**NOTICE OF MEETING**
The Executive Board of Commissioners Meeting of the Leelanau County Board of Commissioners will be held on Tuesday, November 14, 2017, at 9:00 a.m. in the Commissioner Meeting Room, Leelanau County Government Center, Suttons Bay, Michigan

(Please silence cellular/electronic devices)

(Proceedings of the meeting are being recorded and are not the official record of the meeting; the formally approved/accepted written copy of the minutes will be the official record of the meeting.)

**TENTATIVE AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

**ROLL CALL**

**COMMUNICATIONS, PROCLAMATIONS, PRESENTATIONS:**

<table>
<thead>
<tr>
<th>PAGE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator Update</td>
</tr>
<tr>
<td>Planning/Community Development</td>
</tr>
<tr>
<td>Brownfield Redevelopment Authority / Solid Waste Council</td>
</tr>
</tbody>
</table>

**AGENDA ADDITIONS OR DELETIONS**

**PUBLIC COMMENT**

**ACTION ITEMS:**

1. Sheriff’s Office – Patrol Vehicle Purchase Request. 2-4
2. Equalization – October Apportionment Report Revision. 5-7
3. Register of Deeds – Request for Grant Administration Compensation (no handout). 4
4. Maintenance –
   a. Civil and Structural Engineering Consultant Bid Results. 8-24
   b. Generator Maintenance and Repair Bid Results. 25-26
5. Benzie/Leelanau District Health Department – motion relating to a Septic Ordinance – Commissioner Wessell. 27-28
6. Road Commission Membership Resolution (under separate cover). 29
7. County Clerk – Costco Membership/Credit Card. 30-36
8. Parks and Recreation Commission – Approval of Revised Bylaws. 37-38
9. Administrator –
   b. Barn Committee Update. 40
   c. Boards and Commissions Appointments Meeting Date. 41
   d. Senior Services Committee Update. 42
   e. Construction Codes Authority Committee Update. 43
   f. Northport/Leelanau Township Utilities Authority (NLTUA). 44
   g. Tribal 2% Allocation Requests –
      i. Senior Services – In-home Services, $65,000.00. 45
      ii. Emergency Management – Mass Casualty Trailer, $3,918.12. 46
      iii. Probate/Family Court – Leelanau Christian Neighbors’ Neighborhood Assistance Ministry, $38,900.00. 47
      iv. Sheriff’s Office – Rescue Entry Tools, $13,080.00. 48
      v. Leelanau County Substance Abuse Coalition, $3,750.00. 49
      vi. Administration/Veterans Affairs – Mid-Michigan Honor Flight, $5,000.00. 50
   h. Job Descriptions Review. 51
   i. Contract Negotiations Update (proposed closed session). 52

**REVIEW OF FINANCIALS**

**SPECIAL REPORTS BY STAFF, COMMISSIONERS, AND AFFILIATED AGENCIES**

**PUBLIC COMMENT**

**APPROVAL OF FINANCIALS**

<table>
<thead>
<tr>
<th>PAGE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendments &amp; Transfers</td>
</tr>
<tr>
<td>Miscellaneous Fund Transfers and Amendments</td>
</tr>
<tr>
<td>Claims and Accounts</td>
</tr>
<tr>
<td>Post Audit</td>
</tr>
</tbody>
</table>

**ADJOURN**
EXECUTIVE DOCUMENT SUMMARY

Department: Sheriff
Contact Person: Mike Borkovich
Telephone No.: 231-256-8800

Submittal Dates
- Executive Board: 11/14/2017
- Regular Session: 11/21/2017

Source Selection Method
- Select One
- Other: __________________________________________

VENDOR: Signature Ford
Address: 1960 East Main St, Owosso, Mi.
Phone: 888-923-5338

Budgeted Amount: ____________________________
Contracted Amount: ____________________________

Document Description
- Grant Application
- Other: __________________________________________

☐ Request to Waive Board Policy on Bid Requirements

The Sheriff's Office requests permission to order three new patrol vehicles. The delay between ordering new vehicles and taking delivery is typically three months after which the outfitting of the vehicles which takes another two months time. By ordering in November 2017 we can have the new vehicles in service by late spring 2018.

Please see attached memorandum and vehicle quotes for more information.

Suggested Recommendation: To recommend to approve the ordering of three (3) patrol vehicles from Signature Ford in an amount not to exceed $38,914.00, and once the vehicles are delivered, to approve the payment for these vehicles; further, that the cost of the vehicles with the outfitting not exceed $102,000.00. Funds to come from Motor Pool Fund #661

Department Head Approval: ____________________________ Date: 10/19/17
MEMORANDUM

To: Board of Commissioners  
From: Undersheriff Morgan  
Date: October 23rd, 2017  
RE: 2018 Budget-Purchase of Patrol Vehicles

The Sheriff’s Office requests permission to order three (3) new patrol vehicles in November of 2017 to be paid with 2018 budgeted motor pool funds. We make this request due to the extensive lead time between the ordering of new vehicles and when they are delivered. By ordering the patrol vehicles in November we can expect to take delivery of these vehicles in February of 2018 and begin the process of equipment installation. This entire process will not be completed until April or May of 2018 with all of the new vehicles in service and the three old patrol vehicles decommissioned.

Attached is a quote from Signature Ford in Owosso Michigan listing the cost of three new Ford Interceptor SUVs equipped similar to previous patrol vehicles. We are able to purchase police vehicles from Signature Ford under the Macomb County Contract Bid price. The total cost of these three vehicles will be $88,914.00. With the associated cost of some new emergency equipment, installation of equipment and the decommissioning of three older patrol vehicles, the total cost will be $102,000.00. It should be noted that as of October 31st, 2017, there was a price increase of $728.00 per vehicle.

The Sheriff’s Office requests the Board of Commissioners approve the ordering of the above listed vehicles now, with the approval of payment for the vehicles upon delivery in 2018.

Our staff is dedicated to making our county a safe place in which to live, work, play and raise our families!
October 5, 2017

Leelanau County Sheriff Department
Attn: Undersheriff Steve Morgan
8525 E. Governmental Center Drive
Suttons Bay, MI 49682

Dear Undersheriff Steve Morgan:

Price on 2018 Vehicle Macomb County Contract Bid:

2018 Ford Police Interceptor Utility AWD in Black $28,910.00 ea

* Add $728.00 ea if ordered after 10-31-2017

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: October 31st, 2017.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An $8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle(s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales
**EXECUTIVE DOCUMENT SUMMARY**

<table>
<thead>
<tr>
<th>Department: Equalization</th>
<th>Source Selection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Person:</strong> Laurie Spencer</td>
<td>□ Select One</td>
</tr>
<tr>
<td><strong>Telephone No.:</strong> 231-256-9823</td>
<td>■ Other: L-4402</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submittal Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Executive Board: 11/14/2017</td>
</tr>
<tr>
<td>■ Regular Session: 11/21/2017</td>
</tr>
</tbody>
</table>

| VENDOR: ____________________ |
| Address: ____________________ |
| Phone: ____________________ |

Budgeted Amount: ____________________  Contracted Amount: ____________________

**Document Description**

□ Select One  ■ Other L-4402

☐ Request to Waive Board Policy on Bid Requirements

The October Apportionment Report must be revised. The Traverse Bay Intermediate School District millage rates were not revised. The two pages of the Apportionment Report reflecting the changes are attached.

**Suggested Recommendation:**

Approved the revised County Apportionment Report (L-4402). (Must be a roll call vote)

Department Head Approval: Laurie Spencer  Date: 10/31/2017
<table>
<thead>
<tr>
<th>(A) Community College Name</th>
<th>(B) Taxable Value</th>
<th>(C) Total Operating Rate</th>
<th>(D) Est. Community College Oper. Tax Dollars</th>
<th>(E) Total Debt Rate</th>
<th>(F) Est. Community College Debt Tax Dollars</th>
<th>(G) Est. Total Community College Tax Dollars</th>
<th>(BB) Total RenZone Taxable Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(I) Intermediate School District Name</td>
<td>(J) Taxable Value</td>
<td>(K) ISD Total Operating (Spec Ed/Voc/Enh) Tax Dollars</td>
<td>2,638,968,002.00</td>
<td>0.1959</td>
<td>516,074.01</td>
<td>2.7275</td>
<td>7,197,787.08</td>
</tr>
<tr>
<td>TRAVERSE BAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Township / City</th>
<th>Village</th>
<th>School Code</th>
<th>Local School District</th>
<th>Total Homestead Property Tax Rate</th>
<th>NonHomestead Property Tax Rate</th>
<th>Total Property Tax Rate w/Special Assmnt</th>
<th>NonHomestead Property Tax Rate w/Special Assmnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bingham</td>
<td></td>
<td>45050</td>
<td>SUTTONS BAY PUBLIC SCH DIST</td>
<td>18.7546</td>
<td>36.7546</td>
<td>18.7546</td>
<td>36.7546</td>
</tr>
<tr>
<td>Centerville</td>
<td></td>
<td>45010</td>
<td>GLEN LAKE COMMUNITY SCH DIST</td>
<td>16.2222</td>
<td>31.2918</td>
<td>16.2222</td>
<td>31.2918</td>
</tr>
<tr>
<td>Centerville</td>
<td></td>
<td>45020</td>
<td>LELAND PUBLIC SCHOOL DIST</td>
<td>17.2772</td>
<td>28.1785</td>
<td>17.2772</td>
<td>28.1785</td>
</tr>
<tr>
<td>Cleveland</td>
<td></td>
<td>45010</td>
<td>GLEN LAKE COMMUNITY SCH DIST</td>
<td>15.7091</td>
<td>30.7787</td>
<td>15.7091</td>
<td>30.7787</td>
</tr>
<tr>
<td>Cleveland</td>
<td></td>
<td>45020</td>
<td>LELAND PUBLIC SCHOOL DIST</td>
<td>16.7641</td>
<td>27.6564</td>
<td>16.7641</td>
<td>27.6564</td>
</tr>
<tr>
<td>Elmwood</td>
<td></td>
<td>26010</td>
<td>TRAVERSE CITY SCHOOL DIST.</td>
<td>18.9239</td>
<td>36.9239</td>
<td>18.9239</td>
<td>36.9239</td>
</tr>
<tr>
<td>Elmwood</td>
<td></td>
<td>45050</td>
<td>SUTTONS BAY PUBLIC SCH DIST</td>
<td>17.6331</td>
<td>35.6331</td>
<td>17.6331</td>
<td>35.6331</td>
</tr>
<tr>
<td>Empire</td>
<td></td>
<td>45010</td>
<td>GLEN LAKE COMMUNITY SCH DIST</td>
<td>19.9873</td>
<td>35.0689</td>
<td>19.9873</td>
<td>35.0689</td>
</tr>
<tr>
<td>Empire</td>
<td></td>
<td>45010</td>
<td>GLEN LAKE COMMUNITY SCH DIST</td>
<td>26.6028</td>
<td>41.6724</td>
<td>26.6028</td>
<td>41.6724</td>
</tr>
<tr>
<td>Glen Arbor</td>
<td></td>
<td>45010</td>
<td>GLEN LAKE COMMUNITY SCH DIST</td>
<td>15.7943</td>
<td>30.8639</td>
<td>15.7943</td>
<td>30.8639</td>
</tr>
<tr>
<td>Kasson</td>
<td></td>
<td>45010</td>
<td>GLEN LAKE COMMUNITY SCH DIST</td>
<td>17.0928</td>
<td>32.1624</td>
<td>17.0928</td>
<td>32.1624</td>
</tr>
<tr>
<td>Leelanau</td>
<td></td>
<td>45020</td>
<td>LELAND PUBLIC SCHOOL DIST</td>
<td>19.9222</td>
<td>30.8235</td>
<td>19.9222</td>
<td>30.8235</td>
</tr>
<tr>
<td>Leelanau</td>
<td></td>
<td>45040</td>
<td>NORTHPORT PUBLIC SCHOOL DIST</td>
<td>18.9710</td>
<td>32.3680</td>
<td>18.9710</td>
<td>32.3680</td>
</tr>
<tr>
<td>Leelanau</td>
<td>NORTHPORT</td>
<td>45040</td>
<td>NORTHPORT PUBLIC SCHOOL DIST</td>
<td>27.4710</td>
<td>40.8590</td>
<td>27.4710</td>
<td>40.8590</td>
</tr>
<tr>
<td>Leelanau</td>
<td></td>
<td>45050</td>
<td>SUTTONS BAY PUBLIC SCH DIST</td>
<td>19.5464</td>
<td>37.5464</td>
<td>19.5464</td>
<td>37.5464</td>
</tr>
<tr>
<td>Leland</td>
<td></td>
<td>45020</td>
<td>LELAND PUBLIC SCHOOL DIST</td>
<td>19.3132</td>
<td>30.2145</td>
<td>19.3132</td>
<td>30.2145</td>
</tr>
<tr>
<td>Leland</td>
<td></td>
<td>45050</td>
<td>SUTTONS BAY PUBLIC SCH DIST</td>
<td>18.9374</td>
<td>36.9374</td>
<td>18.9374</td>
<td>36.9374</td>
</tr>
<tr>
<td>Solon</td>
<td></td>
<td>28010</td>
<td>TRAVERSE CITY SCHOOL DIST.</td>
<td>18.7127</td>
<td>36.7127</td>
<td>18.7127</td>
<td>36.7127</td>
</tr>
<tr>
<td>Solon</td>
<td></td>
<td>45010</td>
<td>GLEN LAKE COMMUNITY SCH DIST</td>
<td>16.7427</td>
<td>31.8123</td>
<td>16.7427</td>
<td>31.8123</td>
</tr>
<tr>
<td>Suttons Bay</td>
<td></td>
<td>45020</td>
<td>LELAND PUBLIC SCHOOL DIST</td>
<td>19.4987</td>
<td>30.4987</td>
<td>19.4987</td>
<td>30.4987</td>
</tr>
<tr>
<td>Suttons Bay</td>
<td></td>
<td>45040</td>
<td>NORTHPORT PUBLIC SCHOOL DIST</td>
<td>18.5475</td>
<td>31.9355</td>
<td>18.5475</td>
<td>31.9355</td>
</tr>
<tr>
<td>Suttons Bay</td>
<td></td>
<td>45050</td>
<td>SUTTONS BAY PUBLIC SCH DIST</td>
<td>19.1229</td>
<td>37.1229</td>
<td>19.1229</td>
<td>37.1229</td>
</tr>
<tr>
<td>Suttons Bay</td>
<td>SUTTONS BAY</td>
<td>45050</td>
<td>SUTTONS BAY PUBLIC SCH DIST</td>
<td>28.4281</td>
<td>46.4281</td>
<td>28.4281</td>
<td>46.4281</td>
</tr>
<tr>
<td>Traverse City</td>
<td></td>
<td>28010</td>
<td>TRAVERSE CITY SCHOOL DIST.</td>
<td>31.4599</td>
<td>49.4599</td>
<td>31.4599</td>
<td>49.4599</td>
</tr>
</tbody>
</table>
EXECUTIVE DOCUMENT SUMMARY

Department: Maintenance
Contact Person: Jerry Culman
Telephone No: 231-432-0555

Submittal Dates

☐ Executive Board: 11/14/2017
☐ Regular Session: 11/21/2017

Source Selection Method

☐ Bid
☐ Other: ___________________________

VENDOR: Machin Engineering, Inc.
5 Wooded Valley Dr., Traverse City, MI 49696
Address: __________________________
Phone: ____________________________

Budgeted Amount: ________________ Contracted Amount: ________________

Document Description

☐ Service
☐ Other ______

☐ Request to Waive Board Policy on Bid Requirements

A Request For Proposals (RFP) was issued for Civil and Structural Consulting and Engineering Services for the Government Center complex, with proposals due on October 26th. The RFP was advertised locally, and featured on the County website, with posting through the Michigan Intergovernmental Trade Network (MITN).

A total of 56 firms downloaded documents, with 4 vendors ultimately submitting bids (see attached).

A committee comprised of Commissioner William J. Bunek, County Administrator Chet Janik and Maintenance Director Jerry Culman II conducted interviews on November 8, ultimately deciding unanimously on recommending engaging the services of Machin Engineering, Inc.

