



# GRAND TRAVERSE COUNTY

## BOARD OF COMMISSIONERS SPECIAL MEETING

**Thursday, April 30, 2020 at 8:00 AM**

Governmental Center, 2nd Floor Commission Chambers

400 Boardman Avenue, Traverse City, MI 49684

A Special Board of Commissioners meeting has been set for the date and time noted above. The purpose of the meeting is identified in the agenda below.

On April 14, 2020 Governor Whitmer signed into effect Executive Order 2020-48. In an effort to reduce the spread of COVID-19 by limiting the number of people at public gatherings, this order suspends the rules and procedures for governmental entities requiring physical presence at meetings and hearings and it temporarily alters the rights of the public to be present at meetings.

As permitted by Executive Order 2020-48, and for the reasons stated therein and the current public health concerns posed by gatherings of people, the Grand Traverse County Board of Commissioners meetings will be held remotely until further notice. Grand Traverse County encourages remote participation. The meeting will be made available to the public through the following means:

**Video: Live Stream** <http://gtcmi.2.vu/bocstream>

Page

**Dial: 408-418-9388**

**Pin #: 798 225 893**

Anyone wishing to give public comment will need to call in and mute the line until they are called upon by the Chair. If calling from a landline phone or cell phone where there is no mute button, please dial "[Star]6" to mute and then again to unmute.

Persons with disabilities which the foregoing opportunities for participation will not address should contact Lisa Emery at (231) 922-4780 or [lemery@grandtraverse.org](mailto:lemery@grandtraverse.org) with questions or concerns.

### **CALL TO ORDER:**

#### **1. OPENING CEREMONIES, EXERCISES, OR INVOCATION**

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

#### **2. ROLL CALL:**

### 3. **FIRST PUBLIC COMMENT:**

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provisions of the Michigan Open Meetings Act. Public Comment shall be carried out in accordance with the following Board Rules and Procedures:

Any person wishing to address the Board shall state his or her name and address. Persons may address the Board on matters or issues which are relevant and germane to County government as determined by the Chairperson.

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions, if any. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, allow an additional opportunity or time to speak if determined germane and necessary to the discussion.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment may be received during the meeting when a specific agenda topic is scheduled for discussion by the Board. Prior to the first public comment, the Chairperson will indicate the topics on the agenda for which public comment will be accepted. Anyone wishing to give public comment will need to call in and mute the line until they are called upon by the Chair by identification of the last two digits of the caller's phone number. If calling from a landline phone or cell phone where there is no mute button, please dial "[Star]6" to mute and then again to unmute. Please be respectful and refrain from personal or political attacks.

### 4. **CONSENT CALENDAR**

#### a. **RECEIVE**

- |      |  |         |
|------|--|---------|
| a.1. | Grand Traverse Conservation District Meeting Minutes<br><a href="#">Attachment - Pdf</a>     | 4 - 18  |
| a.2. | Northwestern Regional Airport Commission Meeting Minutes<br><a href="#">Attachment - Pdf</a> | 19 - 23 |

#### b. **APPROVALS**

- |      |  |         |
|------|--|---------|
| b.1. | Veterans Affairs MVAA Award Grant<br>Approve the MVAA County Veterans Service Grant Award contract to be signed and forward back to the MVAA so they can disburse the funds.<br><a href="#">Attachment - Pdf</a> | 24 - 84 |
|------|--|---------|

b.2.	Public Service Recognition Week Proclamation Proclaim May 3-9, 2020 as Public Service Recognition Week. <a href="#">Attachment - Pdf</a>	85 - 86
b.3.	Resource Recovery 2020 Hauler License Approve 2020 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair. <a href="#">2020 Hauler License for Signature - Pdf</a>	87 - 91
b.4.	Treasurer Opt-in for Credit Card Fee Waiver Extension Recommendation to allow Heidi Scheppe, County Treasurer, to have the requisite authority to approve Grand Traverse County to waive the Online Payment Enhanced Access Fees to citizens, agree that Grand Traverse County will pay for the Payment Processors' charges (38% of the EAF) for the period of time of May 1, 2020 – May 31, 2020. " <a href="#">Attachment - Pdf</a>	92
<b>5.</b>	<b>PURPOSE:</b>	
5.1.	Senior Center Millage <a href="#">Attachment - Pdf</a>	93 - 96
5.2.	Bailiff Program Verbal Update	
5.3.	Letter to Governor Whitmer It is recommended the drafted letter be forwarded to Governor Whitmer as a request for regional or county based reopening of businesses. <a href="#">Attachment - Pdf</a>	97 - 100
<b>6.</b>	<b>SECOND PUBLIC COMMENT (REFER TO RULES UNDER PUBLIC COMMENT/INPUT ABOVE.)</b>	
<b>7.</b>	<b>ADJOURNMENT</b>	



## GRAND TRAVERSE COUNTY

### REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Administration

**SUBMITTED BY:** Lisa Emery, Administrative Assistant

**SUBJECT:** Grand Traverse Conservation District

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**RECOMMENDATION:**  
Information

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**SUMMARY:**  
March 2020 Report

**ATTACHMENTS:**  
[GTCD March 2020 Report](#)



## **Grand Traverse Conservation District**

### **March 2020 Report**

#### **CONSERVATION TEAM**

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

#### **Administration**

- Prepared and distributed an Agenda for the regularly scheduled meeting to be held on 3/19/20 (Mtg. canceled due to coronavirus concerns)
- Prepared and posted Parkland Technician job announcements for seasonal parkland crew.
- Met with Child & Family Services YouthWorks representatives regarding potential projects.
- Participated in a conference call re: BBVA budget

#### **Routine Monitoring and Maintenance**

- Plowed parking areas/trailheads as needed, along with pole barns.
- Performed weekly trailhead inspections to monitor use, pick up trash, restock outhouses, and tend to dog waste stations.
- Added additional seed and straw to the new section of trail abutting Brown's Landing footbridge, and straightened and tightening the erosion control fencing.
- Rotated seasonal display case inserts from Winter to Spring.
- Chainsawed several fallen trees from the trails.

#### **Other**

- Several GTCD staff and two Advisory Committee members hiked alongside Harvey Calcutt to assess the trails he suggested to the Brown Bridge Advisory Committee in November.
- Posted Covid-19 Info sheets (provided by City staff) at all major trailheads and parking areas.
- Refurbished and installed rustic routed wood signs and additional "Rules" signs at remaining trailheads and parking areas.
- Researched 'ChronoLog' (a crowd-sourced photo-monitoring web platform) to present to the BBAC at the next regularly scheduled meeting.
- Continued working with a BBAC sub-committee to update portions of the Brown Bridge Management Plan.

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

- Participated in a conference call with Garfield Twp Park Steward Derek Morton regarding the draft Resource Management Agreement (RMA) and other park related issues.
- Prepared and submitted draft RMA agreement.
- Met with Derek Morton for Garfield park planning; visited Kids Creek Park and identified locations to place trail counters along 'Safe Routes to School' in vicinity of TC West Middle School.
- Met with Chris Kushman, Tart Planning and Management Director, to review signage for the Buffalo Ridge Trail that identifies connection to the Kids Creek Park trail system.
- Corresponded with Greg Griffith, from Popp Excavating, on construction of the approved and permitted crush gravel trail across the Y's athletic fields at BVNP.
- Solicited estimates for fish stocking of Oleson Pond at Kids Creek Park.
- Continued updating maps and designs for Garfield info station posters and trail navigation maps at Silver Lake Recreation Area, Miller Creek Nature Reserve, and Kids Creek Park.
- Prepared and posted Parkland Technician job announcements for seasonal parkland crew.
- Met with Child & Family Services YouthWorks representatives regarding potential projects.

**Monitoring and Maintenance**

- Performed routine weekly trailhead & dog waste bag receptacle checks; swapped out Silver Lake dog park trash bin on a weekly basis.
- Picked up wind blown trash around trailheads post snow melt at Miller Creek Nature Reserve and Kids Creek Park near-by shopping plazas.
- Cleared plowed snow tracks from trash surrounds at Silver Lake Rec Area to promote safe access.
- Cut and cleared hazardous and down trees from the Commons Natural Area, Miller Creek Nature Reserve, and Boardman Valley Nature Preserve.
- Blew off debris from timber boardwalks at Kids Creek Park; still
- Replace a fence rail prior to boardwalk entry along Kids Creek.
- Removed aged silt fencing by overlook near Buffalo Ridge Trail entry to Kids Creek Park.



- Reoriented post and trail navigational signs to better reflect on-the-ground navigation at Kids Creek Park and trail connection from the Buffalo Ridge Trail
- Changed seasonal information station posters to reflect spring topics.

#### **Other**

- Installed two infrared trail counters along designated 'Safe Routes to School' in the vicinity of TC West Middle School to better gauge usage numbers and times.
  - Met with a regular trail user at Miller Creek Nature Reserve to follow-up on a hazard tree report and wildlife sightings at Miller Creek Nature Reserve.
  - Follow-up on report by adjacent property owner of the Commons of slashed temporary laminated boundary signs indicating private property ahead.
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### **OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve**

#### **Administration**

- Planned logistics for the replacement of the former Beaver Pond Loop boardwalk and construction of four timber stream crossings in upcoming trail projects.
- Prepared and submitted a Joint Permit Application to MI Department of EGLE to construct proposed boardwalk and stream crossings this 2020 field season.
- Began drafting language and designs for multiple signage needs on the NER for County review and approval.
- Continue to draft updates to the NER Management Plan for NER Advisory Committee review.
- Prepared and posted Parkland Technician job announcements for seasonal parkland crew.
- Prepared and submitted Environmental Quality Incentive Program funding information request to Finance Director and P&R Director.

#### **Monitoring and Maintenance**

- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Cleared snow from around trash bins at various trailheads.
- Opened and closed the Beitner outhouse; continued to monitor and clean the Jack's Landing outhouse prior to recent closure to mitigate threats of Coronavirus transmission.
- Opened the pavilion bathrooms at the Boardman River Nature Center for public use on the NER; currently closed due to Coronavirus concerns.
- Cut and cleared hazardous trees along the NER trail system.
- Blew off debris from timber boardwalks, stairs, and bridges.



- Changed seasonal information station posters to reflect spring topics.

#### **Grants**

- Applied for a Traverse City Track Club grant to assist in funding materials to construct three stream boardwalk crossings connecting a path along the east side of the Boardman River in recently exposed bottomlands post Sabin Dam removal.
- Environmental Quality Incentives Program (EQIP): Riparian Forest Buffer practice continues (Sabin Block "B") - planning and logistics with contractors.
- Great Lakes Restoration Initiative (GLRI): Stormwater Reduction - planning and logistics with contractors.

#### **Other**

- Continued work on update of the NER management plan.

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### **OWNER/PARKLAND: Recreational Authority – Hickory Meadows**

#### **Administration**

- Attended and reported at the March Rec Authority Board meeting.
- Updated the Hickory Meadows Advisory Committee (HMAC) of activities and plans for upcoming spring trail and habitat improvement projects.
- Cancelled March HMAC meeting due to Coronavirus outbreak. Continued to communicate with individual members on planning measures as necessary.
- Corresponded with Derek Mellville, City Parks and Rec Superintendent, in regards to planned spring reseeding of the drain field installed on Meadows property in 2019.
- Ordered and received native seed mix for upcoming seeding of drain field.
- Coordinated contractors Wildlife and Wetland Solutions to provide woody cut-stump invasive species control on woody shrub species.
- Prepared and posted Parkland Technician job announcements for seasonal crew members.

#### **Monitoring and Maintenance**

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Changed seasonal information station signage to reflect spring topics.
- Removed most winter trail grooming signs on temporary posts in the park. Left winter trails maps up at trailheads for time being; will remove and replace soon with updated all season trails map.
- Pruned along trails as deemed necessary and cleared a down tree obstructing passage near creek crossing.



- Assessed necessary improvements for wet sections of trails this season.
- Downloaded trail counter data on a monthly basis.
- Monitored the amount and types of use along the 2019 added trail segment from the M-72 trailhead.

#### **Other**

- Reconned and GPS'ed possible future trail connections to Hickory Hills along NW property boundary.
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### **OWNER/PARKLAND: Rotary Camps & Services – East Creek Reserve & Canterbury Woods**

#### **Administration**

- Prepared and posted Parkland Technician job announcements for seasonal parkland and river restoration crew.
- Met with Child & Family Services YouthWorks representatives regarding potential projects.
- Developed annual work plan items for the upcoming field season.
- Drafted annual budget to present in April.

