Licenses	\$.50/Page	\$.50/Page
	\$1.25/Week	\$1.25/Week
	\$5.00/Month	\$5.00 Month
	\$.25/Page	\$.25/Page
Voter Lists	\$.25/Page	\$.25/Page
Voter Labels	\$.50/Page	\$.50/Page
Voter CDs	\$25/Each	\$25/Each
Notary Public Filing of Bond*	\$10	\$10
Notary Certification	\$10	\$10
Notary Public Services	\$5 (1-5 Pages)	\$5 (1-5 Pages)
	\$2 (Addl. Pages)	\$2 (Addl. Pages)
Photocopies	\$.50/Page	\$.50/Page
Record Copies (Assumed Names, Notary Bonds)	\$1	\$1
Passport Photos	\$10	\$10
Election Machine Coding	\$0	\$300/precinct
Test Deck Programming	\$0	\$25/precinct

**(101-136)**

**DISTRICT COURT**

	<u>2017 Fee</u>	<u>2018 Fee</u>
<b>Civil Fees (set by Court Rule)</b>		
Small Claims up to \$600*	\$30	\$30
Small Claims \$600-\$1,750*	\$50	\$50
Small Claims \$Over \$1,750*	\$70	\$70
Landlord Tenant up to \$600*	\$90	\$90
Landlord Tenant \$600-\$1,750*	\$110	\$110
Landlord Tenant \$1,750 –\$10,000*	\$13	\$130
Landlord Tenant >\$10,000*	\$215	\$215
Land Contract Forfeit*	\$55	\$55
General Civil up to \$600*	\$35	\$35
General Civil \$600-\$1,750*	\$55	\$55
General Civil \$1,750-\$10,000*	\$75	\$75
General Civil \$10,000-\$25,000*	\$160	\$160
Copy Fees	\$1/Page	\$1/Page
Certified Copy	\$10	\$10
Forms	\$1/Each	\$1/Each
Record Search	\$10/Each	\$10/Each

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

MIP Class	\$65	\$65
Retail Fraud Class	\$125	\$125
Bench Warrant Fee	\$100	\$100
Garnishment Fee*	\$15	\$15
Discovery Subpoena*	\$15	\$15
Order to Seize Property*	\$15	\$15
Writ of Restitution*	\$15	\$15
Jury Demand*	\$50	\$50
Appeal Fee*	\$25	\$25
Motion Fee*	\$20	\$20

<b>Traffic</b> (most were changed 1-1-2013)	<u>2017 Fee</u>	<u>2018 Fee</u>
Speeding 1-5 Over	\$120	\$120
Speeding 6-10 Over	\$130	\$130
Speeding 11-15 Over	\$150	\$150
Speeding 16-20 Over	\$180	\$180
Refuse Prelim Breath Test	\$205	\$205
Disobey Traffic Control Device	\$130	\$130
Failed to Yield	\$130	\$130
Failed to Stop Leaving Private Drive	\$130	\$130
Following Too Close	\$130	\$130
Failed to Signal	\$120	\$120
Improper Turn	\$130	\$130
Wrong Way on One Way	\$120	\$120
Improper Lane Use	\$130	\$130
Improper Use of Lights	\$100	\$100
Seatbelt Violation	\$65	\$65
Defective Equipment	\$95	\$95
Obstructed Vision or Control	\$105	\$105
Disobey Traffic Signal	\$130	\$130
Disobey Stop Sign	\$130	\$130
Expired Registration	\$110	\$110
Fail to Change Address	\$105	\$105
Parking	\$85	\$85
Handicap Parking	\$150	\$150
Violation Involved with Accident	+\$25	+\$25

(See Attachment for recommended range of fines and costs for civil infractions.)

**(101-148)**

**PROBATE COURT\***

Copy Fees	<u>2017 Fee</u>	<u>2018 Fee</u>
	\$1/1st page	\$1/1st page
	\$.50/additional pages	\$.50/additional pages

(See Attachment for Probate Court Fee Schedule.)

**(101-225)**

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

**EQUALIZATION**

	<u>2017 Fee</u>	<u>2018 Fee</u>
Equalization Data – CD (FOIA Amount)	\$150	\$150
FOIA Requests - (FOIA Amount)	Time & Materials based on existing procedure and guidelines	Time & materials based on existing procedure and guidelines
Account Copies - Black & White	\$.50/Page	\$.50/Page
Account Copies – Color	\$1/Page	\$1/Page
Fax Request	\$1/Fax	\$1/Fax
Email Request	\$1/Email	\$1/Email
General Copy Fee – Black & White	\$1/Page	\$1/Page
General Copy Fee – Color	\$1.50/Page	\$1.50/Page
Copy of Owner Information	No Charge	No Charge
Data Requests	\$35 Flat setup & \$.03/per record**	\$35 Flat setup & \$.03/per record**

**(101-236)**

**REGISTER OF DEEDS**

	<u>2017 Fee</u>	<u>2018 Fee</u>
Weekly CD of Recorded Documents	\$1,000/Month	\$1,000/Month
On-line Services	\$500/Month	\$500/Month
Copies*	\$1.00 per pg	\$1.00 per pg
Recording Fees	\$30.00 per doc	\$30.00 per doc
Credit Card Fee	3%	3%
Tract Fee	\$60/Hour	\$60/Hour
On-Line Credit Card Document Search	\$5.95/Search \$.50/Page	\$5.95/Search \$.50/Page
State Transfer Tax*	.75%	.75%
County Transfer Tax*	.11%	.11%
Notary Service	\$5	\$5
Search Fee*	\$5	\$5
Tax Certification Fee*	\$5	\$5

**(101-253)**

**TREASURER'S OFFICE**

**General Fund Revenue**

	<u>2017 Fee</u>	<u>2018 Fee</u>
Data Look-Up Per Parcel	\$1	\$1
Certification of Taxes Paid	\$5	\$5
Passport Processing	\$25	\$25
NSF	\$15	\$15
BS&A On-Line Look-Up Per Parcel	\$1	\$1
Database Download Per Parcel	\$1,500	\$1,500

(2014: MCL allows for \$.25 per parcel, the entire assessing database is 55,000 parcels which would equate to \$13,750 for our database. This would preclude most requests. A flat fee for production of the data and maintenance of the database seems to be reasonable and is what a few other counties are doing.)

**(101-325)**

**SHERIFF'S OFFICE**

	<u>2017 Fee</u>	<u>2018 Fee</u>
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4

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

In-House Police Records Check	\$5	\$5
Accident Reports (1 <sup>st</sup> Page)	\$5	\$5
Accident Reports (2 <sup>nd</sup> Page +)	\$7.54/15 minutes plus \$.10 per sheet	\$7.54/15 minutes plus \$.10 per sheet
Police Reports (1 <sup>st</sup> Page)	\$2	\$2
Police Reports (2 <sup>nd</sup> Page +)	\$.25	\$.25
Vehicle Inspections:		
Junk Vehicle	\$5	\$5
VIN Verification	\$10	\$10
Salvage/Rebuilt Vehicle	\$25	\$25
Abandoned Vehicle	\$25	\$25
Liquor Licenses:		
New Applicants, Transfer of Ownership, Etc.	\$150	\$150
Add Space, Outdoor Service, Change Stockholder, Etc.	\$50	\$50
In-House Police Records Checks	\$5	\$5
House Moving/Escorts (1 <sup>st</sup> Officer/Hour)	\$50	\$50
House Moving/Escorts (2 <sup>nd</sup> + Officer/Hour)	\$25	\$25
Supplemental Law Enforcement		
(Fair/Mail/Iceman) Each Officer/Hour	\$45	\$45
Each Reserve Officer/Hour	\$25	\$25
Property Postings (Rare)	\$16	\$16
Property Postings	One-Way - \$.8775/Mile	One-Way - \$.8775/Mile
Foreclosure Sale Adjournments	\$8	\$8
Foreclosure Sales	\$50	\$50
Personal Protection Order Service	\$16	\$16
<b>(101-314)</b>	<u>2017 Fee</u>	<u>2018 Fee</u>
Precious Metal/Gem Dealer License	\$50	\$50
<b>(101-351)</b>	<u>2017 Fee</u>	<u>2018 Fee</u>
Grand Traverse County Jail:		
Fingerprinting		
CCW (Included in County Clerk Fee)		
Employment, Etc. 1 <sup>st</sup> Set	\$15	\$15
Employment, Each Additional	\$5	\$5
Inmate Medical:		
Doctor Visit	\$25	\$25
Nurse Visit	\$15	\$15
Dental Visit*		

5

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

\*Assessed to Inmate. Elective DDS payment in advance.  
 Emergency Room Visit; Medications/Prescriptions/OTC;  
 Ambulance Transfer.  
 Assessed to inmate. If insurance, bill insurance first.

**Inmate Housing:**

General Housing (1 <sup>st</sup> Day)	\$40	\$40
General Housing (Each Additional Day)	\$20	\$20
General Housing – Weekend (Fri. - Sun.)	\$60	\$60
Work Release (1 <sup>st</sup> Day)	\$40	\$40
Work Release (Each Additional Day)	\$20	\$20
Inmate Work Crew or Worker*		

\*If loses "worker" status, fees re-established for remainder of sentence.

**Boarder/Contract Agency Fees (Per Day):**

U.S. Marshal (Set by Federal Legislation)	\$33.89	\$33.89
D.O.C. Violators (Set by State Legislation)	\$35	\$35
Federal Bureau of Prisons (Set by Federal Legislation)	\$33.89	\$33.89
Border Patrol (Set by Federal Legislation)	\$35	\$35
Divert Felons (Set by State Legislation)	\$43.50	\$43.50
Other County Boarders ((Including Voluntary)	\$40	\$40
Military Deserters (Fees set by Dept. of Defense)		

Drug Screening: Urine Screening	\$20	\$20
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**(101-400)**

**PLANNING & DEVELOPMENT**

	<u>2017 Fee</u>	<u>2018 Fee</u>
Brownfield Plan Application Fee	1% of Eligible Activities Identified in Application Not to Exceed \$20,000	1% of Eligible Activities Identified in Application Not to Exceed \$20,000
Brownfield Local Site Remediation Fund Application Fee	\$500 Non-Refundable Review Fee Paid at Application Submission	\$500 Non-Refundable Review Fee Paid at Application Submission
Land Development Review Committee Application Fee	\$95	\$110

**(101-402)**

**GIS**

*(See Attachment.)*

**(101-402)**

**TREASURER'S OFFICE**

**Fees Collected for Other Departments**

	<u>2017 Fee</u>	<u>2018 Fee</u>
GIS Plat Books	\$30	\$30

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

GIS Atlas \$20 \$20

(208-Various and 298-728)

**PARKS AND RECREATION-SENIOR CENTER NETWORK**

(See Attachment)

(222-Various)

**HEALTH DEPARTMENT**

**Community Health Programs**

- Family Planning
- Youth Health & Wellness Center
- K-Town Youth Care
- Immunizations
- TB Testing

Fees for the Community Health Programs listed above are reviewed on a regular basis and adjusted as necessary to maintain compliance with program and grant guidelines. A sliding fee scale is available for many of the clients and services that we provide. Consideration in this process include cost of providing service (vaccine and supply cost), maximization of revenue by billing third party (insurance), affordability to clients, compliance with applicable regulations. In some programs, fees for services are not enough to cover the costs in that program. In many cases, fees are adjusted to ensure that county residents are not denied necessary services due to their inability to pay for the same. Many of the programs are grant-funded which allows for charging less to clients.

**Animal Control**

	<u>2017 Fee</u>	<u>2018 Fee</u>
Dog License Sterilized - 1 year	\$15	\$15
Dog License Sterilized – 2 year	Not offered	Not offered
Dog License Sterilized – 3 year	\$30	\$30
Dog License – Non-Sterilized – 1 year	\$30	\$30
Dog License – Non-Sterilized - 2 Year	Not offered	Not offered
Dog License – Non-Sterilized – 3 Year	\$60	\$60
Puppy	\$8	\$8
Kennel Inspection	\$25	\$25
Kennel Inspection – 10 dogs and under*	\$10	\$10
Kennel License – more than 10 dogs*	\$25	\$25

Veterinary offices are paid \$1 each for each license year license issued.  
 Consideration could be given to adjusting license fees to offset additional  
 Animal Control program costs.

**Environmental Health Programs**

	<u>2017 Fee</u>	<u>2018 Fee</u>
<u>Private Well &amp; Septic</u>		
Septic & Well Permit (Combined) – Existing Construction	\$455	\$455
Septic & Well Permit (Combined) – New Construction	\$640	\$640
Septic Permit – Existing Construction	\$305	\$305
Septic Permit – New Construction	\$490	\$490
Well Permit	\$155	\$155
Alternative Treatment System – Existing Construction	\$1,220	\$1,220
Alternative Treatment System – New Construction	\$1,405	\$1,405
Alternative Treatment System – Existing Construction		

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

Within 1 Year of Site Survey	\$1,095	\$1,095
<b>Alternative Treatment System – New Construction</b>		
Within 1 Year of Site Survey	\$1,280	\$1,280
5-Year ATS Operating Permit Renewal	\$200	\$200
Pressure Mount System - Existing Construction	\$610	\$610
Pressure Mount System - New Construction	\$795	\$795
Pressure Mount System - Existing Construction		
Within 1 Year of Site Survey	\$485	\$485
Pressure Mount System - New Construction		
Within 1 Year of Site Survey	\$670	\$670
<b><u>Commercial Sewage</u></b>		
Sewage Only – Less than 300 Gals. - Existing Construction	\$375	\$375
Sewage Only – Less than 300 Gals. – New Construction	\$560	\$560
Sewage Only – 300-800 Gals. – Existing Construction	\$450	\$450
Sewage Only – 300-800 Gals. – New Construction	\$700	\$700
For Each Additional 500 Gallons – Existing Construction	\$75	\$75
For Each Additional 500 Gallons – New Construction	\$110	\$110
<b><u>Commercial Wells</u></b>		
Type III	\$225	\$225
Type II	\$600	\$600
Permit Amendment Admin only	\$20	\$20
Permit Amendment – requires fieldwork	\$100	\$100
<b><u>Site Survey (Vacant Land)</u></b>		
	\$250	\$250
50% fee applied to sewage/well permit, if done within 1 year		
*Land Division Act (<1 acre) additional charge		\$150
<b><u>Subdivision (Plat &amp; Site Condominium Development)</u></b>		
Preliminary Evaluation (prior to platting)	\$500	\$500
*also includes condo conversions		
Project Review (first 25 lots)	\$1,000	\$1,000
Each Additional Lot Over 25 Lots	\$50	\$50
<b>Metes &amp; Bounds Land Division – Minimum Fee</b>		
Each proposed parcel shall be charged as an individual Site Survey up to the minimum Subdivision Plat & Site Condominium Development fee listed above (currently \$1,500).. At that time, the Subdivision Plat & Site Condominium fee schedule will apply.		
Radon – Charcoal Kits	\$15	\$15
Radon – Long Term	\$20	\$20
Copies	\$1/page	\$1/page
Well/Septic Status Form Approval	\$25	\$25
Environmental Consultation	\$120/hour	\$120/hour

8

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

**Water Sample Collection fee** (2017 does not include lab fees.

2018 includes coliform and nitrate)

\$105

\$150

**MDARD Evaluations**

Septic and Well Evaluations

\$300

\$300

Septic Only or Well Only Evaluations

\$200

\$200

**Campground Inspection**

Less than 25 Sites

\$125

\$130

26 or more sites

\$165

\$220

Late Fee per Month

\$50

\$75

Temporary Campground (does not include state fee)

\$200

\$125

Construct Fee – Minor Addition/Alteration

\$120

\$120

Construct Fee – Major Addition/Alteration or new

\$250

\$250

**Swimming Pool/Spa Inspection**

First Pool or Spa at Facility

\$200

\$225

Each Additional Pool or Spa

\$50

\$75

Late Fee per Month

\$50

\$75

**Appeal Board Hearing**

Appearance before Board of Appeals

\$400

\$400

**Michigan Dept. of Human Services**

Partial Inspection

\$190

\$220

Full Inspection

\$365

\$365

**Body Art**

Plan Review

\$100

\$150

Body Art Establishment Permit

\$125

\$150

Mobile Body Art Establishment Permit

\$125

\$125

Temporary Establishment Permit

\$75

\$100

Operator/Technician Permit &amp; Examination

\$50

\$75

Examination Re-Test

\$10

\$10

Body Art Competence Examination

\$20/Hour

\$20/Hour

Re-inspection Fee

\$60

\$75

**Food Service**

Please note that adjustments in Food Service License Fees by the State of Michigan is typically announced in August of each year. Any increase in fees by the State will be incorporated into the 2018 fee schedule as they are announced.

Type I - Bar

\$300

\$300

Type II – Cafeteria

\$450

\$450

Type III – Fast Food

\$450

\$450

Type IV – Table Service & Bar with Food Prep & Full Kitchen Facilities:

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...



Seating 0 - 50	\$450	\$450
Seating 51 -100	\$525	\$525
Seating 101 – 150	\$600	\$600
Seating 150 +	\$650	\$650
Additional Service Areas	\$300/each	\$300/each
Bar with limited Food Prep & Kitchen Facilities	\$450	\$450
Schools	\$300	\$300
Churches	\$420	\$420
Commissary – Full Kitchen	\$450	\$450
Commissary – Storage Only	\$180	\$180
Mobile Unit – Packaged Food	\$180	\$180
Mobile Unit Food Preparation	\$450	\$450
Satellite Meal Site	\$180	\$180
Vending – Per Location	State performs	State performs
Seasonal Food Service (Less than 9 months of operation)	\$350	\$350
Limited Food Service	\$350	\$350
Late Fee	\$50/month	\$50/month
Special Transient Food Unit (STFU)	\$140	\$140
Special Transient Food Unit (501C-3)	\$105	\$105
STFU Inspection	\$90	\$90
**STFU fees set by Michigan Dept. of Agriculture**		
STFU Inspection Late fee Less than 4 business day notice	\$50	\$50
Plan Review (School Only)	\$355	\$355
Plan Review (New or Major Remodel)	\$600	\$600
Plan Review (Partial or STFU)	\$225	\$225
Temporary – Potentially Hazardous	\$120	\$120
Temporary – Non-Potentially Hazardous	\$80	\$80
Temporary Food Late Fee Less than 5 days	\$50	\$50
Second Follow-up Inspection	\$50	\$50
<b>Soil Erosion</b>		
(See <i>Attachment</i> for Soil Erosion fees)		
<b>Administration</b>		
Disinterment	\$50	\$50
<b>Medical Examiner</b>		
Cremation Permit	\$75	\$75
Case File Summary and Autopsy	\$70	\$70
Case File Summary and Toxicology Report	\$45	\$45

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\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

Autopsy Report Only	\$50	\$50
Case File Summary Only	\$35	\$35
Toxicology Report Only	\$25	\$25
(Immediate Next of Kin - no charge)		
(Reports free to Law Enforcement and Physicians)		

**(257)**

<b>TREASURER'S OFFICE</b>	<u>2017 Fee</u>	<u>2018 Fee</u>
<b>PRE Homestead Fund Revenue</b>		
PRE Denial Interest (Depending on initiating unit)*	10-70%	10-70%

**(297-VariouS)**

**COMMISSION ON AGING**

**In Home Services**

*Sliding fee for all services.*

Each income range changes from year to year based on the most recent Federal Poverty Guidelines published by the U.S. Department of Health and Human Services. Tier one is 100% of poverty; Tier two is 200%, Tier three is 300% and Tier four is 400%.

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

2017 FEES FOR SERVICES BREAKDOWN BY PROGRAM

ONE PERSON HOUSEHOLD	HMA	HHC	CLS	MED UNIT	HC	\$30 HC VOUCHERS	PERS	LC	FC	BATA	TRANS
<b>Average Monthly Income</b>											
less than \$ 990	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$3.00
\$ 991 - \$ 1,980	\$5.00	\$5.00	\$5.00	\$5.00	\$3.00	\$3.00	\$3.00	\$6.00	\$6.00	\$5.00	\$5.00
\$ 1,981 - \$ 2,970	\$10.00	\$10.00	\$10.00	\$10.00	\$7.00	\$7.00	\$6.00	\$13.00	\$14.00	\$9.00	\$12.00
\$ 2,971 - \$ 3,960	\$20.00	\$20.00	\$20.00	\$20.00	\$14.00	\$14.00	\$13.00	\$27.00	\$25.00	\$20.00	\$22.00
greater than \$ 3,961	\$38.00	\$38.00	\$38.00	\$38.00	\$25.00	\$25.00	\$20.00	\$49.00	\$46.00	\$28.00	\$38.00

TWO PERSON HOUSEHOLD	HMA	HHC	CLS	MED UNIT	HC	\$30 HC VOUCHERS	PERS	LC	FC	BATA	TRANS
<b>Average Monthly Income</b>											
less than \$ 1,335	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$3.00
\$1,336 - \$ 2,670	\$5.00	\$5.00	\$5.00	\$5.00	\$3.00	\$3.00	\$3.00	\$6.00	\$6.00	\$5.00	\$5.00
\$ 2,671 - \$ 4,005	\$10.00	\$10.00	\$10.00	\$10.00	\$7.00	\$7.00	\$6.00	\$13.00	\$14.00	\$9.00	\$12.00
\$ 4,006 - \$ 5,340	\$20.00	\$20.00	\$20.00	\$20.00	\$14.00	\$14.00	\$13.00	\$27.00	\$25.00	\$20.00	\$22.00
greater than \$ 5,341	\$38.00	\$38.00	\$38.00	\$38.00	\$25.00	\$25.00	\$20.00	\$49.00	\$46.00	\$28.00	\$38.00

2018 FEES FOR SERVICES BREAKDOWN BY PROGRAM

ONE PERSON HOUSEHOLD	HMA	HHC	CLS	MED UNIT	HC	\$30 HC VOUCHERS	PERS	PERS GPS	LC	FC	BATA	TRANS
<b>Average Monthly Income</b>												
less than \$1005	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
\$ 1006 - \$ 2,010	\$5.00	\$5.00	\$5.00	\$5.00	\$3.00	\$3.00	\$3.00	\$4.00	\$6.00	\$6.00	\$5.00	\$5.00
\$ 2,011 - \$ 3,015	\$10.00	\$10.00	\$10.00	\$10.00	\$7.00	\$7.00	\$6.00	\$8.00	\$13.00	\$14.00	\$9.00	\$12.00
\$ 3,016 - \$ 4,020	\$20.00	\$20.00	\$20.00	\$20.00	\$14.00	\$14.00	\$13.00	\$17.00	\$27.00	\$25.00	\$20.00	\$22.00
greater than \$ 4,021	\$38.00	\$38.00	\$38.00	\$38.00	\$25.00	\$25.00	\$20.00	\$28.00	\$49.00	\$46.00	\$28.00	\$38.00