Suggested Recommendation: To recommend to the Board of Commissioners to approve the bid from Machin Engineering, Inc., and enter into an agreement for on-call services for Civil and Structural Consulting and Engineering Services; funds to come from Capital Improvements Outlay, Fund #470.

Department Head Approval: ___________________ Date: 11/09/2017
Leelanau County Board of Commissioners  
Civil and Structural Consulting and Engineering Services – *LCAO-02-2017*

**Bids Due:** Thursday, October 26, 2017 @ 4:00 p.m.  
**Bid Opening:** Thursday, October 26, 2017 @ 4:05 p.m.

Opened by: Jerry Culman  
Present: Laurel Evans, Jerry Culman, Lyn Drzewiecki  
Recorded by: Lyn Drzewiecki

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Northwest Design Group, LLC</td>
<td></td>
<td><em>See attached documentation</em></td>
</tr>
<tr>
<td>2940 Parkview Dr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petoskey, MI 49770</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Paradigm Design, Inc.</td>
<td></td>
<td><em>See attached documentation</em></td>
</tr>
<tr>
<td>333 E. State St.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traverse City, MI 49684</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> Machin Engineering, Inc.</td>
<td></td>
<td><em>See attached documentation</em></td>
</tr>
<tr>
<td>5 Wooded Valley Dr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traverse City, MI 49696</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4</strong> Gosling Czubak Engineering</td>
<td></td>
<td><em>See attached documentation</em></td>
</tr>
<tr>
<td>1280 Business Park Dr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traverse City, MI 49686</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COUNTY OF LEELANAU

PROPOSAL FORM

The undersigned, having carefully examined the appropriate specifications, #RFP-LCAO-02-2017, dated October 24, 2017, does hereby agree to furnish and deliver to the County of Leelanau, Suttons Bay, Michigan, the following services at the price(s) indicated:

<table>
<thead>
<tr>
<th>SCHEDULE OF SERVICES</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDG - Project Manager</td>
<td>$118.00</td>
</tr>
<tr>
<td>NDG - Civil Engineer</td>
<td>$70.00</td>
</tr>
<tr>
<td>NDG - Structural Engineer</td>
<td>$105.00</td>
</tr>
<tr>
<td>NDG - Geotechnical Engineer</td>
<td>$105.00</td>
</tr>
<tr>
<td>NDG - Engineering Technician (design or testing)</td>
<td>$60.00 - $75.00</td>
</tr>
<tr>
<td>NDG - Construction Inspector</td>
<td>$69.00 - $75.00</td>
</tr>
<tr>
<td>Nealis - Mechanical Engineer</td>
<td>$95.00 - $115.00</td>
</tr>
<tr>
<td>Nealis - Electrical Engineer</td>
<td>$95.00 - $115.00</td>
</tr>
</tbody>
</table>

Submitted by

(Company Name): Northwest Design Group, LLC

Address: 2940 Parkview Drive

Petoskey, MI 49770

Contact Name

(Print): Amanda H. Porath, P.E.  Signature: [Signature]

Telephone: 231.348.1180  Fax: 231.348.1185

Email: amandap@ndgconsulting.com

NOTE: By signing and submitting this bid for consideration by the Leelanau County Administrator, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

CS-1
# NORTHWEST DESIGN GROUP, LLC

## FEE SCHEDULE

January, 2016

### Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Engineer – VIII</td>
<td>$145.00</td>
</tr>
<tr>
<td>Project Manager/Division Manager – VII</td>
<td>$124.00</td>
</tr>
<tr>
<td>Project Manager/Division Manager – VI</td>
<td>$118.00</td>
</tr>
<tr>
<td>Engineer – V</td>
<td>$105.00</td>
</tr>
<tr>
<td>Engineer – IV</td>
<td>$100.00</td>
</tr>
<tr>
<td>Engineer – III</td>
<td>$ 82.00</td>
</tr>
<tr>
<td>Engineer – II</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Engineer – I</td>
<td>$ 70.00</td>
</tr>
<tr>
<td>Engineering Technician – V</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Engineering Technician – IV</td>
<td>$ 69.00</td>
</tr>
<tr>
<td>Engineering Technician – III</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>Engineering Technician – II</td>
<td>$ 52.00</td>
</tr>
<tr>
<td>Engineering Technician – I</td>
<td>$ 45.00</td>
</tr>
<tr>
<td>Senior Landscape Architect</td>
<td>$ 90.00</td>
</tr>
<tr>
<td>Landscape Designer</td>
<td>$ 72.00</td>
</tr>
<tr>
<td>Professional Surveyor</td>
<td>$ 81.00</td>
</tr>
<tr>
<td>One Person Survey Crew</td>
<td>$110.00</td>
</tr>
<tr>
<td>Two Person Survey Crew</td>
<td>Personnel Rate</td>
</tr>
<tr>
<td>Clerical</td>
<td>$ 45.00</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>No Charge, unless quoted</td>
</tr>
<tr>
<td>CAD Assisted Plots (Applies to Walk-In Services)</td>
<td>$ 66.00</td>
</tr>
<tr>
<td>Reimbursable Expenses and Subconsultants</td>
<td>Cost Plus 5%</td>
</tr>
<tr>
<td>Reproduction Costs (Project Related)</td>
<td>No Charge</td>
</tr>
<tr>
<td>Reproduction Costs (Walk-Ins) - Engineering &quot;D&quot; or &quot;E&quot; Size Drawings</td>
<td>$ 0.33  per square foot</td>
</tr>
<tr>
<td>Mylar</td>
<td>$ 1.67   per square foot</td>
</tr>
<tr>
<td>Mounted Prints</td>
<td>$ 3.33   per square foot</td>
</tr>
</tbody>
</table>

### Geotechnical Laboratory Services

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Engineering Classification</td>
<td>$ 10.00  per sample</td>
</tr>
<tr>
<td>Water Content</td>
<td>$ 10.00  per sample</td>
</tr>
<tr>
<td>Unit Dry Weight Determination</td>
<td>$ 10.00  per test</td>
</tr>
<tr>
<td>Atterberg Limits (3 Point Test)</td>
<td>$100.00  per test</td>
</tr>
<tr>
<td>One Point Atterberg Limits</td>
<td>$ 55.00  per test</td>
</tr>
<tr>
<td>Grain Size - Sieve Analysis (Washed)</td>
<td>$115.00  per test</td>
</tr>
<tr>
<td>- Sieve Analysis (Unwashed)</td>
<td>$100.00  per test</td>
</tr>
<tr>
<td>- Additional Sieves Over Seven</td>
<td>$  5.00  each</td>
</tr>
<tr>
<td>Percent Passing #200 Sieve</td>
<td>$ 75.00  per test</td>
</tr>
<tr>
<td>Hydrometer Analysis</td>
<td>$200.00  per test</td>
</tr>
<tr>
<td>Proctor, Standard or Modified, ASTM D-698 or 1557-4 in. (Method A)</td>
<td>$150.00 per test</td>
</tr>
<tr>
<td>6 in. (Method B, C or D)</td>
<td>$150.00 per test</td>
</tr>
<tr>
<td>Preparation of Clay Proctor Sample</td>
<td>$ 30.00  per test</td>
</tr>
<tr>
<td>One Point Proctor Standard or Modified</td>
<td>$ 75.00  per test</td>
</tr>
<tr>
<td>Unconfined Compression Strength Test</td>
<td>$100.00  per test</td>
</tr>
</tbody>
</table>

### Field Sampling & Testing Services

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil and Aggregate Sampling</td>
<td>Personnel Rate</td>
</tr>
<tr>
<td>Field Density (Nuclear Method)</td>
<td>Personnel Rate, 2 hour minimum</td>
</tr>
<tr>
<td>Fresh Concrete Sampling and Testing</td>
<td>Personnel Rate, 2 hour minimum</td>
</tr>
<tr>
<td>Concrete Cylinder Cure and Test</td>
<td>$ 20.00  per test</td>
</tr>
<tr>
<td>Asphalt Extraction w/Sieve Analysis</td>
<td>Personnel Rate</td>
</tr>
<tr>
<td>HMA Plant/Volumetrics Testing per MDOT</td>
<td>Personnel Rate</td>
</tr>
</tbody>
</table>

### Geotechnical Drilling Services

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization, CME-55 Rig, Support Truck &amp; Crew</td>
<td>$165.00 per hour</td>
</tr>
<tr>
<td>Rig and Crew On-site Work, monitor wells, site clean-up, standby, CME-55</td>
<td>$165.00 per hour</td>
</tr>
<tr>
<td>Drilling: Flight Auger</td>
<td>$ 10.00  per foot</td>
</tr>
<tr>
<td>Hollow Stem Auger with Split Spoon Samples (ASTM D-1586)</td>
<td>$ 12.00  per foot</td>
</tr>
<tr>
<td>Extremely Hard Soil (N&gt;60) or Rock Drilling</td>
<td>$ 16.00  per foot</td>
</tr>
<tr>
<td>Rock Coring/Sampling</td>
<td>$ 35.00  per foot</td>
</tr>
<tr>
<td>Pavement Coring</td>
<td>$ 75.00  per core</td>
</tr>
<tr>
<td>Mobilization, Drilling &amp; Sampling, On-Site Work, Acker Cathhead</td>
<td>$165.00 per hour</td>
</tr>
<tr>
<td>Boring Logs and Report</td>
<td>Personnel Rate</td>
</tr>
<tr>
<td>Drilling Mud, Monitor Well Materials, Incidental</td>
<td>Cost plus 20%</td>
</tr>
<tr>
<td>Extra Samples (5' Interval)</td>
<td>$ 20.00  per sample</td>
</tr>
<tr>
<td>Shelby Tube Samples</td>
<td>$ 30.00  per sample</td>
</tr>
<tr>
<td>Field Vane Shear Test</td>
<td>$ 20.00  per test</td>
</tr>
</tbody>
</table>

Personnel grades match ASCE descriptions. Where a specific rate is not provided herein, fees will be quoted upon request. Export witness services will be billed at one and a half times personnel rate.
FOR BASIC AND ADDITIONAL ENGINEERING SERVICES:

Hourly Rates:
The following all-inclusive Hourly Rates shall apply to the various categories of personnel and function in the Firm. Compensation shall be computed on an Hourly Rate Basis in quarter hour increments. All overtime, when authorized by the Owner, shall be charged at one and one-half (1-1/2) times the above rates.

- Principal Professional Engineer: $115.00
- Staff Professional Engineer: 95.00
- Staff Engineer EIT: 85.00
- Staff Designer: 75.00
- Cad Operator: 55.00
- Staff Non-Technical: 35.00

Reimbursable Expenses:
Reimbursable Expenses are in addition to Compensation for Basic and Additional Services and include actual expenditures made by the Engineer, his employees, or his professional consultants in the interest of the Project for the expenses listed in the following:

1. Expense of Transportation and living when traveling in connection with this Part of the Project. Such expenses are, but not limited to, air fare, rental car, food, lodging, etc.

2. Telephone - long distance and Fax communications.

3. Fees paid for securing approval of authorities having jurisdiction over the Project.

4. Expense of reproductions, postage and handling of Drawings, Plots and Specifications including duplicate sets at the completion of each Phase for the Owner’s review and approval. Expenses of special drawing paper of forms requested by the Client.

5. Expense of models for the Owner’s use.

6. Expense of outside consulting services such as surveying, soil boring, environmental testing and analysis, or any other consulting service.

7. Overtime - Approved overtime will be invoiced at a premium time billing rate.
# Reimbursable Expense Schedule

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Travel</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.585 per mile</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Telephone - long distance</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Telephone - Fax charges</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Special mailing/Express charges</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Photos</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Outside Consulting Services</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Outside Computer Services</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Special Equipment</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Black and White Prints</td>
<td>$0.25/ft²</td>
</tr>
<tr>
<td>Color Prints</td>
<td>$1.50/ft²</td>
</tr>
<tr>
<td>Office Photostatic Copies</td>
<td></td>
</tr>
<tr>
<td>8 1/2&quot; x 11&quot;</td>
<td>$0.10 ea</td>
</tr>
<tr>
<td>8 1/2&quot; x 14&quot;</td>
<td>$0.15 ea</td>
</tr>
<tr>
<td>11&quot; x 17&quot;</td>
<td>$0.20 ea</td>
</tr>
<tr>
<td>Scan to PDF</td>
<td></td>
</tr>
<tr>
<td>Black and White Scans</td>
<td>$1.50/ ft²</td>
</tr>
<tr>
<td>Color Scans</td>
<td>$2.50/ ft²</td>
</tr>
</tbody>
</table>

Travel, Time and Expenses shall be charged from the office and shall be prorated with other projects in the area whenever feasible.

**END OF RATES**
<table>
<thead>
<tr>
<th>Classification</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHITECTURE</strong></td>
<td></td>
</tr>
<tr>
<td>Principal Architect</td>
<td>$185.00</td>
</tr>
<tr>
<td>Senior Architect</td>
<td>$135.00</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$130.00</td>
</tr>
<tr>
<td>Senior Architectural Designer</td>
<td>$130.00</td>
</tr>
<tr>
<td>Architect III</td>
<td>$110.00</td>
</tr>
<tr>
<td>Architect II</td>
<td>$100.00</td>
</tr>
<tr>
<td>Architect I</td>
<td>$90.00</td>
</tr>
<tr>
<td>Architectural Project Coordinator III</td>
<td>$105.00</td>
</tr>
<tr>
<td>Architectural Project Coordinator II</td>
<td>$95.00</td>
</tr>
<tr>
<td>Architectural Project Coordinator I</td>
<td>$85.00</td>
</tr>
<tr>
<td>Architectural Designer III</td>
<td>$100.00</td>
</tr>
<tr>
<td>Architectural Designer II</td>
<td>$90.00</td>
</tr>
<tr>
<td>Architectural Designer I</td>
<td>$80.00</td>
</tr>
<tr>
<td>Senior Architectural Technician</td>
<td>$80.00</td>
</tr>
<tr>
<td>Architectural Technician III</td>
<td>$70.00</td>
</tr>
<tr>
<td>Architectural Technician II</td>
<td>$65.00</td>
</tr>
<tr>
<td>Architectural Technician I</td>
<td>$60.00</td>
</tr>
<tr>
<td>Construction Administrator</td>
<td>$95.00</td>
</tr>
<tr>
<td>BIM Manager</td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>MEP ENGINEERING</strong></td>
<td></td>
</tr>
<tr>
<td>Principal MEP Engineer, PE</td>
<td>$185.00</td>
</tr>
<tr>
<td>Senior MEP Engineer, PE</td>
<td>$140.00</td>
</tr>
<tr>
<td>MEP Engineer, PE III</td>
<td>$110.00</td>
</tr>
<tr>
<td>MEP Engineer, PE II</td>
<td>$100.00</td>
</tr>
<tr>
<td>MEP Engineer, PE I</td>
<td>$90.00</td>
</tr>
<tr>
<td>Design MEP Engineer, EIT</td>
<td>$80.00</td>
</tr>
<tr>
<td>Senior MEP Designer</td>
<td>$125.00</td>
</tr>
<tr>
<td>MEP Designer III</td>
<td>$105.00</td>
</tr>
<tr>
<td>MEP Designer II</td>
<td>$95.00</td>
</tr>
<tr>
<td>MEP Designer I</td>
<td>$85.00</td>
</tr>
<tr>
<td>Senior MEP Technician</td>
<td>$90.00</td>
</tr>
<tr>
<td>MEP Technician III</td>
<td>$75.00</td>
</tr>
<tr>
<td>MEP Technician II</td>
<td>$65.00</td>
</tr>
<tr>
<td>MEP Technician I</td>
<td>$55.00</td>
</tr>
<tr>
<td><strong>CIVIL ENGINEERING</strong></td>
<td></td>
</tr>
<tr>
<td>Principal Civil Engineer, PE</td>
<td>$185.00</td>
</tr>
<tr>
<td>Senior Civil Engineer, PE</td>
<td>$135.00</td>
</tr>
<tr>
<td>Civil Engineer, PE III</td>
<td>$110.00</td>
</tr>
<tr>
<td>Civil Engineer, PE II</td>
<td>$100.00</td>
</tr>
<tr>
<td>Civil Engineer, PE I</td>
<td>$90.00</td>
</tr>
<tr>
<td>Civil Design Engineer, EIT</td>
<td>$80.00</td>
</tr>
<tr>
<td>Senior Civil Technician</td>
<td>$90.00</td>
</tr>
<tr>
<td>Civil Technician III</td>
<td>$75.00</td>
</tr>
<tr>
<td>Civil Technician II</td>
<td>$65.00</td>
</tr>
<tr>
<td>Civil Technician I</td>
<td>$55.00</td>
</tr>
<tr>
<td>Field Tech/Inspector IV</td>
<td>$75.00</td>
</tr>
<tr>
<td>Field Tech/Inspector III</td>
<td>$65.00</td>
</tr>
<tr>
<td>Field Tech/Inspector II</td>
<td>$55.00</td>
</tr>
<tr>
<td>Field Tech/Inspector I</td>
<td>$45.00</td>
</tr>
<tr>
<td>Survey Crew</td>
<td>$130.00</td>
</tr>
<tr>
<td>Survey Crew Technician</td>
<td>$65.00</td>
</tr>
<tr>
<td><strong>SUPPORT STAFF</strong></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$55.00</td>
</tr>
<tr>
<td>Office Support Staff</td>
<td>$35.00</td>
</tr>
<tr>
<td>Marketing Manager</td>
<td>$130.00</td>
</tr>
<tr>
<td>Marketing Support Staff</td>
<td>$65.00</td>
</tr>
<tr>
<td>Accounting &amp; Payroll Specialist</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