#### **Monitoring and Maintenance**

- Ordered 35 potted trees as follow-up to the DNR Wildlife Habitat Improvement Grant from previous years.
  - Cleared several large trees that had fallen over the trails
  - Performed routine drive-by and trailhead inspections to monitor use and pick up trash.
  - Created updated trail-intersection maps to replace existing maps, including the Info Station trail map located at the trailheads.
  - Assessed the integrity of the fencing that runs along Mayfield Rd. where the gas line utility corridor crosses the road.
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### **BOARDMAN RIVER STEWARDSHIP**



- Participated in an interview with TV 9&10 regarding the river and outdoor activities during the COVID-19 pandemic.
- Started Pro Bass Shop proposal for a grant to augment Phase-II wood installation at Brown Bridge.
- Participated in a Boardman Collaborative conference call regarding follow-up of the community meeting that was held in February at the BRNC
- Started a list of the “Top Ten Big Ideas for the Boardman River Watershed” as part of the Boardman Collaborative effort.
- Completed questionnaire for the GTCD strategic plan revision as it relates to GTCD’s role in the management of the Boardman.
- Returned several calls about fishing and/or paddling the Boardman River.
- Responded to and followed up on a potential wetland violation as part of the follow-up restoration activities in the Boardman bottomlands.

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#### **ENVIRONMENTAL EDUCATION**

Nature Center Visitation this Month: 147                      Nature Center Visitation Mar 2019: 571

Program Participants this month: 97                      Program Participants Mar 2019: 429

Drop ins this month: 50                      Drop-in Mar 2019: 142

Nature Center Visitation this year: 1,298    Nature Center Visitation since 2008: 96,117

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

- 61 preschoolers and their families participated in Nature-Based Early Learning programming at the Board River Nature Center. Programming included Peepers, Knee-High Naturalist, and Acorn Adventures program.
- The new homeschool program had 10 participants and their families. Participants explored the Nature Center grounds and engaged in place-based environmental education activities to connect with their home education.
- The Boardman River Nature Center was closed on March 13 and all programming was canceled due to the COVID-19 virus.
- The Summer Nature Day Camp program is full with a waitlist. Participants are welcome to add their names to a waitlist.
- Education staff have created digital environmental education activities for families to do in their home. The campaign is called #stayhomewithnatute. New programs



are posted on the website and social media multiple times a week . Activities include a free app to download and take outside.

- Funding requests were sent to the Oleson Foundation to support the Nature-Based Early Learning program at the Boardman River Nature Center.
  - The Grand Traverse Conservation District website update was started. A new website is slated to be rolled out in May 2020.
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### **FORESTRY ASSISTANCE PROGRAM (FAP), March 2020**

District Forester Leelanau, Grand Traverse and Benzie Conservation Districts

Trainings: Climate Adaptation Planning and Practices Online Course, 7 of 7 weeks completed, 21 category 1 continuing forestry education credits by the Society of American Forester earned

#### **1-Leelanau County on-site visits:**

- Gilbert, 22 acs., Solon Twp.
- Werth, 10 acs., Leland Twp.

#### **2-Virtual site visits: (landowner contacts through photos/emails/phone conversations)**

- Lane, 3 acs., Elmwood Twp.
- Hallemann, 10 acs., Elmwood Twp.
- Golec, 1 ac., Elmwood Twp.
- Team Elmers, 1 ac. Kasson Twp.
- Walton, 1 ac. Bingham Twp.
- Hallemann, 9.5 acs., Elmwood Twp.
- Scherrer, 32 acs., Leelanau Twp.S.

#### **3-Grand Traverse County Virtual site visits:**

- Feibing, 5 acs., Fife Lake Twp.

#### **4-Benzie County Virtual Site Visits:**

- Gentle, 10 acs., Crystal Lake Twp.
- Tomaszewski, 5 acs., Platte Twp.
- Rennhack, 61 acs., Colfax Twp.
- Bontekoe, 5 acs., Joyfield Twp.



- Clark, 15 acs., Homestead Twp.

Written Forest Management Recommendations: 7 QFP Verifications: 0

MAEAP/FWH Verifications: 2 FAP Referrals to Private Sector: 1 FAP Referrals to Public Sector: 3 In-office Contacts: 20 landowners Follow-up Contacts: 31 landowners/qualified foresters

**FAP Promotion/Program Development:**

- 1. Continue updating GIS mapping of Benzie County.
- 2. FAP Monthly Conference Call.
- 3. WOW.net virtual discussion on-line webinar.
- 4. DeYoung FWH Verification – 191 acres in Elmwood Twp.
- 5. Bakker FWH Verification – 37 acres in Suttons Bay Twp.
- 6. Tree Farm Inspection for Jan Malik, 217.7 acres, Grant Twp. (Forestry Field Day site, 9/12/2020).
- 7. Meeting with Tom Ford re: Benzie Planting Workshop presentation.
- 8. BCD Planting Workshop – 46 in attendance.

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**MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)**

Farm Visits: 3 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)

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

Farms Verified: 1

**Updates:**

- 3/2: Food and Farming Network Summit Planning Meeting
- 3/2: "Pollinators: The Movie" screening hosted by Oryana at The State Theater. Parker was on the local natural resources professionals panel discussion after the film.
- 3/3: Grand Traverse Fruit Growers Council Meeting
- 3/4: Soil and Water Conservation Society Annual Natural Resources Seminar. Dan Busby, our MAEAP Verifier and former GTCD employee, received the Commendation Award from the Michigan Chapter of the Soil and Water Conservation Society (SWCS). This award recognized Dan for his commendable service to the Michigan Chapter of SWCS.
- 3/6: Leelanau County Reverification
- 3/6: Food and Farming Network Meeting



- 3/10: Cover Cropping in Orchards Conference Call
- 3/11: Small Business Development Center Meeting - Incubator Farm
- 3/11: Benzie Conservation District Planting Workshop - PHASE-1 Event
- 3/18: Food and Farming Network Annual Summit (POSTPONED)
- 3/20: Farming for the Future Workshop (POSTPONED)
- 3/21: Seed Swap, Native Plant, and Landscaping Event (CANCELLED)
- 3/31: Michigan Farm Bureau Conference Call

**Current Projects:**

- Working with:
  - 24 Farms in Antrim
  - 13 Farms in Grand Traverse
  - 20 Farms in Leelanau
  - 9 Farms in Benzie
- Assisting with utilizing MAEAP fund code for NRCS EQIP Applications
- Coordinating regenerative agriculture film series (Postponed until further notice)
- Collaborating with Antrim Conservation District on spring Farming for the Future Workshop (Postponed until further notice)
- Planning Food and Farming Network Revisioning Summit (Postponed until further notice)
- Collaborating with Antrim and Kalkaska Conservation Districts for summer 2020 Soil Health Field Day.
- Collaborating with District Forester and NRCS on 2020 Forestry Field Day.
- Researching grant opportunities for increased cost-share and field day funding.
- 2020 MAEAP Reverifications
- Planning upcoming agrichemical container recycling program dates and tractor/large tire recycling program.
- Planning 2020 Domestic Well Water Screening (Postponed until further notice)
- Planning and developing Incubator Farm project business plan.
- Working with Food and Farming Network on revisioning, governance, and summit planning.

**Upcoming Events:**

- Note: All meetings are being conducted over conference call or online virtual meeting platforms
- 4/1: Incubator Farm Meeting
- 4/2: Food and Farming Network Input and Engagement Committee Meeting
- 4/8: Incubator Farm Meeting
- 4/14: Incubator Farm Business Plan Development Meeting with Small Business Development Center
- 4/14: Antrim Farm Bureau Board Meeting
- 4/15: Food and Farming Network Meeting
- 4/16: Antrim Farming Field Day Planning Meeting



- 4/18: Domestic Well Water Screening (potential postponement)
  - 4/30: Michigan Department of Agriculture and Rural Development Labor Meeting (potential postponement)
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#### **NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)**

<b>Public Inquiry Responses: 27</b>	<b>Acres Surveyed: 508</b>
<b>Active Efforts: 1</b>	<b>Sites Surveyed: 71</b>
<b>Active Contacts: 161</b>	<b>Sites Monitored: 4</b>
<b>Passive Efforts: 28</b>	<b>Acres Treated: 37</b>
<b>Passive Impressions: 174,683</b>	<b>Sites Treated: 4</b>
<b>Volunteer Hours: 0</b>	<b>Acres Restored: 0</b>
<b>Volunteers: 0</b>	<b>Sites Restored: 0</b>

#### **Meetings/Presentations:**

- 3/3 - Hosted ISN Steering Committee meeting
- 3/10 - Hosted CISMA region meeting; 3 contacts
- 3/13 - Attended USFS funding meeting (Cadillac); 4 contacts
- 3/19 - Hosted Sleeping Bear Dunes NL monitoring mtg call
- 3/24 - "Attended" Midwest Invasive Plant Network Board Meeting; joined Community Outreach subcommittee
- 3/26 - "Attended" meeting with Traverse Area Community Media--beginning weekly contribution to a mini-podcast

#### **Treatments, Restoration, and Surveys:**

- Surveyed Lower Woodcock Lake (20 acres)
- Surveyed 69 sites, 483 acres for HWA
- Contractors treated 4 sites, 37 acres woody invasives

#### **Other Accomplishments:**

- [Great Lakes Echo article on Go Beyond Beauty](#) published (2,500 reach)
- Mason-Manistee Radio interview regarding CISMAs: 5,000 listeners
- [Detroit News article on CISMAs](#); 141,000 circulation
- [Manistee News Advocate article on swallow-wort](#); 15,000 circulation
- Facebook reach: 5,680
- Website unique visitors: 1,461
- Instagram reach: 3911
- February 2019 eNews: 599 opens



**Upcoming Events:**

- April events, such as ISN's Partner Meeting and the *Go Beyond Beauty* kickoff, will be held online. Visit our website for details.
- Many of ISN's 2020 events are scheduled! Check them out at [www.habitatmatters.org/eventsworkbees](http://www.habitatmatters.org/eventsworkbees)

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**PRODUCE SAFETY AND FSMA**

**ORGANIZATIONAL**

- Finalized Strategic Plan Survey with Renee
  - o Released online version of Strategic Plan
- Developed Outbreak/COVID-19 Flyer
- Updates/Announcements for Facebook and Constant Contact
- Adjustments to staff page on website
- Tree Sale Updates and Staff Meeting Zoom Call
- Questions for customers for tree sale

**PRODUCE SAFETY AND FSMA**

- Total farm visits: 0, Follow-up visits: 0
- Follow-up Communication:
- PSRA: 0 / OFRR: 0
- Total completed PSRA Certificates to date: 3
- Total active PSRA: 11
- Farm Referrals by County to Date: 50

<b>Manistee</b>	<b>5</b>
<b>Benzie</b>	<b>4</b>
<b>Grand Traverse</b>	<b>11</b>
<b>Leelanau</b>	<b>19</b>
<b>Antrim</b>	<b>6</b>
<b>Other</b>	<b>5</b>

*please note that referrals are a rolling total of FY19 and FY20.*



- Total farm contacts: 291
- Article for Ag Forum: Conservation in Food Safety
- Incubator planning meeting with SBDC
- Flyer for Outbreaks information and resources
- Michigan State University Beginning Farmer Webinar Series
- Planning for Antrim Ag. Farming for the Future Workshop
- Planning for Agricultural Water Workshop in Manistee County
- Spring Grower Updates w/ full guide and resources for farmers relating to COVID-19
- Various COVID-19 Webinar updates for the Food Industry.

**Recent Important Past & Upcoming Events in 2020 (all locations are Michigan unless otherwise noted, this is not the extensive list for year):**

- GTCD Large Equipment Tire Recycling Event 9/10/19
- Demonstration at Farm Field Safety Day 9/12/19
- Advisory Committee Meeting PSP 9/18/19
- Presenting on Produce Safety with Grow Benzie 9/20/19
- Farms, Food & Health Conference EXPO booth 9/27/19
- Farms, Food & Health Conference Panel Discussion/Presentation on Empowered Advocacy of Food Safety 9/28/19
- ST. PAUL, MN NCR Training Blastoff II 10/9/19-10/11/19
- The Community of Food, Society & Justice Conference- Ann Arbor 10/18/19
- Produce Safety Program Meeting w/ Service Area CD's 10/23/19
- Presenting PSA Grower Training 10/28/19
- MACD Fall Conference 10/28/19-10/30/19
- Post Harvest Handling and Hygiene for Small and Medium Sized Growers- Grand Rapids 12/5/19
- GLEXPO Conference 12/10/19-12/12/19
- MI PSA Team Professional Development Holland, MI 1/6/2020-1/7/2020
- Orchard & Vineyard Show 1/14/20-1/15/20
- Northern Michigan Small Farms Conference 1/24/20-1/25/20
- Post-Harvest Handling and Hygiene for Small and Medium Sized Growers 2/13/20
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED



- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20  
POSTPONED
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20
- Soil Health Field Day Mancelona, MI 8/1/20

## Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee



ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment



## GRAND TRAVERSE COUNTY

### REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Administration

**SUBMITTED BY:** Lisa Emery, Administrative Assistant

**SUBJECT:** Northwestern Regional Airport Commission

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**SUMMARY:**

Regular Meeting Minutes for February 25, 2020

**ATTACHMENTS:**

[2-25-20 Meeting Minutes](#)

NORTHWESTERN REGIONAL AIRPORT COMMISSION  
CHERRY CAPITAL AIRPORT  
REGULAR MEETING  
**MINUTES**  
February 25, 2020  
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns (via phone), Mike Coco, Rob Hentschel, Tom Kern, Steve Plamondon, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Ron and Cindy Lemcool, Bob Nelesen, Margo Marks, Chuck Webb, Mardi Link, Randy Smith
Absent		None

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

C. Review and Approval of the Agenda:

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

D. Public Comment:

Airport Director Klein and the NRAC acknowledged Luanne Zak, Assistant Airport Director – Finance and Administration, on 30 years of service with Cherry Capital Airport.