TWO PERSON HOUSEHOLD	HMA	HHC	CLS	MED UNIT	HC	\$30 HC VOUCHERS	PERS	PERS GPS	LC	FC	BATA	TRANS
<b>Average Monthly Income</b>												
less than \$ 1,353	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
\$ 1,354 - \$ 2,706	\$5.00	\$5.00	\$5.00	\$5.00	\$3.00	\$3.00	\$3.00	\$4.00	\$6.00	\$6.00	\$5.00	\$5.00
\$ 2,707 - \$ 4,059	\$10.00	\$10.00	\$10.00	\$10.00	\$7.00	\$7.00	\$6.00	\$8.00	\$13.00	\$14.00	\$9.00	\$12.00
\$ 4,060 - \$ 5,412	\$20.00	\$20.00	\$20.00	\$20.00	\$14.00	\$14.00	\$13.00	\$17.00	\$27.00	\$25.00	\$20.00	\$22.00
greater than \$ 5,413	\$38.00	\$38.00	\$38.00	\$38.00	\$25.00	\$25.00	\$20.00	\$28.00	\$49.00	\$46.00	\$28.00	\$38.00

Key: HMA-Homemaker Aide, HHC-Home Health Care, CLS-Community Living Support, Med Unit-Medminder Pill Dispensers, HC-Home Chore and with Vouchers, PERS-Personal Emergency Response System Units, and with GPS, LC-Loan Closet, BATA-Bus Passes, Trans-Transportation Coupons

(542)

**CONSTRUCTION CODE**

(542-371)

	<u>2017 Fee</u>	<u>2018 Fee</u>
Building Inspection*	\$55	\$55
Additional Inspection*	\$55	\$55
Work started without permit*	\$55	\$55
Temporary Occupancy Permit*	\$55	\$55
Special Inspection (Safety Inspection)	\$55	\$55
Demolition Administration Fee & Inspection*	\$75	\$75
All work not involving a square foot computation:		
Plan Review & Administration Fee* (Base Fee)	\$110	\$110

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

Each Inspection*	\$55	\$55
<b>(542-372)</b>		
Electrical Fee*		
(Non-refundable) Includes 1 inspection	\$55	\$55
Additional Inspection*	\$55	\$55
Work Started without Permit*	\$55	\$55
Plan Review*(Commercial & Residential 3,500+ sq. ft.)	\$75	\$75

<b>(542-373)</b>		
Plumbing*		
(Non-refundable) Includes 1 inspection	\$55	\$55
Additional Inspection*	\$55	\$55
Work Started without Permit*	\$55	\$55
Plan Review* (Commercial & Residential 3,500+ sq. ft.)	\$75	\$75

<b>(542-374)</b>		
Mechanical Fee*		
(Non-refundable) Includes 1 inspection	\$55	\$55
Additional Inspection*	\$55	\$55
Work Started without Permit*	\$55	\$55
Plan Review* (Commercial & Residential 3,500+ sq. ft.)	\$75	\$75

<b>(618)</b>		
<b>TREASURER'S OFFICE</b>	<u>2017 Fee</u>	<u>2018 Fee</u>
<b>Foreclosure Fund Revenue</b>		
Forfeiture Administration Fee*	4%	4%
October Notice Fee*	\$15	\$15
Forfeiture Fee*	\$175	\$175
Forfeiture Recording Fee*	\$30	\$30
Redemption Recording Fee*	\$30	\$30
*ROD changed their recording fee from \$10.00 to \$30.00 in 2017		

<b>(691)</b>		
<b>RESOURCE RECOVERY</b>	<u>2017 Fee</u>	<u>2018 Fee</u>

<b>(691-520)</b>		
<b>Landfill Surcharge</b>		
GTC Waste Taken to a Licensed Facility By a Licensed Hauler	\$1.50/Ton	\$1.50/Ton

<b>(691-523)</b>		
<b>Household Hazardous Waste Collections</b>		
No Charge to GTC Residents up to 150 lbs.	\$1.30/Lb. (150 Lbs. +)	\$1.30/Lb. (150 Lbs. +)

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

Non-GTC Residents	\$1.30/Lb.	\$1.30/Lb.
<b>(691-525)</b>		
<b>Brush Drop-Off Site</b>		
Leaves/Grass Clippings	\$5/Cu. Yd./\$1 Bag	\$5/Cu. Yd./\$1 Bag
Brush	\$5/Cu. Yd.	\$5/Cu. Yd.
Stumps	\$.50/Inch	\$.50/Inch
Construction Wood	\$8/Cu. Yd.	\$8/Cu. Yd.
Pallets	\$1/Each	\$1/Each

\*Denotes Statutory Fee

\*\*Parcel, Land, Land Improvements, Building, Sale, etc...

# Grand Traverse County Parks and Recreation 2018 User Fees



*We will enhance community and quality of life through people, parks, and programs.*

## User Group Incentive for All Parks and Facilities

Organizations promoting and encouraging recreational programs that use County parks and facilities may apply to Director to receive a ten percent discount on a rental by sending an e-mail to [kerickson@grandtraverse.org](mailto:kerickson@grandtraverse.org). Include name of user group, name of event, type of event, when event will take place, park/facility requested, and explain why group should be considered for discount.

## Tiers Defined

Tier I: All Grand Traverse County Departments

Tier II: Non-profit Organizations with Tax-exempt Status

Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

Tier IV: For-profit Organizations, Corporations, and Businesses

## Howe Arena

**Full Day's Rental:** Defined as 24 hours.

### Tier I: All Grand Traverse County Departments

Monday through Thursday Full Day	\$295
Monday through Thursday Half Day	\$158
Monday through Thursday as Meeting Space/Hour \$12	
Friday through Sunday Full Day	\$610
Friday through Sunday Half Day	\$305
Friday through Sunday as Meeting Space/Hour	\$25
Electrical Per Vendor*	\$27

### Tier II: Non-profit Organizations with Tax-exempt Status

Monday through Thursday Full Day	\$920
Monday through Thursday Half Day	\$460
Monday through Thursday as Meeting Space/Hour \$38	
Friday through Sunday Full Day	\$1,903
Friday through Sunday Half Day	\$951
Friday through Sunday as Meeting Space/Hour	\$79
Electrical Per Vendor*	\$28

## Grand Traverse County Parks and Recreation 2018 User Fees

### Howe Arena [continued]

#### Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

Monday through Thursday Full Day	\$1,043
Monday through Thursday Half Day	\$522
Monday- Thursday as Meeting Space/Hour	\$43
Friday through Sunday Full Day	\$2,157
Friday through Sunday Half Day	\$1,078
Friday through Sunday as Meeting Space/Hour	\$90
Electrical Per Vendor*	\$28

#### Tier IV: For-profit Organizations, Corporations, and Businesses

Monday through Thursday Full Day	\$1,227
Monday through Thursday Half Day	\$614
Monday through Thursday as Meeting Space Per Hour	\$51
Friday through Sunday Full Day	\$2,538
Friday through Sunday Half Day	\$1,269
Friday through Sunday as Meeting Space Per Hour	\$106
Electrical Per Vendor	\$28

#### All Tiers

Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275
Fine for Accessing Off-limits Areas/Areas Not Rented	\$100

\*110-volt, Single-phase Service Per 100 Square Feet of Booth Space

### Civic Center

#### All Tiers

Baseball/Softball: Prepared Field	\$37
Baseball/Softball: Unprepared Field	\$30
Baseball/Softball: Practice Field	\$15
Multipurpose Field: 4 Hours	\$66
Field Lights Per Hour	\$32
Vendor Area (Per 200 Square Feet) Per Day	\$62
Tent Outside Per Day	\$125
Advertising Banner, 4 by 8 Feet (Per Field) Per Season	\$52
Advertising Sign, 4 by 4 Feet (Per Scoreboard), Per Year	\$104
Pavilion: 4 Hours	\$54
Pavilion: 8 Hours	\$108
Amphitheater: 4 Hours	\$32
Amphitheater: 8 Hours	\$64
Parks and Recreation Staff Labor Per Hour	\$33
Additional Cost/Hour for Setup by Customers	\$14
Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275
Fine for Accessing Off-limits Areas/Areas Not Rented	\$100

## Grand Traverse County Parks and Recreation 2018 User Fees

### Medalie Park

#### All Tiers

Pavilion: 4 Hours	\$54
Pavilion: 8 Hours	\$108
Parks and Recreation Staff Labor Per Hour:	\$33
Additional Cost Per Hour for Setup by Customers	\$13
Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275

### Twin Lakes Park

#### NOTES:

- To hold a reservation, a nonrefundable deposit of 25% of overall rental cost is required upon booking.
- Any event during which alcoholic beverages will be served requires a meeting in person (or by telephone for those out of town) with Director and office staff to discuss event profile and details, prior to booking.
- Depending on size of event, and whether alcoholic beverages will be served, a refundable damage deposit may be required.
- Self-service is required by users before and after event, including setup, teardown, and cleanup.
- A ranger is provided on premises and in the as a property/facility resource, to enforce park rules, to set fires in fireplaces, and to lock/unlock facility doors.

#### All Tiers

Full Dormitory Per Night (61 to 142)	\$20 Per Person
Half Dormitory Per Night (31 to 60)	\$26 Per Person
Dormitory Groups of 30 or Less Per Night (Minimum 10)	\$26 Per Person
Cleaning Cost for Dormitory Stays Longer than Two Nights	\$35 Additional Per Day
Multi-purpose Field: 4 hours	\$78
Multi-purposed Field: 8 hours	\$156
Twin Lakes Cabin 1: Per Night	\$100
Twin Lakes Cabin 2: Per Night	\$75
Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275
Fine for Accessing Off-limits Areas/Areas Not Rented	\$100

#### Package: Dormitory and Gilbert Lodge with Kitchen, Three Meals Only

61 to 142 Persons Per Day	\$4,030
31 to 60 Persons Per Day	\$1,872
Groups of 30 or Less Per Day (Minimum 10)	\$988

#### Package: Dormitory and Gilbert Lodge with Kitchen, Use of Lodge All Day

61 to 142 Persons Per Day	\$4,160
31 to 60 Persons Per Day	\$2,002
Groups of 30 or Less Per Day (Minimum 10)	\$1,118

#### Add-ons

Use of Gilbert Lodge Storage Area Per Day	\$26
Use of Crafts Trailer Per Day	\$26



## Grand Traverse County Parks and Recreation 2018 User Fees

### Twin Lakes Park [continued]

#### Tier I: All Grand Traverse County Departments

##### Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$129
Gilbert Lodge and Kitchen: 8 Hours	\$246
Dorm Meeting Room: 4 Hours	\$91
Dorm Meeting Room: 8 Hours	\$182
Pavilion: 4 Hours	\$52
Pavilion: 8 Hours	\$104

##### Friday through Sunday/November through April

Gilbert Lodge and Kitchen: 4 Hours	\$154
Gilbert Lodge and Kitchen: 8 Hours	\$294
Dorm Meeting Room: 4 Hours	\$109
Dorm Meeting Room: 8 Hours	\$218
Pavilion: 4 Hours	\$78
Pavilion: 8 Hours	\$156

##### Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$257
Gilbert Lodge and Kitchen: 8 Hours	\$491
Dorm Meeting Room: 4 Hours	\$182
Dorm Meeting Room: 8 Hours	\$364
Pavilion: 4 Hours	\$130
Pavilion: 8 Hours	\$260

#### Tier II: Non-profit Organizations with Tax-exempt Status

##### Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$257
Gilbert Lodge and Kitchen: 8 Hours	\$491
Dorm Meeting Room: 4 Hours	\$182
Dorm Meeting Room: 8 Hours	\$364
Pavilion: 4 Hours	\$104
Pavilion: 8 Hours	\$208

##### Friday through Sunday/November through April

Gilbert Lodge and Kitchen: 4 Hours	\$283
Gilbert Lodge and Kitchen: 8 Hours	\$541
Dorm Meeting Room: 4 Hours	\$200
Dorm Meeting Room: 8 Hours	\$400
Pavilion: 4 Hours	\$143
Pavilion: 8 Hours	\$286

##### Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$335
Gilbert Lodge and Kitchen: 8 Hours	\$639
Dorm Meeting Room: 4 Hours	\$237
Dorm Meeting Room: 8 Hours	\$473
Pavilion: 4 Hours	\$169
Pavilion: 8 Hours	\$338

## Grand Traverse County Parks and Recreation 2018 User Fees

### Twin Lakes Park [continued]

#### Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

##### Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$283
Gilbert Lodge and Kitchen: 8 Hours	\$541
Dorm Meeting Room: 4 Hours	\$200
Dorm Meeting Room: 8 Hours	\$400
Pavilion: 4 Hours	\$114
Pavilion: 8 Hours	\$229

##### Friday through Sunday, November through April

Gilbert Lodge and Kitchen: 4 Hours	\$309
Gilbert Lodge and Kitchen: 8 Hours	\$590
Dorm Meeting Room: 4 Hours	\$218
Dorm Meeting Room: 8 Hours	\$437
Pavilion: 4 Hours	\$156
Pavilion: 8 Hours	\$312

##### Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$360
Gilbert Lodge and Kitchen: 8 Hours	\$688
Dorm Meeting Room: 4 Hours	\$255
Dorm Meeting Room: 8 Hours	\$510
Pavilion: 4 Hours	\$182
Pavilion: 8 Hours	\$364

#### Tier IV: For-profit Organizations, Corporations, and Businesses

##### Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$515
Gilbert Lodge and Kitchen: 8 Hours	\$983
Dorm Meeting Room: 4 Hours	\$364
Dorm Meeting Room: 8 Hours	\$728
Pavilion: 4 Hours	\$208
Pavilion: 8 Hours	\$416

##### Friday through Sunday/November through April

Gilbert Lodge and Kitchen: 4 Hours	\$515
Gilbert Lodge and Kitchen: 8 Hours	\$983
Dorm Meeting Room: 4 Hours	\$364
Dorm Meeting Room: 8 Hours	\$728
Pavilion: 4 Hours	\$260
Pavilion: 8 Hours	\$520

##### Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$515
Gilbert Lodge and Kitchen: 8 Hours	\$983
Dorm Meeting Room: 4 Hours	\$364
Dorm Meeting Room: 8 Hours	\$728
Pavilion: 4 Hours	\$260
Pavilion: 8 Hours	\$520

## Grand Traverse County Parks and Recreation 2018 User Fees

### Power Island/Bassett Island

#### Camping

Resident: Sunday through Thursday	\$26
Resident: Friday through Saturday	\$36
Nonresident: Sunday through Thursday	\$47
Nonresident: Friday through Saturday	\$47
Exclusive Rental of All Campsites on One or Both Islands, Per Night, Maximum of 3 Nights	\$50 (One Flat Fee in Addition to Campsites)
<b>Bundle of Wood</b>	\$8

### Senior Center Network

*Making Longer Lives, Better Lives*

Building Rental Per Hour	\$25
Casino Tour Per Trip	\$27
Lunch 60-and-over*	\$3 Donation
Lunch Under 60**	\$5
Membership, County Residents	\$50
Membership, Under 60	\$10
Programs	Cost Varies
Shuffleboard Equipment Rental	Donation
Tennis, Pickleball, Shuffleboard Per Season	\$10
Tours****	Cost Varies
Snacks for Re-sale	\$.50
Greeting Cards	\$.50

#### NOTES

\*Fees established by Community Action Agency.

\*\*Fees established by Community Action Agency.

\*\*\*Fees based on cost, and vary. Fees not covered by sponsors generally covered by participants' fees.

\*\*\*\*Tour prices based on fees charged by vendor and/or attractions and motor coach.

### 2018 Long-term Rental Fees for Space in all Parks and Recreation Facilities

**Formula:** Total Square Footage to Be Rented x Cost-Per-Square-Foot ÷ 12 Months = Rate

#### Rental Fees for Space

Unfinished: \$6 Per-Square-Foot

Finished: \$7 Per-Square-Foot

Residential (Meyer House): \$8 Per-Square-Foot

**Probate Court Fee Tables  
August 2016**

**FEES APPLICABLE TO MULTIPLE TYPES OF CASES**

Type of Filing or Request <sup>1</sup>	Authority (MCL)	Fee Amount <sup>2</sup>	Waivable <sup>3</sup>	Distribution
Demand for Jury Trial	<a href="#">600.857(3)</a>	\$30.00	Yes	Funding Unit
Motion	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Objection	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Amended Petition	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition for Instruction	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition to Withdraw a Petition	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition to Withdraw as Attorney	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Appeal to Circuit Court or Court of Appeals	<a href="#">600.880c(1)</a>	\$25.00	Yes	Funding Unit
Petition and Order	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Issuance of a Commission to Take Testimony	<a href="#">600.874(1)(b)</a>	\$7.00	Yes	\$3.33 Funding Unit \$3.67 State General Fund
Petition for Appointment of Guardian ad Litem	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition to Allow Fees of Guardian ad Litem	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition for Settlement of Personal Injury Claim	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Writ of Garnishment, Attachment, Execution, or Judgment Debtor Discovery Subpoena	<a href="#">600.880b(2)</a>	\$15.00	Yes	50% Funding Unit 50% State Court Fund
Petition for Temporary Restraining Order	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
<b>Electronic Filing System Fee for Civil Actions<sup>4</sup></b>	<a href="#">600.1986(1)(a)</a>	<b>\$25.00</b>	<b>Yes</b>	<b>Judicial Electronic Filing Fund</b>

<sup>1</sup> All fees are required with the following exceptions:

- A fee shall not be charged for commencing a proceeding under a provision of the mental health code (MCL 330.1001 to 330.2106). [MCL 600.880\(3\)](#).
- The Attorney General, Department of Treasury, Department of Health and Human Services, State Public Administrator, Administrator of Veterans Affairs, and county government agencies pay no filing fees. [MCL 600.880\(4\)](#), [600.880a\(2\)](#), [600.880b\(5\)](#)
- A party that is a governmental entity is not required to pay an electronic filing system fee. [MCL 600.1986\(4\)](#)

<sup>2</sup> After the commencement of a civil action or proceeding in the probate court, a party filing a motion, petition, account, objection, or claim shall pay a \$20.00 motion fee to the probate register. However, a fee shall not be charged if the moving party is the subject of the proceeding. [MCL 600.880b](#).

<sup>3</sup> Fees may be waived or suspended pursuant to [MCL 600.880d](#) or MCR 2.002. If the court waives payment of a fee for commencing a civil action because the court determines that the party is indigent or unable to pay the fee, the court shall also waive payment of the electronic filing system fee. [MCL 600.1986\(3\)](#)

**Probate Court Fee Tables  
August 2016**

<b>FEES APPLICABLE TO DECEDENT ESTATE CASES</b>				
<b>Type of Filing or Request<sup>1</sup></b>	<b>Authority (MCL)</b>	<b>Fee Amount<sup>4</sup></b>	<b>Waivable<sup>2</sup></b>	<b>Distribution</b>
Demand for Notice -No Estate Pending	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
-Estate Pending	<a href="#">600.880b(1)</a>	\$20.00		\$10 Funding Unit \$10 State Court Fund
Petition for Assignment of Estate under \$15,000 <sup>5</sup>	<a href="#">600.880(2)</a>	\$25.00	Yes	State Court Fund
Value of Estate as Reflected in Inventory <sup>6</sup> -Estate Valued less than \$1000	<a href="#">600.871(1)</a>	\$5.00 plus 1% of amount over \$500	Yes	47.5% Funding Unit 52.5% State General Fund
-Estate Valued from \$1000-\$2999.99		\$25.00		
-Estate Valued from \$3000-\$9999.99		\$25.00 plus 5/8 of 1% of amount over \$3000		
-Estate Valued from \$10,000-\$24,999.99		\$68.75 plus 1/2 of 1% of amount over \$10,000		
-Estate Valued from \$25,000-\$49,999.99		\$143.75 plus 3/8 of 1% of amount over \$25,000		
-Estate Valued from \$50,000-\$99,999.99		\$237.50 plus 1/4 of 1% of amount over \$50,000		
-Estate Valued from \$100,000-\$500,000		\$362.50 plus 1/8 of 1% of amount over \$100,000		
-Estate Valued from \$500,000.01-\$1,000,000		\$62.50 for each \$100,000 value over \$500,000		
-Estate Valued above \$1,000,000		\$31.25 for each \$100,000 value over \$1,000,000		

<sup>4</sup> "Civil action" means an action that is not a criminal case, a civil infraction action, a proceeding commenced in the probate court under [MCL 700.3982](#) [case type PE], or a proceeding involving a juvenile under chapter XIII A of the probate code of 1939, 1939 PA 288, [MCL 712A.1 to 712A.32](#). It also excludes the following case types: TR, DD, JA, MI, and all ML filings except for Advanced Directive Proceedings, Review of Drain Commission, Petition for Order to Donate Kidney by Minor, Petition to Establish Death of Victim of Accident or Disaster, and Petition under Uniform Transfers to Minors Act.

<sup>5</sup> The filing fee for this petition does not include the inventory fee for the estate. Note: Beginning in 2001, the \$15,000 threshold amount will be subject to a cost-of-living adjustment factor. The current amount can be found at: [http://www.michigan.gov/documents/treasury/CostOfLivingAdjustmentsToEstatesAndProtectedIndividuals\\_345035\\_7.pdf](http://www.michigan.gov/documents/treasury/CostOfLivingAdjustmentsToEstatesAndProtectedIndividuals_345035_7.pdf)

<sup>6</sup> All inventory fees are to be rounded to the nearest whole dollar. The lien on real property is deducted from the value of that real property (but not below zero) when calculating the inventory filing fee.

**Probate Court Fee Tables  
August 2016**

**FEES APPLICABLE TO DECEDENT ESTATE CASES**

Type of Filing or Request <sup>1</sup>	Authority (MCL)	Fee Amount <sup>4</sup>	Waivable <sup>2</sup>	Distribution
Petition/Application for Probate and/or Appointment of Personal Representative -Commences an Estate	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
-Filed after an Estate is Open	<a href="#">600.880b(1)</a>	\$20.00		\$10 Funding Unit \$10 State Court Fund
Petition to Determine Heirs -No Estate Pending	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
-Estate Pending	<a href="#">600.880b(1)</a>	\$20.00		\$10 Funding Unit \$10 State Court Fund
Petition to Reopen a Closed File	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Account <sup>7</sup> (for each account filed)	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition for Allowance of Account when filed separately from account	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Statement and Proof of Claim	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Filing of Letters by Foreign Personal Representative	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Any other paper, no matter how titled, which requests relief or requires a hearing or ruling of the court when a proceeding is pending	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund

<sup>7</sup> The account is not subject to MCR 2.119(G)(2) as it is not a motion.