Expenses (includes handling):
- Courier Services: Cost + 10%
- Express Deliveries: Cost + 10%
- Car Mileage: $0.65 per mile

---

Cost + 10%
Fee Schedule – January 2017

**PERSONNEL CHARGES**

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate (hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal/Registered Engineer</td>
<td>$180.00</td>
</tr>
<tr>
<td>Structural Engineer SE</td>
<td>$150.00</td>
</tr>
<tr>
<td>Senior Geotechnical Engineer</td>
<td>$135.00</td>
</tr>
<tr>
<td>Senior Structural Engineer</td>
<td>$135.00</td>
</tr>
<tr>
<td>Geotechnical/Structural Engineer Level 2</td>
<td>$115.00</td>
</tr>
<tr>
<td>Geotechnical/Structural Engineer Level 1</td>
<td>$100.00</td>
</tr>
<tr>
<td>Structural Steel Detailing Checker</td>
<td>$80.00</td>
</tr>
<tr>
<td>Structural Steel Detailer</td>
<td>$70.00</td>
</tr>
<tr>
<td>Infrared Thermographer</td>
<td>$105.00</td>
</tr>
<tr>
<td>CAD Technician</td>
<td>$65.00</td>
</tr>
<tr>
<td>Field/Laboratory Supervisor</td>
<td>$80.00</td>
</tr>
<tr>
<td>Engineering Technician</td>
<td>$65.00</td>
</tr>
<tr>
<td>Overtime</td>
<td>$85.00</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

Minimum charge for field assignment is two hours per trip. Chargeable time includes travel, time on site, and required office time. Review of field and laboratory reports is mandatory practice. Review time will be charged at the appropriate level required.

**INSPECTION RATES**

<table>
<thead>
<tr>
<th>Inspector/Inspector</th>
<th>Rate (hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWS/CWI/ICC Steel Inspector</td>
<td>$85.00</td>
</tr>
<tr>
<td>Pile Inspector</td>
<td>$85.00</td>
</tr>
<tr>
<td>NOT Inspector</td>
<td>$85.00</td>
</tr>
<tr>
<td>Masonry Inspector (ICC Certified)</td>
<td>$85.00</td>
</tr>
<tr>
<td>Plant Inspector</td>
<td>$85.00</td>
</tr>
<tr>
<td>EPIS Inspector</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

**OTHER CHARGES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$0.72/mile</td>
</tr>
<tr>
<td>Sample pickup</td>
<td>$65.00/hour</td>
</tr>
<tr>
<td>Shipping, special equipment rental, materials, and subcontract services</td>
<td>Quoted</td>
</tr>
<tr>
<td>Per diem – Lodging &amp; Meals (overnight assignments)</td>
<td>$140.00/day</td>
</tr>
<tr>
<td>Bagged Materials (asphalt, bentonite, sand, concrete)</td>
<td>$25.00/bag</td>
</tr>
<tr>
<td>Jack Calibration [0 to 250 Ton]</td>
<td>$350.00/each</td>
</tr>
<tr>
<td>Jack Calibration [250 Ton to 500 Ton]</td>
<td>Quoted</td>
</tr>
<tr>
<td>NRMCA Concrete Plant Certification</td>
<td>$650.00/plant (plus NRMCA Fees)</td>
</tr>
</tbody>
</table>

**EQUIPMENT CHARGES**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Machine</td>
<td>$75.00/day</td>
</tr>
<tr>
<td>Bit Depreciation</td>
<td>$3.00/inch</td>
</tr>
<tr>
<td>Generator</td>
<td>$40.00/day</td>
</tr>
<tr>
<td>Windsor Probe</td>
<td>$75.00/day</td>
</tr>
<tr>
<td>Windsor Probe Charge Set</td>
<td>$75.00/set</td>
</tr>
<tr>
<td>Dipstick Floor Profiler</td>
<td>$150.00/day</td>
</tr>
<tr>
<td>Blast Mate Seismograph</td>
<td>$150.00/day</td>
</tr>
<tr>
<td>Concrete Maturity System</td>
<td>$75.00/probe</td>
</tr>
<tr>
<td>Elcometer Adhesion Meter</td>
<td>$25.00/dolly</td>
</tr>
<tr>
<td>Vapor Emission Test Kit</td>
<td>$75.00/each</td>
</tr>
<tr>
<td>Relative Humidity Probe</td>
<td>$75.00/probe</td>
</tr>
<tr>
<td>Crack Monitor Kit</td>
<td>$50.00/each</td>
</tr>
<tr>
<td>Arrow Board</td>
<td>$75.00/day</td>
</tr>
<tr>
<td>Pile Integrity Testing [PIT]</td>
<td>$250.00/day</td>
</tr>
<tr>
<td>Resistivity Meter</td>
<td>$100.00/day</td>
</tr>
</tbody>
</table>
LABORATORY RATES

AGGREGATES

Sieve Analysis (MOOT), C 136 $125.00/test
Unit Weight, C 29 $125.00/test
Specific Gravity & Absorption, C 127/128 $250.00/test
LA Abrasion, C 131/35 $400.00/test
Organic Impurities, C 40 $100.00/test
Clay Lumps & Friable (Soft Particles), C 142 $200.00/test
Lightweight Particles (Coal & Lignite or Chert), C 123 $200.00/test
Soundness, C 88 $1,000.00/test
Insoluble Residue, D 3042 $200.00/test
Concrete Aggregate Testing, C 33 $1,800.00/test
Flat & Elongated Particles, D 4791 $100.00/test
Sand Equivalent Value, D 2419 $100.00/test

CONCRETE

Concrete Compression, C 39 $15.00/cylinder
Contractor Made Concrete Compression (includes report) $25.00/cylinder
Flexural Strength of Concrete, C 78 $50.00/beam
Core Compression (includes saw cut), C 42 $85.00/core
Shotcrete Cubes (includes saw cut), C 1140 $50.00/cube
Saw Cut $15.00/cut
ASR Testing, C 1260, C 1567 (accelerated test) $800.00/test
C 1293 (12 month test) $900.00/test
Shrinkage, C 157 $750.00/test
Cylinder Molds (6"x12" or 4"x8") $50.00/case
Pressure Meter Reconditioning (Includes Gaskets) $150.00/each
MOOT Admixture Testing (Local Cement) Quoted

MASONRY

Mortar Compression, C 109 $15.00/cylinder/cube
Grout Compression, C 1019 $15.00/cylinder/prism
Complete Masonry Unit Testing, C 140 $400.00/set of 6
Block Compression, C 140 $225.00/set of 3
Block Prism Compression, C 140 $200.00/prism
Complete Clay Brick Testing, C 67 $50.00/set
Clay Brick Compression, C 67 $260.00/set of 5
Efflorescence, C 67 $250.00/set of 10

ASPHALT

Extraction $375.00/test
Extraction (Hold – 2 Year Storage) $25.00/sample
Theoretical Maximum Density [Rice], D 2041 $175.00/test
Bulk Specific Density, D 2726 $50.00/plug
Core Density $50.00/core

GEOTECHNICAL

Granular Proctor, D 1557, D 698 $200.00/test
Cohesive Proctor, D 1557, D 698 $225.00/test
Michigan One-Point Cone $75.00/test
Michigan One-Point T-99, MTM 404 $75.00/test
Michigan One-Point T-180 $75.00/test
Atterberg Limits, D 4318 $175.00/test
Hydrometer Analysis, D 422 $200.00/test
Organic Content, D 2974 $100.00/test
California Bearing Ratio (Includes Proctor), D 1883 $450.00/test
Soil pH, D 4972 $50.00/test
Natural Moisture, D 2216 $25.00/test
Unconfined Compression, D 2166 $50.00/test
Permeability-Constant Head, D 2434 $200.00/test
Permeability-Flex Wall, D 5084 $350.00/test

For laboratory testing where a rate is not provided, fees will be based on an hourly rate of $90.00/hour.
STRUCTURAL STEEL INSPECTION

PERSONNEL CHARGES

AWS/CWI/ICC Steel Inspector $85.00/hour
Overtime $100.00/hour
NDT Inspector $85.00/hour
EF3 Inspector $85.00/hour
Field/Laboratory Supervisor $80.00/hour
Administrative Services $45.00/hour

Minimum charge for field assignment is two hours per trip. Chargeable time includes travel, time on site, and required office time. Review of field reports is mandatory practice. Review time will be charged at the appropriate level required.

CERTIFICATION of WELDER(S)

Welder Certifications Quoted
MDOT Welder Certifications (Witnessed) Quoted

EQUIPMENT / PROCEDURES CHARGES

3/8" plate with bevel and backing plate $30.00/set
1" plate with bevel and backing plate $55.00/set
Welding Procedures & Related Testing $85.00/hour

UT Flaw Detector $125.00/day
Skidmore Bolt Tension Calibrator $75.00/day
Torque Wrench Calibrator $75.00/day
Liquid Penetrant Quoted
Magnetic Particle Quoted

FIRE PROOFING INSPECTION

PERSONNEL CHARGES

Fire Proofing Inspector (ICC Certified) $85.00/hour

OTHER CHARGES

Adhesion / Cohesion Testing $40.00/test
Density Testing $55.00/test
# GEOTECHNICAL DRILLING SERVICES

## PERSONNEL CHARGES

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal/Registered Engineer</td>
<td>$180.00/hour</td>
</tr>
<tr>
<td>Senior Geotechnical Engineer</td>
<td>$135.00/hour</td>
</tr>
<tr>
<td>Geotechnical Engineer Level 2</td>
<td>$115.00/hour</td>
</tr>
<tr>
<td>Geotechnical Engineer Level 1</td>
<td>$100.00/hour</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$45.00/hour</td>
</tr>
</tbody>
</table>

## MOBILIZATION

<table>
<thead>
<tr>
<th>Distance</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 60 Mile Radius</td>
<td>$600.00</td>
</tr>
<tr>
<td>Outside 60 Mile Radius</td>
<td>Quoted</td>
</tr>
</tbody>
</table>

## DRILLING CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drilling with SPT Sampling (1 to 50 foot)</td>
<td>$15.50/foot</td>
</tr>
<tr>
<td>Drilling with SPT Sampling (50 to 75 foot)</td>
<td>$20.00/foot</td>
</tr>
<tr>
<td>Drilling with SPT Sampling (75 to 100 foot)</td>
<td>$25.00/foot</td>
</tr>
<tr>
<td>Drilling with SPT Sampling (over 100 foot)</td>
<td>Quoted</td>
</tr>
<tr>
<td>Drilling through Concrete</td>
<td>$100.00/foot</td>
</tr>
<tr>
<td>Rock Coring</td>
<td>$75.00/foot</td>
</tr>
<tr>
<td>Dutch Cone Penetration Testing</td>
<td>$15.50/foot</td>
</tr>
<tr>
<td>Well / Piezometer Boring</td>
<td>Quoted</td>
</tr>
</tbody>
</table>

## EQUIPMENT / SUPPLY CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagged Materials [asphalt, bentonite, sand, concrete]</td>
<td>$25.00/bag</td>
</tr>
<tr>
<td>Flush Joint Riser (5 foot section)</td>
<td>$25.00/each</td>
</tr>
<tr>
<td>Flush Joint Screen (5 foot section)</td>
<td>$30.00/each</td>
</tr>
<tr>
<td>Expandable Locking Plug</td>
<td>$25.00/each</td>
</tr>
<tr>
<td>Flush Mount Protective Cover (8&quot;x12&quot;)</td>
<td>$150.00/each</td>
</tr>
<tr>
<td>Pro Cap Locking Protective Cover (4&quot;x4&quot;x5&quot;)</td>
<td>$200.00/each</td>
</tr>
<tr>
<td>Steam Cleaner Rental</td>
<td>$125.00/day</td>
</tr>
<tr>
<td>55 Gallon Drum</td>
<td>$55.00/each</td>
</tr>
</tbody>
</table>

## OTHER CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geotechnical Report</td>
<td>Quoted</td>
</tr>
<tr>
<td>Shipping, special equipment rental, materials, and subcontract services</td>
<td>Quoted</td>
</tr>
</tbody>
</table>

## OVERNIGHT ASSIGNMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per diem for two man crew – Lodging &amp; Meals</td>
<td>$250.00/day</td>
</tr>
</tbody>
</table>
## 2017 Rate Sheet

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Hourly Rate</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Engineer</td>
<td>$110.00</td>
<td>$165.00</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>$80.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Draftsman</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Drone Equipment &amp; Operator</td>
<td>$120.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Field Observation</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Pile Test Witnessing</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>Mileage per current IRS allotment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24x36/sheet</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>11X17/sheet</td>
<td>$1.25</td>
<td></td>
</tr>
<tr>
<td>*Load Cell Rental</td>
<td>Bi-Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td>300k cell w/ readout box</td>
<td>$475</td>
<td>$850</td>
</tr>
<tr>
<td>600k cell w/ readout box</td>
<td>$575</td>
<td>$1,050</td>
</tr>
<tr>
<td>* freight and calibration extra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depositions</td>
<td>$200.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Expert Witness, Trial Testimony</td>
<td>$300.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

*All expenses such as consultant fees, delivery services, equipment rental, outside reproduction services, subcontractor services, supplies, and travel including air fare, car rental, per diem, etc., will be assessed at cost plus 15 percent.

Rates are subject to change at any time. Contact your project manager to confirm current rates.
Firm Information

Rhoades Engineering Corporation was founded in Muskegon, Michigan in 1973, by Joseph W. Rhoades, P.E. An organization of professional engineers, designers and specialists, Rhoades Engineering was formed to provide consulting mechanical and electrical engineering services to architects, commercial and industrial organizations, municipalities, governmental bodies, tribal communities, utility companies, educational institutions and health care organizations. Today, from our offices in Muskegon and Traverse City, we continue to expand and fulfill these needs, under the leadership of Randall J. Rhoades, P.E., Philip J.R. Jaquish, P.E. and Chad A. Trnka, P.E.

Rhoades Engineering Corporation is fully covered by Professional Liability Insurance, as well as General Liability Insurance.

Rhoades Engineering Corporation holds a Certificate of Awardability from the State of Michigan.