E. Reading and Approving Previous Meeting Minutes:

1. It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve the organizational meeting minutes of January 28, 2020 as presented. MOTION PASSED.
2. It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve the regular meeting minutes of January 28, 2020 as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for January 2020 was not available.

2. USCG Commanding Officer, Chuck Webb, introduced himself to the NRAC.
3. 2020 committee assignments were received and filed.

It was moved by Commissioner Hentschel and supported by Commissioner Rushton to refer the review of the Bylaws to the Executive Committee to be completed by the end of June. MOTION PASSED.

G. Reports of Standing Committees: None

H. Reports of Special Committees:

1. Commissioner Rushton gave a report of the Personnel Committee meeting of February 13, 2020.

Negotiations with the maintenance employee bargaining unit has resulted in the following for a new agreement:

- Wages - increase in 2020 wage scale

Starting:	\$17.00
After one (1) year's seniority	\$19.07
After two (2) year's seniority	\$20.67
After three (3) year's seniority	\$21.17
After four (4) year's seniority	\$21.66
After five (5) year's seniority	\$23.47
- 3% year 2021, 2% year 2022, and 2.5% year 2023
- Health insurance – plan will change from a Blue Cross Blue Shield plan to a Blue Care Network plan. The airport will pay up to the state allowed cap toward premiums and the employees are responsible for the balance.
- Sick time – probationary employees will receive 20 hours of sick time.
- Removal of Frozen Sick Bank language.
- Vacation leave – probationary employees will receive 20 hours after 6 months; and 20 hours upon completion of 1 year; total 40 hours in year 1.

It was moved by Commissioner Rushton and supported by Commissioner Ahrns to accept the report of the Personnel Committee meeting of February 13, 2020. MOTION PASSED.

It was moved by Commissioner Plamondon and supported by Commissioner Kern to ratify the collective bargaining agreement with the union as stated above. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Hentschel-yes, Kern-yes, Plamondon-yes, Rushton-yes. MOTION PASSED.

2. Commissioner Coco gave a report of the Building and Grounds Committee meeting of February 24, 2020.

It was moved by Commissioner Kern and supported by Commissioner Rushton to accept the report of the Building and Grounds Committee meeting of February 24, 2020.

It was moved by Commissioner Hentschel and supported by Commissioner Coco to approve the fuel farm proposal presented by Vision Air Center. MOTION PASSED.

It was moved by Commissioner Coco and supported by Commissioner Hentschel to purchase 5-5 seat units, 2-4 seat units and 3-3 seat units of Herman Miller tandem seating for the airline terminal building from Ted Kohler at a cost not to exceed \$23,800. MOTION PASSED.

It was moved by Commissioner Kern and supported by Commissioner Rushton to award the bid for a Graco LineLazer to PPG Paints, located in Michigan, in the amount of \$17,500. MOTION PASSED.

I. Unfinished Business: None

J. New Business:

1. Assign Lease and Party Wall Agreement – Jeffrey Johnson/James Mills

It was moved by Commissioner Ahrns and supported by Commissioner Coco to approve the assignment of Lease and Party Wall Agreement from Jeffrey Johnson and James Mills to EV Enterprises, LLC; subject to no interested response being received from an Aero Industrial Park property owner by February 25, 2020 and subject to review and acceptance as to substance by the Airport Director and review and acceptance as to form by the Airport Attorney. MOTION PASSED.

2. Bid Award – Airport Pickup Truck Package

It was moved by Commissioner Kern and supported by Commissioner Rushton to award the bid for an airport pickup truck to the low bidder, Fox Motors Ford, in the amount of \$35,941.15. MOTION PASSED.

3. Grant Endorsement – Civil Air Patrol

It was moved by Commissioner Kern and supported by Commissioner Hentschel to approve NRAC endorsement of Civil Air Patrol's grant request from the Grand Traverse Band. MOTION PASSED.

K. Reports of the Airport Director:

1. The Airport Director reviewed the Activity Report for the Commission.
2. The Airport Director reviewed the Operations Report for the Commission.
3. The Airport Director reviewed the Accounts Receivable Report for the Commission.
4. The Airport Director reviewed the Budget Report for the Commission.

L. Public Comment: None

M. Commissioner Comment:

Commissioner DeYoung thanked Luanne Zak for 30 years of service.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:07 p.m.

Respectfully submitted,



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



## GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Veterans Affairs

**SUBMITTED BY:** Michael Roof, Director

**SUBJECT:** MVAA Award Grant

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**RECOMMENDATION:**

Approve the MVAA County Veterans Service Grant Award contract to be signed and forward back to the MVAA so they can disburse the funds.

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**SUMMARY:**

The Grand Traverse County Department of Veterans Affairs has been awarded \$84,733.00 County Veterans Service Grant from Michigan Veterans Affairs Agency. The grant is for advertising and advocacy of helping veterans throughout Grand Traverse County

**ATTACHMENTS:**

[Grand Traverse CVSF Grant Award Packet\\_FY20 \(1\)](#)  
[Output Document \(186-2020\) - Pdf](#)



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF MILITARY & VETERANS AFFAIRS  
LANSING

BG PAUL D. ROGERS  
THE ADJUTANT GENERAL AND DIRECTOR

March 16, 2020

RE: County Veteran Service Fund Grant #200000001896

Dear Mr. Alger:

The Michigan Veterans Affairs Agency has accepted the Grand Traverse County application for the 2020 County Veteran Service Fund Grant (CVSF). Your grant project has been assigned the grant number listed above.

The grant award will be funded for up to \$84,733.00 of approved costs during the grant period, effective the date the CVSF Grant Agreement is signed by both Grand Traverse County and the State of Michigan. The County will receive a direct payment of \$50,000, and the remaining \$34,733.00 will be paid on a reimbursement basis. The award will be carried out under the direction of Michael Roof as stated in the grant application.

All grant activities will be supervised by the Michigan Veterans Affairs Agency. For all communications related to the grant, please email Marie Douville at [douvillem@michigan.gov](mailto:douvillem@michigan.gov), copy [MVAAGrants@michigan.gov](mailto:MVAAGrants@michigan.gov) and please include your Grant Number in all email communications.

As a grantee, you must be registered to do business with the State of Michigan. Registration is available at the following website: [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS). Failure to register will delay payment.

To accept the grant award, please review and sign the County Veteran Service Fund Grant Agreement and return, in its entirety, by email to [MVAAGrants@michigan.gov](mailto:MVAAGrants@michigan.gov) (cc: [douvillem@michigan.gov](mailto:douvillem@michigan.gov)), no later than 60 days from the date of this letter. Failure to return the signed Grant Agreement may delay payment.

Sincerely,

Karen Rowlader  
Grant and Contract Specialist  
Michigan Veterans Affairs Agency  
222 Washington Square North, Lansing, MI 48933  
(517) 284-5253  
[rowladerk@michigan.gov](mailto:rowladerk@michigan.gov)

Cc: Financial Officer  
Authorized Official

3411 N. MARTIN LUTHER KING JR. BOULEVARD • LANSING, MICHIGAN 48906-2934  
[www.michigan.gov](http://www.michigan.gov) • (517) 481-8000

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**GRANT AGREEMENT**  
BETWEEN THE  
MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, MICHIGAN VETERANS AFFAIRS  
AGENCY  
AND **Grand Traverse County**

This Grant Agreement ("Agreement") is made between the Michigan Department of Military and Veterans Affairs, (DMVA), **Michigan Veterans Affairs Agency** ("State"), and **Grand Traverse County** ("Grantee"). The parties in this agreement will be referred to as Grantor (DMVA or MVAA) and Grantee (County Recipient).

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 **Public Act No. 514 of 2018**. This Agreement is subject to the terms and conditions specified herein.

Project Name: Grand Traverse CVSF Grant      Grant #200000001896  
Amount of grant: \$84,733.00  
Start Date (date executed by DMVA): \_\_\_\_\_ End Date: 09/30/2020  
[unless alternate date specified]

**GRANTEE CONTACT:**

Nate Alger, County Administrator  
Name/Title  
Grand Traverse County  
Organization  
400 Boardman  
Address  
Traverse City, MI 49684  
Address  
231-256-8100  
Telephone number  
  
nalger@grandtraverse.org  
E-mail address

\_\_\_\_\_  
Federal ID number – (Required for Federal Funding)  
  
\_\_\_\_\_  
Grantee DUNS number - (Required for Federal Funding)

**STATE'S CONTACT:**

Marie Douville, Grant and Contract Analyst  
Name/Title  
MVAA  
Division/Bureau/Office  
222 N. Washington Sq. 5<sup>th</sup> Floor  
Address  
Lansing, MI 48933  
Address  
517-284-5237  
Telephone number  
  
douvillem@michigan.gov  
E-mail address

[Program will add a Remittance address if different than the above.]

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

**FOR THE GRANTEE:**

\_\_\_\_\_  
Signature  
Nate Alger, County Administrator  
Name/Title

\_\_\_\_\_  
Date

**FOR THE GRANTOR:**

\_\_\_\_\_  
Signature  
Christine F Apostol, Chief Financial Officer  
Name/Title

\_\_\_\_\_  
Date

## **I. PROJECT SCOPE**

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

- (A) The scope of this project is to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldier's relief commission in such counties (MCL 35.621 to 35.624)
- (B) Grants are provided to counties for county veteran service operations. "Veteran service operations" means assistance and programming of any kind to meet the needs of the veterans in this state. Veteran service operations include, but are not limited to, providing assistance, programming, and services for the purpose of assisting veterans in this state and providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.
- (C) 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. Failure to obtain written prior approval from the State may result in expenses not being approved or reimbursed.
- (D) 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 Grantor, the Agreement shall be effective from the Start Date until the End Date on page 1. The Grantor 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 Grant Period 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 other than budget line item revisions less than 10% percent of the budget line item shall be requested by the Grantee or the Grantor in writing and implemented only upon approval in writing by the Grantor. The Grantee must submit change requests in advance using the form provided by the Grantor. The Grantor reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without written approval by the Grantor. All change requests must be received by the Grantor no later than June 30, 2020.

## **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 progress reports according to a form and format prescribed by the Grantor and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
October 1 – December 31	January 10, 2020
January 1 – March 31	April 10, 2020
April 1 – June 30	July 10, 2020
July 1 – September 30	October 10, 2020

Late report submissions may result in delayed payments and termination of the agreement.

The forms provided by the Grantor shall be submitted to the Grantor's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, cancelled checks, general ledgers) for expenses must be included with the report. All expenses outside of payroll are to be paid no later than September 30, 2020.

(B) If requested, the Grantee shall provide a final project report in a format prescribed by the Grantor. 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 date of the request.

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

(D) All products shall acknowledge that the project was supported in whole or in part by Michigan Veterans Affairs Agency, MVAA, per the guidelines provided by the program. Use of the Michigan Veterans Affairs Agency (MVAA) logo on your communications or marketing materials of any type requires prior written approval from MVAA. The request is valid for one-time use without significant changes. If any changes are made to the approved request, a new request will need to be submitted. All final designs that include the MVAA logo must be sent to MVAA for review/approval prior to distribution.

To request approval and to obtain official MVAA logo files, contact Andy Henion at [heniona@michigan.gov](mailto:heniona@michigan.gov). In your request, please explain the following:

- Which material(s) you will be including the MVAA logo on.
- What is the purpose of/what are your materials communicating?
- How do you plan on utilizing the MVAA logo?
- When and how long will these materials be in distribution?

## **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 needs to have internal controls in place in order to provide reasonable assurance that administrative objectives will be met. Grantees are expected to maintain separate accounts and records for each source of funds (e.g., Federal, State, other) used to support the project, and to maintain separate records for matching funds and program income funds if applicable.

(E) The Grantee agrees to fulfill all matters within the grant guidance as requested and enforced. This may include, but is not limited to, mandatory training(s) for Project Directors and Financial Officers or designees, to learn correct reporting format.