**Probate Court Fee Tables  
August 2016**

<b>FEES APPLICABLE TO TRUSTS</b>				
<b>Type of Filing or Request<sup>1</sup></b>	<b>Authority (MCL)</b>	<b>Fee Amount<sup>4</sup></b>	<b>Waivable<sup>2</sup></b>	<b>Distribution</b>
Initiating a Proceeding Involving a Testamentary Trust			Yes	
-Processed Separately from a Decedent's Estate	<a href="#">600.880(1)</a>	\$150.00		<u>Civil Filing Fee Fund</u>
-Processed as Part of a Decedent's Estate	<a href="#">600.880b(1)</a>	\$20.00		\$10 Funding Unit \$10 State Court Fund
Petition to Commence a Proceeding Relating to an Inter Vivos Trust	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Registration of Trust	<a href="#">600.880c(2)</a>	\$25.00	Yes	Funding Unit
Any other paper, no matter how titled, which requests relief or requires a hearing or ruling of the court when a proceeding is pending	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund

<b>FEES APPLICABLE TO GUARDIANSHIP CASES</b>				
<b>Type of Filing or Request<sup>1</sup></b>	<b>Authority (MCL)</b>	<b>Fee Amount<sup>4</sup></b>	<b>Waivable<sup>2</sup></b>	<b>Distribution</b>
Request for Notice of Guardianships Orders			Yes	
-No Proceeding Pending	<a href="#">700.5104;</a> <a href="#">600.880a(1)</a>	\$150.00		<u>Civil Filing Fee Fund</u>
-Proceeding Pending	<a href="#">600.880b(1)</a>	\$20.00		\$10 Funding Unit \$10 State Court Fund
Petition for Full or Limited Guardianship, including request for Temporary Guardianship on same petition	<a href="#">600.880a(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Account <sup>6</sup> (for each account filed if ordered by the court pursuant to MCR 5.409(C)(1))	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Any other paper filed by anyone other than the ward, no matter how titled, which requests relief or requires a hearing or ruling of the court when proceeding pending	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund

**Probate Court Fee Tables  
August 2016**

**FEES APPLICABLE TO CONSERVATORSHIP CASES**

<b>Type of Filing or Request<sup>1</sup></b>	<b>Authority (MCL)</b>	<b>Fee Amount<sup>4</sup></b>	<b>Waivable<sup>2</sup></b>	<b>Distribution</b>
Request for Notice of Orders in Protective Proceedings -No Proceeding Pending	<a href="#">700.5104</a>	\$150.00	Yes	Civil Filing Fee Fund
-Proceeding Pending	<a href="#">600.880(1)</a> <a href="#">600.880b(1)</a>	\$20.00		\$10 Funding Unit \$10 State Court Fund
Petition for Conservator or Protective Order including request for Temporary Conservator on same petition	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Account <sup>6</sup> (for each account filed)	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition for Allowance of Account when filed separately from account	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition for Attorney Fees when filed separately from account	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Statement and Proof of Claim	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Petition for Settlement of Personal Injury Claim	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund
Any other paper filed by anyone other than the protected individual, no matter how titled, which requests relief or requires a hearing or ruling of the court when proceeding is pending	<a href="#">600.880b(1)</a>	\$20.00	Yes	\$10 Funding Unit \$10 State Court Fund

**FEES APPLICABLE TO CIVIL ACTIONS**

<b>Type of Filing or Request<sup>1</sup></b>	<b>Authority (MCL)</b>	<b>Fee Amount<sup>4</sup></b>	<b>Waivable<sup>2</sup></b>	<b>Distribution</b>
Summons and Complaint	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund



**Probate Court Fee Tables  
August 2016**

<b>FEES APPLICABLE TO OTHER CASES</b>				
<b>Type of Filing or Request<sup>1</sup></b>	<b>Authority (MCL)</b>	<b>Fee Amount<sup>4</sup></b>	<b>Waivable<sup>2</sup></b>	<b>Distribution</b>
Performance of Marriage Ceremony	<a href="#">600.874(1)(a)</a>	\$10.00	Yes	\$4.75 Funding Unit \$5.25 State General Fund
Secret Marriage License	<a href="#">551.202</a>	\$3.00	No	\$2.00 Funding Unit \$1.00 State General Fund
Petition to Open Safe Deposit Box	<a href="#">700.2517(2)(a)</a>	\$10.00	No	Funding Unit
Will Filed for Safekeeping	<a href="#">600.880c(2)</a>	\$25.00	Yes	Funding Unit
Motion and Order for Delayed Registration of Foreign Birth	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Petition to Establish Death of Victim of Accident or Disaster	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Petition under Uniform Transfers to Minors Act (Act 433 of 1998)	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Drain Appeal	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Advanced Directive Proceeding	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund
Petition for Order to Donate Kidney by Minor	<a href="#">600.880(1)</a>	\$150.00	Yes	Civil Filing Fee Fund

<b>COPY AND SERVICE FEES</b>				
<b>Type of Filing or Request<sup>1</sup></b>	<b>Authority (MCL)</b>	<b>Fee Amount</b>	<b>Waivable<sup>2</sup></b>	<b>Distribution</b>
Certified Copy of Letters of Authority -Certification fee -Each page	<a href="#">600.2546</a>	\$10.00 \$1.00	Yes	Funding Unit
Certified Copy of Deposition	<a href="#">600.874(1)(c)</a>	\$0.03/page for each copy of deposition furnished	Yes	47.5% Funding Unit 52.5% State General Fund
Taking, Certifying, Sealing, and Forwarding Deposition to Appellate Court	<a href="#">600.874(1)(c)</a>	\$5.00 + \$0.10/page	Yes	47.5% Funding Unit 52.5% State General Fund
Any other Certified Copy of any other Paper -Certification fee -Each page	<a href="#">600.2546</a>	\$10.00 \$1.00	Yes	Funding Unit
Certified Copy in relation to either proceedings for the admission or commitment of a person or the determination of inheritance tax	<a href="#">600.876</a>	No Fee		

**Probate Court Fee Tables  
August 2016**

<b>GENERAL CONDITIONS WHERE NO FEE IS TO BE CHARGED</b>	
<b>Fee/Assessment</b>	<b>Authority (MCL/MCR)</b>
One motion fee for all motions filed at same time in an action regardless of the caption	2.119(G)(2)
Prohibits motion fee if motion filed at the same time as another document in same action as to which a fee is required.	2.119(G)(3)(d)
Answer, Brief, Response	2.119(G)(1)
Filing of Inventory <sup>8</sup>	<a href="#">700.3706</a> ; <a href="#">700.3707</a>
Notice of Continued Administration	<a href="#">700.3951</a>
Annual Report on Condition of Ward	<a href="#">700.5314</a> ; <a href="#">700.5317</a> 5.409(A)
Petition by Court-Appointed Attorney in Response to Guardianship Review	<a href="#">600.880b(3)</a>
Disallowance of Claim (includes notice)	<a href="#">700.3806</a> ; <a href="#">700.5429</a> <a href="#">700.7611</a>
Motion to Release Restricted Funds of a Minor	<a href="#">600.880b(4)</a>
Application for Order to Compel Support of Poor Person	<a href="#">600.880a(2)</a>
Petition for Allowance of Account filed with Account	MCR 2.119(G)(3)(d)
Petition for Attorney Fees filed with Account	MCR 2.119(G)(3)(d)
Any other paper, no matter how titled, which requests relief or requires a hearing or ruling of the court when proceeding pending and filed by the ward or by the protected individual	MCL 600.880b(3), (4)

<sup>8</sup> Fee determined by MCL 600.871 based on the value of estate – there is no fee for filing

# GRAND TRAVERSE COUNTY SOIL EROSION & SEDIMENTATION CONTROL

Permit Fee Schedule – Effective January 1, 2018

<b><u>MINOR EARTH DISTURBANCE OF LESS 1,000 SQ FT</u></b>	
Plan Review, Permit & 2-3 Inspections	<b>\$250</b>
<i>*Sealed Plans Not Required</i>	
<b><u>RESIDENTIAL, SINGLE HOME CONSTRUCTION – OR DUPLEX UP TO ONE ACRE</u></b>	
Plan Review, Permit & up to 3 Inspections	<b>\$400</b>
Each Additional Acre	<b>\$145</b>
<i>*Sealed Plans Requirement Determined by Inspector</i>	
<i>*Surety Requirement Determined by Inspector</i>	
<b><u>COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, AGRICULTURAL, MULTI RESIDENTIAL, PRIVATE ROAD, DEVELOPMENTS, SURFACE MINING, LAND CLEARING, MASS GRADING</u></b>	
Plan Review, Permit & up to 3 Inspections	<b>\$800</b>
Each Additional Acre	<b>\$175</b>
<i>*Sealed Plans Required</i>	
<i>*Surety Determined by Inspector</i>	
<b><u>UTILITIES, UNDERGROUND, BORED UNDERGROUND, TRENCHED OVERHEAD</u></b>	
Plan Review, Permit & up to 3 Inspections	<b>\$800</b>
Each Additional .5 Mile	<b>\$70</b>
<i>*Sealed Plans Required</i>	
<i>*Surety Determined by Inspector</i>	
<b><u>COMMERCIAL PRELIMINARY REVIEW</u></b>	
1 Site Inspection, Written Review	<b>\$600</b>
<b><u>RESIDENTIAL PRELIMINARY REVIEW</u></b>	
1 Site Inspection, Written Review	<b>\$200</b>
<b><u>LAND DIVISION REVIEWS</u></b>	
1 Site Inspection, Written Review	<b>\$250</b>
<b><u>TRANSFER PERMIT FEE</u></b>	
1 Site Inspection, Permit Transfer Processing	<b>\$150</b>
<i>*Change of ownership requires either a new permit or transfer, Pursuant to Section 9112 of Part 91, SEESC, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.</i>	
<b><u>SPECIAL SITE INSPECTIONS</u></b>	
<i>*Additional inspections required due to conditions (after rain and ice melt events), Amendments, Compliance, Violations, Certificate of Occupancy Approval.</i>	
<ul style="list-style-type: none"> <li>• Make checks payable to Grand Traverse County. Cash is accepted.</li> <li>• After the Fact (ATF) – earth change prior to issuance of permit will be subject to double fees</li> <li>• All Permits Expire after 1 Year. Permit may be extended up to one additional year based on original fees.</li> <li>• All Review Costs will be paid by Applicant, if County determines it necessary to have an Engineer review plans submitted.</li> <li>• If Application is withdrawn prior to Site inspection 50% permit fee can be requested. If Permit is requested closed after Plan Review and 1 Site Inspection, the permit fee is not refundable.</li> </ul>	



## Action Request

Meeting Date:	11/15/2017		
Department:	Information Technology	Submitted By:	Ming Mays
Contact E-Mail:	<a href="mailto:mmays@grandtraverse.org">mmays@grandtraverse.org</a>	Contact Telephone:	231.922.4787
Agenda Item Title:	Grand Traverse County IT Action Plan (Phase I)		
Estimated Time:	20 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Summary of Request:**

The first phase of the overarching IT Action Plan (Phase I) is primarily focused on the network infrastructure of GTC and the City of Traverse City. This first step required detailed planning and is an essential first step for setting up our successful future. Phase II (2019) and III (2020) of the Action Plan are specifically project based. Each project listed will require a Request For Proposal (RFP). Award of bids will come back to the Board of Commissioners consistent with the County's purchasing policy in place at that time. The total cost of Phase I has been identified within the 2018 budget within the Capital Improvement Plan (CIP).

Phase I (2018 Projects)		
Project	Estimated Cost	Term
SAN Replacement (Leasing)	\$80,000.00	Annual
Network Infrastructure Improvement	\$200,000.00	Stage 1
OnBase Upgrade V.13 to V.17	\$29,750.00	Bi-Annual
OnBase Data Encryption	\$20,000.00	Annual
Email Encryption	\$27,500.00	Annual
IT Laptops Replacement	\$9,600.00	5 Yrs.
Additional Training Cost	\$17,000.00	Annual
Mobile Device Management/Antivirus	\$20,000.00	Annual
Deployment Software	\$20,000.00	Annual
Total	\$423,850.00	

**Suggested Motion:**

No motion is needed, as bids will be sought with award of each bid coming back to the Board of approval.

**Financial Information:**

Total Cost:	\$423,850.00	General Fund Cost:	N/A	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

Yr. 2018 CIP Fund

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

Reviews:	Signature	Date
Finance Director		11/9/2017
Human Resources Director		
Civil Counsel		

Administration:	<input checked="" type="checkbox"/> Recommended	Date:		11-9-17
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Miscellaneous:

**Attachments:**

Attachment Titles: GTC IT Action Plan Phase I



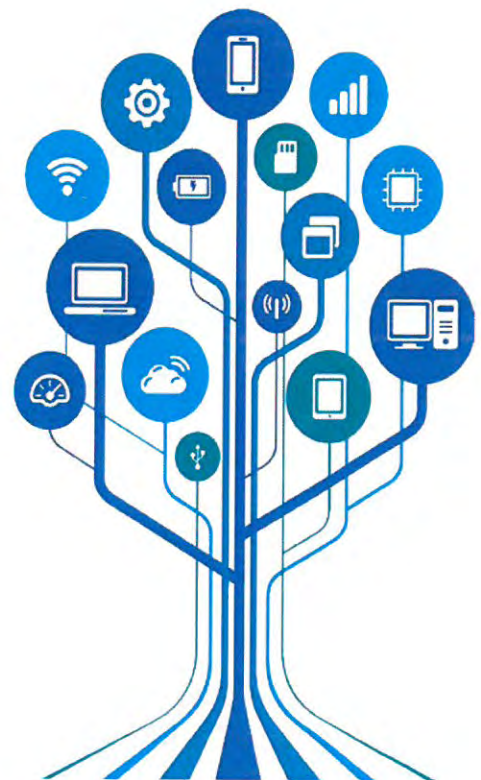
# Grand Traverse County

## Information Technology

### Action Plan Phase I

November 9, 2017

Prepared by Ming Mays  
Director of Information Technology



## Executive Summary

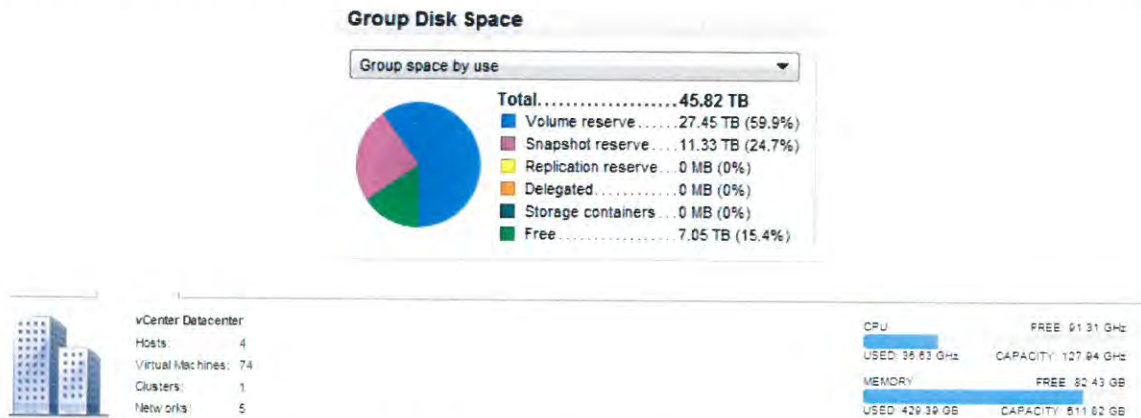
The purpose of the Grand Traverse County (GTC) Information Technology Action Plan is to evaluate GTC's current technological infrastructure and to outline a process to provide efficient technology related operations for GTC, in accordance with current security requirements. This document takes into account concerns and issues identified in the CySafe Security Assessment (Oct. 2017 – CISO Pilot, State of Michigan), Michigan Municipal Risk Management Questionnaire (Sept. 2017), Epic Strategic Technology Plan (Aug. 2017), ISC HIPAA Security Risk Assessment for Commission on Aging (May 2017), Trivalent Group's Assessment (May 2016).

The first phase of the overarching IT Action Plan (Phase I) is primarily focused on the network infrastructure of GTC and the City of Traverse City. This first step required detailed planning, but is an essential first step for setting up our successful future. Phases II and III of the Action Plan are specifically project based. Portions of these projects are listed in this document with further details to be provided as planning progresses. A priority of this Action Plan is our current Storage Area Network or SAN. A SAN with sufficient storage is critical to avoid slowdowns and shutdowns. Currently, our SAN has reached its limit to support future projects. This Action Plan will further address compliance, cyber security, overall network operations, and vulnerabilities or deficiencies. In order to minimize risk from cyber security issues, significant improvements are needed. Many of these issues are due to numerous core systems that are already or near the end of life where the manufacturer will no longer support them. GTC's technology environment requires compliance with HIPAA (Health Insurance Portability and Accountability Act of 1996), FBI CJIS (Criminal Justice Information Services), and IRS Publication 1075 FTI and financial systems. In order to meet these requirements, significant upgrades to the network infrastructure are needed.

GTC will need a robust and reliable network infrastructure to be able to support not only the current systems, but also to provide support for future projects ahead. GTC's current IT issues are complex, and the effort required to maintain and progress to more reliable, efficient and compliant operations will be significant. This document provides cost estimates and explanations for each urgent component of the Phase I Action Plan. Technology and software continually change and evolve and GTC will need to be aware of this as we move forward. This Action Plan was formulated with GTC's mission statement in mind and with a commitment to provide a safe environment for GTC County and its residents.

# Storage Area Network

The current GTC virtual server environment is being maintained using a SAN and server model to host approximately 80 different virtual servers. The SAN is a storage area network that functions as back end storage to hold the server data. We currently have an EqualLogic SAN with three member servers that retain all the data from the virtual environment. The total capacity of the SAN is 45.82 TB of which we have 7.05TB or 15.4% free space remaining.



Requirement for the virtual servers to run properly include sufficient storage as well as memory. We allocate these resources through four VMware EXSi hosts. The hosts provide proper resources as needed to the virtual servers. This is also where the virtual server is housed when running and allowing for virtual server management. It is recommended that there is enough overhead that if one host server is lost the others can take on its load without impacting the environment in its entirety. Currently, GTC does not have enough capacity to sustain a host failure without losing virtual servers, introducing an increased risk of downtime. The total capacity of memory in our cluster is 512 GB of which we have 77 GB or 15% remaining. For CPU utilization we have a capacity of 128 GHz with about 34 GHz currently in use.

GTC has several pending projects where there are simply not the resources to host them. For the majority of these projects the current environment will have to be running in tandem with the new applications. These numbers do not include an ERP system however, this has been taken into account when sizing for the new environment. The proposed ERP system is planned to proceed in the Phase II portion of the Action Plan.

Project or environment	Virtual Server Count	RAM (GB)	Virtual CPU's	Front End Space (GB)
<b>Current Environment</b>	<b>75</b>	<b>399</b>	<b>150</b>	<b>38000</b>
NWS/Taylor Upgrade	10	112	32	3500
BSA Upgrade	2	64	16	2000
Voicemail Upgrade	9	40	18	700
OnBase Server Upgrade	7	112	48	4390
<b>Future Environment Requirements</b>	<b>103</b>	<b>727</b>	<b>264</b>	<b>48590</b>

# Network Replacement Stage 1

Currently, GTC network infrastructure covers 20 buildings and provides the support to operate GTC network devices. GTC and the City of TC currently have 150 active network drops connections wired with Category 5 cables. CAT 5 cabling was depreciated in 2001, and is a known source of network latency. CAT 5 cabling should be replaced with CAT 6, and in order to avoid issues these replacements will be planned in stages. Secondly, the current data center environment is not cooling properly nor is it secure. Improvements to the physical housing area as well as proper policies and procedure for the data center are needed.

Beyond network infrastructure, more than half of GTC network devices are at the end of support, with many nearing their end of service. These outdated devices are no longer vendor supported and are not able to receive the latest software and/or security patch upgrades. The vulnerability for cyber-attack, data breach, and malware greatly increase without these updates. As many of the departments are required to be HIPAA, CJIS and IRS Publication 1075 FTI compliant, the potential vulnerability from end of life devices could result in fines and/or legal consequences.

## Network Devices Status

Location	End of Support Date	Type
Gov Center 3rd Floor	9/30/2018	Firewall
Gov Center 3rd Floor	9/30/2020	Core Switch
Gov Center 3rd Floor	9/30/2020	Core Switch
Gov Center 3rd Floor	1/31/2018	Switch
Gov Center 3rd Floor	10/31/2019	Switch
Gov Center 3rd Floor	10/31/2019	Switch
Gov Center 3rd Floor	7/31/2015	Switch
Gov Center 3rd Floor	4/30/2021	Switch
Gov Center 3rd Floor	6/30/2016	Switch
Gov Center 3rd Floor	11/30/2021	Switch
Gov Center 3rd Floor	6/30/2016	Switch
Gov Center 3rd Floor	1/31/2018	Switch
Gov Center 2nd Floor	11/30/2020	Switch
Gov Center 2nd Floor	11/30/2020	Switch
Gov Center 2nd Floor	11/30/2020	Switch
Gov Center 2nd Floor	11/30/2020	Switch
Gov Center 1st Floor	7/31/2015	Switch
Gov Center 1st Floor	7/27/2007	Switch
Gov Center 1st Floor	7/27/2007	Switch
Gov Center Telecom Room	10/20/2013	Switch
Hall of Justice 2nd Floor	7/31/2015	Switch
Hall of Justice 2nd Floor	7/31/2015	Switch

Nearing end of support
  No longer support



## Cont. Network Devices Status

Location	End of Support Date	Type
Hall of Justice 1st Floor IDF	7/31/2015	Switch
Hall of Justice 1st Floor MDF	7/31/2015	Switch
Hall of Justice Basement IDF	7/31/2015	Switch
Historic Court House 2nd Floor MDF	10/31/2019	Switch
<b>Historic Court House 1st Floor</b>	<b>7/27/2007</b>	<b>Switch</b>
Prosecutor	10/31/2019	Switch
Jail	7/31/2015	Switch
Jail	7/31/2015	Switch
Health Dept.	7/31/2015	Switch
Health Dept.	12/30/2011	Switch
Health Dept.	12/30/2011	Switch
Health Dept.	Not yet announced	Switch
Health Dept. Youth Service	2/28/2018	Switch
Health Dept. Kingsley	8/31/2022	Firewall
County Public Services	7/31/2015	Switch
<b>County Public Services</b>	<b>7/27/2007</b>	<b>Switch</b>
<b>County Public Services</b>	<b>7/27/2007</b>	<b>Switch</b>
Civic Center	10/31/2019	Switch
Facilities	7/31/2015	Switch
City Dept. of Public Services	5/31/2021	Switch
Law Enforcement Center	7/31/2015	Switch
Law Enforcement Center	7/31/2015	Switch
Law Enforcement Center	7/31/2015	Switch
Sheriff Marine/ORV Garage	7/31/2019	Switch
Front St.	7/31/2015	Switch
Front St.	12/30/2011	Switch
Traverse City Fire Dept. Stn. 1	12/30/2011	Switch
Traverse City Fire Dept. Stn. 2	7/31/2019	Switch
Traverse City Fire Dept. Stn. 3	7/31/2019	Switch
City Water Treatment Plant	4/30/2022	Switch
City Water and Sewage	4/30/2022	Switch

  Nearing end of support   No longer support

## Category 5 Cable Counts

Location	Active Connection	Inactive Connection
Public Services	60	140
Front Street	40	60
Prosecutor	15	17
Government Center	32	4
Jail	3	0

## **OnBase Upgrade v.17**

OnBase is a document management system used by multiple GTC and the City of TC departments that counts and stores document images and files on a central server. OnBase allows for the scanning, storage and retrieval of paper documents, as well as the importing, storage and retrieval of electronic files. The major function of OnBase is to assist in managing workflow by routing documents to queues, custom designed for individual departmental needs. GTC currently uses version 13, which will soon be at the end of support. OnBase version 17 is available now and is a priority for upgrade.

## **OnBase Data Encryption**

Currently GTC and the City of TC OnBase data is not encrypted. OnBase is offering the encryption module that secures the GTC and the City of TC set data at rest. The OnBase data encryption module would meet the requirement of HIPAA (Health Insurance Portability and Accountability Act of 1996), FBI CJIS (Criminal Justice Information Services), IRS Publication 1075 FTI and financial systems.