Personnel with Rhoades Engineering Corporation are licensed to practice professional engineering in the following states:

1. Alabama
2. Arizona
3. Arkansas
4. California
5. Colorado
6. Connecticut
7. District of Columbia
8. Florida
9. Georgia
10. Hawaii
11. Idaho
12. Iowa
13. Illinois
14. Indiana
15. Kentucky
16. Louisiana
17. Maine
18. Maryland
19. Massachusetts
20. Michigan
21. Minnesota
22. Mississippi
23. Missouri
24. Montana
25. Nebraska
26. New Jersey
27. New Mexico
28. New York
29. North Carolina
30. North Dakota
31. Ohio
32. Oregon
33. Pennsylvania
Rhoades Engineering current rate schedule is as follows:

**Standard Hourly Rates**

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal / Senior Engineer</td>
<td>$125</td>
</tr>
<tr>
<td>Senior M/E Engineer</td>
<td>$105</td>
</tr>
<tr>
<td>M/E Engineer</td>
<td>$90</td>
</tr>
<tr>
<td>Senior M/E Designer</td>
<td>$95</td>
</tr>
<tr>
<td>M/E Designer</td>
<td>$75</td>
</tr>
<tr>
<td>M/E CADD Technician</td>
<td>$50</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Reimbursable Expenses**

The following are standard reimbursable expenses, and are in addition to the hourly and fixed fees described above:

- Reproduction and Printing
- Postage, Express Delivery
- Travel and Living Expenses – outside of office locations
- Expendable Supplies (purchased directly in support of project)

Purchased services will be invoiced at actual cost plus 10 percent to cover handling.
### Gosling Czubak Hourly Rate Schedule

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Professional X</td>
<td>$ 180.00</td>
</tr>
<tr>
<td>Project Professional VIII</td>
<td>$ 155.00</td>
</tr>
<tr>
<td>Project Professional VII</td>
<td>$ 140.00</td>
</tr>
<tr>
<td>Project Professional VI</td>
<td>$ 123.00</td>
</tr>
<tr>
<td>Project Professional V</td>
<td>$ 118.00</td>
</tr>
<tr>
<td>Project Professional IV</td>
<td>$ 108.00</td>
</tr>
<tr>
<td>Project Professional III</td>
<td>$ 98.00</td>
</tr>
<tr>
<td>Project Professional II</td>
<td>$ 93.00</td>
</tr>
<tr>
<td>Project Professional I</td>
<td>$ 85.00</td>
</tr>
<tr>
<td>Staff Professional III</td>
<td>$ 80.00</td>
</tr>
<tr>
<td>Staff Professional II</td>
<td>$ 77.00</td>
</tr>
<tr>
<td>Staff Professional I</td>
<td>$ 74.00</td>
</tr>
<tr>
<td>Field Technician V</td>
<td>$ 77.00</td>
</tr>
<tr>
<td>Field Technician IV</td>
<td>$ 72.00</td>
</tr>
<tr>
<td>Field Technician III</td>
<td>$ 67.00</td>
</tr>
<tr>
<td>Field Technician II</td>
<td>$ 64.00</td>
</tr>
<tr>
<td>Field Technician I</td>
<td>$ 57.00</td>
</tr>
<tr>
<td>Secretarial</td>
<td>$ 60.00</td>
</tr>
</tbody>
</table>

NOTE: Anticipated typical rate for Gosling Czubak Project Manager in **bold**.
FOR BASIC AND ADDITIONAL ENGINEERING SERVICES:

**Hourly Rates:**
The following all-inclusive Hourly Rates shall apply to the various categories of personnel and function in the Firm. Compensation shall be computed on an Hourly Rate Basis in quarter hour increments. All overtime, when authorized by the Owner, shall be charged at one and one-half (1-1/2) times the above rates.

<table>
<thead>
<tr>
<th>Personnel Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Professional Engineer</td>
<td>$115.00</td>
</tr>
<tr>
<td>Staff Professional Engineer</td>
<td>95.00</td>
</tr>
<tr>
<td>Staff Engineer EIT</td>
<td>85.00</td>
</tr>
<tr>
<td>Staff Designer</td>
<td>75.00</td>
</tr>
<tr>
<td>Cad Operator</td>
<td>55.00</td>
</tr>
<tr>
<td>Staff Non-Technical</td>
<td>35.00</td>
</tr>
</tbody>
</table>

**Reimbursable Expenses:**
Reimbursable Expenses are in addition to Compensation for Basic and Additional Services and include actual expenditures made by the Engineer, his employees, or his professional consultants in the interest of the Project for the expenses listed in the following:

1. Expense of Transportation and living when traveling in connection with this Part of the Project. Such expenses are, but not limited to, air fare, rental car, food, lodging, etc.
2. Telephone - long distance and Fax communications.
3. Fees paid for securing approval of authorities having jurisdiction over the Project.
4. Expense of reproductions, postage and handling of Drawings, Plots and Specifications including duplicate sets at the completion of each Phase for the Owner's review and approval. Expenses of special drawing paper of forms requested by the Client.
5. Expense of models for the Owner's use.
6. Expense of outside consulting services such as surveying, soil boring, environmental testing and analysis, or any other consulting service.
7. Overtime - Approved overtime will be invoiced at a premium time billing rate.
2018 Reimbursable Expenses
Nealis Engineering, Inc.

### Reimbursable Expense Schedule

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Travel</td>
<td>$0.585 per mile</td>
</tr>
<tr>
<td>Mileage</td>
<td>Amount Expended</td>
</tr>
<tr>
<td>Lodging</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Telephone - long distance</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Telephone - Fax charges</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Special mailing/Express charges</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Photos</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Outside Consulting Services</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Outside Computer Services</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Special Equipment</td>
<td>Cost + 10%</td>
</tr>
<tr>
<td>Black and White Prints</td>
<td>$0.25/ft²</td>
</tr>
<tr>
<td>Color Prints</td>
<td>$1.50/ft²</td>
</tr>
<tr>
<td>Office Photostatic Copies</td>
<td></td>
</tr>
<tr>
<td>8 1/2&quot; x 11&quot;</td>
<td>$0.10 ea</td>
</tr>
<tr>
<td>8 1/2&quot; x 14&quot;</td>
<td>$0.15 ea</td>
</tr>
<tr>
<td>11&quot; x 17&quot;</td>
<td>$0.20 ea</td>
</tr>
<tr>
<td>Scan to PDF</td>
<td></td>
</tr>
<tr>
<td>Black and White Scans</td>
<td>$1.50/ft²</td>
</tr>
<tr>
<td>Color Scans</td>
<td>$2.50/ft²</td>
</tr>
</tbody>
</table>

Travel, Time and Expenses shall be charged from the office and shall be prorated with other projects in the area whenever feasible.

**END OF RATES**
# EXECUTIVE DOCUMENT SUMMARY

<table>
<thead>
<tr>
<th>Department: Maintenance</th>
<th>Submittal Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Jerry Culman</td>
<td>□ Executive Board: 11/14/2017</td>
</tr>
<tr>
<td>Telephone No.: 231-432-0555</td>
<td>□ Regular Session: 11/21/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source Selection Method</th>
<th>VENDOR: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Bid</td>
<td>Address: ____________________________</td>
</tr>
<tr>
<td>□ Other: ____________________________</td>
<td>Phone: ____________________________</td>
</tr>
</tbody>
</table>

| Budgeted Amount: ____________________________ | Contracted Amount: ____________________________ |

<table>
<thead>
<tr>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Service</td>
</tr>
</tbody>
</table>

### Request to Waive Board Policy on Bid Requirements

A Request For Proposals (RFP) was issued for Generator Maintenance & Repair Services for the six County-owned sites, with proposals due on November 1st. The RFP was advertised locally, and featured on the County website, with posting through the Michigan Intergovernmental Trade Network (MITN).

A total of 15 firms downloaded documents, with 7 vendors ultimately submitting bids (see attached).

Upon review of the proposals, I would recommend continuing with engaging the services of Graham Motor and Generator Services of Traverse City, which was the low bidder. Corporate Counsel had previously prepared a contract document.

### Suggested Recommendation

To recommend to the Board of Commissioners to approve a three-year contract with Graham Motor and Generator Services, in the amount of $4,093.62 per year, as presented.

Department Head Approval: ____________________________ Date: 11/08/2017
Bids Due: Wednesday, November 01, 2017 @ 4:00 p.m.
Bid Opening: Wednesday, November 01, 2017 @ 4:15 p.m.

Opened by: Jerry Culman
Present: Laurel Evans, Jerry Culman, Lyn Drzewiecki
Recorded by: Lyn Drzewiecki

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Preventative Maintenance</th>
<th>Total 2 Hr. Load Bank Test</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Wolverine Power Systems</strong></td>
<td>$2,320.00</td>
<td>$2,400.00</td>
<td>$4,720.00</td>
</tr>
<tr>
<td>3229 80th Ave.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zeeland, MI 49424</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2 Graham Motor &amp; Generator Svs.</strong></td>
<td>2,443.62</td>
<td>1,650.00</td>
<td>4,093.62</td>
</tr>
<tr>
<td>1610 S. Airport Rd.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traverse City, MI 49686</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3 Michigan Critical Power</strong></td>
<td>2,525.00</td>
<td>1,800.00</td>
<td>4,325.00</td>
</tr>
<tr>
<td>7986 Clyde Park Ave SW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Byron Center, MI 49315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Michigan Cat</strong></td>
<td>2,635.00</td>
<td>2,080.00</td>
<td>4,715.00</td>
</tr>
<tr>
<td>3990 US-131</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalkaska, MI 49646</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5 Cummins Sales and Service</strong></td>
<td>2,232.00</td>
<td>2,003.00</td>
<td>4,235.00</td>
</tr>
<tr>
<td>977 North Center Ave.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaylord, MI 49735</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6 Browning Power Systems, LLC</strong></td>
<td>2,450.00</td>
<td>2,300.00</td>
<td>4,750.00</td>
</tr>
<tr>
<td>10255 Gratiot Rd., Suite B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saginaw, MI 48609</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7 W. W. Williams</strong></td>
<td>2,950.00</td>
<td>2,620.00</td>
<td>5,570.00</td>
</tr>
<tr>
<td>500 Gordon Industrial Ct.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Byron Center, MI 49315</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please include in Board Packet.

Commissioners:

I am pleased that Commissioners have agreed to discuss the septic inspection issue at the November Executive Committee meeting. I am optimistic that our November discussions will result in actions that will result in fact-finding, expert testimony, discussion of options and compromise.

I am also pleased by Commissioners’ expressed interest in obtaining additional information on the issue of septic inspection needs and options. I suggest review of the Barry-Eaton Health Department (BEDHD) Report on the first 10 years of BEDHD Time of Sale or Transfer (TOST) Program that was adopted in 2007. BEDHD has released a report detailing the TOST Program’s findings for 2007 - 2017 available at https://goo.gl/ZUUHfi. Appendix, page 18 of the TOST Report is attached to this email which summarizes the data from the 10,861 septic systems evaluated during the ten year period with 2566 (27%) of systems requiring corrective action.

I also recommend review of the Tip of the Mitt Septic Study (NW Michigan Health Department/Tip of the Mitt Watershed Center) available at https://www.watershedcouncil.org/septic-systems.html.

I am prepared to introduce the following motion for Executive Committee discussion and action on November 14: I move to recommend the scheduling of a special December 2017 Committee of the Whole meeting to review available data, consider previous proposed Leelanau County Ordinance language, receive testimony from experts, consider available options and develop a framework for developing a Leelanau County Septic Inspection Regulation consistent with the adoption and approval process outlined by the 10/13/17 legal opinion received from Cohl, Stoker & Toskey, PC.

Sent from my iPad
TOST AT 10 YEARS: SEWAGE SYSTEMS

This report covers data from sewage system evaluations through the Time of Sale or Transfer (TOST) program from 2008 through June 2017. For more information, visit https://goo.gl/QnoEsP.

9443 individual sites evaluated for sewage systems

2566 (27%) of sewage systems required corrective action

10,861 septic tanks evaluated

3486 (32%) of septic tanks required pumping

September 25, 2017

For the systems with a septic tank structure problem, there could be several issues that caused the problem, which are graphed above. Note: Tanks may have more than one issue. *2017 data is through June 30, 2017.

Septic Tank Failures

All Tanks

Failed Tanks

24.4 years
Average age

29.2 years
Average age

1021 gallons
Average capacity

887 gallons
Average capacity

Septic tanks with a problem are, on average, older and have smaller tank capacities than all tanks.

For reference, an average 3 bedroom house is recommended to have a minimum tank capacity of 1000 gallons.

Examples of Septic Tank Problems

Above: This outlet pipe has a missing outlet baffle. Without an outlet baffle, solid waste and oils will flow into and block the drainfield.

Left: This septic tank is in poor repair, with many cracks and crumbling areas (orange arrows).

Left: This photo shows a septic tank that is leaking. The blue arrow indicates where the water level in the septic tank should be, while the green arrow indicates the actual, lower, water level.

Photo credit: Charles West, RE
EXECUTIVE DOCUMENT SUMMARY

Department: County Clerk

Contact Person: Michelle L. Crocker

Telephone No.: 231-256-9824

Submittal Dates

☐ Executive Board: 11/14/2017

☐ Regular Session: 11/21/2017

Source Selection Method

☐ Select One

☐ Other: ______________________

VENDOR: Costco Wholesale

Address: ______________________

Phone: 231-929-3973

Budgeted Amount: ______________________

Contracted Amount: ______________________ $180.00

Document Description

☐ Select One

☐ Other: Membership/VISA application

☐ Request to Waive Board Policy on Bid Requirements

In an ongoing effort to purchase consumables in a more cost-effective manner, Corrections and Maintenance would like to obtain membership with Costco Wholesale.

A Business Executive Membership would provide the opportunity for 2% of all purchase costs back, in the form of a check, and allow additional people, such as maintenance staff, to physically pick up the goods.

Costco Wholesale does not have a monthly billing system and they only accept VISA. We are also requesting the opportunity to apply for a Costco VISA so that an authorized user could purchase goods immediately, rather than go through the laborious process of selecting items online and then requesting a Friday check.

Costco does have the ability to forward a digital copy of all receipts to Accounts Payable as an added security measure.

Per the County Board Credit Card Policy, "The Leelanau County Clerk is responsible for issuing, accounting, monitoring, and retrieving all authorized County credit cards...."

Suggested Recommendation: Motion to recommend to the Board of Commissioners to approve a one-year Executive Membership with Costco Wholesale in the amount of $180.00, and to approve an application for a Costco VISA, per County Board policy on credit cards.

Department Head Approval: ______________________

Date: 11/07/2017
**EXECUTIVE DOCUMENT SUMMARY**

<table>
<thead>
<tr>
<th>Department: Parks &amp; Recreation</th>
<th>Submittal Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Melinda Lautner</td>
<td>□ Executive Board: 11/14/2017</td>
</tr>
<tr>
<td>Telephone No.: _____________________</td>
<td>□ Regular Session: 11/21/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source Selection Method</th>
<th>VENDOR: _____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Quotation</td>
<td>Address: _____________________</td>
</tr>
<tr>
<td>□ Other: n/a</td>
<td>Phone: _____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeted Amount: _____________________</th>
<th>Contracted Amount: _____________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Board/Committee Recommendation □ Other _____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request to Waive Board Policy on Bid Requirements</th>
</tr>
</thead>
</table>

The Leelanau County Parks and Recreation Commission bylaws have been updated (see attached).

Changes include the addition of language reflecting changes in procedures, the removal of obsolete references to personnel that are not utilized, as well as general "housekeeping" changes.

**Suggested Recommendation:**

Motion to recommend to the Board of Commissioners to approve the Leelanau County Parks and Recreation Commission bylaws, as presented.

Department Head Approval: _____________________ Date: 11/09/2017
ARTICLE I: AREA SERVED
The area served by the County Parks & Recreation Commission shall be the entire County of Leelanau, State of Michigan.

ARTICLE II: PURPOSE, RELATIONSHIP TO COUNTY BOARD OF COMMISSIONERS, AND DUTIES
Section 2.1 – Purpose:
The Commission shall participate in drafting plans for the County that may be used to encourage a coordinated and harmonious development of the County Parks. The Commission shall take oversight responsibility for making recommendations to the County Board of Commissioners in matters concerning parks and recreation.