(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 Grantor. The Grantor does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

#### **VIII. SUBCONTRACTS**

The Grantor 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 Grantor 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. Subcontractors shall report activities and services to the County in a form and manner prescribed by the County. The County shall provide signed copies of all subcontracts to the Grantor within 14 days of execution.

#### **IX. NON-DISCRIMINATION**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and [Executive Directive 2019-09](#). Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.

#### **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 Grantor, 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 Grantor, 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 Grantor. 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 Grantor. 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 Grantor reserves the right to conduct a programmatic and financial audit of the project, and the Grantor 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 Grantor. The Grantor 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 Grantor.

All grant recipients will be subject to grant monitoring of performance, including data collection. Standardized templates will be provided with the Grant Award letter. Budget, Progress and Activity Reports will be required quarterly. Grant and performance monitoring will be conducted by the Michigan Veterans Affairs Agency. If the Grantor determines, by audit or otherwise, that a county expended the grant funds received for purposes other than veteran service operations, the Grantor shall reduce the grant disbursement provided to the county in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended. The Grantor reserves the right to require payment of misspent funds if funds are not appropriated, or the county does not apply for appropriated grant funding, in the subsequent year.

#### **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 Grantor under this Agreement must not be financed by any source other than the Grantor 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 refund to the Grantor, within 14 business days, 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 Grantor 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 Grantor will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The Grantor 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 Grantor 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 Grantor of all claims against the Grantor 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 Grantor claims against the Grantee.

(C) The Grantee shall refund to the Grantor any funds allowed by this Agreement that remain unspent by September 30, 2020 within 14 days of the Grantor demand.

#### **XX. CANCELLATION**

This Agreement may be canceled by the Grantor, 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 Grantor and Grantee. The Grantor 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 Grantor and the Grantor 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 Grantor 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 Grantor for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the Grantor 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 Grantor 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 Grantor 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 Grantor 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 Grantor reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

(C) Termination for Non-Appropriation - The County acknowledges that continuation of the grant is subject to appropriation or availability of funds for the grant. If funds are not appropriated or otherwise made available, the *Grantor* must terminate the grant.

#### **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.

## **PROGRAM-SPECIFIC BOILERPLATE**

### **XXIII. 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 Grantor except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

## **PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A**

### **Standard Language**

- Grand Traverse County will receive an initial up-front payment of \$50,000 for the CVSF Grant. The remaining balance of \$34,733.00 will be paid on a reimbursement basis.
- If there are funds remaining from the initial \$50,000 payment at the end of the Fiscal Year (September 30, 2020) the County will return those to the State upon demand.
- The County will provide verification of funds spent down from the original \$50,000 with the Quarterly Reports in the form of certified time sheets, copies of original itemized receipts, invoices, and evidence of proof of payment, or other appropriate documentation to support and verify expenditures.
- Progress Reports and Quarterly Financial Reports will be due according to the schedule listed on page 2.
- All reports will be submitted on the Reporting Templates provided by the MVAA – see attached.
- Failure to properly complete progress reports, financial reports, and claims reports may delay payments.
- Travel rates, lodging, meals, and mileage reimbursement will be paid up to the allowable State of Michigan travel rates (see attached). Expenses above the State of Michigan rates will be the sole responsibility of the County. \*Be cautious of using travel sites such as Expedia: if the site cannot provide a detailed invoice for hotel, airfare, car, the expense will not be reimbursed.
- Expenses occurred prior to the Grant Award period not authorized by MVAA will not be reimbursed.
- FY2020 funds may not be used to support contracts, services or purchases beyond September 30, 2020.
- All purchases must be paid for no later than September 30, 2020, with the exception of payroll charged to the grant.
- Provide proof of PIV card by September 24, 2020.

**As the Grantee, it is your responsibility to review the following reporting criteria and supply appropriate supporting documents as it applies to your grant.**

**Reporting Requirements**

**Transportation:**

**Air Travel:**

Airline Tickets – Air travel is limited to commercial coach fare only. Additional costs incurred due to changing travel arrangements for the benefit of passenger preference is at the expense of the County. Air travel must be at the lowest available airfare.

Baggage Fee Reimbursement: Reimbursement of baggage fee for one piece of personal luggage is allowed; reimbursing overweight or additional bag fees is not.

**Ground Transportation:**

The cost of transportation from the traveler's home or official work station, whichever is closer, to and from a training, station or terminal is reimbursable. Travelers must use the most cost-effective option considering total costs including mileage, parking and tolls. Receipts are required for all cash fares claimed as reimbursable items such as taxis, shuttles, ferries, buses, and other public transportation.

Mileage reimbursement for privately-owned vehicles for business is based on actual miles traveled. Requests for fuel purchase will be denied (exception only for rental vehicles)

**Training:**

Receipt for training/conference  
Agenda

**Meals:**

Reimbursement for actual costs of meals cannot exceed the applicable maximum published state rate including tax and gratuities

When the duration of travel includes a partial day, the following schedule determines eligibility for meal reimbursements

Reimbursable Meal	Travel begins before	And travel extends past
Breakfast	6:00 am	8:30 am
Lunch	11:30 am	2:00 pm
Dinner	5:30 pm	8:00 pm

Receipts must be itemized

Dated

Restaurant name imprinted on receipt (hand-written receipts are not acceptable)

**Meals – Meetings:**

Must follow state rates for pre-approved group meals

Must provide Agenda

Must provide sign in sheet for both attendance and meals

**Wartime/Peacetime Era Relief:**

Name of Veteran

Dates of Service

Character of Discharge

Cost of services being paid for through fund

Date of service provided

Members of Review Panel

Appeal Process if case is denied  
Proof of Need

**Dental/Medical/Psychological Care:**

Patient Name and DOB  
Date(s) of Service and service(s) provided  
Grant funds should be used as funds of last resort

**Advertising:**

Copy of sub-contract(s) for advertising services  
Receipts/Invoices/Proof of payment for services  
Proof of advertisements ADA Compliance  
Proof of payment

**Vehicle/Trailer Purchase:**

Copy of title/registration  
Proof of payment

**Veteran Treatment Court Fees:**

Copy of the Order of Probation  
Copy of Register of Actions showing payment history  
Copy of receipt for payment to include defendant name, date paid, and amount paid  
Status or determination of defendant's ability to pay Court fees

**Travel Services for Veterans:**

Veteran Name  
Date of Transport  
Mode of transportation  
If contracting service must include copy of subcontract, travel logs supported with Mapquest or similar mapping tool  
Proof of payment

**Service Animals:**

Description of Program to include how veterans are picked for program and appeal process if denied  
Name of veteran  
Copy of sub-contract(s)

**Personal Services for Veterans:**

Subcontract with provider  
Copy of original receipt to include type of service  
Proof of payment

**Vouchers/Gift Cards/Gas Cards to Veterans:**

Copy of original receipt for purchase of gift/gas cards  
Copy of itemized receipt(s) of purchases made with gift/gas cards (veterans must return receipts for purchases with gift/gas cards)  
Detailed itemized receipts to support purchases made with vouchers  
Store name and date imprinted on receipt  
Proof of dependency for vouchers/gift cards/gas cards provided each dependent

Fiscal Year 2020

**County Veteran Service Fund Grant  
Reimbursement Request**

<b>One initiative per page. Make additional sheets for each initiative.</b>						
<b>Applicant County</b>		<b>Grant Number</b>			<b>SIGMA Vendor Code</b>	
<b>I. Project / Initiative Name</b>						
<b>II. Project Total</b>						
<b>III. Expenditure Details</b>						
Line Item	Date	Item / Service Description	Cost Per Unit	Quantity	Cost	MVAA USE ONLY
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
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					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
			<b>Total</b>		<b>\$0.00</b>	
<b>IV. Authorization and Certification</b>						
I certify that this is a true and correct statement of expenditures for the above named items during the listed reporting period and that the documentation to support these expenditures is available for review.						
Prepared By			Date			
<input style="width: 90%;" type="text"/>			<input style="width: 80%;" type="text"/>			
Email Address			Signature			
<input style="width: 90%;" type="text"/>			<input style="width: 100%; height: 50px;" type="text"/>			
Phone Number						
<input style="width: 40%;" type="text"/>						
<b>*Please number each receipt clearly to identify with the line item it represents*</b>						

Page 1 of 100

# MVAA Training and Travel Reimbursement Form

Name:	Date:	SIGMA Vendor Code:	Grant Number:
Address of Official Work Station:		Organization:	
Reason for Travel:		Destination:	

Page	Date(s)	Departure Time	Arrival Time	Quantity	Rate	Total	MVAA USE ONLY
1						0	
2						0	
3						0	
4						0	
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# County Veteran Service Fund Grant - Employee Time Sheet

Attachment C

Employee:					
County:					
Pay Period Dates:					
	<u>Day</u>	<u>Date</u>	CVSF Hours		Activities Performed - specific duties each day
Page 15 of 61	Week 1: Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
Week 2:	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
TOTAL PERFORMED HOURS:			-		
By signature, I certify that the data recorded on this timesheet is true and accurate and the hours used were in support of the County Veteran Service Fund Grant.					
Employee Signature					Date
Supervisor Signature					Date
FOR BILLING PURPOSES:					
State of Michigan		BILLING ADDRESS:			
SIGMA Vendor I.D.:					
(ex., CV0012300)					

Michigan Veterans Affairs Agency				
County Veteran Service Fund Progress Report				
Grant No: [GrantNumber]	Grantee/ Name: [Grantee]	Budget Period:	Project Director: [ProjectDirector]	Email Address: [PDEmail]
	SIGMA Address Code:	SIGMA Vendor Code:		
Use Additional Sheets if Necessary				
Major Tasks Completed During Reporting Period				
Work to Be Completed in Upcoming Reporting Period				
List any challenges to fulfilling the terms of the grant application. Write NA if not applicable				
Number of increased VSO hours paid for by Grant Funds				
Number of Trust Fund Applications Completed by staff funded through the Grant				

FY20 County Quarterly Activity Report						
	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Cumulative Total of Hours	
Grant Funded Hours						
Claims Activity	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Sent to VA	Sent to VSO
Federal Burial Allowance						
Clothing Allowance						
Survivors Pension						
Death Indemnity Compensation						
Educational Claims						
Non-Service Connected Pension						
Special Adapted Automobile						
Special Adapted Housing						
Service Connected Compensation						
Additional Forms Completed						
<b>TOTAL Claims</b>						
Appeals Process						
Form 9						
Notice of Disagreement						
Supplemental Claims						
Higher-Level Reviews						
Board of Veterans Appeals						
Board of Veterans Appeals Hearings						
<b>TOTAL Appeal Process</b>						
Support Services						
Michigan Veteran Trust Fund Applications						
Soldiers/Sailors Relief Fund Applications						
County Burial Allowance						
Home Loan Guarantee Certificate of Eligibility						
CHAMPVA						
Healthcare Enrollment Apps						
Other Support Services						
<b>Total Support Services</b>						
Other Activities						
Personal Interviews						
File Reviews						
Claim Status Checks						
Additional forms completed include but are not limited to VA Forms 21-686c, 21-8470, 21-4142, 21-4192, 21-2680, 29-3361, 29-4125. Support services include but are not limited to requests for medal replacement, military records or correcting military records.						

**County Veteran Service Fund Grant  
Staff Budget Quarterly Report**

<b>One staff member per page. Make additional sheets for each staff member.</b>					
<b>Applicant County</b>	<b>Grant Number</b>			<b>SIGMA Vendor Code</b>	
	FOR MVAA USE ONLY				
<b>I. Project / Initiative Name</b>					
<b>II. Project Total (Salary and / or fringes for this initiative)</b>					
<b>III. Expenditure Details</b>					
<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>Hours Per Week</b>	<b># of weeks</b>	<b>Total</b>
					\$0.00

Fringe Benefits	Hourly Rate	Percentage	Hours Worked	Total
Employer FICA				\$0.00
Retirement				\$0.00
Hospital Insurance				\$0.00
Dental Insurance				\$0.00
Vision Insurance				\$0.00
Unemployment				\$0.00
Workers Compensation				\$0.00
Life Insurance				\$0.00
Insurance Waiver				\$0.00
State Taxes				\$0.00
City Taxes				\$0.00
Health Care Savings				\$0.00
Child Care Savings				\$0.00
Medical				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00

Salary Total	\$0.00
Fringe Benefits Total	\$0.00
<b>Total Salary</b>	<b>\$0.00</b>

<b>Michigan Veterans Affairs Agency</b>		
County Veteran Service Fund Grant		
Change Notice #1		
Project / Budget Amendment		

<b>Grant No:</b> (Grant Number)	<b>Grantee:</b> (Grantee)	<b>Budget Period</b>
<b>Project Director:</b> (Project Director)	<b>Email Address:</b> Project Director email address	<b>SIGMA Vendor Code</b>

This form is required for requesting any changes to grant activities that differ from those outlined in the signed grant agreement. Activities include, but are not limited to, focus areas, budget items, staffing, etc. Activities that differ from those stated in the signed agreement will not be covered under the grant agreement until the change form has been submitted, signed, and returned to the Grantee by the Michigan Veterans Affairs Agency Program Manager.