## **Email Encryption**

Email is a vulnerable medium even when sent within a secure network. Encrypted email would increase security and provide additional protection for sensitive information. Email encryption would allow GTC and the City of TC to send out sensitive information both internally and externally securely. Currently, GTC and the City of TC do not have Email encryption in place. Email encryption that is complaint with HIPAA, CJIS, IRS Publication 1075 and that works well within Gmail is a priority.

## **IT Laptops Replacement**

GTC follows a five year depreciation schedule on all laptop and desktop computers. This schedule is especially important for IT staff computers due to the increasing resource requirements that IT staff utilizes in provide support for. Current computer hardware is an important component to ensure effective and productive work place.

## **Additional Training**

Upcoming changes within GTC's IT infrastructure will require additional training. This is an important component for GTC IT staff to learn the latest techniques to support the newer platforms and to provide up-to-date service to GTC, the City of TC staff and residents.

## **Mobile Device Management & Antivirus**

Mobile device management is a security software for monitoring, managing and securing employee's mobile devices across the organizations. The recent increase in use of County issued smart phones requires an increased level of security and management. The deployment of a robust MDM solution would increase GTC's ability to quickly manage mobile devices, and to verify the security of the mobile devices that may contain sensitive or protected information. Mobile devices are one of the most vulnerable targets for a cyber-security breach. In order to minimize this risk, antivirus apps will be installed on GTC staff mobile devices to reduce the attack surface.

## **Deployment Software**

Currently, GTC IT department does not have the ability to auto deploy applications or security updates from a central source to the network. The current practice, relying on manual update changes, is inefficient and an outdated method to deploy application and/or security updates. For each non-Microsoft update application, GTC IT staff currently manually installs the updates on each individual GTC and the City of TC computer device. Deployment software is considered a priority to avoid potential security risks and increase tech productivity.

## Phase I Action Plan IT Projects

2018 IT Projects		
Project	Estimated Cost	Term
<b>Storage Area Network Replacement (Leasing)</b> <ul style="list-style-type: none"> <li>Hosted approximately 80 different servers</li> <li>Service entire GTC and the City of TC</li> <li>Reaching capacity to support future projects such as upgrade Tyler (Public Safety) software, Phone and ERP</li> </ul>	\$80,000.00	Annual
<b>Network Replacement</b> <ul style="list-style-type: none"> <li>GTC network infrastructure covers 20 buildings</li> <li>More than half of GTC network devices are at the end of support with many nearing their end of services</li> <li>Potential vulnerability for cyber-attack, data breach</li> <li>Required to meet HIPAA, FBI CJIS, IRS 1075 compliant</li> </ul>	\$200,000.00	Stage 1
<b>OnBase Upgrade V.13 to V.17</b> <ul style="list-style-type: none"> <li>OnBase used by multiple GTC and the City of TC departments that counts and stores document images and files on a central server.</li> <li>Major function of OnBase is to assist in managing work flow by routing documents to queues, custom designed for individual departmental needs.</li> </ul>	\$29,750.00	Bi-Annual
<b>OnBase Data Encryption</b> <ul style="list-style-type: none"> <li>Current GTC and the City of TC OnBase data is not encrypted</li> <li>The OnBase data Encryption module would meet the requirement of HIPAA, FBI CJIS, IRS 1075 and financial systems compliant</li> </ul>	\$20,000.00	Annual
<b>Email Encryption</b> <ul style="list-style-type: none"> <li>Encrypted email would increase security and provide additional protection for sensitive information. Also, it would meet the requirement of HIPAA, FBI CJIS, IRS 1075 and financial system compliant</li> </ul>	\$27,500.00	Annual
<b>IT Laptops Replacement</b> <ul style="list-style-type: none"> <li>Majority of IT staff computers devices have reached the five years or more depreciation</li> <li>Current computer hardware is an important component to ensure effective and productive work place</li> </ul>	\$9,600.00	5 Yrs.
<b>Additional Training Cost</b> <ul style="list-style-type: none"> <li>This is an important component for GTC's IT staff to learn the latest techniques to support the newer platforms and provide up-to date service to GTC and the City of TC staff and residents</li> </ul>	\$17,000.00	Annual
<b>Mobile Device Management/Antivirus</b> <ul style="list-style-type: none"> <li>MDM is a security software for monitoring, managing and securing employee's mobile devices across the organizations</li> <li>Mobile devices are one of easiest targets for a cyber-security breach.</li> <li>MDM and antivirus apps would reduce potential malware, hacker attempts, message scams and security breaches.</li> </ul>	\$20,000.00	Annual
<b>Deployment Software</b> <ul style="list-style-type: none"> <li>Current GTC IT department doesn't have the ability to auto deploy non-Microsoft applications or security updates from a central sources to the network.</li> <li>Deployment software is considered a priority to avoid potential security risks</li> </ul>	\$20,000.00	Annual
<b>Total</b>	<b>\$423,850.00</b>	

\*\* Will be fund by the Yr. 2018 CIP

### Phase II Action Plan IT Projects

(More detail will be provided must be in line with phase one projects)

2019 IT Projects		
Project	Estimated Cost	Term
SAN Replacement (Leasing)	\$80,000.00	Annual
Network Replacement	\$150,000.00	Stage 2
ERP Business Process Software	\$250,000.00	Stage 1
Migrate from AS400 data	\$100,000.00	Stage 1
Two Factor Remote Login	\$36,000.00	Annual
Mobile Device Encryption	\$20,000.00	Annual
Total	\$636,000.00	

### Phase III Action Plan IT Projects

(More detail will be provided must be in line with phase one and two projects)

2020 IT Projects		
Project	Estimated Cost	Term
SAN Replacement (Leasing)	\$80,000.00	Annual
Network Replacement	\$100,000.00	Stage 3
ERP Business Process Software	\$250,000.00	Stage 2
Migrate from AS400 data	\$100,000.00	Stage 2
Offsite Backup 60 miles radios	\$30,000.00	Annual
Total	\$560,000.00	



## Action Request

Meeting Date:	November 15, 2017		
Department:	Administration	Submitted By:	Vicki Uppal
Contact E-Mail:	vuppal@grandtraverse.org	Contact Telephone:	
Agenda Item Title:	Appropriation for Soil Erosion		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

**Summary of Request:**

At the November 1, 2017 County Board meeting, approval was received designating the Health Department as the enforcing agency for Soil Erosion. As indicated having Soil Erosion under the Health Department provided:

1. Efficiency in travel logistics and site visit overlap between soil erosion inspectors and sanitarians.
2. Field sanitarians have familiarity with soil dynamics, surface water, and environmental regulations
3. Having Sanitarians complete both soil erosion and well and septic provides a coordinated/efficiency approach for both duties.

The cost of completing the activities for Soil Erosion will be presented to the County Board at your meeting for appropriate allocation to fund this program.

**Suggested Motion:**

**Financial Information:**

Total Cost:		General Fund Cost:		Included in budget:	<input 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		
<b>Administration:</b>	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

**Attachments:**

Attachment Titles:

NOTICE OF PUBLIC HEARING  
GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

PLEASE TAKE NOTICE THAT a Public Hearing shall be held before the Grand Traverse County Board of Commissioners on Wednesday, **November 15, 2017 at 5:30P.M.** in the Governmental Center Commission Chambers, second floor, 400 Boardman Avenue, Traverse City, MI on the adoption of a Brownfield Plan for 400 East Eighth Street; 51-110-001-00; 408 East Eighth Street; 51-646-001-00; 414 East Eighth Street; 51-646-002-00 and 416 East Eighth Street; 51-646-003-00; within which the Brownfield Authority shall exercise its powers pursuant to and in accordance with the provisions of the Brownfield Redevelopment financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996 as amended.

The Brownfield Plan provides for the Developer, Envision 8<sup>th</sup> Street LLC, a Traverse City, Michigan-based company, to redevelop a dilapidated office property located at the above named addresses on into a mixed-use commercial, retail and residential development that is a critical first step and sets the tone for future development to realize the community vision for the Eighth Street corridor. The project will be constructed in two phases. The first phase will include a 24,000 square-foot, three-story building with retail/commercial uses at street level and 12 residential units, with underground parking on the east portion of the property. The second phase will include a 36,000 three story building, with retail/commercial at street level and 18 residential units, with underground parking. The proposed project includes two north-south pedestrian access nodes between Eighth Street and the Boardman River, a canoe/kayak launch, and an easement for extension of the City Riverwalk system.

Brownfield Plan will request the State Department of Environmental Quality participation to address the environmental concerns on the property and request the Michigan Economic Growth Authority's participation for eligible activities.

The County Board of Commissioners encourages citizen participation and wishes to obtain the view and comments on the proposed project. Further information, including description of project is available for public inspection by contacting Jean Derenzy, Director of Community Development and Codes at 922-4513 or at [jderenzy@grandtraverse.org](mailto:jderenzy@grandtraverse.org); 400 Boardman Avenue, Traverse City, Michigan. All aspects of the project will be open for discussion at the public hearing.

GRAND TRAVERSE COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE METING TO INDIVIDUALS WITH DISABILITIES AT THE PUBLIC HEARING UPON TWENTY-FOUR (24) HOURS NOTICE TO GRAND TRAVERSE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE GRAND TRAVERSE COUNTY CLERK BY CALLING AS FOLLOWS:

BONNIE SCHEELE, CLERK  
GRAND TRAVERSE COUNTY  
231-922-4760  
TDD 922-4412



## Action Request

Meeting Date:	November 15, 2017		
Department:	Community Development & Codes	Submitted By:	Jean Derenzy
Contact E-Mail:	jderenzy@grandtraverse.org	Contact Telephone:	231-922-4513
Agenda Item Title:	Public Hearing: Envision 8th Brownfield Plan and recommendation for approval		
Estimated Time:	20	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	(in minutes)		

**Summary of Request:**

Envision 8th Brownfield Plan is set for a public hearing for Wednesday, November 15. Brownfield Authority approved Plan on August 30, City Commission concurred with Plan on November 6, 2017.

Total Plan costs are \$9,944,717 of which \$4,068,787 is eligible for reimbursement to the Developer and \$5,183,585 is eligible for reimbursement to the City of Traverse City. The Brownfield Plan is proposed to be in place for 30 years.

Plan is a critical piece for the City of Traverse City to realize the implementation of the 8th street improvement plan. The Brownfield Authority reviewed this Plan based on the activities and the ability for the City to receive several public opportunities that would otherwise not be afforded:

1. Easement provided to the City along river
2. Green roof and event space
3. Greenspace at west end of property
4. Minimum parking, providing / increasing taxable value by
5. Below Market rate housing Units --- Cost tied to HUD Fair Market Value currently averaging \$892/per month

Attached is a memorandum outlining additional details of the Brownfield Plan.

**Suggested Motion:**

Approval of Envision 8th Brownfield Plan and adoption of attached resolution of adoption of Envision 8th Brownfield Plan.

**Financial Information:**

Total Cost:		General Fund Cost:		Included in budget:	<input 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:		
<b>Reviews:</b>	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
<b>Administration:</b>	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

**Attachments:**

Attachment Titles:





# Memorandum

Grand Traverse County  
Community Development & Codes  
231.922.6890 Fax 231.922.4636  
email: [jderenzy@grandtraverse.org](mailto:jderenzy@grandtraverse.org)

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**To:** County Board of Commissioners  
Vicki Uppal, County Administrator

**From:** Jean Derenzy, Director Community Development & Codes / Interim Deputy  
County Administrator

**Date:** November 7, 2017

**Subject:** **Public Hearing:** Brownfield Plan – Envision 8<sup>th</sup> -- 400, 408, 414 and 416 East  
Eighth Street

**ATTACHMENTS:**

**Economic Value of Project Contributions – Exhibit 1**  
**Brownfield Plan Project Summary – Exhibit 2**  
**Brownfield Plan Impact on Taxing Jurisdictions – Table 1**  
**Return on Investment Phase 1 and Phase 2 – Table 2**

**SUMMARY OF ITEM TO BE PRESENTED:**

Pursuant to the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996 as amended, the County Board of Commissioners is to hold a public hearing to receive input and comment on new Brownfield Plans. A public hearing notice was published to hear comments on the new Envision 8<sup>th</sup> Brownfield Plan.

The Grand Traverse County Brownfield Redevelopment Authority (BRA) met on August 30, 2017 and reviewed the Brownfield Plan for the Envision 8<sup>th</sup> Project, located at the corner of 8<sup>th</sup> and Boardman (400, 408, 414 and 416 East 8<sup>th</sup> Street). This Plan was reviewed for several components as it relates to the redevelopment and implementation of the 8<sup>th</sup> street public infrastructure components. The following provides an overview of the project.

**Overview of Project and Capital Investment**

The designation of a Brownfield, based on statutory guidelines, requires that the site be one of the following: 1) Facility (environmental conditions on property); 2) functionally obsolete; 3) Blighted; or 4) Historical. This project is designated as a Facility and therefore eligible for consideration of a brownfield plan and reimbursement for eligible activities associated with the redevelopment.

The project will be built in two phases with the first phase being on the lower portion of the property which is currently vacant of a structure. The first phase will include a three-story building with retail/commercial uses at street level and 12 residential apartment units and underground parking. Phase one private investment is anticipated to be \$4,000,000.

The second phase will require the demolition of the current building and the construction of a three-story building, with retail/commercial at street level and 18 residential units with underground parking. Phase two private investment is anticipated to be \$6,000,000.

**Private Activities:** Reimbursement is being requested within the Brownfield Plan for

**Environmental Activities** totaling \$142,600, primarily for Due Care activities.

**Non-Environmental Activities** totaling \$6,629,863. Of which \$3,139,863 is private reimbursement and \$3,490,000 for City of Traverse City. Non-environmental activities for private reimbursement are: Demolition, site preparation, and private infrastructure, being private underground parking, storm water management and canoe launches. City of Traverse City non-environmental: Eighth Street improvements and possible Riverwalk.

The private underground parking component of \$846,000 was reviewed for a return on investment (ROI). When considering this ROI, I took the City's requirement of parking for buildings:

- 1 space / 350 square feet of commercial floor space.
- 0.4 space/ per seat for restaurants/coffee house
- 1 space / residential unit.

Which equates to phase 1 requiring 58 parking spaces and phase 2 requiring 86 parking spaces. The Planning Director does have the ability to modify the parking requirement if there is demonstration there is not a need for the full spaces. Phase 1 has underground parking for 19 spaces and phase 2 has underground for 28 spaces. There are additional parking spaces around the buildings as well. This is the worst-case scenario as if there is a coffee house within the building it reduces the number needed.

With the parking requirements/needed, there are two scenarios that can take place: Underground parking or surface parking. To achieve the best land use parking underground provides the best return to the community, as if a surface lot is utilized, it would eliminate ability to build phase 2 and loosing

- 1) Urban development within the City and
- 2) Creating additional tax base,

However it would create what the City is trying to eliminate, surface parking.

Table 2 was developed by staff which identifies the difference in taxes between a 1 phase with surface parking and a 2 phase with two buildings with underground parking. Phase 1 would have 19 spaces and phase 2, 28 spaces.

Canoe launches will be developed in front of each phase. Public easement will be granted throughout the entire river frontage to allow for a future Riverwalk and/or public access to the river. Further, agreement/letter of understanding on care and maintenance of the river frontage will be the responsibility of the developer.

**Housing Components within Plan:** Rental housing will be realized at below market rate and committed to be maintained at below market rate for a 10 year period.

**Public Activities:** There are two public infrastructure components to this project being: Eighth Street Improvements of \$2,800,000 and a Riverwalk for \$600,000. The street improvements include water and sewer line replacements as well as the implementation of the new street. The street and water and sewer line replacement costs would be from Boardman to Franklin.

**Duration of Plan:** Plan as written will be for 30 years 2018 to 2047. This Plan does not project deposits into the Local Site Fund based on the tax increment financing tables. However should there be available TIF at the end of the reimbursement to the City and the Developer the Local Site Fund has the ability to capture up to five (5) years.

**Local Governing Body Action:** On Monday, November 6, 2017 the City Commission unanimously supported/concurred with the Brownfield Plan for Envision 8<sup>th</sup>.

**RECOMMENDATION:**

The Brownfield Authority recommends to the City Commission that concurrence be approved for the Envision 8<sup>th</sup> Brownfield Plan and adopt the attached resolution of concurrence.



**ECONOMIC VALUE OF PROJECT CONTRIBUTIONS**

The Envision Eighth and Boardman Redevelopment Project includes a number of components which provide public benefit and contribute economic value.

The components are described in more detail in the Brownfield Plan and summarized with an estimate of economic value to the contribution:

**Eighth Street Easement:** As part of the Eighth Street redevelopment, the City has requested and Envision will grant a two foot easement along Eighth Street. There are two components to the value of the easement: Land Value and Development Value.

Land Value: Based on the purchase price and property size, the cost per square foot is \$34.44. The two foot easement along the 300 feet of frontage is 600 square feet, for a value of **\$20,661.66**

Development Value: Zero lot line allows building construction to the road right-of-way. Phase I building occupies 70 feet along Eighth Street and Phase II occupies 150 feet, for a total of 220 lineal feet and, with two-foot width, 440 square feet. The estimated cost of development is \$197.50, for a total value of **\$86,900.**

**Boardman River Easement:** Envision has agreed to provide public access along the Boardman River. A ten foot easement along the 200 feet of Boardman River, with an assumed value of \$2.00 per square foot results in an estimated value of **\$4,000.**

**Curb Cuts:** A critical part of the Eighth Street redesign is the reduction of curb cuts. Envision has agreed to reduce the number of curb cuts from three to one. Assuming of a value of \$30,000 per curb cut, the value is **\$60,000.**

**Affordable Housing:** Envision is committed to work with Revitalize, Inc and the City to provide affordable housing as part of the Phase I of the project. The estimated blended rental rate is \$892 per month. The following is an estimate of the difference between the committed rental rate and market rates.

**Workforce Housing**

HUD Rate (MO)	\$892	Market Rate	\$1,250
Escalator	3.00%	Escalator	3.00%
Average Rate	1023	Average Rate	\$1,433
Agreed Rate (YR)	\$12,271	Agreed Rate (YR)	\$17,196
Term	10	Term	10
Total Per Unit	\$122,709	Total Per Unit	\$171,958
Units	12	Units	12

Total Rent	\$1,472,512	Total Rent	\$2,063,498
	<b>Value</b>		<b>\$590,986</b>

The difference between the rental revenues for market rate units at \$2,063,498 and agreed upon rental rates at \$1,472,512 is a value of \$590,986.

The following is a summary of the economic value of the contributions to the project:

<b>Eighth Street Easement</b>	
Land Value	\$20,661
Development Value	\$86,900
<b>Boardman River Easement</b>	\$4,000
<b>Curb Cuts</b>	\$60,000
<b>Workforce Housing</b>	<u>\$590,986</u>
<b>Total</b>	<b>\$762,547</b>

**Project Summary**

Envision Eighth Street, LLC, a Traverse City, Michigan-based company, is proposing to redevelop a dilapidated office property located in Traverse City at Eighth Street and Boardman Avenue into a mixed-use commercial, retail and residential development that is a critical first step and sets the tone for future development to realize the community vision for the Eighth Street corridor.

The project is a unique public/private partnership in collaboration with the City of Traverse City, Homestretch, and other community partners to redevelop an underutilized parcel that will provide a number of public benefits for Traverse City and Grand Traverse County, including workforce housing, increased access and reducing stormwater discharge to the Boardman River, and providing for Eighth Street improvements.

The project will be constructed in two phases. The first phase will include a 24,000 square-foot, three-story building with retail/commercial uses at street level and 12 residential units, with underground parking on the east portion of the property. The second phase will include a 36,000 three story building, with retail/commercial at street level and 18 residential units, with underground parking. The proposed project includes two north-south pedestrian access nodes between Eighth Street and the Boardman River, a canoe/kayak launch, and an easement for extension of the City Riverwalk system.

While not considered blighted or abandoned, the site is covered with asphalt and cracked concrete, with no streetscape or sense of place. Storm water is currently diverted directly into the Boardman River, resulting in the discharge of materials and potential pollutants, and increasing water temperatures. The proposed project is located at a strategic and highly visible intersection of this important corridor, and will provide the anchor for future Eighth Street redevelopment.