Section 2.2 – Relationship to County Board of Commissioners:
The Parks & Recreation Commission reports directly to the County Board of Commissioners and shall cooperate with the Board of Commissioners, the respective county departments, and private and public agencies in meeting the recreation needs of Leelanau County. The Boards of Commissioners’ Office will assist the Parks and Recreation Commission distribute meeting agendas and minutes as follows:

1. The Parks and Recreation Commission Chairperson or any of the Committee Chairpersons will contact the Administrator’s Office to schedule a meeting for the full Commission or one of the Committees on its behalf. The Administrator’s Office will then:
   a. Work as a liaison with the County Clerk’s Office and the Commission to tentatively schedule a meeting place, date and time
   b. Arrange for County staff to act as a recording secretary and record and take minutes for the Commission
   c. Work as a liaison with the Commission to prepare a notice and agenda for the meeting and arrange for public posting with the County Clerk’s Office
   d. Prepare any needed documentation for meetings
   e. Once draft minutes have been prepared, distribute to all Commission members, the County Board of Commissioners and post on the County’s website

Section 2.3 – Duties:
   a) To participate in the development, implementation, and updating of the Leelanau County Master Parks & Recreation Plan.
   b) To determine whether the parks are serving their intended purpose.
c) To acquire property in the name of the County—gifts, bequests, grants-in-aid contributions and appropriations of money and other personal property (subject to the procedure established for inspection and acceptance of property) – for conservation purpose.

d) To make Park Rules subject to the approval of the County Board of Commissioners.

e) To consult with the appropriate municipalities and agencies.

f) To use advice and information from other government officials and organizations.

g) To advise and/or to make available advice and information regarding parks and recreation to other governmental agencies.

h) To promote understanding of and interest in the basic General Plan and the Leelanau County Master Parks & Recreation Plan.

i) To review and comment on all matters or proposals regarding the County Parks.

j) To initiate, review or make recommendations upon public improvement proposals referred from public agencies.

ARTICLE III: MEMBERSHIP AND REPRESENTATION

The statute which authorizes this Commission, MCL 46.351, uses the term “Chairperson.”

Section 3.1 – Membership:
The Parks & Recreation Commission shall consist of ten (10) members. Included in the membership will be the Chairperson of the County Road Commission or another Road Commissioner designated by the Board of County Road Commissioners, the County Drain Commissioner, the chairperson of the County Planning Commission or another member of the County Planning Commission designated by the County Planning Commission, and seven (7) members appointed by the County Board of Commissioners, not less than one (1) and not more than three (3) of whom shall be members of the Board of Commissioners. If the Commissioner appointee is no longer in office, his/her position shall automatically be vacated and a new member appointed by the Board of Commissioners.

Section 3.2 – Removal:
Members may be removed by the County Board of Commissioners for non-performance of duty or misconduct within the Board of Commissioners’ discretion, unless contrary to state statute. Such person shall be afforded an opportunity to respond to such allegations prior to the Board of Commissioners taking such action.

Section 3.3 – Term:
Each appointed member shall be appointed to a term of three (3) years and until his or her successor is appointed and qualified. Each term shall expire at noon on January 1st. A vacancy shall be filled by the County Board of Commissioners for the unexpired term. [NOTE TO CLIENT: Statute requires this term, i.e., January 1 at noon]

Section 3.4 – Attendance:
Should any member of the Parks & Recreation Commission miss three (3) consecutive regular
meetings, continued membership will be evaluated at the next Commission meeting. Lack of regular meeting attendance will be cause for replacement of a Commission member unless a particular position is required to be on the Board and cannot be replaced per MCL 46.351.

Section 3.5 – Voting:
An affirmative vote of the quorum (as defined in Article III, Section 3.6) of the Commission member shall be required for the approval/denial of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote, provided, however, that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall abstain from voting if that person has a conflict of interest as recognized by the majority of the remaining members of the Commission, as outlined in Section 3.6. Any member abstaining from a vote shall not participate in the discussion of that item.

Section 3.6 – Quorum:
A quorum shall consist of six (6) members of the Commission. Approval shall be by majority vote when a quorum is present. [NOTE TO CLIENT: This means if 6 out of 10 members are present, 4 out of 10 members can pass a motion.]

Section 3.7 – Conflicts Of Interest:
A. All members of the Commission and all members of staff shall avoid situations that are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

1. Issuing, deliberating, voting on or reviewing a case concerning oneself.
2. Issuing, deliberating, voting on or reviewing a case involving a corporation, company, partnership, or any other entity in which he/she is an owner or part owner, or any other relationship where he/she may stand to have a financial gain.
3. Issuing, deliberating, voting on or reviewing a case that may result in a benefit to oneself.
4. Issuing, deliberating, voting on or reviewing a case concerning members of his/her household or relatives, including, but not limited to, children, grandchildren, spouse, parents, grandparents, in-laws, etc.
5. Issuing, deliberating, voting on or reviewing a case where an employee or employer is:
   a. an applicant or agent for an applicant, or
   b. has a direct interest in the outcome

B. The conflict of interest shall be declared by the member/staff and discussion regarding whether it is a conflict of interest may be entertained, or the member/staff may choose to abstain from voting.

ARTICLE IV: COMMISSION MEETINGS
Section 4.1 – Scheduling, Time and Place
Regular meetings of the Commission shall be held at least quarterly, at a time and place to be designated by the Commission at its annual organizational meeting. Additional meetings may be called by the Chairperson or by two (2) members upon written request to the Chairperson provided members receive eighteen (18) hours official notice prior to the scheduled meeting. All meetings shall be open to the public and held in conformity with the “Open Meetings Act,” P.A. 267 of 1976, as amended.

Section 4.2 – Public Notice:
Within ten (10) days after the first meeting of the year, the Annual Schedule of Regular Meetings shall be prominently displayed in the public building where the meetings are to be held and shall be published in a newspaper of general circulation in the County. The Annual Schedule of Regular Meetings shall include the dates, times and places of the meetings and the name, address and telephone number of the Commission. Within three (3) days after any change is made in the Annual Schedule of Regular Meetings, such changes shall be prominently displayed in the principal office and in the public building where the meetings are held and within ten (10) days shall be published in a newspaper of general circulation in the County. Notice of Special or Rescheduled Meetings shall be prominently displayed in the principal office and in the public building where the meetings are held, at least eighteen (18) hours prior to the time of Special or Rescheduled Meeting is to be held.

Section 4.3 – Public Input Procedure:
Any person shall be permitted to address any “open” meeting of the Commission during the time specifically provided on the agenda. In addition, anyone may speak at the time a subject is under discussion, must direct their remarks to the Chairperson and shall confine their remarks to the subject matter being discussed.

Section 4.4 – Minutes:
Minutes shall be kept of each meeting, showing the date, time, place, members present, and members absent. All motions (who made the motion and who supported the motion, a summary of the discussion, [NOTE TO CLIENT: This is not legally required under the OMA, Client to determine] if any, and the outcome) must be complete and precise, with any roll call votes recorded. Proposed minutes shall be available for public inspection not more than eight (8) days after the meeting to which they refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which they are approved.

ARTICLE V: OFFICERS OF THE COMMISSION AND COMMITTEES

Section 5.1 – Officers of the Commission:
The officers of the Commission shall consist of a Chairperson, Vice-Chairperson and Secretary chosen by the members, to serve for a period of one (1) year, or until successors are elected. Such officers shall be elected by a majority vote of at least a quorum of membership of the Commission present at the time of election. The Commission may create and fill such other offices or seat committees as it may deem advisable.
ARTICLE VI: DUTIES OF THE OFFICERS

Section 6.1 – The Chairperson:
The Chairperson shall be the chief executive officer of the Commission, shall preside at all meetings of the Commission, and shall prepare the agendas with assistance from the County Administrator’s Office staff for the meetings.

Section 6.2 – The Vice-Chairperson:

a. In the event that the office of the Chairperson becomes vacant by death, resignation, or otherwise, the Vice-Chairperson shall serve as Chairperson until a new Chairperson is elected.

b. In the event of the absence of the Chairperson or his/her inability to discharge the duties of his/her office, such duties shall, for the time being, devolve upon the Vice-Chairperson. A new chairperson shall be elected at the next regular meeting of the Commission.

Section 6.3 – The Secretary:
The Secretary shall work with the County Administrator’s Office to record and transmit all minutes of all Parks & Recreation Commission meetings in accordance with these bylaws and shall be responsible for all correspondence and notices pertaining to meetings or other business of the Parks & Recreation Commission. A recording secretary will be utilized and scheduled through the Administrator’s Office.

Section 6.5 – Committees:
The Executive Committee is made of the Chairperson, Vice-Chairperson and the Secretary. The only other standing committees are the Myles Kimmerly Park Committee, the Old Settlers Park Committee and the Veronica Valley Park Steering Committee.

This Executive Committee serves as the Finance Committee, conducts Budget Preparation, and provides general oversight, including review of monthly agendas and monthly meeting minutes. Ad Hoc fact-finding committees may be appointed by the Chairperson to gather information on particular subjects affecting the Parks & Recreation Commission. These committees would be dissolved at the discretion of the Chairperson or upon completion of their assignments.

Section 6.6 – Parks Coordinator/Caretaker:
The Parks Coordinator shall be responsible for the purchase of items and/or labor for projects approved by the Parks & Recreation Commission, and then sent on to the County Administrator for approval. The Parks Coordinator will report on a monthly basis to the Parks & Recreation Commission on the status of any projects. If a situation comes up that cannot wait for the Commission to meet, the Parks Coordinator will contact the Chairperson, the Financial Coordinator, and the County Administrator. The Parks Coordinator will also make sure that all contractors working at the parks that are not currently employed by the County will have
ARTICLE VII: COMPENSATION

Section 7.1 – Compensation:
Members of the Parks & Recreation Commission may be compensated for their services as provided by the County Board of Commissioners.

ARTICLE VIII: COMMISSION BUDGET, APPROPRIATIONS, AND PARKS AND RECREATION COORDINATOR

Section 8.1 – Commission Budget and Appropriation:
The expenditures of the Parks & Recreation Commission, exclusive of gifts and grants, shall be within the amounts appropriated by the County Board of Commissioners. The County may match County funds with federal, state, or other local government or private grants. The County Parks & Recreation Commission may accept and use gifts and grants for Parks & Recreation Commission purposes. Money so accepted shall be deposited with the County Treasurer in a special non-reverting Parks & Recreation Commission Fund for expenditure by the Parks & Recreation Commission for the purpose designated by the donor or Commission. The County Treasurer shall draw against the special non-reverting fund only upon a warrant from the County Clerk as directed by the Commission and signed by the Chairperson.

Section 8.2 – Parks and Recreation Volunteer Coordinator:
The Commission may designate a Parks and Recreation Volunteer Coordinator to oversee Parks & Recreation activities. Duties shall be set by the Commission. The Coordinator is an employee of the County whose compensation and fringe benefits are determined by the Board of Commissioners.

ARTICLE IX: AMENDMENTS OF BYLAWS

Section 9.1 – Amendments of Bylaws:
These bylaws, in whole or in part, may be altered, amended, added to or repealed by a majority vote of the total Commission Membership at any Regular or Special Meeting, provided that notice of the proposed alterations, amendments or repeal shall be submitted by mail or email to all members of the Commission at least five (5) days before the Regular or Special Meeting of the Commission at which they are to be considered.

ARTICLE X: PARLIAMENTARY PRACTICE

Section 10.1 – Parliamentary Practice:
For meetings of the Commission, the rules of parliamentary practice as set forth in Robert’s Rules of Order, revised, shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Commission and not contrary to any existing laws of the State of Michigan.
EXECUTIVE DOCUMENT SUMMARY

Department: Administration
Contact Person: Chet Janik
Telephone No.: 231-256-8100

Submittal Dates
- Executive Board: 11/14/2017
- Regular Session: 11/21/2017

Source Selection Method
- Quotation
- Other: ____________________________

VENDOR: Northwestern Michigan College
Address: 1701 E. Front St., TC 49686
Phone: ____________________________

Budgeted Amount: ________________  Contracted Amount: ________________

Document Description
- Grant Application
- Other: ____________________________

Request to Waive Board Policy on Bid Requirements

Due to the high demand for services in the Construction Codes Office, there is a need to do an external analysis of the operations in an effort to hopefully improve efficiencies within that department.

This process will include an assessment to identify current strengths and potential opportunities for improvement to current internal and external communication practices, including individual internal interviews. A mail survey will include contractors and homeowners.

Survey results will serve as the basis for planning and implementing a training plan.

Suggested Recommendation: Motion to recommend to the Board of Commissioners to approve a contract between Leelanau County and Northwestern Michigan College, for a needs assessment survey of the Construction Codes Authority, in an amount not to exceed $4,800.00.

Department Head Approval: ____________________ Date: 11/07/2017
## Research Proposal

### Service

<table>
<thead>
<tr>
<th>Contract I.D.</th>
<th>Leelanau County Construction Codes – Stakeholder Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>171031 Mail Survey</td>
<td>Date 10/31/2017</td>
</tr>
</tbody>
</table>

### CS Research & Consulting, LLC

Chet Janik  
Leelanau County Administrator  
8527 E Government Center Dr., Suite 101  
Suttons Bay, MI 49682  
231-256-8100; cjanik@co.leelanau.mi.us

Cathlyn Sommerfield, Ph.D., Principal  
401 Leeward Trail  
Traverse City, MI 49686  
231.883.2577; cathlynsommerfield@gmail.com

### Research Objective

Needs assessment to identify current strengths and opportunities for improvement to current internal and external communication practices.

### Services

Research services to be provided include:

- prepare draft survey instrument, with client review
- pilot draft survey via up to 6 internal stakeholder telephone interviews
- consultation on mail survey methodology/implementation - advise on target sample size based upon unduplicated stakeholder count over 4-year period (2013 to 2016)
- data entry
- transcription of open-ended data
- data analysis: including frequencies, cross-tabulations, significance testing
- final report: SPSS tables, significant cross-tabulations, additional comments
- working session to review research results/report

### Work Plan

TBD

### Cost

$4,750 +/-10%

- Based upon 10 - 15 close ended variables/two open ended variables; assuming approximately 400 completed surveys
- Does not include materials, printing, postage

### Signature - CS Research & Consulting Representative  
Signature- Leelanau County Representative

Date  
Date
September 8, 2017

Chet Janik, Leelanau County Administrator  
8527 Government Center Drive, Suite 101  
Suttons Bay MI 49682

Dear Chet,

Thanks for meeting with Phil Mikesell, Ty Wessell and me last Thursday (31st) to discuss matters involving the Northport/Leelanau Township Utilities Authority.

My understanding from that meeting is that the County is satisfied with the structure and performance of NLTUA, in which the Township holds 50% representation, and has little interest in changing it. Nevertheless our Township recommends that the County Commission appoint a representative to attend NLTUA’s quarterly meetings and be available to report to the County Commission when they deem it necessary or the Commission asks for a report. This representative would be a non-voting attendee of NLTUA meetings.

Phil Mikesell, Village of Northport President, declines to join me in this recommendation, though he assures me that he understands the reasons the Township wishes to do so. Those reasons include the desire for full and continuing understanding between the County and Leelanau Township in matters relating to the sewer system, particularly in meeting the Township’s bond obligations. You, Mr. Wessell and Treasurer Gallagher have been most helpful in this and we’re grateful.

Sincerely,

Doug Scripps  
Supervisor

cc: Mr. Mikesell, Mr. Wessell

RECEIVED  
SEP 13 2017  
LEELANAU COUNTY  
ADMINISTRATOR
EXECUTIVE DOCUMENT SUMMARY

Department: Administration
Contact Person: Chet Janik
Telephone No.: 231-256-8100

Submittal Dates

☐ Executive Board: 11/14/2017
☐ Regular Session: 11/21/2017

Source Selection Method

☐ Select One
☐ Other: 

VENDOR: Grand Traverse Band
Address: 401 Leeward Tr., TC 49686
Phone:

Budgeted Amount: ________________ Contracted Amount: ________________

Document Description

☐ 2% Allocation Request
☐ Other

☐ Request to Waive Board Policy on Bid Requirements

Attached for your review and consideration are the Grand Traverse Band 2% Allocation requests, to be submitted for the December 2017 cycle:

Senior Services - In-home Services, $65,000.00.
Probate/Family Court - Leelanau Christian Neighbors’ Neighborhood Assistance Ministry, $38,900.00.
Sheriff’s Office - Rescue Entry Tools, $13,080.00.
Leelanau County Substance Abuse Coalition, $3,750.00.
Administration/Veterans Affairs - Mid-Michigan Honor Flight, $5,000.00.

Suggested

Recommendation: Motion to recommend to the Board of Commissioners to approve the 2017 December cycle Grand Traverse Band 2% Allocation requests, as presented.