Complete all questions below as thoroughly as possible. If necessary, submit any supporting documentation that may support your change request.

1. Describe, in detail, the area of your grant agreement you are requesting to change.

2. Provide an updated budget for your request(s).

Project Name
(i.e. reducing Project X by \$500)

Project Name
(i.e. increasing Project Y by \$500 for food services)

Project Director Printed Name and Signature (Grantee)	Date
Authorizing Official Printed Name and Signature (Grantee)	Date
MVAA Program Manager Printed Name and Signature	Date
Chief Financial Officer, Department of Military and Veterans Affairs	Date

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET**  
**VEHICLE AND TRAVEL SERVICES (VTS)**  
**SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED**  
**EMPLOYEES**  
**Effective January 1, 2020**

**MICHIGAN SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$85.00	\$85.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

**MICHIGAN IN-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$85.00	\$85.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00
<b>Per Diem</b>	<b>\$87.00</b>	
Lodging	\$51.00	
Breakfast	\$ 8.50	
Lunch	\$ 8.50	
Dinner	\$19.00	

**OUT-OF-STATE SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

**OUT-OF-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50
<b>Per Diem</b>	<b>\$97.00</b>	
Lodging	\$51.00	
Breakfast	\$10.25	
Lunch	\$10.25	
Dinner	\$23.50	

**Incidental Costs (per overnight stay) \$5.00**

**Mileage Rates**

Premium Rate	\$0.575 per mile
Standard Rate	\$0.340 per mile

\*See Select High Cost City Listing

\*\*Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
VEHICLE AND TRAVEL SERVICES (VTS)  
SELECT HIGH COST CITY LIST  
TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES EFFECTIVE  
October 1, 2019**

**Michigan Select Cities / Counties**

<b>Cities</b>	<b>Counties</b>
Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse Oakland Wayne

**Out of State Select Cities / Counties**

<b>State</b>	<b>City / County</b>	<b>State</b>	<b>City / County</b>
Arizona	Phoenix, Scottsdale, Sedona	Maryland	Baltimore City, Ocean City (Counties of Montgomery & Prince Georges)
California	Los Angeles (Counties Los Angeles, Orange, Mendocino & Ventura) Edwards AFB, Arcata, McKinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Massachusetts	Boston (Suffolk County), Burlington Cambridge, Woodburn Martha's Vineyard
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Connecticut	Bridgeport, Danbury	Nevada	Las Vegas
DC	Washington DC, Alexandria, Falls Church, Fairfax (Counties of Arlington & Fairfax in Virginia) (Counties of Montgomery & Prince George's in Maryland)	New Mexico	Santa Fe
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West	New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island), Melville, New Rochelle, Riverhead, (Suffolk County), Ronkonkoma, Tarrytown, White Plains
Georgia	Brunswick, Jekyll Island	Ohio	Cincinnati
Idaho	Ketchum, Sun Valley	Pennsylvania	(Bucks County) Pittsburgh
Illinois	Chicago (Cook & Lake Counties)	Rhode Island	Bristol, Jamestown, Middletown, Newport (Newport County), Providence
Kentucky	Kenton	Texas	Austin, Dallas, Houston, LB Johnson Space Center
Louisiana	New Orleans	Utah	Park City (Summit County)
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Vermont	Manchester, Montpelier, Stowe (Lamoile County)
		Virginia	Alexandria, Falls Church, Fairfax
		Washington	Port Angeles, Port Townsend, Seattle
		Wyoming	Jackson, Pinedale



## FY2020 COUNTY VETERAN SERVICE FUND GRANT

### GRANT APPLICATION TEMPLATE

Use this template in submitting the County Veteran Service Fund grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners.

#### CONTACT INFORMATION

<b>Applicant County</b>	Grand Traverse		
<b>Grant Amount Requested</b>	\$84,733.00		
<b>SIGMA Vendor Code</b>	CV0047996	<b>SIGMA Address Code</b>	001

<b>Project Director</b>	Michael W. Roof		
<b>Mailing Address</b>	2650 Lafranier Rd, Traverse City, MI 49686		
<b>Phone</b>	231-995-6069		
<b>Email Address</b>	mroof@grandtraverse.org		

<b>Financial Officer</b>	Dean Bott		
<b>Mailing Address</b>	400 Boardman, Traverse City, MI 49684		
<b>Phone</b>	231-256-8100		
<b>Email Address</b>	dbott@grandtraverse.org		

<b>Authorized Official</b>	Nate Alger		
<b>Mailing Address</b>	400 Boardman, Traverse City, MI 49684		
<b>Phone</b>	231-256-8100		
<b>Email Address</b>	nalger@grandtraverse.org		

Each assistance, programming, and service initiative needs a separate and detailed project and budget narrative, and spreadsheet. Please duplicate the Project Detail, Budget Narrative, and Excel spreadsheets as needed for each initiative your county is seeking funding. Attach pages as needed.



## FY2020 COUNTY VETERAN SERVICE FUND GRANT

### GRANT APPLICATION TEMPLATE

Use this template in submitting the County Veteran Service Fund grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners.

#### CONTACT INFORMATION

<b>Applicant County</b>	Grand Traverse		
<b>Grant Amount Requested</b>	\$78,243.50		
<b>SIGMA Vendor Code</b>	CV0047996	<b>SIGMA Address Code</b>	001

<b>Project Director</b>	Michael W. Roof		
<b>Mailing Address</b>	2650 Lafranier Rd, Traverse City, MI 49686		
<b>Phone</b>	231-995-6069		
<b>Email Address</b>	mroof@grandtraverse.org		

<b>Financial Officer</b>	Dean Bott		
<b>Mailing Address</b>	400 Boardman, Traverse City, MI 49684		
<b>Phone</b>	231-256-8100		
<b>Email Address</b>	dbott@grandtraverse.org		

<b>Authorized Official</b>	Nate Alger		
<b>Mailing Address</b>	400 Boardman, Traverse City, MI 49684		
<b>Phone</b>	231-256-8100		
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Each assistance, programming, and service initiative needs a separate and detailed project and budget narrative, and spreadsheet. Please duplicate the Project Detail, Budget Narrative, and Excel spreadsheets as needed for each initiative your county is seeking funding. Attach pages as needed.

## PROJECT DETAIL

Project Title	Marketing Campaign
Grant Focus Area	1) Enhance / Increase services; 2) Connect to benefits

## PROJECT NARRATIVE

Detailed project narrative must be provided below.

### Overview

The Grand Traverse County Department of Veterans Affairs has four VA Accredited County Veteran Service Officer (CVSO) that assist veterans with all benefits. In FY 2019, we had connected with 2,512 veterans and/or their dependents. We participated in several outreach events, but we are still missing a large amount of the veteran population. With this grant we are hoping to increase the numbers exponentially through a heavy marketing campaign.

### Marketing Campaign

The Goal of Marketing Campaign is to increase awareness of the benefits and resources available to veterans and their dependents in Grand Traverse County. The marketing campaign will direct them to Grand Traverse County Department of Veterans Affairs so that our VA accredited CVSO can advise, assist and advocate for them to receive the veterans benefits to which they are entitled.

We will use various forms of outreach and advertising to reach our goal of increasing visits to our office by at least 30%.

Areas of marketing will include:

- Radio Advertising
- Billboard Advertising
- Veteran Group Direct mailing
- Social Media Marketing
- Professionally Produced Videos TV Ads

## BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative, titled 'Attachment A'.

Marketing Campaign total: \$78,243.50

Radio Advertising: \$19,656.00

Purchase radio advertisement on 4 different radio stations to be played multiple times throughout the grant period. The radio group that are Radio ads are a means to reach those veterans who may not be on the Internet or using social media.

Billboard Advertising: \$15,257.00

Place Billboard advertising on multiple billboards coming out and going into Leelanau County. This is a way to reach those not on social media or listening to the radio.

Veterans Group List Direct Mailing: \$16,412.50

Using a Veterans Professional Networks Internet site for a targeted mailing to veterans living within Grand Traverse County. It has 6,575 names on the list and charges \$.15 per address for mailing. We determined that mailing was a better means of contact then email as the majority of emails of this nature are never opened. The mailers will be done twice in the grant period.

Social Media Marketing: \$4,550

Promote posts on Facebook, Instagram, YouTube to generate interest to our services.

Professionally Produced Videos TV Ads: \$22,368.00

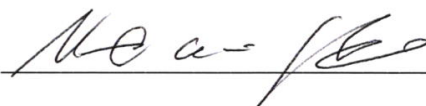
These videos will be used in Advertising campaign on YouTube, Facebook and TV ads. Professionally produced videos will ensure that the message we are providing is viewed by potential clients in a positive way. TV ads will be ran during news broadcast and during NBA, NHL, PGA, MLB events.

## SUBMISSION OF APPLICATION

Type an X in the box for confirmation of the following statements.

I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a> .	X
I understand that the grant agreement must be signed by the Authorizing Official before grant funds can be expended.	X
I have included Attachment A: Itemized Budget.	X
I have included Attachment B: County FY19 Budget for the organization structure that provides assistance to veterans and/or family members.	X
I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.	X
I understand that remote access to the United States Department of Veterans Affairs computing systems to obtain PIV cards for county veteran services officers must be established no later than September 24, 2020.	X

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



Date: \_\_\_\_\_

3-2-2020

## County Veteran Service Fund Grant Budget Request

[illegible]



## FY2020 COUNTY VETERAN SERVICE FUND GRANT

### GRANT APPLICATION TEMPLATE

Use this template in submitting the County Veteran Service Fund grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners.

#### CONTACT INFORMATION

<b>Applicant County</b>	Grand Traverse		
<b>Grant Amount Requested</b>	\$6,489.50		
<b>SIGMA Vendor Code</b>	CV0047996	<b>SIGMA Address Code</b>	001

<b>Project Director</b>	Michael W. Roof		
<b>Mailing Address</b>	2650 Lafranier Rd, Traverse City, MI 49686		
<b>Phone</b>	231-995-6069		
<b>Email Address</b>	mroof@grandtraverse.org		

<b>Financial Officer</b>	Dean Bott		
<b>Mailing Address</b>	400 Boardman, Traverse City, MI 49684		
<b>Phone</b>	231-256-8100		
<b>Email Address</b>	dbott@grandtraverse.org		

<b>Authorized Official</b>	Nate Alger		
<b>Mailing Address</b>	400 Boardman, Traverse City, MI 49684		
<b>Phone</b>	231-256-8100		
<b>Email Address</b>	nalger@grandtraverse.org		

Each assistance, programming, and service initiative needs a separate and detailed project and budget narrative, and spreadsheet. Please duplicate the Project Detail, Budget Narrative, and Excel spreadsheets as needed for each initiative your county is seeking funding. Attach pages as needed.

## PROJECT DETAIL

Project Title	Veterans Outreach Events
Grant Focus Area	1) Enhance / Increase services; 2) Connect to benefits

## PROJECT NARRATIVE

Detailed project narrative must be provided below.

### Overview

The Grand Traverse County Department of Veterans Affairs has four VA Accredited County Veteran Service Officer (CVSO) that assist veterans with all benefits. In FY 2019, we had connected with 2,512 veterans and/or their dependents. We participated in several outreach events, but we are still missing a large amount of the veteran population. With this grant we are hoping to increase the numbers exponentially through a FREE Outreach events.

### Veterans Outreach Events

The Goal of the Veterans Outreach Events is to increase awareness of the benefits and resources available to veterans and their dependents in Grand Traverse County. The Veterans Outreach Events will help in directing veterans and their dependents to Grand Traverse County Department of Veterans Affairs so that our VA accredited CVSO can advise, assist and advocate for them to receive the veterans benefits to which they are entitled.

The Outreach Events will be held at the Elks Lodge in Traverse City. During this event we will have live music and food provided by the Elks. It will be advertised through our radio advertising. Veterans will be asked to fill out a registration form so that our office can connect with them through email, phone or regular mail.

We will utilize aspects of our Marketing Campaign to assist in advertising this concert to veterans throughout our region.

#### BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative, titled 'Attachment A'.

Veterans Concert total: \$6,489.50

Elks Lodge: \$6,489.50

The Cost is for the food and rental space provided for 2 or 3 separate events. One event in Spring, one in Summer the last in Fall. We will have veterans sign in on a meal signature form when they arrive.

## SUBMISSION OF APPLICATION

Type an X in the box for confirmation of the following statements.