**Project Name:** Eighth and Boardman Redevelopment

**Project Location:** The Eligible Property is comprised of four adjacent parcels, and is located on the south-side of the T-intersection of Eighth Street and Boardman Avenue in Traverse City, Michigan; with the following street addresses and Parcel Identification Numbers:

- 400 East Eighth Street; 51-110-001-00
- 408 East Eighth Street; 51-646-001-00
- 414 East Eighth Street; 51-646-002-00
- 416 East Eighth Street; 51-646-003-00

**Type of Eligible Property:** Part 201 Facility

**Eligible Activities:** Baseline Environmental Assessment, Due Care, and Additional Response Activities, Lead and Asbestos Abatement, Demolition, Site Preparation, Infrastructure

**Eligible Activity Costs:**

<b>Developer</b>	\$3,282,463	Environmental/Non-Environmental
	<u>\$751,653</u>	Interest
	\$4,068,787	Developer Total
<b>City</b>	\$3,490,000	Non-Environmental
	<u>\$1,693,585</u>	Interest
	\$5,183,585	City Total
	\$9,252,372	<b>Total</b>
	\$100,000	Administrative and Operating Cost
	<u>\$592,346</u>	State Brownfield Fund
	\$9,944,717	Total Capture

**Years to Complete**

**Eligible Activities Payback:** 30 years

**Estimated**

**Investment:** \$10,000,000

**Annual Tax Revenue**

**Before Project (2015):** \$25,021

**Estimated Annual Tax**

**Revenue in First Year**

**After Project Obligation:** \$434,803

**TABLE 1 IMPACT ON TAXING JURISDICTIONS**  
**BROWNFIELD PLAN - THIRTY YEAR DURATION**  
**EIGHTH AND BOARDMAN REDEVELOPMENT**  
**GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

	Millages	Millage Total	Percent Allocation	Total Capture \$9,944,717	Total Revenues \$1,575,428
<b>City of Traverse City</b>		13.4367	50.56%	\$2,632,035	\$796,508
Allocated	11.1167				
Voted - Fire Ambulance	2.3200				
<b>Grand Traverse County</b>		6.6424	24.99%	\$1,301,140	\$393,752
Allocated	4.9230				
Veterans	0.1200				
Roads	0.9997				
Seniors	0.5997				
<b>BATA</b>	0.3447	0.3447	1.30%	\$67,521	\$20,433
<b>Rec Authority</b>	0.0994	0.0994	0.37%	\$19,471	\$5,892
<b>Library</b>	0.9544	0.9544	3.59%	\$186,952	\$56,575
<b>Northwestern Michigan College</b>		2.1692	8.16%	\$424,912	\$128,587
Operating	2.1692				
<b>Debt</b>	<b>0.7400</b>				
<b>Traverse City Area Public Schools</b>			0.00%		\$0
<b>School Debt*</b>	<b>3.1000</b>				
<b>TBAISD</b>	2.9299	2.9299	11.02%	\$573,921	\$173,680
<b>DDA</b>					
<b>Local Taxes Total</b>	30.4167	26.5767	100.00%	\$5,205,951	\$1,575,428
<b>State Taxes</b>		24.0000		\$4,146,420	\$934,437
School Operating	18.0000				
State Educ Tax	3.0000				
State Brownfield Fund	3.0000			\$592,346	
<b>Total</b>	42.6816	33.8753		\$9,944,717	\$8,087,543

\* Debt Millage not captured as part of brownfield plan



TABLE 2 – RETURN ON INVESTMENT

**PROJECT WITH PHASE 1 ONLY**

Project with Phase 1 only and surface parking taxable Value		\$3,992,990
TIF Generation with Phase 1 and surface parking	30 years	\$4,229,907
Taxes Generated per year with Phase 1 only:		
City	\$53,652	
*County:	\$26,523	
*(including Veterans, Roads Commission on Aging)		

**PROJECT WITH PHASE 2**

Project with Phase 2 Underground Parking Taxable Value after 30 years		\$9,693,868
TIF Generation with Phase 2	30 years	\$9,986,298
Taxes Generated per year with Phase 2		
City:	\$130,254	
County:	\$64,390	

Currently the taxes generated on this parcel is

City:	\$6,178
County:	\$3,054

For the City the difference in taxes:

\$47,474 / yr of new taxes Phase 1	\$474,740	10 years of taxes generated w/ phase 1 after 30 yrs.
<u>\$124,076</u> / yr of next taxes Phase 2	<u>\$1,240,760</u>	10 years of taxes generated w/ phase 2 after 30 yrs
\$76,602	\$766,020	

For County the difference in taxes:

\$23,469 /yr of new taxes	\$234,690	10 years of taxes generated with phase 1 after 30 years
<u>\$61,336</u> /yr of new taxes	<u>\$613,360</u>	10 years of taxes generated with phase 2 after 30 years
\$37,867/yr difference	\$378,670	

## RESOLUTION

### Approval of Envision 8<sup>th</sup> Brownfield Plan 400, 408, 414 and 416 E. 8<sup>th</sup> Street

WHEREAS, The Brownfield Redevelopment Authority met in regular session on August 30, 2017 and reviewed the Brownfield Plan for the Envision 8<sup>th</sup> redevelopment project, which will redevelop four parcels being 400, 408, 414 and 416 East 8<sup>th</sup> Street; and,

WHEREAS, Properties are within the City of Traverse City; and,

WHEREAS, Pursuant to Act 381, Concurrence has been received by the City of Traverse City on November 6, 2017; and,

WHEREAS, the Plan identifies eligible activities totaling \$9,944,717; and,

WHEREAS, the plan will allow for a two phase project to realize new commercial development on the 8<sup>th</sup> street corridor, improving storm water conditions, and costs for improvements for the 8<sup>th</sup> street infrastructure; and,

WHEREAS, Eighth Street Corridor has been identified as a corridor of Significance with two studies recently completed being the corridor master plan and the 8<sup>th</sup> street charrette recognizing the need for improved infrastructure and connectivity,

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Brownfield Plan constitutes a public purpose and will facilitate investment and redevelopment of the property in the Brownfield Plan by:
  - a. Increasing Tax base.
  - b. Demolition of underutilized structure.
  - c. Improved public infrastructure for 8<sup>th</sup> street
  
2. The Brownfield Plan is consistent with the requirements of Section 14(1) of Act 381 (MCL 125.2664), in particular:
  - a. The Brownfield Plan provides all of the information required in Section 13 of Act 381 (MCL.2663).
  - b. Financing the costs of eligible activities will be through the capture of tax increment revenue, with brownfield plan ending on or before 2047.
  - c. The costs of eligible activities proposed are reasonable and necessary to carry out the purposes of the Brownfield Financing Act.

Dated:

## Action Request



Meeting Date:	11/15/2017		
Department:	Sheriff's Office - Corrections Division	Submitted By:	Capt. Ritter
Contact E-Mail:	tritter@gtsheriff.org	Contact Telephone:	231-922-4535
Agenda Item Title:	Jail Security Electronic Upgrade and Maintenance Contract		
Estimated Time:	15 minutes <small>(in minutes)</small>	Laptop Presentation:	No

**Summary of Request:**

The Sheriff's Office has been working with the County Administration to find a solution to the jail's failing security electronics. Cornerstone is a sole provider vendor for the "upgrade" option to our current security electronics equipment. Their proposal includes a complete rewrite of the operating software, upgrading the computers and monitors in the control room, and replacing the DVRs with hybrid Analog/IP recorders, giving us the option to replace cameras with IP cameras through attrition.

Funds were identified in this year's budget for the project. The proposed cost for the project is \$220,400. In addition we are requesting six (6) new cameras to be installed in our isolation cells in 600W and two (2) cameras to be added to the parking lot of the jail. This would add an additional cost of \$24, 945 to the project, for a total project cost of \$245,345.

**Suggested Motion:**

The Grand Traverse County Sheriff's Office requests immediate approval from the Grand Traverse County Board of Commissioners, to award Cornerstone the Jail Security Electronics Upgrade with a cost of \$245,345 and an annual Maintenance and Service contract. The Maintenance and Service Contract will begin at the expiration of the one year manufacturer's warranty for a period of three (3) years beginning on a date to be determined in 2018 and ending on a date to be determined 2021 at an annual cost of \$48,000 and a one-time software upgrade in 2020 at a cost of \$10,000.

**Financial Information:**

Total Cost:	\$245,345.00	General Fund Cost:	\$245,345.00	Included in budget:	Yes
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If not included in budget, recommended funding source:

Funds were identified with the County Administration if this years budget.

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

**Administration:** Recommended \_\_\_\_\_ Date: \_\_\_\_\_

Miscellaneous:

**Attachments:** N/A

Attachment Titles: *Memo from Captain Ritter and Conerstone Proposal*



# GRAND TRAVERSE COUNTY SHERIFF'S OFFICE

Thomas J. Bensley, Sheriff • Nathan Alger, Undersheriff

#### *Administration*

851 Woodmere Avenue, Traverse City, MI 49686-3349 • (231) 995-5000 • FAX (231) 995-5010

#### *Corrections*

320 Washington Street, Traverse City, MI 49684-2583 • (231) 922-4530 • FAX (231) 922-4415

To: Grand Traverse County Board of Commissioners  
From: Captain Todd Ritter  
**RE: Jail Security Electronics – System Upgrade and Service Contract**  
Date: November 6, 2017

Grand Traverse County has a contract with a vendor who maintains and services all of the jail's security electronics. The current contract for maintenance and service is with Cornerstone, formerly known as EO Integrated Systems, Inc., out of Washington, Michigan (near Pontiac). This is the vendor that did the original installation of the equipment and has serviced the equipment since 2005. This contract expires on November 14, 2017, however, they will continue to support our system on a month by month basis until a final determination has been made on an overall solution. The current annual service cost agreement is \$43,602.

### **HISTORY:**

The Grand Traverse County Jail has an integrated electronic security system which was installed during the jail remodel in 2005. It consists of a then state-of-the-art jail door control and monitoring system which was fabricated, programmed, installed, and commissioned by a qualified detention security electronics contractor. The sophisticated jail security system has five (5) different types of security subsystems and devices which comprise the fully integrated system: door locking, alarm monitoring, audio intercom, video surveillance, and officer duress.

This system has now reached end of life. We are experiencing critical failures weekly which require rebooting the entire system and it has been an ongoing safety issue for staff. We have been working with the County Administration looking for solutions to the issue, unfortunately security electronics systems are generally "canned" systems, meaning you need to purchase both new software and hardware. These systems for a jail our size ranges in price from \$900,000 to \$1,700,000. A new vendor will not install new software using wiring and hardware (cameras, door positioning switches and DVRs) that are currently in place.

### **PROCESS:**

The Grand Traverse County Sheriff's Office recently solicited proposals from SEVEN (7) vendors who may be interested in providing maintenance and upgrades to the jail's security electronics. Proposals were emailed (when available) and hard copies were sent via the U.S. Postal Service. Vendors also received facility data detailing the jail's security electronics equipment.



Vendors who received "Request for Proposal" invites were:

1. **Accurate Controls, Inc.**  
Attn: Thomas R. Rogers, CEO  
326 Blackburn Street  
Ripon, WI 54971  
[www.accuratecontrols.com](http://www.accuratecontrols.com)
2. **A.S.C. Security Systems**  
Attn: Security Department  
12137 Merriman Road  
Livonia, MI 48150  
[www.advancedsat.com](http://www.advancedsat.com)
3. **BV USA**  
Attn: Chien C. Lu  
949 N. Plum Grove Rd, Suite A  
Schaumburg, IL 60173  
[www.bvsecurity.net](http://www.bvsecurity.net)
4. **Com-Tec Security, LLC**  
Attn: Jeff Paulik, President  
3030 E. Goodland Drive  
Appleton, WI 54911  
[www.com-tecsecurity.com](http://www.com-tecsecurity.com)
5. **Cornerstone (formerly known as, EO Integrated Systems, Inc.)**  
Attn: Donald M. Rochon, Executive Vice President  
12700 - 31 Mile Road  
Washington, MI 48095  
[www.eosis.com](http://www.eosis.com)
6. **SafetyTech.Inc.**  
Attn: Service/Sales  
30 E. 7<sup>th</sup> Street  
Lapel, IN 46051  
[www.safetytech.us](http://www.safetytech.us)
7. **Securecom, Inc.**  
Attn: Bill Schneider  
575 E. Isabella Road  
Midland, MI 48640  
[www.securecominc.com](http://www.securecominc.com)

Cornerstone, our current vendor, was the only company which replied to the RFP expressing interest in “upgrading” our current software and replacing only that hardware which is beginning to fail, such as the Digital Video Recorders (DVRs).

Note: Each of the other companies did express interest in submitting a proposal for a complete new security electronics system.

**CONCLUSIONS/RECOMMENDATION:**

Cornerstone is a sole provider vendor for the “upgrade” option to our current security electronics equipment. Their proposal includes a complete rewrite of the operating software, upgrading the computers and monitors in the control room, and replacing the DVRs with hybrid Analog/IP recorders, giving us the option to replace cameras with IP cameras through attrition.

We have been working with County Administration and have identified funds were available in this year’s budget for the project. The proposed cost for the project is \$220,400. In addition we are requesting six (6) new cameras to be installed in our isolation cells in 600W and two (2) cameras to be added to the parking lot of the jail. This would add an additional cost of \$24, 945 to the project, for a total project cost of \$245,345.

**RESOLUTION:**

The Grand Traverse County Sheriff’s Office requests immediate approval from the Grand Traverse County Board of Commissioners, to award **Cornerstone** the Jail Security Electronics Upgrade with a cost of \$245,345 and an annual Maintenance and Service contract. The Maintenance and Service Contract will begin at the expiration of the one year manufacturer’s warranty for a period of three (3) years beginning on a date to be determined in 2018 and ending on a date to be determined 2021 at an annual cost of \$48,000 and a one-time software upgrade in 2020 at a cost of \$10,000.

Thank you.

Sincerely,  
Thomas J. Bensley, SHERIFF



By,  
Captain Todd H. Ritter  
Jail Administrator



**CORNERSTONE**

CONSTRUCTION & SUPPLY

**Norment**

**AIR/TEQ**

**trentech**

**ECS**

**EO Integrated Systems, Inc.**

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August 23, 2017

Grand Traverse County Jail  
Attention: Captain Ritter  
Lt. Lassa  
320 Washington Street  
Traverse City, MI 49684

**RE: Security Door Control and Video Systems Upgrade**

Gentlemen:

Your current Jail Door Control, Monitoring, Intercom and Video Surveillance Systems(s) have served the County well for these past 8 years, however a number of your major system components have reached their end-of-life and the County must consider a system upgrade.

We have engineered the following cost proposal that will update all systems while reusing as much of the infrastructure as possible.

1. Computer based door control, monitoring and intercom system
  - a. Currently you have a PLC based, relay controlled, lock and position switch control system.
  - b. Additionally, all intercom and paging speakers are relay controlled via the PLC.
  - c. At two (2) Operator positions, there are 20-inch Graphical User Interface (GUI) monitors that allow the Staff to monitor and control the doors, gates, intercoms and duress buttons.
2. Video surveillance camera and recording system
  - a. Currently you have 96 +/- analog cameras that cable via coax to the matrix switcher and six (6) video recorders.
  - b. The cameras are viewed on a series of monitors at two (2) Operator positions
    - i. Two (2) 20-inch color monitors, multi-screen, each position
    - ii. Five (5) 15-inch color monitors, call-up video, each position
    - iii. One (1) joystick keyboard, each position.
3. Located in the basement security closets are:
  - a. 19-inch equipment racks
  - b. UPS battery back-up power supply
  - c. Network switches
  - d. KVM monitor, mouse & keyboard
  - e. Various other power supplies and supporting equipment.

## Proposed Scope of Work

The systems update/upgrade proposed will replace the two (2) HMI computers in Central Control, replace all the CCTV recording equipment, replace the two (2) Video Walls, replace the network switch, and completely re-write the HMI software and re-write the PLC door control code in the Omron equipment as multiple "patches" have been introduced over the years and is not operating reliably.

1. The system quoted will support two (2) redundant MASC servers, both systems can control the entire security system independent from one another. The computers will be HP Z230 Computer(s) running the Windows 7 Pro operating system. When we re-design the software, we'll give the jail an opportunity to change any icons and functionality to better improve the operation of the system. The upgrade is a complete re-write of the head-end.
2. We will provide two (2) new HP Z230 computers for the running of the video wall. Each computer will have two (2) 32" LED flat screen monitors for viewing multiple displayed videos. These will be running on ExacqVision software and their NVR recorders, this is the same software that is running in the other County facilities. This gives any knowledgeable Operator the ability to re-organize the video wall making it easier to operate.
3. New PLC CPU and Power Supply modules will be installed and the current one's retained as emergency spare parts.
4. This quote does not include: Other PLC modules and relays, or any remote hardware such as card readers, door locks or contacts, power supplies, cable, batteries, intercom stations, or UPS Systems. A pre-installation system test will be conducted to determine non-functional doors, intercoms, and cameras. Any non-functional equipment will be repaired under the current service and maintenance agreement still in effect.
5. The Bosch CCTV 8900 Matrix switcher equipment will be removed and replaced with new Exacq Vision Recording and switching devices. We are supplying five (5) 32 Camera units with 20 cameras tied in, with one (1) spare unit for a total of six (6) units. Each recorder unit will have 4TB of storage; set at 15-FPS speed, 2-CIF resolution, 24 hours a day, and store up to 33 days of video.
6. Each Video wall (Operator station) will have one (1) Keyboard / Joystick for controlling PTZ cameras on the video wall.
7. This quote does not include any camera's. If any cameras need to be replaced, this work will be covered under the current Cornerstone Maintenance Agreement.
8. Our proposed schedule is:
  - a. **Before we arrive**
    - i. Grand Traverse Jail staff said they could pull (2) more network runs from Control to the Basement EC room.
  - b. **Pre-test for Installation, 2-days, 2-men**
    - i. Run through all cameras and log any not working or displaying poorly.
    - ii. Operational test of all Doors and intercoms with checklist:



1. Door DPS
  2. Door Lock
  3. Intercom In call & audio quality
  4. Intercom Out call & audio quality
- iii. Temporary setup of new HMI, load new PLC code and test doors.
  - iv. Make sure all cables in rack are marked properly.

**c. Installation Schedule, 5-days, 3-men**

**i. Day 1**

1. Install 2 new computers used for Video Wall in Master Control, with 4 monitors.
2. Install new DVR's in new external rack downstairs
3. Connect all Cameras to new recorders, cameras will now be on new display in Control.

**ii. Day 2**

1. Remove Old Monitors from Control
2. Remove old video equipment from rack, leaving PTZ controls in place

**iii. Day 3**

1. Install new Network Switch
2. Move new video Recorders into rack space
3. Install new MASC computers in Control
4. Lockdown jail and replace PLC CPU & power supply
5. Load new PLC code into Omron PLC

**iv. Day 4**

1. Test all doors, Intercom stations, and camera call-ups. PTZ pre-sets will not be working.
2. Remove old computer equipment from control.
3. Install new PTZ converter box, and new Joy stick keypad units

**v. Day 5**

1. Set Pre-set positions on cameras.
2. Add code into HMI systems. Program Camera views on new video walls as directed.

Our total cost will be **\$220,400.00**

We have included a one-year full warranty for all new equipment, workmanship and all other existing field devices generally covered by your Service Maintenance Agreement. Your annual Service Maintenance Agreement will not need to be continued until the one-year warranty expiration.

Our Standard Terms & Conditions are attached.

Very truly yours,

**Cornerstone Detention Products, Inc.**

Donald M. Rochon  
Executive Vice President



**CORNERSTONE**

**Norment**

**AIR/TEQ**

**trentech**

**ECS**  
ENGINEERED CONTROL SYSTEMS

**EO Integrated  
Systems, Inc.**

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November 6, 2017

Grand Traverse County Sheriff's Office  
Attention: Lt. Ed Lassa, CJO  
Assistant Jail Administrator  
320 Washington Street  
Traverse City, MI 49684

**RE: Additional CCTV installation**

Dear Lt. Lassa:

Please consider our cost quotation for the additional CCTV Video Surveillance equipment for the Grand Traverse County Sherriff's Office (Jail) and Law Enforcement Center (LEC), per the attached scope.

**JAIL BUILDING**

1. Add two (2) Exterior Hi-Res PTZ dome cameras with heaters to cover the parking lot. One facing East the other West. These will have to be wall mounted as the lighting poles cannot accommodate pole mounting. These cameras will be incorporated in the New Exacq Recorders being installed under the Systemwide Upgrade project and added to the HMI screens.
2. Add six (6) IP, POE, Vandal Resistant Dome cameras to cells 601-606. We will use the wire chase and will access the ceiling above. New cable pulls for the six (6) cameras will be CAT6 to a POE switch downstairs in SEC room. These cameras will be incorporated in the New Exacq Recorders being installed under the Systemwide Upgrade project and added to the HMI screens.

**JAIL COST        \$ 24,945.00**

RESOLUTION  
XX-2017  
**Grand Traverse County Jail**  
**Jail Security Electronic Upgrade and Maintenance Contract**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on November 15, 2017, and reviewed request to approve the award of a contract with Cornerstone the Jail Security Electronics Upgrade and maintenance contract; and,

WHEREAS The Cornerstone is a sole provider vendor for an “upgrade” option to our current security electronics equipment which includes a rewrite of the operating software, upgrading the computers and monitors in the control room and replacing the DVRs with hybrid Analog/IP recorders, giving us the option to replace cameras with IP cameras through attrition; and,

WHEREAS, Funds were identified in this year’s budget for the project for the proposed cost of \$220,400; and,

WHEREAS, In addition, a request is made for six (6) new cameras to be installed in our isolation cells and two (2) cameras to be added to the parking lot at a cost of \$24,945; and,

WHEREAS, The total cost of the of the Upgrade is \$245,345 and an annual Maintenance and Service contract, which will begin at the expiration of the one year warranty period, for a period of three years at an annual cost of \$48,000 with a one-time software upgrade in 2020 for \$10,000.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approves and authorizes the Board Chair and/or County Administrator to effectuate the documents necessary to enter into an agreement with Cornerstone for Jail Security Upgrades in the amount of \$245,345 plus a 3 year maintenance agreement beginning in 2018 totaling \$154,000 as identified above.

APPROVED: November 15, 2018



## Action Request

Meeting Date:	November 15, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	October 2017 Claims Approval		
Estimated Time:	Consent Calendar <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 2017 is requested for approval, as attached. A check distribution summary is also included for your review. 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 2017.

**Financial Information:**

Total Cost:	\$4,728,800.57	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		11/9/2017
Human Resources Director		
Civil Counsel		

**Administration:**  Recommended      Date: \_\_\_\_\_

Miscellaneous:

**Attachments:**

Attachment Titles:  
October 2017 Claims and Check Distribution Summary

RESOLUTION  
XX-2017  
**Finance Department**  
**October 2017 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 15, 2017, and reviewed claims and payroll disbursements for the month of October 2017 that were requested by the Director of Finance are recommended for approval; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY that the attached claims and payroll disbursements for the month of October 2017 are hereby approved. (See file for attachments.)