Department Head Approval: ___________________________ Date: 11/08/2017
Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct. West, Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING*

1. Allocation Cycle:  
   - JUNE – New submission date, Postmarked by **MAY 31st**
   - **X** DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: Leelanau County Senior Services
   Address: 8527 E Government Center Drive, Ste 106, Suttons Bay, MI 49682
   
   Phone #: 231-256-8121  
   Fax #: 231-256-8129

   Printed Name: April Missias
   
   **Authorized Signature:**
   (Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
   
   Title: Leelanau County Senior Services Director
   E-mail address: amissias@co.leelanau.mi.us

   Printed Name of contact person: April Missias
   Telephone #: 231-256-2181  
   Fax #: 231-256-8129
   E-mail address: amissias@co.leelanau.mi.us

3. Type of Applicant:  
   - **X** Local Government
   - **X** County Commissioner
   - **X** Township
   - **X** Public School District
   - **X** Public Library
   - **X** Sheriff/Police Department
   - **X** 501c3 applying through local unit of government (name): 
   
   **Local Court**
   **Road Commission**
   **Charter School**
   **Fire Department**

*Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session*
4. Fiscal Data:  
Amount Requested: $65,000  
Percent: 8.0%  
Local Leveraging (Match): $809,067  
Percent: 92.0%  
Total Budget: $874,067  
Percent: 100%  

5. Target Population numbers:  
_____ Children  
_____ Adults  
_____ Total GTB member Community  
_____ Elders  
_____ Others  
(Indicate the number of GTB members)  

6. Counties Impacted:  
_____ Antrim  
_____ Benzie  
_____ Charlevoix  
_____ Grand Traverse  
_____ Leelanau  
_____ Manistee  

7. Brief Description (purpose of funding); include statement of need:  

* All Leelanau County GTB seniors age 60+ may apply for assistance (question #5)  

Please see attached notes  

---
8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) Program formula: (1) $5,000, up to $10,000 per school district = ($1,000, up to $1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school’s Indian Education Program as a result of the 2% allocation.

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000, up to $125,000 per school, based on the school’s GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: _____ YES _____ NO

Please have the Parent Committee sign the attached Certification Form.

(c) Describe parent involvement in project:

(d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO

If yes, how much: 

9. What are the start and completion dates of the proposed project?

Start 1/1/2018 Completion 12/31/2018

10. Has applicant received prior awards through the Tribe’s 2% funding allocation?

X _____ YES _____ NO. If yes, please list the start and end dates and amount:

December 2013 round - YE 12/31/2014 and amounts: $4,550

June 2014 round - YE 12/31/2014 and amounts: $10,000

December 2016 round - YE 12/31/2017 and amounts: $20,000 (LCN)

11. Is the proposed project new X or a continuation project? 

If this is a continuation project, please explain why there is a need to continue funding:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session
12. If the previous project has been completed, did you submit your 2% report? _____ YES   _____ NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons). Leelanau County Senior Services may see an increase of requests for services through patrons of the casino. All seniors who reside and visit the county are welcome to call our office for information.

14. How will the success of the project be assessed (evaluation plan)? Leelanau County Senior Services evaluates its program success against the goal of having all qualified seniors requesting homemaking, personal/respite care or medication management receiving those services with no wait-listing.

15. If new staff is required, will preference be given to Native American applicants? _____ YES   X _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:
1) Execute authorized signature on first page, question #2.
2) Attach 1-page budget
3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
3) Submit by appropriate deadline:
   • If for June cycle, postmarked by May 31st.
   • If for December cycle, postmarked by November 30th.

Mail completed 2% applications to:

Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682

If you have any questions, please call 231-534-7601.
Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district’s Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district’s Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the __________________________________________ School District.

(Name of school district)

Print Name ___________________________ Sign Name ___________________________ Date __________

Print Name ___________________________ Sign Name ___________________________ Date __________

Print Name ___________________________ Sign Name ___________________________ Date __________

Print Name ___________________________ Sign Name ___________________________ Date __________

Print Name ___________________________ Sign Name ___________________________ Date __________

Print Name ___________________________ Sign Name ___________________________ Date __________

Print Name ___________________________ Sign Name ___________________________ Date __________

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session

Page 5 of 5
Leelanau County Senior Services
8527 E. Government Center Drive, Ste. 106
Suttons Bay, MI 49682

Tribal Council Allocation of 2% Funds – December
2017 Allocation Cycle

#7 Brief Description (purpose of funding); include statement of need:

Leelanau County Senior Services is charged with meeting the needs of approximately 8,200 seniors within Leelanau County. Leelanau County has seen an increase in the number of seniors turning sixty years of age and retiring in the area. In comparison of other counties across the country, Leelanau County has one of the largest percentages of senior’s residing in the county coming in at 39%. The increase in seniors has subsequently created an exponential increase in the number of requests from seniors seeking assistance with homemaking, personal/respite care and medication management since June 2016. For many seniors our services are the difference between living independently in their homes versus living in a senior community. Personal care services provide assistance with bathing and dressing. Respite care services provide a caregiver with a four hour reprieve from caring for a loved one. Homemaking assists seniors with cleaning their homes and assisting with laundry. Medication management provides seniors with a nurse to assist with setting up medications to promote continuity in taking their medications in a timely manner, as well as advocating with physicians and pharmacies.

To address the growing need and requests for services, LCSS has instituted strict income/asset testing to provide these services to the most vulnerable within our community. LCSS is applying for this grant to assist the department with providing in-home services to seniors upon their request to ensure there is not a time lapse in care.
**Revenue Accounts**

<table>
<thead>
<tr>
<th>Account</th>
<th>YTD 3/31/2017</th>
<th>Projected 12/31</th>
<th>Adjusted 12/31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millage Revenue</td>
<td>$611,281.68</td>
<td>$707,119.00</td>
<td>$685,000.00</td>
</tr>
<tr>
<td>Contributions</td>
<td>$1,309.00</td>
<td>$9,000.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>BASA Grant</td>
<td>$32,603.00</td>
<td>$56,000.00</td>
<td>$38,000.00</td>
</tr>
<tr>
<td>Voucher Sales</td>
<td>$810.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Safety Equipment Sales</td>
<td>$50,000.00</td>
<td>$5,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>EXPO Revenue</td>
<td>$87,948.00</td>
<td>$64,067.00</td>
<td>$64,067.00</td>
</tr>
<tr>
<td>BOC General Fund Allocation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td>$646,008.68</td>
<td>$874,067.00</td>
<td>$874,067.00</td>
</tr>
</tbody>
</table>

**Expense Accounts**

<table>
<thead>
<tr>
<th>Account</th>
<th>YTD 3/31/2017</th>
<th>Projected 12/31</th>
<th>Adjusted 12/31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$45,297.59</td>
<td>$209,000.00</td>
<td>$194,055.00</td>
</tr>
<tr>
<td>Office/Operating/Printing</td>
<td>$9,791.14</td>
<td>$41,400.00</td>
<td>$37,750.00</td>
</tr>
<tr>
<td>Senior Activities/Expo</td>
<td>$1,240.65</td>
<td>$14,000.00</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Contractual Services*</td>
<td>$23,279.39</td>
<td>$146,500.00</td>
<td>$92,500.00</td>
</tr>
<tr>
<td>Voucher Programs</td>
<td>$31,479.00</td>
<td>$110,000.00</td>
<td>$76,000.00</td>
</tr>
<tr>
<td>Unmet Needs</td>
<td>$29,236.43</td>
<td>$80,000.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Personal &amp; Respite*</td>
<td>$49,269.60</td>
<td>$212,000.00</td>
<td>$193,650.00</td>
</tr>
<tr>
<td>Homemaking*</td>
<td>$12,625.00</td>
<td>$48,000.00</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>Meals on Wheels*</td>
<td>$4,666.66</td>
<td>$28,000.00</td>
<td>$28,000.00</td>
</tr>
<tr>
<td>Medical Transportation</td>
<td>$1,027.40</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Fixed Office Costs; le copier et al</td>
<td>$6,021.22</td>
<td>$25,973.00</td>
<td>$25,973.00</td>
</tr>
<tr>
<td>Safety Equipment</td>
<td>$234.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>AAA Contribution</td>
<td>$4,197.00</td>
<td>$4,194.00</td>
<td>$4,194.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
<td>$69,945.00</td>
<td>$69,945.00</td>
</tr>
</tbody>
</table>

**Budget Surplus/Deficit**

*Includes March billings paid in April 2017

**Program/Budget Increases/Decreases for 2017**

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD 3/31/2017</th>
<th>Projected 12/31</th>
<th>Adjusted 12/31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits -</td>
<td>$ (15,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Operating/Printing - in office control all applicable line-items</td>
<td>$ (3,650.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Activities/Expo - limitation on outside Senior Activities with exception of EXPO</td>
<td>$ (5,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Services -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Dental back to 2016 contractual levels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Travel non-renewal of contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Med Management - increase to handle current client base</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminated RN contract with ShareCare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher program - discontinue snow/dining for remainder of 2017</td>
<td>$ (34,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal/Respite Care - increase to handle current client base</td>
<td>$ 83,650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homemaking - increase to handle current client base</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net budget impact after 2017 budget adjustments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled Tribes v. Engler (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING*

1. Allocation Cycle:
   - _______ JUNE – New submission date, Postmarked by MAY 31st
   - X _______ DECEMBER – New submission date, Postmarked by NOVEMBER 30th

2. Name of Applicant: Leelanau County Office of Emergency Management
   Address: 8525 E. Government Center Dr.
   Suttons Bay, MI 49682
   Phone #: (231) 256-8775     Fax #: (231) 256-8701
   Printed Name: Matt Ansorge
   - Authorized Signature: (Signature of local unit of government official: e.g., county/city official, township supervisor, village president, college president, school superintendent)
   Title: Director of Emergency Management/9-1-1
   E-mail address: mansorge@co.leelanau.mi.us

   Printed Name of contact person: Matt Ansorge
   Telephone #: (231) 256-8775     Fax #: (231) 256-8701
   E-mail address: mansorge@co.leelanau.mi.us

3. Type of Applicant:
   - X _______ Local Government
   - _______ Township
   - _______ Public School District
   - _______ Public Library
   - _______ 501c3 applying through local unit of government (name):
   - _______ County Commissioner
   - _______ College
   - _______ Sheriff/Police Department
   - _______ Local Court
   - _______ Road Commission
   - _______ Charter School
   - _______ Fire Department
4. **Fiscal Data:**
   - Amount Requested: $3,918.12
   - Local Leveraging: $1,200
   - Total Budget: $5,118.12
   - Percent: 77%
   - Percent: 23%
   - Percent: 100%

5. **Target Population numbers:**
   - **Children**
   - **Adults**
   - **Elders**
   - (Indicate the number of GTB members)
   - ALL Total GTB member Community
   - Others

6. **Counties Impacted:**
   - Antrim
   - Benzie
   - Charlevoix
   - Grand Traverse
   - Leelanau
   - Manistee

7. **Brief Description (purpose of funding):**
   Leelanau County Office of Emergency Management is requesting funds to replace outdated and expired equipment in the Leelanau County Mass Casualty Trailer. This trailer was obtained through a Region 7 Homeland Security Planning Board grant and is intended to be deployed during mass casualty events.
   No single Fire and EMS Department is capable of stockpiling enough endotracheal tubes, tourniquets, syringes, airway kits, etc. to manage a mass casualty incident of 25 patients or more. This trailer is intended to provide our Emergency First Responders with the necessary resources to provide lifesaving care to numerous victims in order to maximize the level of pre-hospital care, thus elevating the chance of survival for all patients involved.
   The Leelanau County Mass Casualty Trailer is housed at the Suttons Bay-Bingham Fire Department in Suttons Bay. It is deployed by request of a Fire Chief, Emergency Management, or Incident Commander for real-world or training purposes. This Mass Casualty Trailer benefits all County Fire and EMS departments as well as every citizen of Leelanau County, including all members of the Grand Traverse Band of Ottawa and Chippewa Indians.
8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula**: (1) $5,000, up to $10,000 per school district + ($1,000, up to $1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school’s Indian Education Program as a result of the 2% allocation.

**Please note**: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000, up to $125,000 per school, based on the school’s GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: ______ YES ______ NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: __________________________________________

(d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO

If yes, how much: __________

9. What are the start and completion dates of the proposed project?

Start 01/02/18  Completion 02/05/18

10. Has applicant received prior awards through the Tribe’s 2% funding allocation?

______ YES  X  ______ NO. If yes, please list the start and end dates and amount:

________________________ - ________________ and amounts: ______________________

________________________ - ________________ and amounts: ______________________

________________________ - ________________ and amounts: ______________________

11. Is the proposed project new X ______ or a continuation project _________?

If this is a continuation project, please explain why there is a need to continue funding:

________________________________________

________________________________________
12. If the previous project has been completed, did you submit your 2% report? ______ YES ______ NO. 

The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons). 

It will increase the ability of Emergency Services to address mass casualty situations on GTB property.

GTB Public Safety and Leelanau County EM incorporate these elements in our exercises annually.

14. How will the success of the project be assessed (evaluation plan)? A restocked Mass Casualty Trailer will be the benchmark for success of the project. The trailer can be deployed and on display during the next joint exercise between GTB Public Safety and Leelanau County Emergency Management.

15. If new staff is required, will preference be given to Native American applicants? 

______ YES ______ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

1) Execute authorized signature on first page, question #2.

2) Attach 1-page budget

3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.

3) Submit by appropriate deadline:

• If for June cycle, postmarked by May 31st.

• If for December cycle, postmarked by November 30th.

Mail completed 2% applications to:

Attention: 2% Program 
Grand Traverse Band of Ottawa and Chippewa Indians 
2605 N.W. Bay Shore Drive 
Peshawbestown, MI 49682

If you have any questions, please call 231-534-7601.
### Leelanau County Mass Casualty Trailer Budget