I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a> .	X
I understand that the grant agreement must be signed by the Authorizing Official before grant funds can be expended.	X
I have included Attachment A: Itemized Budget.	X
I have included Attachment B: County FY19 Budget for the organization structure that provides assistance to veterans and/or family members.	X
I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.	X
I understand that remote access to the United States Department of Veterans Affairs computing systems to obtain PIV cards for county veteran services officers must be established no later than September 24, 2020.	X

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



Date: \_\_\_\_\_

3-7-2020

[illegible]

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	* * R E V E N U E S * *	UNREALIZED REVENUE	% EXPENDED / REALIZED
				THIS MONTH	THIS YEAR	
403.00 CURRENT TAX	.00	.00	.00	.00	.00	N/A
417.00 UNPAID PERSONAL PROP TAX	.00	.00	.00	36.55-	36.55-	N/A
427.00 IN LIEU OF TAXES	.00	.00	.00	.00	.00	N/A
665.00 INTEREST EARNED	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	N/A
TOTALS	.00	.00	.00	36.55-	36.55-	36.55

252 VETERANS MILLAGE

682 VETERANS AFFAIRS

GRAND TRAVERSE COUNTY  
REVENUE STATUS REPORT AS OF 12/31/2019

PAGE 2

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	* * R E V E N U E * *	THIS MONTH	THIS YEAR	UNREALIZED REVENUE	% EXPENDED / REALIZED
401.00 FUND BALANCE FORWARD								
403.00 CURRENT TAX	575000.00	.00	575000.00	.00	.00	.00	.00	N/A
417.00 UNPAID PERSONAL PROP TAX	.00	.00	.00	.00	.00	587900.90	12900.90-	102.24
427.00 IN LIEU OF TAXES	.00	.00	.00	.00	.00	268.97	268.97-	N/A
441.00 PPT ALLOC ESSENTIAL SERVICES	.00	.00	.00	.00	.00	1157.80	1157.80-	N/A
506.00 FEDERAL GRANT	.00	.00	.00	.00	.00	4677.67	4677.67-	N/A
546.00 STATE GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
582.03 LOCAL GRANTS	.00	.00	.00	.00	.00	200.00-	200.00-	N/A
582.03 LOCAL GRANT - GT BAND	.00	10000.00	10000.00	.00	.00	10000.00	.00	100.00
582.23 CONTRIBUTION-LEELANAU	84000.00	.00	84000.00	.00	.00	46618.00	37382.00	55.50
582.24 CONTRIBUTION-BENZIE	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 REIMBURSEMENTS	.00	.00	.00	.00	8420.57	8420.57	8420.57-	N/A
TOTALS	659000.00	10000.00	669000.00	8420.57	659243.91	9756.09		

CURRENT ACCUMULATIVE PERFORMANCE  
PERCENT OF REVENUE RECEIVED

98 %

252 VETERANS MILLAGE

682 VETERANS AFFAIRS

GRAND TRAVERSE COUNTY  
EXPENDITURE BUDGET STATUS REPORT AS OF 12/31/2019

PAGE 1

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	E X P E N D I T U R E S THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
701.00 DEPARTMENT HEAD	71510.00	.00	71510.00	5500.80	71510.40	.00	1010.00	100.00
702.00 DEPARTMENT CLERK	3600.00	.00	3600.00	245.00	2590.00	.00	71.94	71.94
702.01 FULL TIME & REGULAR PART TIME	191196.00	.00	191196.00	15011.74	138800.37	.00	52395.63	72.60
704.00 OVERTIME	.00	.00	.00	.00	.00	.00	N/A	N/A
705.00 PERSONAL LEAVE	8157.00	1000.00	9157.00	1962.00	758.56	.00	241.44	75.86
715.00 FICA	20721.00	.00	20721.00	1672.78	1592.79	.00	6194.21	24.06
716.02 HEALTH, OPTICAL & DENTAL	73361.00	.00	73361.00	2932.22	51574.98	.00	4996.02	75.89
716.03 PAYMENT IN LIEU OF INSURANCE	2758.00	.00	2758.00	148.56	2045.14	.00	2179.95	70.30
719.01 RETIREMENT	968.00	.00	968.00	166.67	166.67	.00	166.67	N/A
719.02 RETIREMENT DCDB UNL	16282.00	.00	16282.00	52.22	718.94	.00	249.06	74.27
719.05 WORKER'S COMP INS	62832.00	.00	62832.00	1348.49	12781.65	.00	3470.35	78.65
	425.00	.00	425.00	4745.39	48177.59	.00	14714.41	76.60
PERSONNEL	448240.00	4600.00	452840.00	33820.19	347144.56	.00	105695.44	76.66
727.00 OFFICE SUPPLIES	4000.00	.00	4000.00	72.56	3725.21	.00	274.79	93.13
729.02 COPY MACHINE USE	1200.00	.00	1200.00	160.04	1039.96	.00	1039.96	13.34
730.00 POSTAGE	2000.00	350.00	1650.00	147.01	629.19	.00	1020.81	85.80
730.01 U.P.S	500.00	.00	500.00	183.65	729.27	.00	120.73	N/A
743.00 OTHER SUPPLIES	.00	.00	.00	.00	.00	.00	.00	N/A
747.11 EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	N/A
748.00 GAS, OIL & GREASE	600.00	1797.00	2397.00	33.00	512.92	.00	1884.08	21.40
749.00 VEHICLE OPERATING SUPPLIES	.00	.00	.00	.00	.00	.00	.00	N/A
COMMODITIES	8300.00	1797.00	10097.00	442.28	5756.63	.00	4340.37	57.01
810.00 SUBSCRIPTIONS	500.00	.00	500.00	.00	405.00	.00	95.00	N/A
810.01 DUES	10000.00	.00	14428.00	1563.96	14580.33	.00	152.33	101.06
812.00 IT CHARGES	4000.00	.00	2775.00	45.00	3086.53	.00	913.47	77.16
818.00 CONTRACT SERVICES	.00	.00	8174.00	.00	1532.86	.00	1191.14	57.08
819.13 OUTREACH ACTIVITIES	.00	.00	25000.00	600.00	12083.12	.00	1397.58	76.17
823.00 GT BAND 2% EXPENDITURES	25000.00	.00	25000.00	401.03	10886.60	.00	14245.40	48.33
843.00 VETERAN BURIAL CLAIMS	3800.00	1075.00	4875.00	162.58	573.74	.00	26.26	95.62
850.00 TELEPHONE LOCAL & L.D.	600.00	.00	600.00	119.30	639.59	.00	1635.41	28.11
850.01 TELEPHONE LONG DIST & OTHER PHONE LINE	7500.00	3525.00	11025.00	.00	9156.71	.00	1933.29	82.64
850.02 TELE-CELLULAR NETWORK	1500.00	2745.00	4245.00	.00	2110.00	.00	2135.00	49.71
860.00 TRAVEL	600.00	400.00	200.00	.00	.00	.00	200.00	.00
861.01 CONVENTIONS & CONFERENCES	81500.00	21652.00	103152.00	3511.45	66148.44	.00	37003.56	64.13
CONTRACTUAL SERVICES	.00	.00	276.00	.00	276.00	.00	.00	100.00
910.00 INSURANCE & BONDS	29000.00	4249.00	24751.00	.00	21519.00	.00	3232.00	N/A
930.00 BLDG REPAIR & MAINT	.00	.00	.00	.00	.00	.00	.00	N/A
942.01 COUNTY INDIRECT COSTS-G.T.	29000.00	.00	29000.00	.00	21795.00	.00	3232.00	87.09
956.00 EMPLOYEE TRAINING & DEVELOP.	29000.00	3973.00	25027.00	.00	21795.00	.00	3232.00	87.09
OTHER CHARGES	2000.00	276.00	1724.00	.00	27747.00	.00	1724.00	.00
976.01 IMPROVEMENTS	1000.00	.00	27779.00	94.99	374.98	.00	625.02	37.50
978.00 VEHICLE EQUIP & FURNITURE	3000.00	27503.00	30503.00	94.99	28121.98	.00	2381.02	92.19
980.00 CAPITAL OUTLAYS	88960.00	41579.00	47381.00	.00	.00	.00	47381.00	.00
992.00 CONTINGENCY	88960.00	41579.00	47381.00	.00	.00	.00	47381.00	.00
DEBT SERVICE	88960.00	41579.00	47381.00	.00	.00	.00	47381.00	.00
TOTALS	659000.00	10000.00	669000.00	37868.91	468966.61	.00	200033.39	
			70 %					
			PERCENT OF BUDGET EXPENDED					

GRAND TRAVERSE COUNTY (Report Date)  
GENERAL LEDGER FROM 01/01/2019 THRU 12/31/2019

PAGE  
ACR096

2

T	DEPT/ACCT	DESCRIPTION
FUND 252	VETERANS	MILLAGE
ASSETS		

DOCUMENT  
NUMBER

DATE \_\_\_\_\_

DEBIT

CREDIT

DEBIT  
BALANCECREDIT  
BALANCE[illegible]



[illegible]

[illegible]



[illegible]

1 DEPT/ACCT		DESCRIPTION	DOCUMENT NUMBER	DATE	DEBIT	CREDIT	DEBIT BALANCE	CREDIT BALANCE
FUND 252 VETERANS MILLAGE								
R	682-417.00	LONG LAKE TOWNSHIP	11552635	9/05/19	.00	.05		
R	682-417.00	LONG LAKE TOWNSHIP	11552635	9/05/19	.00	.25		
R	682-417.00	CITY OF TRAVERSE CITY	11562246	9/25/19	.00	148.83		
R	682-417.00	PENINSULA TOWNSHIP	11567410	10/25/19	.00	1.07		
R	682-417.00	LONG LAKE TOWNSHIP	11567709	10/02/19	.00	1.00		
R	682-417.00	GARFIELD TOWNSHIP	11568676	10/16/19	.00	42.36		
R	682-417.00	UNPAID PERSONAL PROP TAX	11568676	10/16/19	.00	483.95		
R	682-427.00	FIFE LAKE TOWNSHIP	11552630	4/30/19	.00	20.51		
R	682-427.00	VILLAGE OF KINGSTLEY	11558289	6/13/19	.00	16.64		
R	682-427.00	GARFIELD TOWNSHIP	11558672	6/13/19	.00	7376.64		
R	682-441.00	CITY OF TRAVERSE CITY	11560475	6/25/19	.00	1,157.80		
J	682-441.00	IN LIEU OF TAXES	10592777	2/26/19	4,723.25	.00	.00	
J	682-441.00	RECLASS RECEIPT #1152969	11529694	4/12/19	.00	4,723.75	.00	
R	682-441.00	LOCAL COMM. STABILIZATION	11529694	6/06/19	4,723.25	9,400.92	.00	
R	682-523.00	PT ALLOC ESSENTIAL SERVICES	11541592	3/25/19	.00	50.00	.00	
R	682-523.00	VETERANS AFFAIRS	11541592	6/12/19	.00	50.00	.00	
R	682-523.00	VETERANS AFFAIRS	11541598	7/12/19	.00	200.00	.00	
R	682-582.03	ADMIN LOCAL GRANT - GT BAND	1150015	1/18/19	.00	10,000.00	.00	
J	682-582.23	Accts REC Inv JE - Automati	1069217	1/01/19	.00	46,618.00	.00	
J	682-686.00	RECORD MERS. DEFINED CONTRIBUTI	1072430	12/31/19	.00	8,420.57	.00	
EXPENDITURES					103,577.81	762,785.17	.00	659,207.36

[illegible]

[illegible]



[illegible]

[illegible]







RUN DATE 02/03/2020

GRAND TRAVERSE COUNTY  
GENERAL LEDGER FROM 01/01/2019 THRU 12/31/2019 (Report Date)

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ACR096

T	DEPT/ACCT	DESCRIPTION	DOCUMENT NUMBER	DATE	DEBIT	CREDIT	DEBIT BALANCE	CREDIT BALANCE
	FUND 252 VETERANS MILLAGE							
C	682-942.01	GRAND TRAVERSE COUNTY COUNTY INDIRECT COSTS-G.T.	619956	8/13/19	21,519.00 *	.00 *	21,519.00	.00 *
C	682-978.00	BILL MARSH AUTO GROUP VEHICLE	613482	3/20/19	27,747.00 *	.00 *	27,747.00	.00 *
C	682-980.00	OFFICE DEPOT, INC	623917	11/12/19	279.99	.00		.00 *
C	682-980.00	OFFICE EQUIP & FURNITURE	625667	12/23/19	374.98 *	.00 *	374.98	.00 *
					.00 *	.00 *	.00	.00 *
					476,684.57 **	7,717.96 **	468,966.61	.00 **
	FUND TOTALS -				3,160,641.34	3,160,641.34	1,414,681.18	1,414,681.18



March 6, 2020

MVAA  
Grants Department  
222 N. Washington Square  
Lansing, MI 48933

To whom it may concern:

The Grand Traverse County Department of Veterans Affairs submitted an application for the CVSF grant. Included was our FY 2017, FY 2019 and FY 2020 budgets. There was a one-time funding for "Contractual Services" in the FY 2017 budget for \$120,000 for remodeling and moving and NOT related to veteran service operations. This fund amount has since been removed from future budgets.