APPROVED: November 15, 2017

AUDIT COMMITTEE

OCTOBER 2017 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
<b>CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL</b>		
CLAIMS AND ACCOUNTS	10/10/2017	544,046.11
CLAIMS AND ACCOUNTS	10/24/2017	306,486.06
<b>TOTAL CLAIMS &amp; ACCOUNTS</b>		<b>850,532.17</b>
IMMEDIATE PAYMENTS	10/4/2017	85,124.91
IMMEDIATE PAYMENTS	10/5/2017	33,480.58
IMMEDIATE PAYMENTS	10/5/2017	666.75
IMMEDIATE PAYMENTS	10/6/2017	50,203.10
IMMEDIATE PAYMENTS	10/11/2017	128.72
IMMEDIATE PAYMENTS	10/11/2017	1,127,977.23
IMMEDIATE PAYMENTS	10/13/2017	57,388.77
IMMEDIATE PAYMENTS	10/13/2017	7,959.94
IMMEDIATE PAYMENTS	10/18/2017	463,318.35
IMMEDIATE PAYMENTS	10/18/2017	24,296.88
IMMEDIATE PAYMENTS	10/19/2017	21,761.78
IMMEDIATE PAYMENTS	10/19/2017	17,218.35
IMMEDIATE PAYMENTS	10/20/2017	26,431.80
IMMEDIATE PAYMENTS	10/25/2017	27,743.88
IMMEDIATE PAYMENTS	10/27/2017	65,271.61
IMMEDIATE PAYMENTS	10/27/2017	1,120.53
<b>TOTAL IMMEDIATE PAYMENTS</b>		<b>2,010,093.18</b>
<b>TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS</b>		<b>2,860,625.35</b>
<b>CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS</b>		
<b>Health Department Claims:</b>		
HEALTH	10/10/2017	53,159.81
HEALTH	10/24/2017	120,638.18
<b>TOTAL HEALTH CLAIMS</b>		<b>173,797.99</b>
<b>Department of Public Works Check Runs Approved by Board of Public Works:</b>		
DPW Check Runs	10/4/2017	67,880.20
DPW Check Runs	10/12/2017	403,504.05
DPW Check Runs	10/19/2017	8,105.29
DPW Check Runs	10/26/2017	16,308.08
<b>TOTAL DPW CHECK RUNS</b>		<b>495,797.62</b>
<b>TOTAL RECONCILING ITEMS</b>		<b>669,595.61</b>
<b>Total Claims, Immediate Pay, Health &amp; DPW</b>		<b>3,530,220.96</b>
<b>Monthly Check Distribution Summary</b>		<b>3,530,220.96</b>
<b>Difference</b>		<b>0.00</b>
<b>PAYROLL</b>		
PAYROLL	10/6/2017	867,505.99
PAYROLL	10/20/2017	854,525.89
BENEFITS	10/31/2017	344,053.72
<b>TOTAL PAYROLL</b>		<b>1,198,579.61</b>
<b>FOR BOARD APPROVAL:</b>		
<b>TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY &amp; PAYROLL</b>		<b>4,728,800.57</b>

REQUEST APPROVAL

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<b>Payee Name</b>	<b>Amount</b>
<b>GARFIELD CHARTER TOWNSHIP Total</b>	\$ 569,671.83
<b>PRIORITY HEALTH Total</b>	\$ 389,831.48
<b>TRAVERSE CITY TREASURER Total</b>	\$ 355,296.67
<b>EAST BAY CHARTER TOWNSHIP Total</b>	\$ 340,566.43
<b>GRAND TRAVERSE COUNTY Total</b>	\$ 167,900.95
<b>STATE OF MICHIGAN Total</b>	\$ 100,803.15
<b>* Confidential * Total</b>	\$ 93,417.56
<b>ACME TOWNSHIP Total</b>	\$ 83,742.72
<b>CORRECT CARE SOLUTIONS LL Total</b>	\$ 75,975.20
<b>PENINSULA TOWNSHIP Total</b>	\$ 74,809.77
<b>ELMWOOD TOWNSHIP Total</b>	\$ 71,686.18
<b>PORCELAIN PATROL SERVICE Total</b>	\$ 63,614.41
<b>CH2M HILL INC. Total</b>	\$ 59,669.17
<b>TODD WENZEL BUICK GMC OF Total</b>	\$ 56,048.40
<b>DELTA DENTAL Total</b>	\$ 42,497.30
<b>TRAVERSE CITY LIGHT &amp; POW Total</b>	\$ 40,685.49
<b>CONSUMERS ENERGY Total</b>	\$ 31,526.84
<b>TOTAL COURT SERVICES Total</b>	\$ 27,868.50
<b>SQS INC Total</b>	\$ 26,344.62
<b>MICHIGAN STATE UNIVERSITY Total</b>	\$ 23,031.00
<b>LAKESIDE FOR CHILDREN Total</b>	\$ 21,517.20
<b>SHELL CREDIT CARD CENTER Total</b>	\$ 21,068.24
<b>DEWITT MARINE Total</b>	\$ 20,694.98
<b>WMU HOMER STRYKER MD SCHO Total</b>	\$ 17,357.00
<b>FIFTH THIRD BANK Total</b>	\$ 17,315.90
<b>GRAND TRAVERSE CONSERVATI Total</b>	\$ 16,604.00
<b>ROBERT A MICKEVICIUS Total</b>	\$ 16,500.00
<b>DUHADWAY,KENDALL &amp; ASSOCI Total</b>	\$ 16,085.62
<b>MUTUAL OF OMAHA INSURANCE Total</b>	\$ 15,945.14
<b>CHERRYLAND ELECTRIC Total</b>	\$ 15,134.73
<b>BARUCH SLS, INC Total</b>	\$ 14,122.47
<b>ADDICTION TREATMENT SERVI Total</b>	\$ 12,844.07
<b>DOUGLAS A KING Total</b>	\$ 11,450.00
<b>MISSAUKEE WILDERNESS YOUT Total</b>	\$ 10,750.00
<b>TRAVERSE CITY AREA PUBLIC Total</b>	\$ 10,620.50
<b>CHILD &amp; FAMILY SERVICES Total</b>	\$ 9,703.87
<b>IRIS WASTE DIVERSION SPEC Total</b>	\$ 9,542.50
<b>THOMAS F MENZEL Total</b>	\$ 9,375.83
<b>POSTMASTER OF TRAVERSE CI Total</b>	\$ 9,350.00
<b>SANOFI PASTEUR, INC. Total</b>	\$ 8,735.30
<b>ATT MOBILITY Total</b>	\$ 8,413.23
<b>YORK RISK SERVICES GROUP, Total</b>	\$ 8,277.38
<b>CALHOUN COUNTY Total</b>	\$ 8,250.00
<b>VARIPRO BENEFIT ADMINISTR Total</b>	\$ 8,081.10
<b>PRESIDIO NETWORKED SOLUTI Total</b>	\$ 7,906.92
<b>WOLVERINE HUMAN SERVICES Total</b>	\$ 7,546.80

<b>Payee Name</b>	<b>Amount</b>
AT&T GLOBAL SERVICES Total	\$ 7,394.29
CYNTHIA ANN CONLON Total	\$ 7,154.55
THOMSON REUTERS - WEST Total	\$ 6,950.60
D/LT. DANIEL KING Total	\$ 6,885.35
CITY OF TRAVERSE CITY Total	\$ 6,581.74
LIFE STORY FUNERAL HOME Total	\$ 6,500.00
DANBROOK ADAMS RAYMOND PL Total	\$ 6,345.50
GOVHR USA, LLC Total	\$ 6,299.83
NETMOTION WIRELESS INC Total	\$ 6,187.50
KLM LANDSCAPE Total	\$ 6,092.00
OFFICE DEPOT, INC Total	\$ 6,070.14
OTIS ELEVATOR COMPANY Total	\$ 6,066.19
JOHN AND MARGARET HORI Total	\$ 6,000.00
FIDLAR TECHNOLOGIES, INC. Total	\$ 5,830.00
REANN R GORTON Total	\$ 5,243.00
ALPERS EXCAVATING, INC. Total	\$ 5,100.00
MATTHEW CONNOLLY Total	\$ 5,000.00
4FRONT CREDIT UNION Total	\$ 4,978.89
LEELANAU COUNTY Total	\$ 4,818.18
BETHANY CHRISTIAN SERVICE Total	\$ 4,753.63
JANET M MISTELE Total	\$ 4,735.00
TRAVERSE CITY FLEET REPAI Total	\$ 4,695.56
CIRCUIT COURT RECORDS Total	\$ 4,552.37
CHERRYLAND HUMANE SOCIETY Total	\$ 4,541.50
STATE BAR OF MICHIGAN Total	\$ 4,520.00
DAVID EDWARD SMIDDY Total	\$ 4,500.00
LINCOLN NATIONAL LIFE INS Total	\$ 4,381.06
DONALD SAMPSON, JR. Total	\$ 4,243.00
MICHELE ELHART Total	\$ 4,225.80
EDUCATION & TREATMENT ALT Total	\$ 4,168.56
TRAVERSE BODY & PAINT CEN Total	\$ 4,146.28
MICHAEL P COLLINS Total	\$ 4,090.62
TNT OUTDOOR SERVICES LLC Total	\$ 4,080.00
BYTE PRODUCTIONS LLC Total	\$ 4,050.00
BRETT C BAIRD Total	\$ 4,044.00
KOORSEN FIRE & SECURITY, Total	\$ 4,004.84
OLSON, BZDOK & HOWARD PC Total	\$ 3,940.54
PAUL T. JARBOE PLC Total	\$ 3,725.00
TELE-RAD, INC. Total	\$ 3,634.13
JASON A RAZAVI . Total	\$ 3,375.00
RAM PLUMBING SERVICE & DR Total	\$ 3,350.27
GRAFF, GRAFF & HELVESTON Total	\$ 3,325.00
MUSKEGON RIVER YOUTH HOME Total	\$ 3,235.68
TRAVERSE AREA SUPPORT SER Total	\$ 3,192.00
BRIDGET THUENTE Total	\$ 3,162.81
ADRIENNE MICHELE PERRI Total	\$ 3,000.00



<b>Payee Name</b>	<b>Amount</b>
ROSS HICKMAN Total	\$ 3,000.00
MITCHELL GRAPHICS Total	\$ 2,962.73
NYE UNIFORM CO., INC Total	\$ 2,908.43
BOUND TREE MEDICAL, LLC Total	\$ 2,809.61
SOUTHTOWN PROPERTY MANAGE Total	\$ 2,785.00
EAST BAY LEGAL Total	\$ 2,720.00
VINCENT J MALONEY Total	\$ 2,685.00
FOREST AREA COMMUNITY SCH Total	\$ 2,668.55
NORTHERN OFFICE EQUIPMENT Total	\$ 2,625.94
KYLE B TREVAS Total	\$ 2,625.00
PENINSULA TOWNSHIP COMMON Total	\$ 2,578.29
VERIZON WIRELESS Total	\$ 2,563.96
EXCEL OFFICE INTERIORS Total	\$ 2,562.00
GRAND TRAVERSE INDUSTRIES Total	\$ 2,544.72
DAVID M KIPLEY Total	\$ 2,500.00
LIGHTHOUSE INSURANCE Total	\$ 2,500.00
NORTHERN FIRE & SAFETY Total	\$ 2,463.58
UNDERGROUND SECURITY COMP Total	\$ 2,412.45
COMFORT KEEPERS Total	\$ 2,335.00
KANE & ASSOCIATES, PLC Total	\$ 2,300.00
WAYNE STATE UNIVERSITY Total	\$ 2,250.00
KT KLUMPP LLC Total	\$ 2,200.00
GEI CONSULTANTS Total	\$ 2,185.00
SUSAN K WALSH Total	\$ 2,085.95
HAVILAND CONSUMER PRODUCT Total	\$ 2,023.00
ARCVISION, INC. Total	\$ 2,000.00
BROAD CONDOMINIUMS LLC Total	\$ 2,000.00
DRURY CONSTRUCTION & DEVE Total	\$ 2,000.00
FRED SALISBURY Total	\$ 2,000.00
PAUL HUBBELL Total	\$ 2,000.00
SHAWN WORDEN Total	\$ 2,000.00
THOMAS J SEGER Total	\$ 2,000.00
WHITEFORD ASSOCIATES Total	\$ 2,000.00
AMERICAN WASTE Total	\$ 1,991.75
WEDGWOOD CHRISTIAN SERVIC Total	\$ 1,925.04
MICHIGAN SHERIFFS' ASSOCI Total	\$ 1,918.75
NEXUS FAMILY SERVICES INC Total	\$ 1,880.00
TRAVERSE CITY RECORD EAGL Total	\$ 1,826.16
TITLE CHECK LLC Total	\$ 1,823.52
BAY SUPPLY & MARKETING, I Total	\$ 1,822.00
TRAVERSE CITY PRINT & COP Total	\$ 1,800.00
CHARTER TOWNSHIP OF GARFI Total	\$ 1,790.34
CHARTER COMMUNICATIONS Total	\$ 1,707.25
KARI RISINGER Total	\$ 1,699.68
NORTHERN A-1 KALKASKA Total	\$ 1,664.98
MANAGEMENT & BEHAVIOR CON Total	\$ 1,625.00

<b>Payee Name</b>	<b>Amount</b>
FASTENAL COMPANY Total	\$ 1,613.71
BLUE LAKES BY THE BAY LLC Total	\$ 1,607.00
KIESLER POLICE SUPPLY, IN Total	\$ 1,605.18
86TH DISTRICT COURT Total	\$ 1,512.00
CONFLICT RESOLUTION SERVI Total	\$ 1,500.00
INTERLOCHEN SECURE STORAG Total	\$ 1,500.00
LEGETT HOLDINGS II, LLC Total	\$ 1,500.00
PENINSULA CONSTRUCTION Total	\$ 1,500.00
GREAT LAKES BUSINESS SYST Total	\$ 1,479.53
ANNA M WEESE Total	\$ 1,444.58
NICHOLS Total	\$ 1,430.59
ACE SEAL RIGHT LLC Total	\$ 1,405.00
SHERYL BRIGGS Total	\$ 1,400.00
WARREN WAHL Total	\$ 1,375.00
MICHIGAN PIPE & VALVE Total	\$ 1,346.00
DAVID J CLARK Total	\$ 1,300.00
HEIDI SCHEPPE Total	\$ 1,287.26
8TH STREET MARATHON Total	\$ 1,274.92
DTE ENERGY Total	\$ 1,259.86
SHERWIN-WILLIAMS Total	\$ 1,252.78
SMITH MEDICAL PARTNERS Total	\$ 1,243.10
MCMILLEN'S INSTANT FRAMER Total	\$ 1,230.78
TEMPERATURE CONTROL INC Total	\$ 1,218.44
MAPLE RIVER DIRECT MAIL L Total	\$ 1,212.29
MUNSON MEDICAL CENTER Total	\$ 1,211.70
HALLMARK CONSTRUCTION INC Total	\$ 1,200.00
BILL MARSH AUTO RENTALS Total	\$ 1,188.29
PAULA SAGALA LLC Total	\$ 1,147.50
SHERISE SHIVELY Total	\$ 1,133.02
WINDEMULLER ELECTRIC INC. Total	\$ 1,131.00
LONG LAKE TOWNSHIP Total	\$ 1,128.93
CDW GOVERNMENT,INC. Total	\$ 1,125.00
WHITEWATER TOWNSHIP Total	\$ 1,090.34
JOSEPH G MOLLICA Total	\$ 1,088.00
LESLEY'S LANDSCAPING Total	\$ 1,080.00
TRAVERSE REPRODUCTION & S Total	\$ 1,054.38
MARK A RISK Total	\$ 1,050.00
NORTHSTAR MEDICAL EQUIPME Total	\$ 1,014.40
TENURGY LLC Total	\$ 1,010.87
THERACOM, A CAREMARK COMP Total	\$ 1,010.70
CHERRY CAPITAL CAB, LLC Total	\$ 1,010.00
BAY AREA CONTRACTING INC Total	\$ 1,000.00
DAVID DUANE GROF Total	\$ 1,000.00
EASTWOOD CUSTOM HOMES Total	\$ 1,000.00
GREAT LAKES STAINLESS Total	\$ 1,000.00
SCOTT NORRIS CONSTRUCTION Total	\$ 1,000.00

<b>Payee Name</b>	<b>Amount</b>
T J SCHAUB CONSTRUCTION, Total	\$ 1,000.00
All Other Payee's Under \$1,000	\$ 117,034.85
<b>Grand Total</b>	<b>\$ 3,530,220.96</b>



### Action Request

Meeting Date:	November 15, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2017 Budget Amendments		
Estimated Time:	Consent Calendar <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 FY2017 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2017 budget as presented.

**Suggested Motion:**

Approve FY2017 budget amendments as presented.

**Financial Information:**

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

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

Reviews:	Signature	Date
Finance Director	<i>Jody Lundquist</i>	11/9/2017
Human Resources Director		
Civil Counsel		

**Administration:**  Recommended Date: \_\_\_\_\_

Miscellaneous:

**Attachments:**

Attachment Titles:

Budget Amendments Fiscal Year 2017

RESOLUTION  
XX-2017  
**Finance Department**  
**Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 15, 2017, and reviewed budget amendments for Fiscal Year 2017 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 FY2017 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2017 budget are hereby approved. (See file for attachments.)

APPROVED: November 15, 2017

# BUDGET AMENDMENTS

## FISCAL YEAR 2017

As requested on

<b>101</b>	<b>GENERAL FUND</b>		
<b>236</b>	<b>Register of Deeds</b>		
	<u>Decrease Revenue</u>		
	101-236-607.01 Recording Fees		103,100.00
	<u>Decrease Expenditure</u>		
	101-236-999.00 Transfer Out		103,100.00
	<u>Increase Expenditure</u>		
	101-236-818.00 Contract Services		10,000.00
	<u>Decrease Expenditure</u>		
	101-236-999.00 Transfer Out		10,000.00

NOTES: To amend original Register of Deeds budget for a reduction of Transfer Out due to a change in Recording Fees receipt processing. A corresponding amendment to Fund 256 is also requested.

<b>101</b>	<b>GENERAL FUND</b>		
<b>314</b>	<b>Sheriff - County Patrol</b>		
<b>325</b>	<b>Sheriff - Administration</b>		
	<u>Increase Expenditures</u>		
	101-325-745.01 Uniform Maintenance		200.00
	101-325-818.00 Contract Services		10,000.00
	Total		<u>10,200.00</u>
	<u>Decrease Expenditures</u>		
	101-314-702.00 Full Time & Regular Part Time		10,200.00

NOTES: To amend budget for line items with greater than originally expected activity.

<b>208</b>	<b>PARKS &amp; RECREATION FUND</b>		
<b>752</b>	<b>Civic Center</b>		
<b>756</b>	<b>Civic Center Pool</b>		
<b>762</b>	<b>Medalie Park</b>		
<b>764</b>	<b>Meyer House</b>		
	<u>Increase Expenditures</u>		
	208-756-976.01 Improvements		6,188.00
	<u>Decrease Expenditures</u>		
	208-752-930.00 Building Repair & Maintenance		1,206.00
	208-762-930.00 Building Repair & Maintenance		3,464.00
	208-764-930.00 Building Repair & Maintenance		1,518.00
	Total		<u>6,188.00</u>

NOTES: To allocate Building Repair & Maintenance budgets in various departments to the pool Building Improvements for replacement of a boiler.

**222 GRAND TRAVERSE COUNTY HEALTH FUND**

**414 Tobacco Dependence Treatment Grant**

**416 Family Planning**

Increase Revenue

222-414-582.00 Local Grants 6,750.00

Decrease Revenue

222-416-582.00 Local Grants 6,750.00

Increase Expenditures

222-414-727.00 250.00

222-414-743.00 2,200.00

222-414-812.00 2,000.00

222-414-860.00 300.00

222-414-860.01 1,500.00

222-414-909.00 500.00

Total 6,750.00

Decrease Expenditures

222-416-881.00 Grant Expense 6,750.00

NOTES: To reclassify the Tobacco Independence Treatment Grant to a separate program for better tracking of expenditures directly related to this grant.

**222 GRAND TRAVERSE COUNTY HEALTH FUND**

**648 Medical Examiner**

Increase Revenue

222-648-401.00 Fund Balance Forward 87,000.00

Increase Expenditures

222-648-836.00 Autopsies 61,500.00

222-648-836.01 Autopsy Transports 25,500.00

Total 87,000.00

NOTES: To amend the budget for autopsy costs and autopsy transports due to more autopsies being performed than originally expected. The original budget was based on a projected 37 occurrences. As of the end of September there have been 47. The increase covers October through December projected full and external autopsies, as well as the cost of transportation to Kalamazoo.

**256 REGISTER OF DEEDS AUTOMATION**

**000 Non-Departmental**

Increase Revenue

256-000-607.01 Recording Fees 113,100.00

Decrease Revenue

256-000-699.00 Transfer In 113,100.00

NOTES: To amend budget for a change in the Recording Fees receipt process. These funds, aside under P.A. 698 of 2002, to be used to upgrade technology, are now being deposited directly into the Register of Deeds Automation Fund, thus streamlining end of year processing.

**297 G. T. COUNTY COMMISSION ON AGING**

- 714 RX ASST
- 716 Administration
- 717 Information & Referral
- 718 Homemaker
- 719 Home Health Aids
- 720 Home Chore
- 721 Respite
- 722 Foot Care
- 724 PERS
- 727 Senior Assistance

Increase Expenditures

297-714-729.02	Copy Machine Use	150.00
297-714-818.07	Secretarial	100.00
297-716-729.02	Copy Machine Use	150.00
297-716-818.00	Contract Services	7,500.00
297-716-818.07	Secretarial	3,500.00
297-717-720.00	Unemployment Compensation	500.00
297-717-729.02	Copy Machine Use	100.00
297-717-818.07	Secretarial	50.00
297-718-720.00	Unemployment Compensation	2,000.00
297-718-729.02	Copy Machine Use	250.00
297-718-818.00	Contract Services	2,500.00
297-718-818.07	Secretarial	500.00
297-718-850.01	Telephone Local & Long Distance	25.00
297-719-720.00	Unemployment Compensation	2,000.00
297-719-729.02	Copy Machine Use	250.00
297-719-818.00	Contract Services	2,500.00
297-719-818.07	Secretarial	500.00
297-719-850.01	Telephone Local & Long Distance	25.00
297-720-720.00	Unemployment Compensation	2,000.00
297-720-729.02	Copy Machine Use	250.00
297-720-818.07	Secretarial	500.00
297-720-818.99	Vouchers	20,000.00
297-720-850.00	Telephone	650.00
297-720-850.01	Telephone Local & Long Distance	25.00
297-721-720.00	Unemployment Compensation	1,500.00
297-721-729.02	Copy Machine Use	250.00
297-721-818.00	Contract Services	2,500.00
297-721-818.07	Secretarial	500.00
297-721-850.01	Telephone Local & Long Distance	25.00



297-722-720.00	Unemployment Compensation	500.00
297-722-729.02	Copy Machine Use	100.00
297-722-818.07	Secretarial	100.00
297-724-704.00	Overtime	150.00
297-724-720.00	Unemployment Compensation	300.00
297-724-729.02	Copy Machine Use	100.00
297-724-818.07	Secretarial	100.00
297-724-940.00	Building Rent	25.00
297-727-720.00	Unemployment Compensation	300.00
297-727-729.02	Copy Machine Use	100.00
297-727-860.00	Travel	5.00
	<b>Total</b>	<b>52,580.00</b>

Decrease Expenditures

297-714-818.00	Contract Services	4,580.00
297-716-701.00	Department Head	42,000.00
297-716-850.01	Telephone Local & Long Distance	2,500.00
297-720-978.00	Vehicle	3,500.00
	<b>Total</b>	<b>52,580.00</b>

NOTES: To amend original budget for overdrawn line items due to current year actual activity compared to estimates from the beginning of the year.

**542**

**INSPECTIONS FUND**

**372 Electrical Code**

**373 Plumbing Code**

**374 Mechanical Code**

Increase Revenues

542-372-478.01	Electrical Permit Fees	10,790.00
542-373-478.02	Plumbing Permit Fees	42,978.00
542-374-478.03	Mechanical Permit Fees	6,818.00
	<b>Total</b>	<b>60,586.00</b>

Increase Expenditures

542-372-812.00	MIS Charges	4,597.00
542-372-818.48	Bank Fees & Finance Charges	6,193.00
542-373-702.00	Full Time & Regular Part Time	26,948.00
542-373-704.00	Overtime	160.00
542-373-715.00	FICA	1,928.00
542-373-718.01	Retirement DC	1,312.00
542-373-718.05	Retirement - DB UAL	6,012.00
542-373-719.00	Workers' Comp Insurance	215.00
542-373-818.48	Bank Fees & Finance Charges	6,192.00
542-373-850.04	Tele-Cellular Network	211.00
542-374-818.48	Bank Fees & Finance Charges	6,818.00
	<b>Total</b>	<b>60,586.00</b>

NOTES: To amend budget for expenditures estimated through the end of the year

including training for current Plumbing Inspector due to retirement. Bank fees will be eliminated beginning November 1, 2017.

**690 DEPT OF PUBLIC WORKS**

- 444 DPW - Acme Sewer**
- 445 DPW - East Bay Sewer**
- 446 DPW - Garfield Sewer**
- 449 DPW - Elmwood Sewer**
- 451 DPW - Peninsula Sewer**

Increase Revenue

690-444-582.00	Local Grant	65,880.00
690-445-582.00	Local Grant	128,651.00
690-446-582.00	Local Grant	349,284.00
690-449-582.00	Local Grant	49,099.00
690-451-582.00	Local Grant	22,375.00
	Total	615,289.00

Increase Expenditure

690-444-925.94	WWTP CIP Projects	26,254.00
690-444-925.99	Sewer System Disposal	39,626.00
690-445-925.94	WWTP CIP Projects	51,270.00
690-445-925.99	Sewer System Disposal	77,381.00
690-446-925.94	WWTP CIP Projects	139,196.00
690-446-925.99	Sewer System Disposal	210,088.00
690-449-925.94	WWTP CIP Projects	19,567.00
690-449-925.99	Sewer System Disposal	29,532.00
690-451-925.94	WWTP CIP Projects	8,917.00
690-451-925.99	Sewer System Disposal	13,458.00
	Total	615,289.00

NOTES: To amend budget to cover City Wastewater Treatment Plant capital improvement project invoice #92506-03 and 2016 disputed amounts settlement payment in 2017 per approvals by Townships and the Board of Public Works on September 14, 2017.