<table>
<thead>
<tr>
<th>Product Name</th>
<th>List Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdominal Pads, Sterile, 8&quot;x10&quot;</td>
<td>$4.25</td>
<td>14</td>
<td>$59.50</td>
</tr>
<tr>
<td>Blood tubing, IV Admin Set, Y-Type, 10 Drop w/standard Blood filter</td>
<td>$3.91</td>
<td>50</td>
<td>$195.50</td>
</tr>
<tr>
<td>Cook Emergency Pneumothorax Set</td>
<td>$160.99</td>
<td>5</td>
<td>$804.95</td>
</tr>
<tr>
<td>Curaplex Latex Free NPA, 26F</td>
<td>$1.99</td>
<td>20</td>
<td>$39.80</td>
</tr>
<tr>
<td>Curaplex Latex Free NPA, 30F</td>
<td>$1.99</td>
<td>20</td>
<td>$39.80</td>
</tr>
<tr>
<td>Curaplex Latex Free NPA, 32F</td>
<td>$1.99</td>
<td>20</td>
<td>$39.80</td>
</tr>
<tr>
<td>Curaplex Partial Non-rebreather, Adult</td>
<td>$0.81</td>
<td>50</td>
<td>$40.50</td>
</tr>
<tr>
<td>Curaplex Partial Non-rebreather, Pediatric</td>
<td>$1.29</td>
<td>25</td>
<td>$32.25</td>
</tr>
<tr>
<td>Curaplex Total Non-Rebreather without Vent, Infant</td>
<td>$2.26</td>
<td>10</td>
<td>$22.60</td>
</tr>
<tr>
<td>Curaplex Yankauer Suction Handle, Tip and Tube, Vented</td>
<td>$26.60</td>
<td>25</td>
<td>$665.00</td>
</tr>
<tr>
<td>Elastic Bandage Roll, 4&quot;x4.5yds</td>
<td>$4.80</td>
<td>5</td>
<td>$24.00</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 2.5mm</td>
<td>$2.25</td>
<td>4</td>
<td>$9.00</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 3.0mm</td>
<td>$2.25</td>
<td>4</td>
<td>$9.00</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 3.5mm</td>
<td>$2.25</td>
<td>3</td>
<td>$6.75</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 4.0mm</td>
<td>$2.25</td>
<td>4</td>
<td>$9.00</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 4.5mm</td>
<td>$2.25</td>
<td>1</td>
<td>$2.25</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 5.0mm</td>
<td>$1.65</td>
<td>4</td>
<td>$6.60</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 6.0mm</td>
<td>$1.65</td>
<td>8</td>
<td>$13.20</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 7.0mm</td>
<td>$1.65</td>
<td>8</td>
<td>$13.20</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 8.0mm</td>
<td>$1.65</td>
<td>8</td>
<td>$13.20</td>
</tr>
<tr>
<td>Endotracheal Tubes, Cuffed w/Stylet, 9.0mm</td>
<td>$1.65</td>
<td>9</td>
<td>$14.85</td>
</tr>
<tr>
<td>Eye Pads, Oval, Sterile, 1 5/8&quot;x2 5/8&quot;</td>
<td>$6.79</td>
<td>1</td>
<td>$6.79</td>
</tr>
<tr>
<td>Gauze Sponge, Post-Op, Inner Cotton, Sterile, 4&quot;x4&quot;</td>
<td>$3.30</td>
<td>5</td>
<td>$16.50</td>
</tr>
<tr>
<td>Oxygen Nasal Cannula, Conventional, Flared Nasal Prongs</td>
<td>$14.50</td>
<td>1</td>
<td>$14.50</td>
</tr>
<tr>
<td>Purple Nitrile Exam Gloves, Powder Free, Textured, Large</td>
<td>$79.50</td>
<td>1</td>
<td>$79.50</td>
</tr>
<tr>
<td>Purple Nitrile Exam Gloves, Powder Free, Textured, Medium</td>
<td>$79.50</td>
<td>1</td>
<td>$79.50</td>
</tr>
<tr>
<td>QuickTrach Cricothyrotomy Kit, 2mm, Child</td>
<td>$154.99</td>
<td>5</td>
<td>$774.95</td>
</tr>
<tr>
<td>QuickTrach Cricothyrotomy Kit, 2mm, Adult</td>
<td>$159.63</td>
<td>5</td>
<td>$798.15</td>
</tr>
<tr>
<td>Suction Catheder, Disposable, Sterile, Coiled, 14 French</td>
<td>$0.18</td>
<td>25</td>
<td>$4.50</td>
</tr>
<tr>
<td>Suction Catheder, Disposable, Sterile, Coiled, 8 French</td>
<td>$0.18</td>
<td>25</td>
<td>$4.50</td>
</tr>
<tr>
<td>Supraglottic Airway Kit, King LTS-D Adult, 60cc Syringe</td>
<td>$37.79</td>
<td>10</td>
<td>$377.90</td>
</tr>
<tr>
<td>Supraglottic Airway Kit, King LTS-D Pediatric, 60cc Syringe</td>
<td>$46.79</td>
<td>2</td>
<td>$93.58</td>
</tr>
<tr>
<td>Trauma Dressing, Sterile, Multi-purpose, 12&quot;x30&quot;</td>
<td>$30.75</td>
<td>2</td>
<td>$61.50</td>
</tr>
<tr>
<td>Introcan Safety IV Catheter, Straight, Polyurethane, 16 gauge</td>
<td>$153.50</td>
<td>1</td>
<td>$153.50</td>
</tr>
<tr>
<td>Introcan Safety IV Catheter, Straight, Polyurethane, 18 gauge</td>
<td>$86.00</td>
<td>1</td>
<td>$86.00</td>
</tr>
<tr>
<td>Introcan Safety IV Catheter, Straight, Polyurethane, 20 gauge</td>
<td>$86.00</td>
<td>1</td>
<td>$86.00</td>
</tr>
<tr>
<td>Sodium Chloride, 0.9%, 1000ml Bag</td>
<td>$4.94</td>
<td>50</td>
<td>$247.00</td>
</tr>
<tr>
<td>Curaplex IV Start Kit</td>
<td>$1.66</td>
<td>50</td>
<td>$83.00</td>
</tr>
<tr>
<td>California Decontamination Medical Triage Tags, 400/box</td>
<td>$0.90</td>
<td>100</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

**Total Budget Amount:** $5,118.12

**Leelanau County Leveraging (Match):** $1,200.00

**Total Amount Requested:** $3,918.12
Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 90-CV-511, U.S. Dist. Ct., West Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING.*

1. Allocation Cycle: __________ JUNE – New submission date, Postmarked by **MAY 31st**
   X __________ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: Leelanau County Probate Court
   Address: 8527 E. Government Center Drive, Suite #203
   Suttons Bay, MI 49682
   Phone #: 231-256-9803
   Fax #: 231-256-9845
   Printed Name: Larry Nelson
   **Authorized Signature:** (Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
   Title: Probate Court Judge
   E-mail address: inelson@co.leelanau.mi.us

   Printed Name of contact person: Joseph Povoio Family Ct and Mary Stanton Dir.
   Telephone #: 256-9803 & 231-510-0271
   Fax #: NA
   E-mail address: jpvolo@co.leelanau.mi.us and maryhstanton@gmail.com

3. Type of Applicant: 
   X Local Government
   ______ Township
   ______ County Commissioner
   ______ Road Commission
   ______ Public School District
   ______ College
   ______ Charter School
   ______ Public Library
   ______ Sheriff/Police Department
   ______ Fire Department
   ______ 501c3 applying through local unit of government (name): Leelanau Christian Neighbors

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session
4. Fiscal Data: Amount Requested: $38,900 Percent: 30.0%
   Local Leveraging: (Match) $90,600 Percent: 70.0%
   Total Budget: $129,500 Percent: 100%

5. Target Population numbers: X Children X Adults _____ Elders
   (Indicate the number of GTB members)
   (Notes) Total GTB member Community _____ Others

6. Counties Impacted: _____ Antrim _____ Benzie
   _____ Grand Traverse X Leelanau _____ Charlevoix
   _____ Manistee

7. Brief Description (purpose of funding); include statement of need:
(Please see attached notes)
8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(c) Program formula: (1) $5,000, up to $10,000 per school district + ($1,000, up to $1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school’s Indian Education Program as a result of the 2% allocation.

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000, up to $250,000 per school, based on the school’s GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: YES NO

Please have the Parent Committee sign the attached Certification Form.

(c) Describe parent involvement in project: ________________________________

(d) Does the school receive Title VII Indian Education Funds? YES NO

If yes, how much: ________________

9. What are the start and completion dates of the proposed project?

Start 1/1/2018 Completion 12/31/2018

10. Has applicant received prior awards through the Tribe’s 2% funding allocation?

X YES NO. If yes, please list the start and end dates and amount:

See attached list ______________ and amounts: ______________

______________ and amounts: ______________

______________ and amounts: ______________

11. Is the proposed project new or a continuation project? X

If this is a continuation project, please explain why there is a need to continue funding:

LCN has received funding for its Neighborhood Assistance Ministry in the past. This request emphasizes the needs of Leelanau County’s families with children. All four of LCN’s programs: NAM, Baby Pantry, Food Pantry, and Blessings in a Backpack require continued funding and impact the children.

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session
12. If the previous project has been completed, did you submit your 2% report? X YES NO. The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons). Gaming employment is seasonal and employment is reduced in off-season periods, typically winter and early spring. Many of these employees are from families with children that require services from LCN.

14. How will the success of the project be assessed (evaluation plan)? LCN evaluates all of its programs against the goal of having sufficient resources to assist all families that have a need, whether thru its food and baby pantries, Blessings in a Backpack or its Neighborhood Assistance Ministry.

15. If new staff is required, will preference be given to Native American applicants? YES NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

1) Execute authorized signature on first page, question #2.
2) Attach 1-page budget
3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
3) Submit by appropriate deadline:
   - If for June cycle, postmarked by May 31st.
   - If for December cycle, postmarked by November 30th.

Mail completed 2% applications to:

Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682

If you have any questions, please call 231-534-7601.
Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

**Instructions:** By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the School District.

(Name of school district)

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Sign Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session*
Notes to Application dated December 2017

Paragraph 5 (p. 2 of Application)

Over the past year, approximately 16 percent of those assisted by the Neighborhood Assistance Ministry (NAM) program were Native Americans. Over the same period, GTB members have represented 25% of those using LCN food pantry and 27% at the baby pantry. A survey completed during the 2013-14 school year indicated that 38% of the children in LCN’s Blessings in a Backpack program were Native American.

Paragraph 7 (p. 2 of Application)

This request focuses on the needs of families with children in Leelanau County. Because the Probate Court of Leelanau County encounters family issues that could be ameliorated by addressing emergency situations that arise in their lives, it is sponsoring this application which will be implemented by all four programs of Leelanau Christian Neighbors (LCN) to the extent they serve children.

This grant requests critical funds for the Neighborhood Assistance Ministry (NAM). Unexpected, often life changing, experiences can make it impossible to make ends meet for even the most closely monitored budget. Medical expenses, legal issues, job loss, or unexpectedly high heating bills are some of the many reasons that neighbors come to LCN for help with immediate, short-term financial emergencies. NAM volunteers, all retired human service professionals, meet weekly during business hours with those seeking assistance. The volunteers carefully review each request for financial assistance with housing (rent, mortgage, or emergency repairs); utilities; transportation (gasoline, auto repairs); or miscellaneous expenses (medical, funeral expenses, required clothing for employment, etc.). Where need warrants and funds allow, the volunteers authorize appropriate distribution of funds to a third party, assuring the money gets to the intended organization or individual. Among the families seeking help through October in 2017, 51% had children less than 18 years of age, which represented 39% of total members.

LCN’s food pantry has served nearly 1900 people at least once through October in 2017. Of this total nearly 700, or 37% of the recipients, have been children. LCN strives to assist families by providing nutritious, healthy food for Leelanau County residents. This grant focuses on the portion of the pantry budget for 2018 represented by the 37% children served.
Notes to Application dated December 2017 (continued)

LCN’s Baby Pantry and Blessings in a Backpack programs are strictly aimed at serving children, and consequently the families. Caring for the needs of a family’s children goes a long way toward solving family issues presented to the County’s Probate Court. Consequently this request is based on the entire budget for these two programs.

All of LCN’s programs are operated from its new headquarters on Duck Lake Road, centrally located in Leelanau County and accessible to Peshawbestown. As shown on the following Table, LCN’s 2018 budget for the portion of its programs that directly serve children is $129,500. This request is for 30% of that total, or $38,900.

Paragraph 15 (p. 4 of Application)

Except for its Director, Leelanau Christian Neighbors is an all volunteer organization and it welcomes Native American volunteers.
<table>
<thead>
<tr>
<th></th>
<th>Food Pantry</th>
<th>Baby Pantry</th>
<th>Blessings In A Backpack</th>
<th>Neighborhood Assist. Ministry</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total 2018 Budget</td>
<td>$94,600</td>
<td>$13,200</td>
<td>$33,000</td>
<td>$119,000</td>
<td>$259,800</td>
</tr>
<tr>
<td>Percentage Service To Children &lt;18</td>
<td>37%</td>
<td>100%</td>
<td>100%</td>
<td>39%</td>
<td>--</td>
</tr>
<tr>
<td>Total Amnt. Related To Children</td>
<td>$36,900</td>
<td>$13,200</td>
<td>$33,000</td>
<td>$46,400</td>
<td>$129,500</td>
</tr>
<tr>
<td>30% Request</td>
<td>$11,100</td>
<td>$4,000</td>
<td>$9,900</td>
<td>$13,900</td>
<td>$38,900</td>
</tr>
</tbody>
</table>
Prior Leelanau Christian Neighbors Awards
Through the Tribe’s 2 Percent Funding Allocation:

Awards to Food Pantries:

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2008 to June 30, 2009</td>
<td>$10,000</td>
</tr>
<tr>
<td>Jan. 1, 2010 to Dec. 31, 2010</td>
<td>16,000</td>
</tr>
<tr>
<td>Jan. 1, 2011 to Dec. 31, 2011</td>
<td>13,000</td>
</tr>
<tr>
<td>Jan. 1, 2012 to Dec. 31, 2012</td>
<td>14,500</td>
</tr>
<tr>
<td>Jan. 1, 2013 to Dec. 31, 2013</td>
<td>25,000</td>
</tr>
<tr>
<td>Jan. 1, 2014 to Dec. 31, 2014</td>
<td>18,988</td>
</tr>
</tbody>
</table>

Awards to Neighborhood Assistance Ministry (NAM):

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2007 to June 30, 2008</td>
<td>$10,000</td>
</tr>
<tr>
<td>July 1, 2008 to June 30, 2009</td>
<td>15,000</td>
</tr>
<tr>
<td>July 1, 2009 to June 30, 2010</td>
<td>15,000</td>
</tr>
<tr>
<td>July 1, 2010 to June 30, 2011</td>
<td>15,000</td>
</tr>
<tr>
<td>July 1, 2011 to June 30, 2012</td>
<td>15,904</td>
</tr>
<tr>
<td>July 1, 2012 to June 30, 2013</td>
<td>10,000</td>
</tr>
<tr>
<td>July 1, 2013 to June 30, 2014</td>
<td>14,871</td>
</tr>
<tr>
<td>July 1, 2014 to June 30, 2015</td>
<td>10,010</td>
</tr>
<tr>
<td>July 1, 2016 to June 30, 2017</td>
<td>10,000</td>
</tr>
</tbody>
</table>

Award to Senior Assistance Portion of Neighborhood Assistance Ministry and Food Pantries:

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2015 to June 30, 2016</td>
<td>$20,000</td>
</tr>
<tr>
<td>April 1, 2017 to March 31, 2018</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

Award to Needs of Children Portion of Food Pantries, Baby Pantry and Blessings in a Backpack:

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1, 2016 to Dec. 31, 2016</td>
<td>$22,000</td>
</tr>
</tbody>
</table>
Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district’s Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district’s Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the ___________________________ School District.

(Name of school district)

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session

Page 5 of 5
Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING*

1. Allocation Cycle:  
   - JUNE – New submission date, Postmarked by **MAY 31st**  
   - X DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: Leelanau County Sheriff's Office  
   Address: 8525 East Government Center Drive  
   Suttons Bay, Michigan 49682  
   Phone #: 231-256-8800  
   Fax #: 231-256-2611  
   Printed Name: Sheriff Mike Borkovich

   **Authorized Signature:** [Signature]  
   (Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

   Title: Sheriff  
   E-mail address: mborkovich@co.leelanau.mi.us

   Printed Name of contact person: Sheriff Mike Borkovich  
   Telephone #: 231-256-8800  
   Fax #: 231-256-2611  
   E-mail address: mborkovich@co.leelanau.mi.us

3. Type of Applicant:  
   - Local Government  
   - Local Court  
   - Township  
   - County Commissioner  
   - Road Commission  
   - Public School District  
   - College  
   - Charter School  
   - Public Library  
   - X Sheriff/Police Department  
   - Fire Department  
   - 501c3 applying through local unit of government (name): ____________________________

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session  
Page 1 of 5
4. Fiscal Data: Amount Requested: $13,080.00 Percent: 100 %
   Local Leveraging: (Match) $ ____________ Percent: ______ %
   Total Budget: $ 13,080.00 Percent: 100 %

5. Target Population numbers:  
   X Children  X Adults  X Elders  
   (Indicate the number of GTB members)  
   X Total GTB member Community  X Others

6. Counties Impacted:  
   ________ Antrim  ________ Benzie  ________ Charlevoix  
   ________ Grand Traverse  X Leelanau  ________ Manistee

7. Brief Description (purpose of funding); include statement of need:  
The Sheriff's Office is requesting funding for two items to serve the function of "rescue entry tools" for each patrol vehicle. Deputies respond frequently to situations where entry into a building or barrier is necessary. Life threatening situations make quick entry extremely important for the safety of Law Enforcement personnel and members the public. These types of situations can include medical emergencies, violent in progress assaults, active shooter incidents or the arrest of wanted violent offenders. The requested equipment will enhance the Sheriff's Office ability to respond to dangerous situations and gain entry if needed quickly and effectively.
8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) Program formula: (1) $5,000, up to $10,000 per school district + ($1,000, up to $1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received; and the data provided within the report on the success of the school’s Indian Education Program as a result of the 2% allocation.

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000, up to $125,000 per school, based on the school’s GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: _______ YES _______ NO

Please have the Parent Committee sign the attached Certification Form.