Please consider this for our CVSF grant application.

Sincerely,

Dean Bott  
Grand Traverse County  
Finance Director

Fund: 252 VETERANS MILLAGE

Date: 3/04/20

Department: 682 VETERANS AFFAIRS

EXPENDITURES

Year 2017

Press the upper shift/roll up key to view more line items and total expended.

Line items in blue indicate notes for budget requests exist.

Press enter to continue. F3=Exit F10=Budget Transmittal Narrative

X for detail. 5 for previous years budgets. 6 for budget request notes

Line		Adjusted	YTD	Current	Budget
Item	Description	Budget	Actual	Encumbrances	Balance
- 70100	DEPARTMENT HEAD	63317.00	63316.40		.60
- 70101	PER DIEM	3185.00	2170.00		1015.00
- 70200	FULL TIME & REG	174559.00	172724.78		1834.22
- 70201	LONGEVITY	401.00	400.38		.62
- 70400	OVERTIME	10000.00	1776.54		8223.46
- 70500	PERSONAL LEAVE	4329.00	1514.77		2814.23
- 71500	FICA	18532.00	18175.26		356.74
- 71600	HEALTH, OPTICAL	35494.00	35493.85		.15
- 71602	SHORT & L-T DIS	2234.00	1624.03		609.97
- 71603	PAYMENT IN LIEU	2834.00	2833.33		.67
- 71700	LIFE INSURANCE	576.00	434.42		141.58
- 71801	RETIREMENT DC	18665.00	16546.91		2118.09
- 71805	RETIREMENT - DB	46592.00	45281.07		1310.93
- 71900	WORKER'S COMP I	356.00	337.75		18.25

Fund: 252 VETERANS MILLAGE  
Department: 682 VETERANS AFFAIRS

Date: 3/04/20  
EXPENDITURES

Year 2017

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Line items in blue indicate notes for budget requests exist.

Press enter to continue. F3=Exit F10=Budget Transmittal Narrative

X for detail. 5 for previous years budgets. 6 for budget request notes

Line		Adjusted	YTD	Current	Budget
Item	Description	Budget	Actual	Encumbrances	Balance
— 72700	OFFICE SUPPLIES	4000.00	3849.07		150.93
— 72900	PRINTING AND BI	638.00	541.00		97.00
— 72902	COPY MACHINE US	1670.00	1100.49		569.51
— 73000	POSTAGE	2200.00	2000.62		199.38
— 73001	U.P.S				
— 74300	OTHER SUPPLIES	750.00	652.24		97.76
— 74800	GAS, OIL & GREASE	1500.00	478.06		1021.94
— 74900	VEHICLE OPERATI	100.00			100.00
— 81000	SUBSCRIPTIONS	314.00	313.11		.89
— 81001	DUES	550.00			550.00
— 81200	IT CHARGES	15460.00	10946.07		4513.93
— 81800	CONTRACT SERVIC	120651.00	6945.38		113705.62
— 83300	VETERAN BURIAL	30000.00	22000.00		8000.00
— 84900	VETERAN RELIEF	22850.00	19115.45		3734.55

Fund: 252 VETERANS MILLAGE

Date: 3/04/20

Department: 682 VETERANS AFFAIRS

EXPENDITURES

Year 2017

Press the upper shift/roll up key to view more line items and total expended.

Line items in blue indicate notes for budget requests exist.

Press enter to continue. F3=Exit F10=Budget Transmittal Narrative

X for detail. 5 for previous years budgets. 6 for budget request notes

Line		Adjusted	YTD	Current	Budget
Item	Description	Budget	Actual	Encumbrances	Balance
- 85000	TELEPHONE	4150.00	3742.20		407.80
- 85001	TELEPHONE LOCA	525.00	445.57		79.43
- 85004	TELE-CELLULAR N	3100.00	2630.32		469.68
- 86000	TRAVEL	5500.00	3486.33		2013.67
- 86001	CONVENTIONS & C	1200.00	137.00		1063.00
- 86100	VEHICLE RENT/LE	3600.00	3583.80		16.20
- 94201	COUNTY INDIRECT	27257.00	27257.00		
- 95600	EMPLOYEE TRAINI	300.00	299.00		1.00
-					
-	TOTALS	627389.00	472152.20		155236.80
-	% EXPENDED		.75		

Fund: 252 VETERANS MILLAGE

Date: 3/05/20

Department: 682 VETERANS AFFAIRS

EXPENDITURES

Year 2020

Press the upper shift/roll up key to view more line items and total expended.

Line items in blue indicate notes for budget requests exist.

Press enter to continue. F3=Exit F10=Budget Transmittal Narrative

X for detail. 5 for previous years budgets. 6 for budget request notes

Line		Adjusted	YTD	Current	Budget
Item	Description	Budget	Actual	Encumbrances	Balance
— 70100	DEPARTMENT HEAD	73674.00	14028.00		59646.00
— 70101	PER DIEM		385.00		385.00-
— 70200	FULL TIME & REG	158645.00	23999.90		134645.10
— 70201	LONGEVITY				
— 70400	OVERTIME				
— 70500	PERSONAL LEAVE	7172.00			7172.00
— 71500	FICA	18321.00	2774.39		15546.61
— 71600	HEALTH, OPTICAL	48009.00	6138.12		41870.88
— 71602	SHORT & L-T DIS	2439.00	253.08		2185.92
— 71603	PAYMENT IN LIEU				
— 71700	LIFE INSURANCE	856.00	99.16		756.84
— 71801	RETIREMENT DC	14369.00	2281.59		12087.41
— 71805	RETIREMENT - DB	57561.00	9162.55		48398.45
— 71900	WORKER'S COMP I	376.00	60.22		315.78

Fund: 252 VETERANS MILLAGE

Date: 3/05/20

Department: 682 VETERANS AFFAIRS

EXPENDITURES

Year 2020

Press the upper shift/roll up key to view more line items and total expended.

Line items in blue indicate notes for budget requests exist.

Press enter to continue. F3=Exit F10=Budget Transmittal Narrative

X for detail. 5 for previous years budgets. 6 for budget request notes

Line		Adjusted	YTD	Current	Budget
Item	Description	Budget	Actual	Encumbrances	Balance
— 72700	OFFICE SUPPLIES	3726.00	145.76	59.94	3520.30
— 72900	PRINTING AND BI	2000.00			2000.00
— 72902	COPY MACHINE US	1000.00	63.80		936.20
— 73000	POSTAGE	700.00			700.00
— 73001	U.P.S				
— 74300	OTHER SUPPLIES	274.00	274.00		
— 74711	EQUIPMENT				
— 74800	GAS, OIL & GREA	4000.00	134.99		3865.01
— 74900	VEHICLE OPERATI				
— 81000	SUBSCRIPTIONS				
— 81001	DUES	400.00			400.00
— 81200	IT CHARGES	13000.00	781.98		12218.02
— 81800	CONTRACT SERVIC	4000.00	55.00		3945.00
— 81933	OUTREACH ACTIVI				

Fund: 252 VETERANS MILLAGE

Date: 3/05/20

Department: 682 VETERANS AFFAIRS

EXPENDITURES

Year 2020

Press the upper shift/roll up key to view more line items and total expended.

Line items in blue indicate notes for budget requests exist.

Press enter to continue. F3=Exit F10=Budget Transmittal Narrative

X for detail. 5 for previous years budgets. 6 for budget request notes

Line		Adjusted	YTD	Current	Budget
Item	Description	Budget	Actual	Encumbrances	Balance
— 82010	GT BAND 2% EXPE	2190.00	1443.02		746.98
— 83300	VETERAN BURIAL	25000.00	350.00		24650.00
— 84900	VETERAN RELIEF	20000.00	1399.44		18600.56
— 85000	TELEPHONE	4000.00	552.52		3447.48
— 85001	TELEPHONE LOCA	600.00	63.26		536.74
— 85002	LONG DIST & OTH				
— 85004	TELE-CELLULAR N	1000.00	118.62		881.38
— 86000	TRAVEL	15000.00	1123.06		13876.94
— 86001	CONVENTIONS & C	5000.00	980.00		4020.00
— 86100	VEHICLE RENT/LE				
— 91000	INSURANCE & BON	600.00			600.00
— 93000	BLDG REPAIR & M				
— 94201	COUNTY INDIRECT	25000.00			25000.00
— 95600	EMPLOYEE TRAINI	1500.00			1500.00

Fund: 252 VETERANS MILLAGE

Date: 3/05/20

Department: 682 VETERANS AFFAIRS

EXPENDITURES

Year 2020

Press the upper shift/roll up key to view more line items and total expended.

Line items in blue indicate notes for budget requests exist.

Press enter to continue. F3=Exit F10=Budget Transmittal Narrative

X for detail. 5 for previous years budgets. 6 for budget request notes

Line	Adjusted	YTD	Current	Budget
Item Description	Budget	Actual	Encumbrances	Balance
- 97601 IMPROVEMENTS				
- 97800 VEHICLE				
- 98000 OFFICE EQUIP &	1000.00	187.95		812.05
- 99200 CONTINGENCY				
-				
- TOTALS	511412.00	66855.41	59.94	444496.65
- % EXPENDED		.13		



## Resolution AIR- 20-182

Date: April 30, 2020

**Approval of the Michigan Veterans Affairs Agency's (MVAA) 2020 County Veterans Service Fund (CVSF) grant to the Grand Traverse County Department of Veterans Affairs**

**WHEREAS**, The Grand Traverse County Board of Commissioners met in regular session on April 30, 2020 and reviewed the Michigan Veterans Affairs Agency's 2020 CVF grant Award Packet.

**WHEREAS**, The Grand Traverse County Department of Veterans Affairs applied and was awarded \$84,733.00.

**WHEREAS**, the grant will be utilized for advertising and advocacy to aid in reaching more veterans within our county.

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT** Grand Traverse County approves

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



## GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Administration

**SUBMITTED BY:** Sarah Adams, Office Manager

**SUBJECT:** Public Service Recognition Week Proclamation

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**RECOMMENDATION:**  
Proclaim May 3-9, 2020 as Public Service Recognition Week.

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**SUMMARY:**

Celebrated the first full week in May since 1985, Public Service Recognition Week is a time set aside to honor the men and women who serve our nation as federal, state, county and local government employees.

**ATTACHMENTS:**

[Public Service Recognition Week Proclamation - Pdf](#)



## Resolution

Date: April 30, 2020

### Public Service Recognition Week

**WHEREAS**, The Grand Traverse County Board of Commissioners met in regular session on April 30, 2020 and reviewed request to proclaim May 3-9, 2020 as Public Service Recognition Week.

**WHEREAS**, Public Service Recognition Week is a time set aside to honor the men and women who serve our nation as federal, state, county and local government employees; and,

**WHEREAS**, Americans are served every single day by public servants at the federal, state, county and local levels who keep our nation working; and,

**WHEREAS**, Public employees take not only jobs, but oaths and may risk their lives in service to the people of the United States and around the world; and,

**WHEREAS**, Public servants include countless occupations and provide diverse services demanded by the American people of their government day in and day out with efficiency and integrity; and,

**WHEREAS**, Without public servants, continuity would be impossible in a democracy that regularly changes its leaders and elected officials.

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT** Grand Traverse County announces and proclaims that May 3-9, 2020 is Public Service Recognition Week in honor of the men and women who serve our nation as federal, state, county and local government employees.



## GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Resource Recovery

**SUBMITTED BY:** Dave Schaffer, Manager

**SUBJECT:** 2020 Hauler License

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**RECOMMENDATION:**

Approve 2020 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

**FINANCIAL INFORMATION:**

N/A

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**SUMMARY:**

SUMMARY: Staff has received and reviewed the following applications for 2020 hauler licenses:

**Yard Waste Applications Received:** YW-2020-11 Cuttin It Close LLC

YW-2020-12 SEEDS

**Solid Waste Applications Received:** SW-2020-12 Area Waste

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

**ATTACHMENTS:**

[Hauler License for Signature](#)

[2020 Hauler Licenses Resolution - Pdf](#)



## YARD WASTE HAULER LICENSE

Pursuant to the provisions of Grand Traverse County Ordinance No.17, the regulations adopted pursuant thereto, and the powers vested in the Grand Traverse County Board of Commissioners:

### Cuttin It Close LLC

is hereby granted YARD WASTE HAULER LICENSE Number: Y-2020-11 for the calendar year ending December 31, 2020, to be exercised by the Licensee in accordance with the terms of said license including the application and general license conditions as is set forth herein. The Licensee shall comply with the following:

- e) All provisions of Grand Traverse County Ordinance No. 17, and the rules and regulations promulgated there under;
- f) All federal, state, county and local laws, statutes, rules and regulations pertaining to the collection, transporting, delivering or disposing of solid waste, yard waste, and recyclable material generated within Grand Traverse County;
- g) All Applicable provisions of the Grand Traverse County Solid Waste Plan as required under Act 641 and any agreements regarding inter-county transport of solid waste authorized or restricted through that plan;
- h) All applicable provisions of the rules and regulations adopted and amended as required for the administration and operation of Grand Traverse County Designated Facilities;

Date of Issue: 05/06/2020

Grand Traverse County  
Board of Commissioners

BY: \_\_\_\_\_



## YARD WASTE HAULER LICENSE

Pursuant to the provisions of Grand Traverse County Ordinance No. 17, the regulations adopted pursuant thereto, and the powers vested in the Grand Traverse County Board of Commissioners:

### SEEDS

is hereby granted YARD WASTE HAULER LICENSE Number: Y-2020-12 for the calendar year ending December 31, 2020, to be exercised by the Licensee in accordance with the terms of said license including the application and general license conditions as is set forth herein. The Licensee shall comply with the following:

- a) All provisions of Grand Traverse County Ordinance No. 17, and the rules and regulations promulgated there under;
- b) All federal, state, county and local laws, statutes, rules and regulations pertaining to the collection, transporting, delivering or disposing of solid waste, yard waste, and recyclable material generated within Grand Traverse County;
- c) All Applicable provisions of the Grand Traverse County Solid Waste Plan as required under Act 641 and any agreements regarding inter-county transport of solid waste authorized or restricted through that plan;
- d) All applicable provisions of the rules and regulations adopted and amended as required for the administration and operation of Grand Traverse County Designated Facilities;

Date of Issue: 5/06/2020

Grand Traverse County  
Board of Commissioners

BY: \_\_\_\_\_



## SOLID WASTE HAULER LICENSE

Pursuant to the provisions of Grand Traverse County Ordinance No. 17, the regulations adopted pursuant thereto, and the powers vested in the Grand Traverse County Board of Commissioners:

### Area Waste

is hereby granted SOLID WASTE HAULER LICENSE Number: SW-2020-12 for the calendar year ending December 31, 2020, to be exercised by the Licensee in accordance with the terms of said license including the application and general license conditions as is set forth herein. The Licensee shall comply with the following:

- a) All provisions of Grand Traverse County Ordinance No. 17, and the rules and regulations promulgated there under;
- b) All federal, state, county and local laws, statutes, rules and regulations pertaining to the collection, transporting, delivering or disposing of solid waste, yard waste, and recyclable material generated within Grand Traverse County;
- c) All Applicable provisions of the Grand Traverse County Solid Waste Plan as required under Act 641 and any agreements regarding inter-county transport of solid waste authorized or restricted through that plan;
- d) All applicable provisions of the rules and regulations adopted and amended as required for the administration and operation of Grand Traverse County Designated Facilities;

Date of Issue: 5/06/2020

Grand Traverse County  
Board of Commissioners

BY: \_\_\_\_\_



## Resolution

Date: April 30, 2020

### Resource Recovery Department - 2020 Hauler License

**WHEREAS**, The Grand Traverse County Board of Commissioners met in regular session on April 30 of 2020 and reviewed request to approve the Hauler Licenses for 2020 as follows:

**Solid Waste Haulers:** Area Waste

**Yard Waste Haulers:** Cuttin It Close LLC, SEEDS

**WHEREAS**, the above applications have been found to be administratively complete and approval is recommended.

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT** Grand Traverse County approves Hauler Licenses for 2020 as identified above.



## GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Treasurer

**SUBMITTED BY:** Heidi Scheppe, Treasurer

**SUBJECT:** Opt-in for Credit Card Fee Waiver Extension

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**RECOMMENDATION:**

Recommendation to allow Heidi Scheppe, County Treasurer, to have the requisite authority to approve Grand Traverse County to waive the Online Payment Enhanced Access Fees to citizens, agree that Grand Traverse County will pay for the Payment Processors' charges (38% of the EAF) for the period of time of May 1, 2020 – May 31, 2020. "

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**SUMMARY:**

G2G is giving us the option to continue to waive the Credit card processing fees for the month of May 2020 but we need to opt in by 4/30/20. So far the cost to the County has only been \$1,434.79, but the saving to the taxpayer has been \$3,775.75. If approved I will send the following requested statement to them.

"I Heidi Scheppe, County Treasurer have the requisite authority to approve Grand Traverse County to waive the Online Payment Enhanced Access Fees to citizens, agree that Grand Traverse County will pay for the Payment Processors' charges (38% of the EAF) for the period of time of May 1, 2020 – May 31, 2020. "



## GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Board of Commissioners

**SUBMITTED BY:** Gordie LaPointe, District 6

**SUBJECT:** Senior Center Millage

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**SUMMARY:**

Review of the joint resolution 149-2018 from the Grand Traverse County Board of Commissioners and City of Traverse City Joint Meeting, September 26, 2018

**ATTACHMENTS:**

[Joint Capital Campaign](#)

[Resolution 149-2018](#)

Because, the Senior Center building is outdated, functionally challenging and needs to be replaced; now, therefore be it

**Resolved,** by the Grand Traverse County Board of Commissioners and Traverse City City Commission to work cooperatively with each other, for the benefit of our community by collaborating on the design of a new building, working on a joint capital campaign to cultivate financial support for the construction of a new Senior Center building; and be it further

**Resolved,** by the Grand Traverse County Board of Commissioners that it intends to appropriate \$250,000 in funds previously appropriated for Senior Center furniture costs; and be it further

**Resolved,** by the Traverse City City Commission that it has a balance of \$414,835 in the Senior Center Building Fund and intends to appropriate that for expenses related to the construction of a new Senior Center, including design services; and finally, be it

RESOLUTION

**149-2018**

Joint Resolution of Cooperation to  
Build a New Senior Center  
By the Grand Traverse County Board of Commissioners  
and Traverse City City Commission

- Because, the Grand Traverse County Board of Commissioners and Traverse City City Commission both recognize the importance of supporting the vitality of the senior members of our community; and
- Because, Grand Traverse County residents supported a county-wide millage to fund the operation of the Senior Center owned by the City of Traverse City located at 801 East Front Street in Traverse City, Michigan, which solidified a partnership between Grand Traverse County and the City of Traverse City for providing meaningful services to senior citizens; and
- Because, the Senior Center serves as a place for senior citizens to develop meaningful friendships and personal connections, stimulating educational and hobby-related programming and other meaningful activities which support quality of life; and
- Because, the Senior Center building is outdated, functionally challenging and needs to be replaced; now, therefore be it
- Resolved,** by the Grand Traverse County Board of Commissioners and Traverse City City Commission to work cooperatively with each other, for the benefit of our community by collaborating on the design of a new building, working on a joint capital campaign to cultivate financial support for the construction of a new Senior Center building; and be it further
- Resolved,** by the Grand Traverse County Board of Commissioners that it intends to appropriate \$250,000 in funds previously appropriated for Senior Center furniture costs; and be it further
- Resolved,** by the Traverse City City Commission that it has a balance of \$414,835 in the Senior Center Building Fund and intends to appropriate that for expenses related to the construction of a new Senior Center, including design services; and finally, be it

**Resolved,** that the City of Traverse City issue a request for proposals for professional services to design a new Senior Center.

We certify that this resolution was adopted at a joint special meeting of the Grand Traverse County Board of Commissioners and the Traverse City City Commission on September 26, 2018, in the Commission Chambers, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Bonnie Scheele, County Clerk

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Benjamin Marentette, City Clerk



## GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

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**MEETING DATE:** April 30, 2020

**DEPARTMENT:** Board of Commissioners

**SUBMITTED BY:** Gordie LaPointe, District 6

**SUBJECT:** Letter to Governor Whitmer

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**RECOMMENDATION:**

It is recommended the drafted letter be forwarded to Governor Whitmer as a request for regional or county based reopening of businesses.

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**SUMMARY:**

Regarding regional reopening of businesses

**ATTACHMENTS:**

[Letter to Governor](#)

[Output Document \(190-2020\) - Pdf](#)

Honorable Governor Gretchen Whitmer  
P.O. Box 30013  
Lansing, Michigan 48909

Dear Governor Whitmer:

All Michiganders regardless of region within the state are all gravely concerned with the loss of life and suffering as a result of the COVID-19 pandemic.

The citizens of Grand Traverse County are deeply indebted to all the workers at the Federal, State and Local government agencies working on the front lines serving the residents of our county. We are equally indebted to those still working in the private sector, whether it be behind a desk or a counter, providing the essential goods and services needed during this crisis. We all feel very fortunate that we in Northern Michigan have seen far fewer deaths or cases of the virus than what our neighbors in Southeastern Michigan are experiencing.

Unfortunately, the steps necessary to successfully control the spread of the virus, which have been embraced in the Northern Michigan, have raised emotional and financial havoc on the small business community which is the economic backbone of our region. The vast majority of small businesses in Traverse City have been shuttered rendering the city a virtual "Ghost Town". No one knows how many will financially be able to return once the executive mandates of your office have been lifted. There also is a growing concern that the government is being overwhelmed with the demands of financial assistance and the promises made to keep all of the businesses afloat during the lockdown.

What we find very concerning is the financial and human impact the state mandates have had on perhaps the backbone of our community, Munson Healthcare. This impact is not due to an increased case load of COVID-19 patients but rather due to Munson's compliance to state mandates that have resulted in a 50% drop in patient admittance, empty operating rooms and the furlough of Munson staff. According to Ed Ness, President and CEO of Munson Healthcare, the hospital is projecting to lose between \$7M to \$10M per month while these mandates remain in place.

We are hopeful that your executive orders will all be lifted and the entire state will have this behind us sooner rather than later and we all can resume some sort of normalcy in our lives. But the fact of the matter is Northern Michigan and in particular Grand Traverse county, either due to luck or the caution displayed by our citizens, has not been impacted by the virus nearly to the extent as the four counties in Southeastern Michigan. The contrast between Grand Traverse County and Wayne County is startling: **Grand Traverse County with 19 cases of COVID-19 per 100K population** does not begin

to compare to the devastation Wayne County is facing with **800 cases per 100K population.**

We are asking you and your staff to move forward as quickly as possible to roll back the COVID-19 Executive Orders on a Regional or County bases based on the local COVID-19 statistics and the ability of the County or Region to maintain their lower statistics. Every day that goes by lessens the likelihood of many of the businesses that are special to this region reopening. The Health Department in Grand Traverse County has issued policies and procedures to mitigate the spread of the virus, under civil and or criminal penalty so we are very confident based on our record to date that Grand Traverse County, and several counties in the region, are ready to go back to work.

Below are but a few examples of businesses we feel can be reopened in our region with practical safeguards in place:

- Medical facilities could be performing elective procedures safely with proper safe guards. Non-emergent procedures are not being performed which could delay a critical diagnosis and treatment.

- All the trades associated with home or commercial construction are totally shut down. The many trades involved in home construction operate in series and usually consist of 2- or 3-man crews which certainly could operate in a safe manner.

- Stores selling hard goods, operating under the guidelines put in place by the Grand Traverse Health Department, could safely be reopened. And there are many small manufacturing operations in the region with less than a hundred employees that could reopen safely by staggering their work shifts.

These are but a few businesses that we feel can safely reopen now!

Thank you for review of this matter of critical importance to this region of the state.

Sincerely,



## Resolution

Date: April 30, 2020

### **Grand Traverse County Board of Commissioners Resolution to declare its support for Regional Economic Reopening**

#### **THE COUNTY BOARD OF COMMISSIONERS OF GRAND TRAVERSE COUNTY, STATE OF MICHIGAN, STATES:**

**WHEREAS**, due to the Executive Orders issued as a result of the COVID-19 pandemic, the Grand Traverse County Board of Commissioners has drafted a letter of concern to submit to Governor Whitmer regarding the financial and human impact the state mandates are having on our community; and

**WHEREAS**, while all of Michigan has been impacted by the COVID-19 pandemic, some regions such as Northern Michigan has seen far fewer deaths or cases of the virus. It is requested that the roll back of the COVID-19 Executive Orders be based on Regional or County statistics and the ability of the County or Region to maintain their lower statistics; and

**WHEREAS**, the steps necessary to successfully control the spread of the virus, which have been embraced in Northern Michigan, have raised emotional and financial havoc on the small business community which is the economic backbone of our region; and,

**WHEREAS**, the drafted letter has been reviewed by the Board of Commissioners who concurs with its sending.

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT** Grand Traverse County approves the drafted letter and declares its intent to forward to Governor Whitmer.