**842 Special Assessment Drain - Cass Road**

**501 Cass Road Drain**

Increase Revenue

842-501-665.00	Interest Earned	1,530.00
842-501-698.01	Note Issuance - Other Sources	175,000.00
	Total	176,530.00

Increase Expenditure

842-501-730.00	Postage	1,250.00
842-501-743.00	Other Supplies	5,000.00
842-501-808.00	Attorney Fees	20,000.00
842-501-818.00	Contract Services	140,000.00

842-501-910.00	Insurance & Bonds	7,788.00
842-501-931.00	System Maintenance	<u>2,492.00</u>
	Total	176,530.00

NOTES: To establish a budget for the Cass Road Special Assessment Drain Fund as a result of additional note proceeds received on June 22, 2017. The \$475,000 Drain Note, Series 2017 paid off the \$300,000 Drain Note, Series 2015, and provided enough funds expected to carry the project to completion. Special Assessment funding will pay back the note and associated costs.



**GRAND TRAVERSE COUNTY**  
**FINANCE DEPARTMENT**  
400 BOARDMAN AVENUE  
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR (231) 922-4680  
DEPUTY FINANCE DIRECTOR (231) 922-4682  
FAX (231) 922-4636

DATE: November 9, 2017  
TO: Grand Traverse County Board of Commissioners  
FROM: Jody Lundquist, Finance Director  
RE: Budget to Actual Revenue and Expenditure Report

Please find attached the Budget to Actual Revenue and Expenditure Reports for the County's General Fund and Special Revenue Funds for the period ending September 30, 2017. At the end of each quarter this year, a longer version format has been provided to the Board consistent with the formatting initially presented with the 2017 Recommended Budget. Because the timing of this report is concurrent with presentation of the 2018 Recommended Budget for which presentation remains consistent, please also refer to the 2018 Recommended Budget.

It may be helpful to note in reviewing this report that YTD Activity reflects actual activity recorded as of November 9, 2017 for the period ending September 30, 2017. Available Balance is the difference between total budgeted amounts and actual activity shown in the Available Balance column. Similarly, % BUDGET Used represents the percentage of budget represented by the YTD Balances. At September 30, 75% of the County's fiscal year has passed. When reviewing the attached report, the percentage of budget used year to date should be below 75% unless accounted for by timing of expenditures such as one-time purchases or distributions.

General Fund property tax revenues recorded as of September 30 increased by \$13,784,914 over August month-end, resulting in 91% of total projected property tax revenues collected to date. This increase in property tax revenues contributed to an overall increase in total projected revenues received to date of 80%. At September 30, the report indicates that only 69% of the General Fund budget had been expended, however third quarter appropriations for support to other funds were under review at that time. Upon recording third quarter appropriations, activity through September 30 would show that 72% of the General Fund budget had been expended.

As always, please do not hesitate to contact us with questions or for additional information.

**GRAND TRAVERSE COUNTY  
FISCAL YEAR 2017  
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2017**

**SUMMARY BY FUND**

% OF YEAR COMPLETE: 75.00%

FUND	FUND NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	AVAILABLE BALANCE	% BUDGET USED
101	GENERAL FUND	38,000,571	34,827,280	42,447,420	29,308,857	13,138,563	69%
131	13TH CIRCUIT COURT	1,946,168	1,809,647	1,942,407	1,361,763	580,644	70%
132	LCVR	15,000	13,168	13,000	7,773	5,227	60%
136	86TH DISTRICT COURT	3,972,943	3,840,521	4,048,012	2,743,128	1,304,884	68%
202	COUNTY SPECIAL PROJECTS	27,322	-	9,000	9,000	-	0%
207	CENTRAL DISPATCH/911	2,529,742	2,360,167	2,490,107	1,871,696	618,411	75%
208	PARKS AND RECREATION	538,039	522,162	700,678	512,226	188,452	73%
209	MAPLE BAY DEVELOPMENT	10,000	-	-	-	-	0%
215	FRIEND OF THE COURT	2,199,191	2,037,865	2,091,488	1,478,226	613,262	71%
216	SAFE HAVENS	143,574	143,574	-	-	-	0%
222	HEALTH DEPARTMENT	6,273,922	6,108,674	6,576,943	4,643,483	1,933,460	71%
251	VETERANS' TRUST FUND	70,200	56,436	50,200	12,562	37,638	25%
252	VETERANS' MILLAGE	-	-	627,389	360,506	266,883	57%
256	REGISTER OF DEEDS AUTOMATION	123,704	126,149	178,100	84,157	93,943	47%
260	COMMUNITY CORRECTIONS PAS11	746,004	746,036	778,078	587,849	190,229	76%
261	COUNTY LAW LIBRARY	6,500	-	15,500	-	15,500	0%
262	FEDERAL EQUITABLE SHARING	8,000	-	-	-	-	0%
263	CONCEALED PISTOL LICENSING	23,000	19,599	24,105	15,404	8,701	64%
264	CORRECTIONS OFFICERS TRAINING	63,500	56,621	56,621	33,315	23,306	59%
266	CRIMINAL JUSTICE TRAINING ACT	20,000	10,379	14,000	9,332	4,668	67%
269	MITCHELL CREEK WATERSHED	8,155	-	-	-	-	0%
278	HOUSING TRUST	74,600	191	73,000	-	73,000	0%
279	CDBG	123,600	110,835	309,066	231,914	77,152	75%
280	NEXT MICHIGAN	88,200	25,036	64,300	41,396	22,904	64%
281	EDC	155,800	158,960	33,054	18	33,036	0%
287	TNT FORFEITURE FUND	116,633	114,732	95,220	66,759	28,461	70%
288	TNT GRANT	97,970	97,293	129,400	91,710	37,690	71%
292	CHILD CARE FUND	1,887,931	1,635,033	1,863,500	1,022,072	841,428	55%
295	ANIMAL CONTROL	88,825	65,622	133,068	71,965	61,103	54%
297	COMMISSION ON AGING	2,801,912	2,301,134	3,617,270	2,404,447	1,212,823	66%
298	SENIOR CENTER	652,330	522,289	590,539	366,141	224,398	62%
471	COUNTY FACILITIES	1,928,300	1,668,962	1,981,223	1,126,939	854,284	57%
472	CAPITAL IMPROVEMENT PROJECTS	900,000	401,717	753,143	249,400	503,743	33%
<b>TOTAL APPROPRIATIONS</b>		<b>65,641,636</b>	<b>59,780,084</b>	<b>71,705,831</b>	<b>48,712,038</b>	<b>22,993,793</b>	<b>68%</b>

GRAND TRAVERSE COUNTY  
 FISCAL YEAR 2017  
 BUDGET TO ACTUAL  
 REVENUE AND EXPENDITURE REPORT (UNAUDITED)  
 FOR THE PERIOD ENDING SEPTEMBER 30, 2017

GENERAL FUND

% OF YEAR COMPLETE: 75.00%

REVENUE SOURCE	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	AVAILABLE BALANCE	% BUDGET USED
Taxes	22,865,142	23,291,455	22,968,526	21,013,656	1,954,870	91%
Licenses and Permits	159,000	188,373	199,000	179,952	19,048	90%
Federal Grants	2,520	100,566	73,200	50,376	22,824	69%
State Grants	3,644,305	3,491,013	3,608,906	2,375,471	1,233,435	66%
Local Unit Contributions	1,899,712	1,824,040	1,775,056	1,252,770	522,286	71%
Charges for Services	4,665,843	4,312,852	4,615,204	3,048,712	1,566,492	66%
Fines and Forfeitures	113,100	96,039	111,000	74,246	36,754	67%
Interest and Rents	707,803	704,497	687,930	670,989	16,941	98%
Other Financing Sources	2,501,316	2,610,060	2,620,953	2,556,299	64,654	98%
Transfers In	941,830	1,037,573	2,883,246	2,848,095	35,151	99%
Use of Surplus	500,000	-	2,904,860	-	2,904,860	0%
<b>TOTAL REVENUES</b>	<b>38,000,571</b>	<b>37,656,469</b>	<b>42,447,881</b>	<b>34,070,565</b>	<b>8,377,316</b>	<b>80%</b>

GRAND TRAVERSE COUNTY  
FISCAL YEAR 2017  
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2017

GENERAL FUND

% OF YEAR COMPLETE: 75.00%

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
<b>LEGISLATIVE</b>								
101	Board of Commissioners	367,459	366,581	250,551	154,566	95,985	62%	1%
	SUBTOTAL	367,459	366,581	250,551	154,566	95,985	62%	1%
<b>JUDICIAL</b>								
147	Jury Commission	46,897	39,106	48,271	31,428	16,843	65%	0%
148	Probate Court	734,213	732,513	768,435	510,042	258,393	66%	2%
149	Family Court-Juvenile Division	1,832,797	1,548,554	1,632,230	1,179,715	452,515	72%	4%
	SUBTOTAL	2,613,907	2,320,173	2,448,936	1,721,185	727,751	70%	6%
<b>GENERAL GOVERNMENT</b>								
155	ART Grant	55,019	20,366	101,626	11,601	90,025	11%	0%
172	Administrator/Controller	378,585	283,434	387,499	250,447	137,052	65%	1%
174	Brownfield Administration	189,206	186,269	185,150	105,793	79,357	57%	0%
191	Elections	96,307	90,138	67,902	44,499	23,403	66%	0%
201	Finance	525,882	438,389	509,586	353,220	156,366	69%	1%
215	County Clerk	893,280	872,467	923,083	631,104	291,979	68%	2%
225	Equalization	412,012	394,948	588,263	365,885	222,378	62%	1%
226	Human Resources	478,034	514,500	579,043	287,203	291,840	50%	1%
229	Prosecuting Attorney	1,649,717	1,610,889	1,709,063	1,145,293	563,770	67%	4%
230	Equalization/East Bay	161,968	152,952	164,831	114,377	50,454	69%	0%
236	Register of Deeds	461,258	332,538	453,780	242,504	211,276	53%	1%
242	County Surveyor	58,187	58,203	58,187	20,386	37,801	35%	0%
253	County Treasurer	393,035	382,077	415,636	268,249	147,387	65%	1%
257	Cooperative Extension	269,931	264,891	272,592	180,048	92,544	66%	1%
259	MSU Extension-Grant Funded	32,789	24,739	32,920	-	32,920	0%	0%
261	Building Authority-Rent	1,275,569	1,275,094	1,299,319	1,016,934	282,385	78%	3%
265	Facilities Management	1,102,179	860,888	992,442	461,207	531,235	46%	2%
275	Drain Commission	22,133	19,888	22,133	13,881	8,252	63%	0%
276	Soil Erosion & Sedimentation	174,097	198,635	204,520	123,662	80,858	60%	0%
280	Soil Conservation	37,500	37,500	27,500	22,500	5,000	82%	0%
400	Planning & Development	199,116	172,012	200,783	99,304	101,480	49%	0%
402	GIS	171,327	166,646	-	-	-	0%	0%
	SUBTOTAL	9,037,131	8,357,464	9,195,858	5,758,097	3,437,762	63%	22%
<b>PUBLIC SAFETY</b>								
307	Central Records	864,549	836,993	865,483	564,146	301,337	65%	2%
308	Central Dispatch	266,942	64,294	225,307	-	225,307	0%	1%
311	Sheriff-Special Investigation	201,130	193,660	160,716	69,414	91,302	43%	0%
312	Sheriff-County Investigation	1,101,194	1,059,329	1,122,889	739,231	383,658	66%	3%
314	Sheriff-County Patrol	5,760,262	5,651,825	5,810,177	3,968,275	1,841,902	68%	14%
315	Off Road Vehicle-GTSO	-	-	-	-	-	0%	0%
316	Secondary Road Patrol	110,851	100,742	107,766	72,461	35,305	67%	0%
325	Sheriff-Administration	617,989	589,248	614,943	431,483	183,460	70%	1%
327	Snowmobile Enforcement	11,819	11,136	19,769	10,002	9,767	51%	0%
331	Sheriff-Marine Law Enforcement	106,511	103,770	140,865	84,637	56,228	60%	0%
348	Medical Marijuana Grant 2016	35,025	21,958	33,813	27,038	6,775	80%	0%
351	Sheriff-Corrections	5,168,558	5,030,690	5,438,386	3,589,681	1,848,705	66%	13%
352	Corrections-Interim Services	40,000	35,834	60,000	35,229	24,771	59%	0%
435	Emergency Management	-	-	-	-	-	0%	0%
	SUBTOTAL	14,284,830	13,699,478	14,600,114	9,591,595	5,008,519	66%	34%
<b>HEALTH &amp; WELFARE</b>								
631	Substance Abuse	327,041	317,324	338,123	239,885	98,239	71%	1%
651	Ambulance	25,000	25,000	25,000	25,000	-	100%	0%
682	Veterans	502,951	481,115	-	-	-	0%	0%
	SUBTOTAL	854,992	823,439	363,123	264,885	98,239	73%	1%
<b>OTHER</b>								
865	Insurance & Bonds	335,000	132,200	435,000	523,111	(88,111)	120%	1%
890	Miscellaneous Contingencies	359,000	76,000	160,000	-	160,000	0%	0%
891	Appropriations to Non-Profit	682,200	682,200	682,200	682,200	-	100%	2%
894	Pension Stabilization Approp.	-	-	4,892,234	4,892,234	-	100%	
	SUBTOTAL	1,376,200	890,400	6,169,434	6,097,545	71,889	99%	15%

GENERAL FUND

% OF YEAR COMPLETE: 75.00%

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 9/30/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
<b>TRANSFERS</b>								
965	County Law Library Fund	-	-	-	-	-	0%	0%
968	Health Department Fund	1,269,000	1,064,000	1,269,000	634,500	634,500	50%	3%
970	Child Care Fund	875,000	776,263	923,602	461,801	461,801	50%	2%
971	Department of Human Services	49,365	49,365	49,365	32,500	16,865	66%	0%
974	Parks & Recreation Fund	290,302	275,632	350,664	169,800	180,865	48%	1%
975	Friend of the Court Fund	378,490	283,868	284,813	142,407	142,407	50%	1%
978	County Facilities Fund	1,622,650	1,216,988	1,662,623	811,325	851,298	49%	4%
979	CIP Fund	450,000	337,500	450,000	225,000	225,000	50%	1%
982	Circuit Court Fund	1,568,524	1,398,199	1,456,805	1,086,888	369,917	75%	3%
983	District Court Fund	2,914,640	2,931,870	2,972,532	2,156,766	815,766	73%	7%
986	Community Corrections Fund	48,081	36,061	-	-	-	0%	0%
	SUBTOTAL	9,466,052	8,369,745	9,419,404	5,720,985	3,698,419	61%	22%
<b>GENERAL FUND TOTAL APPROPRIATIONS</b>		<b>38,000,571</b>	<b>34,827,280</b>	<b>42,447,420</b>	<b>29,308,857</b>	<b>13,138,563</b>	69%	
GENERAL FUND REVENUES		38,000,571	37,656,469	42,447,881	34,070,565	8,377,316	80%	
Authorized Use of Surplus		(500,000)	-	(2,904,860)				
<b>PROJECTED SURPLUS (DEFICIT)</b>		<b>-</b>	<b>2,829,189</b>	<b>461</b>	<b>4,761,708</b>			
BEGINNING FUND BALANCE		9,516,512	9,516,512	12,345,701				
ENDING FUND BALANCE*		9,016,512	12,345,701	9,441,302				

\* Total fund balance includes both restricted and unrestricted amounts





## Action Request

Meeting Date:	November 15, 2017		
Department:	Administration	Submitted By:	Jean Derenzy
Contact E-Mail:	jderenzy@grandtraverse.org	Contact Telephone:	231-922-4513
Agenda Item Title:	Compliance Plan to Meet Standards of Michigan Indigent Defense		
Estimated Time:	20 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

**Summary of Request:**

The Michigan Indigent Defense Commission (MIDC) is authorized to establish rules, regulations and standards for the provision of indigent defense services. Each one of the standards has an impact on Grand Traverse County as a funding unit for the Courts, and therefore the State will allocated the dollars to put the County into compliance with the identified standards.

A Compliance Plan is required which identifies how the County will become compliant with each standard. Our request to the State is for \$287,655. Should the State approve of funding, allocation will be received by Spring/Summer of 2018.

Plan must be submitted by November 20, 2017. Plan is attached for review and consideration. Plan has been reviewed by the stakeholder group which includes representatives from Circuit Court, District Court, Sheriff's Department, Public Defense, Prosecutor, and Administration.

**Suggested Motion:**

Approval of Compliance Plan for Indigent Defense Standards 1-4. Plan to be submitted to the Michigan Indigent Defense Commission on or before November 20, 2017.

**Financial Information:**

Total Cost:		General Fund Cost:		Included in budget:	<input 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:**  Recommended      Date: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

**Attachments:**

Attachment Titles:



# Memorandum

Grand Traverse County  
County Administration  
400 Boardman Avenue  
Traverse City, Michigan 49684  
(231) 922-4780 Fax (231) 922-4636

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**TO:** County Board of Commissioners

**FROM:** Vicki Uppal, County Administrator  
Jean Derenzy, Interim Deputy County Administrator

**DATE:** November 9, 2017

**SUBJECT:** Michigan Indigent Defense Commission

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Public Act 93 of 2013 established the Michigan Indigent Defense Commission (MIDC) to guarantee the right of indigent defendants to the assistance of counsel as provided under the Constitution of the United States and Michigan State Constitution.

The MIDC is authorized to establish rules, regulations, and standards for the provision of indigent defense services. It is important to note that the implementation of the Standards are subject to full funding by the State and that the County will be held to appropriating funds equivalent to the local share as established by the statute and which limit the County's local share to the average amount of annual expenditures in the three-years prior to the effective date of the Act (July 1, 2013).

As a matter of background, Governor Snyder established the Michigan Indigent Defense Commission (MIDC) in 2011 to recommend improvements to the legal system. Their work culminated in the establishment of the Michigan Indigent Defense Act which created the Michigan Indigent Defense Commission in 2015. Their work has resulted in the establishment of the first four standards for indigent defense which include:

1. Training and Education
2. Initial Interview Requirements
3. Experts and Investigators
4. Counsel at First Appears and Other Critical Stages

Each one of these standards will have an impact on Grand Traverse County as the funding unit for both District and Circuit Court. As you are aware, both Circuit and District Court are a tri-county Court that receives funding from three counties: Grand Traverse, Leelanau, and Antrim. Both Leelanau and Antrim are responsible for developing their own compliance plan for the MIDC and submitting their local share calculations to the MIDC.

There is an opportunity, should the State fund our compliance plan, to have one plan for all three counties in 2019 or 2010; should the three counties decide to move in that direction.

The attached compliance plan pertains only to the costs and reimbursements applicable to the funding unit of Grand Traverse County and to the achievement of the County's MIDC Compliance Plan.

Highlights of the Plan:

The attached Compliance Plan must be submitted by **November 20, 2017** to the State Michigan Indigent Defense Commission. Should the Plan be approved, funding would be received in the Spring/Summer of 2018.

Our request of the MIDC is to grant \$287,655 to Grand Traverse County for the ability to meet the enhanced costs associated with the above four standards.

You will note within the Plan:

- Ability for indigent counsel to have a confidential setting for all client interviews (Standard 2). This will require renovations to the jail at a cost of \$25,000, as well as hiring of one full-time corrections officer at a cost of \$65,485.85.
- Counsel at First Appearance (standard 4). Currently court appointed attorneys are appointed at arraignment, so this piece is significantly different. Costs are built in to cover the costs for the Indigent counsel to ensure that Counsel is at the first arraignment at a cost of \$78,000.

Staff also is recommending that the cost of a part-time Prosecutor also be part of this Compliance Plan at the cost of \$39,473. Without identifying this cost, the State, nor the County, is showing a true picture of the full requirements of standard 4 to protect the indigent of a fair trial. The Prosecuting Attorney's Office will be required to be present at every arraignment, an added piece that is currently not required. In addition, under standard 3 expert witnesses and investigators an added cost has been put in for \$50,000 to provide indigent defense, which is needed, however the Prosecutor's Office not only will be at all arraignments, but add more experts and investigators we must ensure, that the Prosecutor's Office is staffed to comply with the standard as well.

This is the County Board of Commissioner's Plan to ensure that the MIDC Standards are met. The stakeholders that reviewed and participated in putting this plan together included:

Honorable Judge Power, 13<sup>th</sup> Circuit Court  
Honorable Judge Elsenheimer, 13<sup>th</sup> Circuit Court  
Robert Cooney, Grand Traverse County Prosecutor  
Carol Stocking, 86<sup>th</sup> District Court Administrator  
Teri Quinn, 13<sup>th</sup> Circuit Court Administrator  
Matthew C. Connolly, Public Defense Attorney  
Janet Mistele, Public Defense Attorney  
Captain Todd Ritter, Grand Traverse County Sheriff's Department  
Lieutenant Ed Lassa, Grand Traverse County Sheriff's Department  
Vicki Uppal, Grand Traverse County Administrator

**RECOMMENDATION:** Approval of the Compliance Plan for Indigent Defense Standards 1-4 with Plan to be submitted to the Michigan Indigent Defense Commission on or before November 20, 2017.

year, as reported and certified with the State Court Administrative Office. Systems within district courts of the 3<sup>rd</sup> class are considered in Tier I unless special circumstances are presented.

0 - 499 cases/year = Tier I - \$10,000

500 - 999 cases/year = Tier II - \$25,000

1,000 – 9,999 cases/year = Tier III - \$50,000

Over 10,000 cases/year = Tier IV – To be determined bases on further discussion and review of records of the system(s)

**Standard 4** - Attorney time to meet this standard should be reimbursed according to reasonable attorney rates, whether salaried, contract, or assigned attorneys. Methods for implementation can include on-call or appointed attorney systems, or other efficient models.

### **APPLICANT INFORMATION**

Applicant Funding Unit(s): **Grand Traverse County**

Trial Courts Included in this Compliance Plan Submission: **86<sup>th</sup> District Court & 13<sup>th</sup> Circuit Court**

Fiduciary Funding Unit: **Grand Traverse County**

Federal ID Number:

Street Address/City/Zip Code: **400 Boardman Ave, Traverse City, MI 49684**

AUTHORIZED OFFICIAL (Person Authorized to Enter into Agreements):

Name and Title **Carol Crawford, Chairwoman Board of Commissioners**  
**Vicki Uppal, County Administrator**

Street Address/City/Zip **400 Boardman Ave, Traverse City, MI 49684**

Telephone **231-922-4780**

Email Address **CCRAWFORD@GrandTraverse.org**  
**VUPPAL@GrandTraverse.org**

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

**CONTACT INFORMATION**

**PRIMARY CONTACT**

(Person Responsible for Oversight and Reporting of Standards Implementation):

Name and Title **Vicki Uppal, County Administrator**

Street Address/City/Zip **400 Boardman Ave, Traverse City, MI 49684**

Telephone **231-922-4780**

Email Address **VUppal@grandtraverse.org**

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL CONTACT**

(Person Responsible for Grant Accounting):

Name and Title **Jody Lundquist, Finance Director**

Street Address/City/Zip **400 Boardman Ave, Traverse City, MI 49684**

Telephone **231-922-4680**

Email Address **VUppal@grandtraverse.org**

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

## **COMPLIANCE PLAN NARRATIVE**

Briefly describe the indigent defense delivery system(s) – contract, assigned counsel, or public defender – that the funding unit(s), for which this application is being considered, employed to deliver services before the MIDC Act took effect (July 1, 2013).

The 86<sup>th</sup> District Court and the 13<sup>th</sup> Circuit Court will continue to utilize an assigned counsel system to provide representation for indigent defendants. None of the attorneys are salaried employees of the funding unit and are paid a per-case or per-hour fee depending upon the type of case.

Generally, how does the system(s) intend to comply with the MIDC standards 1-4? Please address whether you will continue with the model in place above, whether you have already made a transition to a new delivery system, or whether you intend to transition to a new delivery system.

The anticipated financial and operational impact to the Funding Unit to change the model of services, the systems will continue to operate in the same manner with modification as the MIDC Standards are released. Future discussions are reserved as necessary in the event the delivery model should be necessary to change.

Please identify the name and position held (e.g., county administrator, judge, defense attorney, etc.) for each person involved in the compliance planning process for this delivery system.

### Compliance Plan Discussion Participants:

Honorable Judge Power, 13<sup>th</sup> Circuit Court  
Honorable Judge Elsenheimer, 13<sup>th</sup> Circuit Court  
Robert Cooney, Grand Traverse County Prosecutor  
Carol Stocking, 86<sup>th</sup> District Court Administrator  
Teri Quinn, 13<sup>th</sup> Circuit Court Administrator  
Matthew C. Connolly, Public Defense Attorney  
Janet Mistele, Public Defense Attorney  
Captain Todd Ritter, Grand Traverse County Sheriff's Department  
Lieutenant Ed Lassa, Grand Traverse County Sheriff's Department  
Vicki Uppal, Grand Traverse County Administrator

Provide an attachment with the names, license or P#'s, and years of criminal defense experience for all attorneys the funding units(s) intends to have deliver services as part of the local indigent defense system.

86<sup>th</sup> District Court: Misdemeanors

Stephen J. Kane – 4 Years (P76248)  
Kyle Trevas – 10 Years (P70550)  
Paul A. Hubbell – 25 Years (P37404)  
Mattias Johnson – 4 Years (P78199)  
Jacob Jackson Graff – 10 Years (P70494)  
ReAnn R. Gorton – 4 Years (P78002)  
Thomas J. Seger – 14 Years (P65609)  
Jason A. Razavi – 7 Years (P74373)  
David J. Clark – 32 Years (P34659)  
Cynthia A. Conlon—11 Years (P41736)  
Matthew C. Connolly – 14 Years (P66456)  
Kelli Claxton – 4 Years (P77718)  
TBD/less than 2 years

\*Potential addition of one attorney with fewer than 2-years criminal experience for trial skills college participation through CDAM

**13<sup>th</sup> Circuit Court: Felony:**

**Matthew Connolly- 14 years (P66456)**  
**Shawn Worden -13 years (P66943)**  
**Cynthia Conlon- 11 years (P41736)**  
**David Clark- 31 years. (P34659)**  
**Paul Jarboe -33 years. (P34343)**  
**Jacob Graff- 7 years (P70494)**  
**Stephen Kane -4+years (P76248)**  
**Janet Mistele -28 years (P43026)**  
**Philip Settles -25+ years (40213)**

\*List is subject to addition/deletion

**Standard 1 – Training and Education**

Attorneys with fewer than two years of experience practicing criminal defense in Michigan shall participate in one basic skills acquisition class. Do any of the attorneys included in this plan have fewer than the required experience and require this training? How many?

No. Zero.

All attorneys shall annually complete at least 12 hours of continuing legal education. How many attorneys require training in this plan?

All current and future attorneys require CLE.

- Registration Fee
- Mileage: IRS tax rate
- Training Stipend: \$250 per day (stipend based upon pay for one misdemeanor case)
- Hotel & Food: IRS tax rate (consistent with rate paid for assistant prosecutors)

How will the funding unit(s) ensure that the attorneys satisfy the 12 hours of continuing legal education during the plan year?

Currently, the 86<sup>th</sup> District Court requires attorneys to attend one-day of CLE and provide verification to the Court Administrator. This process will continue with the additional requirement to document the completion of 12-hours of CLE, rather than just one day. *The Attorney is currently responsible for these costs.*

Currently, the 13<sup>th</sup> Circuit Court requires attorneys to attend one continuing education seminar through an approved organization such as the Criminal Defense Attorneys of Michigan (CDAM) once every two years.

Continuing legal education costs will be incurred and paid by the Funding Unit, as noted above.

The Estimated costs for 16 attorneys are as follows:

Number of Attorney	Reimbursement Type	Cost	Total
16	Conference Registration	\$225	\$3,600
16	Mileage (475 miles)	\$0.55	\$4,180
16	Hotel (3 nights)	\$129/night	\$6,192
16	Food (4 days)	\$36/day	\$2,304
16	Stipend (3 days)	\$250/day	\$12,000
1	Trial skills college CDAM Training	\$900	\$900

Costs are dependent upon membership of the attorney in CDAM and are subject to change. If additional attorneys are added to serve indigent defendants the costs will continue to increase.

## Standard 2 – Initial Interview

When a client is in local custody, counsel shall conduct an initial client intake interview within three business days after appointment. When a client is not in custody, counsel shall promptly deliver an



introductory communication so that the client may follow-up and schedule a meeting. To be successful, this requires immediate notification of appointment and client contact information.

How does the plan facilitate immediate attorney assignment and notification of new cases? How will the system ensure attorneys are completing their interviews within three business days? How will the initial interview be accomplished?

The 86<sup>th</sup> District Court assigns public defenders for misdemeanor cases at arraignment. The Court Appointed Attorneys are notified via e-mail of the appointment from the Court with contact information for the defendant. For felony appointments of Court Appointed Attorneys, the District Court sends the file/order to the Circuit Court for appointment by the Circuit Court's Office and the Court assigns the Court Appointed Attorney. The Attorney is notified via e-mail that they have been appointed to the case with contact information for the defendant.

Upon notification of assignment, the Court Appointed Attorney sends a letter to the defendant with the Attorneys contact information and request to be contacted to discuss the case.

The requirement to conduct an interview with the defendant within 3-days is a new requirement for both the 86<sup>th</sup> District Court and the 13<sup>th</sup> Circuit Court. This additional work will require additional compensation to the Court Appointed Attorneys. The estimated cost is \$85 for each case. In 2015, there were 1,171 Court Appointed Cases in Grand Traverse County. At an estimated minimum of 1-hour, the annual cost could exceed \$99,500. Interviews may be conducted through electronic means. Prisoner interviews are necessary within an appropriate amount of time and access is necessary to defense counsel. It is requested that MDOC make polycom/phone available as needed for defense attorneys.

Verification of the completion of the interview will be tracked on the invoice submitted for payment by the Court Appointed Attorney.

This standard further requires a confidential setting be provided for all client interviews.

Does the jail have confidential space for attorney-client interviews? Describe the space available for the interviews or the plan to provide confidential space.

The County's jail was originally constructed in the 1960's and modified numerous times since. While there is space available, the space is not adequate and will require renovation. The renovation will require design services, furniture, security systems to monitor entering and exiting of the confidential interview space, and may require additional officers to monitor and move inmates from the jail to the "attorney-client interview area."

The estimated costs for remodeling would require an initial appropriation of \$5,000 and subsequent appropriations for the project costs which would be determined through the study. Additional staff time would also have to be evaluated in that study to determine the best means available to maintain security in the facility.

Estimated total costs could be up to \$25,000 for the renovation. Additional staff costs of one additional officer is required to be available to transport and move inmates to the attorney interview area may be necessary. In order to provide full-time 8-hours per day access to inmates for attorney visits at least one full-time corrections officer would be needed to ensure access and security. The estimated cost would be:

Annual Gross	PTO 5 days assumed	FICA (7.65%)	Medical Benefits	STD/LTD	Life Insurance	Retirement (6% assumed)	Workers Comp	Total for Position
\$ 44,054.40	\$ 847.20	\$ 3,434.97	\$ 13,844.99	\$ 440.54	\$ 125.60	\$ 2,694.10	\$ 44.05	\$ 65,485.85

Does the courthouse have confidential space for attorney-client interviews? Describe the space available for the interviews or the plan to provide confidential space.

The Courthouses have space available for attorney-client interviews. Small conference rooms are available throughout the building. However, depending upon the definition of confidentiality not all preserve confidentiality due to sight and sound movement. Some offices have shaded glass windows while others do not. Some modification may be necessary with further definition of confidentiality. While sufficient space is available, access to that space so as to allow confidential communications between counsel and their in-custody clients is limited and modifications are required, such as access to use of the jury rooms and holding rooms with floor chains.

86<sup>th</sup> District Court in the Hall of Justice currently has holding cells that are not used because they do not provide the security requirements as needed by the correctional facility.

### Standard 3 – Experts and Investigators

This standard requires counsel to conduct an independent investigation. When appropriate, counsel shall request funds to retain an investigator to assist with the client’s defense. Counsel shall request the assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution’s case. Counsel has a continuing duty to evaluate a case for appropriate defense investigations or expert assistance.

How will this standard be complied with by the delivery system?

This will continue to follow the same process as is currently undertaken.

Consistent with the current process, the following applies for the 86<sup>th</sup> District Court

The County agrees, upon Court approval, additional costs such as, but are not necessarily limited to, such items as: long distance and collect telephone charges (if they are accepted by counsel for a client), reproductive or transcription expenses for which third-party charges are incurred, expert witness fees and reports, certified document charges, polygraph and mental examination fees and/or reports, subpoena and mileage fees advanced, and mileage or

prevailing County reimbursement rates for out of county consultation and/or investigation relative to case merit. Reimbursement shall be added to the next payment due the attorney so requesting. Execution of the necessary County documents, as approved by the Court and the County Finance Committee, shall permit disbursement of the reimbursement sought as an increment to the next remittance.

Consistent with the current process, the following applies for the Circuit Court:

The County will reimburse counsel for expenses reasonably incurred in the defense of the litigation; e.g., necessary medical and legal records, expert witness examination and testimony, fees for photographs and costs for photocopies of police reports... Miscellaneous expenses such as postage, telephone expenses and photocopying charges, other than for police reports or necessary medical or legal records shall be included in the contract case amount...

There are no proposed changes to the existing process to meet this MIDC Standard. However, should costs exceed the local share it is expected that up to an additional \$50,000 could be necessary to cover additional expert and investigation costs.

## **Standard 4 – Counsel At First Appearance and Other Critical Stages of the Case**

Counsel shall be appointed to provide assistance to the defendant as soon as the defendant's liberty is subject to restriction by a magistrate or judge. All persons determined to be eligible for indigent criminal defense services shall also have appointed counsel at pre-trial proceedings, during plea negotiations and at other critical stages, whether in court or out of court.

How will this standard be complied with by the delivery system?

Currently, Court Appointed Attorneys are appointed at arraignment by the judge. In order to implement this Standard, the County may have request a rotation of on-call scheduled Court Appointed Attorneys or to retain additional Court Appointed Attorneys to be available on a daily basis.

It is proposed that in order to meet this standard that the existing Criminal Defendant Attorneys rotate daily representation at every criminal arraignment. The proposed fee of \$500 will be paid each day for all time required to work during their rotation. If scheduled on-call rotation is required 5-days per week, the estimated annual cost to have a Criminal Defense Attorney available on scheduled days: 260 Business Days at \$500 per day = \$130,000. In addition, an on-call fee of \$100 shall be paid to each additional defense attorney required in cases involving co-defendants arraigned on the same day or in the event of other conflicts of interest.

In addition, due to the need to have a Prosecutor present at every arraignment, this will require additional work, time, and preparation to have a Prosecutor present. In order to ensure that the Prosecutor's Office is represented the same as the criminal defendant attorney additional staff of the

Prosecutor's Office will be required. For half-time Prosecutor, the estimated cost in 2017 is noted below and additional rate increases for 2018 benefits would need to be included as would annual wage increases and adjustments:

Prosecuting Attny III (L-1) Annual Gross	PTO 5 days assumed	FICA (7.65%)	Medical Benefits	STD/LTD	Life Insurance	Retirement (6% assumed)	Workers Comp	Total for Position
\$ 27,768	\$ 534	\$ 2,165.10	\$ 6,922.49	\$ 277.68	\$ 79.16	\$ 1,698.12	\$ 27.77	\$ 39,473.32

Court Appointed Attorneys will be required to attend all pre-trial proceedings, during plea negotiations and at other critical stages, whether in court or out of court; or to have an authorized individual in their stead.

Summary of Estimated Funding Unit Costs - To Meet MIDC Standards		
Attorney CLE	\$ 26,775	Review terms of DC and CC payment for CLE
Interview w/in 3-days	\$ 99,500	Estimated 1-hour for each new interview
Jail Modification	\$ 25,000	Estimated to Max
Counsel at 1st Appearance	\$ 130,000	Estimated High
Prosecutor	\$ 39,473	Estimated 1FTE
Corrections Officer	\$ 65,486	Estimated 1FTE
Expert/Investigation Cost	\$ 50,000	Estimated to Max
MISC Supplies	\$ 5,000	Estimate TBD
Estimated Total Cost To Meet MIDC Standards	\$ 441,234	

**THE FOLLOWING PAGES ARE TO BE COMPLETED**

**COST ANALYSIS**

The MIDC Act requires funding unit(s) to provide a cost analysis as part of a request for state funding. The cost analysis should include all total indigent criminal defense services costs for compliance with minimum standards and the amount of funds in excess of the local share necessary to comply with the standards.

Refer to the instructions guide for grant allowances.

**Personnel**

Include staff, if any, whose work is or will be reasonably and directly related to the indigent defense function.

Name	Position	Computation	Total
Total			

Describe the duties of the positions listed (whether full-time or part-time) the number of hours worked, and rate of pay. Identify whether the positions will be a new cost as a result of the compliance plan.

Fringe Benefits	Percentage	Total
Employer FICA		
Retirement		
Hospital Insurance		
Dental Insurance		
Vision Insurance		
Unemployment		

Worker's Compensation		
Life Insurance		
Other		
Other		
TOTAL		

Describe the fringe benefits listed here with the positions above.

**Contractual (See above documentation)**

For assigned counsel, you may group all attorney contracts in one line item. You may list the computation as "various" to indicate various rates of pay and provide detail below for the pay structure. List contractors for training programs. Also, list contractors who will be providing construction services for confidential space, if needed. Confidential space costs should be discussed in detail below but costs cannot exceed \$25,000 per location. Requests exceeding \$25,000 will be reviewed with higher due diligence and considered with accompanying documentation for justification. List contracts for investigators and experts here. (Outline is contained within document)

CONTRACTOR	COMPUTATION	SERVICES TO BE PROVIDED	TOTAL
TOTAL			

Provide detail for the types of contractors listed above, rates and hours, and services to be provided. Identify if the contractor will be a new cost or includes cost enhancements for implementation of the compliance plan.

**Travel and Training (See above documentation)**

Include registrations for continuing legal education hours and training. Travel expenses should adhere to local funding unit travel policies, not to exceed State of Michigan standardized travel rates.

TYPES OF TRAVEL/TRAINING	COMPUTATION	TOTAL
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TOTAL		

Provide detail for the types of travel and training expenses with applicable rates. Identify whether the expense is new as a result of the compliance plan.

**Supplies and Other (See above documentation)**

Include all other expenses not provided elsewhere in the cost analysis.

ITEM	COMPUTATION	TOTAL
TOTAL		

Provide details for supplies and other expenses. Identify whether the expense is new as a result of the compliance plan.

Total Cost Analysis (sum of all expenditure sections)

\$ 441,234
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The MIDC Act, MCL 780.993(2), allows for an indigent defense system to request reimbursement as part of the total grant for the cost of developing the compliance plan. If submitting a claim for this expense, provide an explanation and calculation with details of all plan development costs. Attach a separate document with the compliance plan submission if needed.

## GRANT CALCULATION

**TOTAL COST ANALYSIS**

COMPLIANCE PLANNING COSTS                   + \$441,234

LOCAL SHARE                                       - \$153,579

**COMPLIANCE PLAN GRANT REQUEST                   \$287,655**

The Local Share is defined as an indigent criminal defense system’s average annual direct expenditures for adult criminal defense services for three fiscal years preceding the creation of the MIDC Act (effective July 1, 2013). Collections or reimbursements made to the system for partially indigent defendants are applied to the calculation.

Expenditures to be included in the calculation:

- Payments to criminal defense attorneys (contracts, public defenders, appointed systems, hybrid systems) for providing indigent adult criminal defense services including services for expedited docket programs, criminal contempt, juveniles waived into adult court, appeals from district to circuit court or eligible interlocutory appeals to the Court of Appeals
- Payments to experts and investigators
- Other expenses including attorney supplies, travel, or training

Services not included as expenditures:

- Post-sentencing appeals
- Probate, Juvenile Delinquency, Abuse and Neglect cases
- Civil Contempt
- Counsel at lineup (before charges are filed)

Reimbursements:

- Fees paid by or on behalf of a defendant for indigent criminal defense services including payments by the Michigan Department of Corrections and grant payments that include indigent defense services as eligible grant expenditures (i.e. expedited docket programs)

If the actual expenses and reimbursements cannot be calculated as exact, identify that you are providing estimates and discuss the methodology for determining the estimated local share.

FISCAL YEAR	TOTAL EXPENSES	REIMBURSEMENTS	NET EXPENSES



Average of Three Fiscal Years			
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*Certification: I certify to the best of my knowledge and belief that the calculation of the local share is correct and complete and that all fiscal details included are direct indigent defense system expenditures and reimbursements in the given fiscal years.*

Authorizing Official Name \_\_\_\_\_  
 (Printed) (Signature)

Title \_\_\_\_\_ Date \_\_\_\_\_

### **Data Collection**

In the future, the MIDC expects to collect data on the following topics related to the first four standards. Data points include “system-wide data” (pertaining to each indigent defense system), “attorney-level data” (pertaining to each attorney) and “case-level data” (pertaining to each individual court case). This list is not exhaustive but offers guidance on the types of data that will be critical to demonstrating standards compliance.

#### System-Wide Data Points

- Local requirements for training
- Existence of local training options
- Structure of any local administrative bodies responsible for identifying training needs and implementing training
- Mechanism(s) and timeline for notifying attorneys of new appointments
- Existence of confidential space for attorney-client interviews in holding facilities and courthouses
- Mechanism(s) by which attorneys request investigators or expert witnesses
- Delivery models for provision of counsel at first appearance

#### Attorney-Level Data Points

- P numbers and contact information
- Total number of annual completed CLE credits
- Location, date and content of all completed training courses

#### Case-Level Data Points

- Defendant request for appointed counsel
- Court appointment of counsel and date
- Date of attorney notification of appointment
- Date of initial client interview
- Request for investigator, date granted or denied
- Request for expert witness, date granted or denied
- Presence of counsel at first appearance

- Mechanism by which counsel at first appearance was provided
- Type and amount of bail issued, if any

The MIDC Act, MCL 780.993 (9), requires the state to appropriate funds for the reasonable costs associated with data required to be collected by the MIDC in excess of the local government's data costs for other purposes. Costs associated with data collection are not required to be submitted with this compliance plan submission but will be addressed at a future date and are remarked here for informational purposes.

LOCAL SHARE CONTRIBUTION -- THREE YEAR COMPARISON

Circuit Court	Expenditures	Revenues	Revenues Collected by DC	TOTAL REVENUE	Difference that County Absorbed
2010	\$ 165,361.54	\$ 60,926.30	\$ 26,480.81	\$ 87,407.11	\$ 77,954.43
2011	\$ 128,845.09	\$ 57,892.82	\$ 19,602.40	\$ 77,495.22	\$ 51,349.87
2012	\$ 140,819.04	\$ 62,962.79	\$ 13,889.00	\$ 76,851.79	\$ 63,967.25
					\$ 193,271.55
					\$ 64,423.85

District Court	Expenditures	Revenues	Difference that County Absorbed
2010	\$ 330,000.00	\$ 191,404.51	\$ 138,595.49
2011	\$ 231,213.00	\$ 178,976.89	\$ 52,236.11
2012	\$ 250,194.00	\$ 173,558.34	\$ 76,635.66
TOTAL			\$ 267,467.26
Average cost/case			\$ 89,155.75

TOTAL LOCAL SHARE \$ 153,579.60

RESOLUTION  
XX-2017  
**Grand Traverse County**  
**Michigan Indigent Defense Compliance Plan**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on November 15, 2017, and reviewed request to approval for submission the Compliance Plan for the Indigent Defense Standards established by the Michigan Indigent Defense Commission (MIDC); and,

WHEREAS, the MIDC is authorized to establish rules, regulations and standards for the provision of indigent defense services which have an impact on Grand Traverse County as a funding unit for the Courts; and,

WHEREAS, The Compliance Plan is required which identifies how the County will become compliant with each standard and requests \$287,655 from the State of Michigan which would be allocated in the Spring/Summer of 2018 if approved; and,

WHEREAS, This Plan must be submitted by November 20, 2107 and has been reviewed by the stakeholder group including the Circuit Court, District Court, Sheriff's Department, Public Defense, Prosecutor and County Administration.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the Compliance Plan, attached hereto and becoming a part of this resolution, and meeting the standards set for by the Michigan Indigent Defense Commission is approved.

BE IF FURTHER RESOLVED THAT THIS Plan be submitted to the Michigan Indigent Defense Commission on or before November 20, 2107.

APPROVED: November 15, 2017

RESOLUTION  
**118-2017**  
**Establish County Officers Compensation Commission**

WHEREAS, the Grand Traverse County Board of Commissioners desires to create an objective Commission to review the salaries of non-judicial elected officials, which includes the Board of Commissioners, County Clerk, County Treasurer, Drain Commissioner, Prosecutor, Register of Deeds, and Sheriff; and

WHEREAS, Public Act 485 of 1978, also known as the County Officers Compensation Commission prescribes the process and powers of said committee; and

WHEREAS, consistent with Public Act 485 of 1978, the following shall apply:

- Commission shall be comprised of 7 members who are registered electors residing in the County. (MCL 45.472(2)(2))
- Shall meet in even numbered years (MCL 45.474(1))
- Shall not meet for more than 15 session days (MCL 45.474(1))
- Shall make its determination within 45-calendar days after its first meeting of the year (MCL 45.474(1))
- Commission shall elect a chairperson from among its members (MCL 45.474(3)).
- A quorum is required for conducting business or taking action (MCL 45.474(2)).
- Members shall not receive compensation but be reimbursed for actual and necessary expenses (MCL 45.474(4))
- All business of the commission shall be conducted at a public meeting and in accordance with the Open Meetings Act (MCL 45.475)

WHEREAS, a process for the appointment of the County Officers Compensation Committee is also established pursuant to state statute and prescribes the following:

- Upon recommendations from the members of the board, the Chairperson of the County Board of Commissioners shall appoint the members of the compensation commission subject to confirmation by a majority of the members elected to and service on the County Board (MCL45.472(2)).
- The initial members shall be appointed within 30-days after the effective date of the Resolution establishing the commission (MCL45.472(2)); and

WHEREAS, the term of office shall be for four years, with the exception of those first members appointed in the first term, in which two shall be appointed for a term of one-year, two shall be appointed for a term of two-years, two shall be appointed for a term of three-years, and one shall be appointed for a term of four-years.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners establishes the County Officers Compensation Commission in accordance with Public Act 485 of 1978.

APPROVED: October 18, 2017