(c) Describe parent involvement in project:


(d) Does the school receive Title VII Indian Education Funds? _______ YES _______ NO

If yes, how much: _______

9. What are the start and completion dates of the proposed project?
Start _______ Completion _______

10. Has applicant received prior awards through the Tribe’s 2% funding allocation?

X _______ YES _______ NO. If yes, please list the start and end dates and amount:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2013</td>
<td>January 2014</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>March 2014</td>
<td>June 2014</td>
<td>$29,205.00</td>
</tr>
<tr>
<td>August 2014</td>
<td>September 2014</td>
<td>$6,277.68</td>
</tr>
</tbody>
</table>

11. Is the proposed project new X _______ or a continuation project _______?

If this is a continuation project, please explain why there is a need to continue funding:

________________________________________________________________________

________________________________________________________________________
12. If the previous project has been completed, did you submit your 2% report?  X  YES  NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has
not been submitted, your current application will not be considered! 2% Reports are mandatory for future
grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive,
Peshawbestown, MI 49682.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal
employment or increase in emergency services to Casino patrons).
The requested equipment will enhance the Sheriff's Office ability to provide services to the Tribal
Community improving public safety to casino patrons and visitors to our area.

14. How will the success of the project be assessed (evaluation plan)?  Success will be measured by
more efficient response to emergency situations and the ability to get to people in need quickly.

15. If new staff is required, will preference be given to Native American applicants?  X  YES  NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the
budget.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:
1)  Execute authorized signature on first page, question #2.
2)  Attach 1-page budget
3)  Attach Parent Committee Certification Form if application is from an Indian Education/Title VII
    Program.
3)  Submit by appropriate deadline:
    •  If for June cycle, postmarked by May 31st.
    •  If for December cycle, postmarked by November 30th.

Mail completed 2% applications to:

Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682

If you have any questions, please call 231-534-7601.
Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district’s Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district’s Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the __________________________ School District.

(Name of school district)

Print Name ___________________________ Sign Name ___________________________ Date ____________

Print Name ___________________________ Sign Name ___________________________ Date ____________

Print Name ___________________________ Sign Name ___________________________ Date ____________

Print Name ___________________________ Sign Name ___________________________ Date ____________

Print Name ___________________________ Sign Name ___________________________ Date ____________

Print Name ___________________________ Sign Name ___________________________ Date ____________

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session
## December 2017 2% Grant Proposed Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackhawk Entry Bolt Cutters</td>
<td>$275</td>
<td>20</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Delia Raptor Breaching Tool</td>
<td>$379</td>
<td>20</td>
<td>$7,580.00</td>
</tr>
</tbody>
</table>

Total Cost: $13,080.00
Bill To
Leelanau County Sheriff Department
8525 E. Government Center Dr.
Suttons Bay, MI 49682

Ship To

<table>
<thead>
<tr>
<th>Sales Rep</th>
<th>Account #</th>
<th>Terms</th>
<th>Expiration Date</th>
<th>Shipping Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP</td>
<td>1227</td>
<td>Net 30</td>
<td>10/15/2017</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Raptor Multi Use Rescue and Breaching Tool (Price includes shipping)</td>
<td>20</td>
<td>379.00</td>
<td>7,580.00T</td>
</tr>
</tbody>
</table>

Shipping & Handling Terms:
- Freight to be added at time of shipment
- Ships UPS Ground

Sales Tax (0.0%) $0.00
Total $7,580.00

This is a quotation on the goods named, subject to the conditions noted below:
1. Pricing is good for 30 days unless otherwise noted.
2. Please include the quote number on all correspondence to insure proper pricing when ordered.
3. To accept this quotation, please sign and return.

Customer Signature
**16753 Industrial Parkway**  
Lansing, MI 48906  
**Phone #** 517-721-0970  
**Fax #** 517-721-0974

<table>
<thead>
<tr>
<th>QUOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>9/14/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bill To</th>
<th>Ship To</th>
</tr>
</thead>
</table>
| Leelanau County Sheriff Department ***  
8525 E. Government Center Dr.  
Suttons Bay, MI 49662 |         |

---

<table>
<thead>
<tr>
<th>Sales Rep</th>
<th>Account #</th>
<th>Terms</th>
<th>Expiration Date</th>
<th>Shipping Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP</td>
<td>1227</td>
<td>Net 30</td>
<td>10/14/2017</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackhawk Dynamic Entry Super Boltmaster, Bolt Cutters, 36&quot; DE-SBM (Made in Taiwan)</td>
<td>20</td>
<td>275.00</td>
<td>5,500.00T</td>
</tr>
<tr>
<td><em><strong>OR</strong></em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blackhawk Emergency Rescue Super Boltmaster, Bolt Cutters, 24&quot; DE-SBMY (Made in the USA)</td>
<td>20</td>
<td>275.00</td>
<td>5,500.00T</td>
</tr>
</tbody>
</table>

**Shipping & Handling Terms:**  
- Freight to be added at time of shipment  
- Ships UPS Ground

**Sales Tax (0.0%)** $0.00  
**Total** $11,000.00

This is a quotation on the goods named, subject to the conditions noted below:  
1. Pricing is good for 30 days unless otherwise noted.  
2. Please include the quote number on all correspondence to insure proper pricing when ordered.  
3. To accept this quotation, please sign and return.
Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:
Under the terms of the consent decree, which settled Tribes v. Engler (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

"ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB’S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING"

1. Allocation Cycle: 
   - JUNE – New submission date, Postmarked by MAY 31st
   - X DECEMBER – New submission date, Postmarked by NOVEMBER 30th

2. Name of Applicant: Commissioners Ty Wessell & Debra Rushton, and Administrator Chet Janik
   Address: 8527 E Government Center Dr., Suite 101
   Suttons Bay
   Phone #: 231-256-9711
   Fax #: 231-256-0120
   Printed Name: Ty Wessell, Debra Rushton, and Chet Janik
   • Authorized Signature: [Signature]
   (Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
   Title: County Commissioner Districts #2 and #4 and County Administrator
   E-mail address: cjanik@co.leelanau.mi.us

3. Type of Applicant: 
   - X Local Government
   - Local Court
   - Township
   - County Commissioner
   - Road Commission
   - Public School District
   - College
   - Charter School
   - Public Library
   - Sheriff/Police Department
   - Fire Department
   - 501c3 applying through local unit of government (name): 

Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session
4. Fiscal Data:  
   Amount Requested: $3,750.00  
   Local Leveraging: $3,750.00  
   (Match)  
   Total Budget: $7,500.00  
   Percent: 50\%  
   Percent: 50\%  
   Percent: 100\%  

5. Target Population numbers:  
   \(\times\) Children \(\times\) Adults \(\times\) Elders  
   \(\times\) Total GTB member Community \(\times\) Others  
   (Indicate the number of GTB members)  
   \textbf{The entire Grand Traverse Band member community is included, as well as all Leelanau County residents}  

6. Counties Impacted:  
   \(\text{\(\_\_\_\_\_\_\_\)}\) Antrim \(\text{\(\_\_\_\_\_\_\_\)}\) Benzie \(\text{\(\_\_\_\_\_\_\_\)}\) Charlevoix  
   \(\text{\(\_\_\_\_\_\_\_\)}\) Grand Traverse \(\text{\(\_\_\_\_\_\_\_\)}\) Leelanau \(\text{\(\_\_\_\_\_\_\_\)}\) Manistee  

7. Brief Description (purpose of funding); include statement of need:  
   Leelanau County has recognized the impact opioids and other substance abuse has had on County residents. A cross-section of community members will be represented in five targeted groups, including Law Enforcement, Prevention and Awareness, the Medical Community, Treatment and Recovery, and Affected Families. These five groups will meet on a regular basis to come up with a number of group-specific goals that can then be brought back to the entire Coalition for implementation, ultimately culminating in a County-wide Summit (see attachments).  
   
   The Leelanau County Substance Abuse Coalition is being formed to bring an awareness to this burgeoning program that affects all residents and age groups. Attached are some past minutes of the Task Force.
8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) Program formula: (1) $5,000, up to $10,000 per school district + ($1,000, up to $1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school’s Indian Education Program as a result of the 2% allocation.

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000, up to $125,000 per school, based on the school’s GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: ______ YES ______ NO

Please have the Parent Committee sign the attached Certification Form.

(c) Describe parent involvement in project: ________________________________________________

(d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO

If yes, how much: ______________

9. What are the start and completion dates of the proposed project?

Start 1/2018  Completion ongoing

10. Has applicant received prior awards through the Tribe’s 2% funding allocation?

_____ YES  ____ NO. If yes, please list the start and end dates and amount:

____________________ - _________________ and amounts: ______________

____________________ - _________________ and amounts: ______________

____________________ - _________________ and amounts: ______________

11. Is the proposed project new ______ or a continuation project _________?

If this is a continuation project, please explain why there is a need to continue funding:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
12. If the previous project has been completed, did you submit your 2% report?  n/a YES  NO.
   The 2% report must be submitted one year from the date you received your 2% award. If your report has
   not been submitted, your current application will not be considered! 2% Reports are mandatory for future
   grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive,
Peshawbestown, MI 49682.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal
   employment or increase in emergency services to Casino patrons).
   The opiate crisis has had a tremendous impact on all segments in society in Leelanau County, including
   the Grand Traverse Band membership.

14. How will the success of the project be assessed (evaluation plan)?
   A ongoing series of scheduled presentations to the community, in various formats and targeted audiences; a reduction of incidents and
   law enforcement cases related to the use of illegal opiates.

15. If new staff is required, will preference be given to Native American applicants?
   ______ YES  ______ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the
   budget.

   IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:
   1) Execute authorized signature on first page, question #2.
   2) Attach 1-page budget
   3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII
      Program.
   3) Submit by appropriate deadline:
      -  If for June cycle, postmarked by May 31st.
      -  If for December cycle, postmarked by November 30th.

   Mail completed 2% applications to:
   Attention: 2% Program
   Grand Traverse Band of Ottawa and Chippewa Indians
   2605 N.W. Bay Shore Drive
   Peshawbestown, MI 49682

   If you have any questions, please call 231-534-7601.
Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district’s Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district’s Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the __________________________ School District.  

(Name of school district)

Print Name ____________________________  Sign Name ____________________________  Date ______________

Print Name ____________________________  Sign Name ____________________________  Date ______________

Print Name ____________________________  Sign Name ____________________________  Date ______________

Print Name ____________________________  Sign Name ____________________________  Date ______________

Print Name ____________________________  Sign Name ____________________________  Date ______________

Print Name ____________________________  Sign Name ____________________________  Date ______________
Janik noted the whole idea of a summit was Rushton’s. He had met with Rushton and Wessell to discuss this issue, and they realized they cannot do it alone. You are the experts; we want your vision. We do not see this as a one-time event – rather, an event to get things going, and then continue with that. It doesn’t matter if you are a parent, grandparent, if you work in schools or law enforcement. We all have stories to tell. Janik commented he had attended a conference in Washington, D.C., last year, and it was a hot topic of discussion. Everywhere you go, everyone is talking about it. When he was a school superintendent, it was an issue at the middle school level; kids as young as fourth grade were bringing pills and vodka in water bottles to school.

Janik continued; one of his friends – a great community leader for many years, was in an accident in her 40s, became addicted to pain medication and ended up passing away at 50 – someone who 10 years ago would have been a role model. You would never have guessed that person had issues. It impacts everyone. Janik also commented he has some friends who have an adult child that has struggled for 20 years with addiction. They have tried everything – rehab, jail – nothing has worked. They told him that every time the phone rings after 10 p.m., they fear the worst. They are already mentally preparing on how to pay for the funeral.

Janik noted we do not have a game plan – we need your input. We want to plan an event and we know it will be well attended.

Rushton said what brings her to the table is several years ago, her sister was a victim of a car accident and suffered massive injuries. After five years of being heavily medicated, they cut her off. She went on the street, and got the drugs. She lost her family and children, became homeless and died. Rushton said she has a passion and has read a lot on this issue. Rushton said she recognizes we cannot do this without help from above – our legislators at both the state and federal levels and the community. It will take all of us to put forth an effort to save those we can. She also recognizes there is a certain amount of personal responsibility, but a lot of the issue is we have doctors overprescribing and from what she
understands, there are currently 13 bills before legislators to address the over-prescribing and training doctors. The state is moving forward in this effort. When we initially discussed this, we thought a position from the County would be to educate the community. How do we go about bringing community awareness? Rushton remarked, as Janik said, he knows a family planning its daughters' funeral. They may not know where to find resources. We need to begin to educate the communities. There is a legislative bill targeting schools, to educate schoolchildren.

Wessell remarked he doesn’t need to add any comments; he is anxious to see what everyone has to say. We want more than treatment; we want prevention, education, advocacy, enforcement – that is why everyone is here. He thanked everyone for attending.

Rushton said one other important thing – we need to have the information on what is the scope of the problem in Leelanau County. What about other counties? Statistics are important so we know what the problem looks like in our schools and neighborhoods.

Janik said with regard to long- and short-term goals, we discussed holding an actual event – open to the public, where people are giving presentations. That would be the short-term goal. A long-term goal is how we keep this going; it is not a one-time thing. We need to keep going forward, getting others involved and perhaps breaking up into groups. We want to hear from all of you. We are at the beginning of the process; we don’t have a date or place picked. We want to hear everyone’s thoughts in going forward. What should be the next step; perhaps plan a series of events? How are schools involved? Janik noted 101st District House Representative Curt Vanderwall was present this morning to meet with County residents, and mentioned some of the laws Rushton has noted. Other states are tackling this problem; it is a nationwide issue.

Stowe commented their issues are different in that they try to protect kids from usually the parents that have those types of medications. Stowe said he likes kick-off events, but it is the continual intervention (that helps). It is critical people being critical mentors that kids can trust, so a child can knock on that mentor’s door at any time and get support. How do we make kids aware so they do not show up to school with a bottle of pills that sit in their backpack? They have no clue what is in there. Kids don’t know the difference between aspirin and Oxycontin. They have no idea what happened if they grabbed five or six of those pills. Their (goal) is always about education and prevention and it is two-fold – parents and students. They are making good headway with having people inside our schools that are there for the students all the time.

Janik asked Stowe, would a substance abuse summit help? Stowe responded it is a start, but the last time they got together to discuss the liquor tax money, it helps having people inside the school, on the grounds all day. We found through tragedies, that some people help with tragedies, which did help to a certain point, but it helps so much more when the mentors are people they knew. Former teachers and community members – the students go to trusted people. The biggest challenge is funding. The first thing that gets cut from schools is counseling, libraries, music – all those services.

Borkovich agreed with Stowe, education is a primary importance. When you fight a war, you identify the enemy, and cut it off at the arms and legs. It may be opioid addiction, but it starts with marijuana, alcohol and cigarettes. Education is extremely important. Prevention is second. Borkovich said he is on a regional TCAPS committee, and he has suggested we create an app for the phone. He gave several reasons for the rationale for the app – kids live with their phones. Borkovich asked if anyone knew the poison control number. If he were to set five pills on the table, would anyone be able to identify them?
Borkovich continued – This is why he is suggesting a phone app. Kids live with their phones. All the evidence of their crimes is on phones. Prevention means education. If you don’t know what a Quaalude is, what an upper is, you are already behind the curve. A lot of parents tell him they don’t know what marijuana smells like. He has taken marijuana prior to its destruction, brought in parents to learn how to identify its odor. (The creation of the app) could be done through NMC, Michigan State, or a local high school. You can get an app for just about anything, but we do not have one for drug information. Borkovich gave the example of the television advertisement of the woman (who is suffering from the catastrophic effects due to smoking). Why do we shelter our children? That is one of the most graphic yet effective advertisements. More comments followed on what could be included with the app. What does a black lung look like from a smoker? Borkovich said his jail would cooperate. He detailed a recent bust. If we have the app available, we have a resource for students, teachers, and citizens.

Borkovich said the third step is enforcement. He credited Janik, Rushton and Wessell for sponsoring the TNT position. That is the most effective tool we have. The Grand Traverse Band is hosting the US Attorney’s Office on August 30th, 1-4 p.m., for a program entitled, “Presentation/Discussion of the Opioid Crisis from a National, State and Tribal Perspective.” We have a prosecutor and judges that are taking a strong stand on this issue. We cannot tolerate people selling drugs in the community.

Borkovich concluded by saying the final prong is rehabilitation and treatment. With the apps, and the education portion, you need to interview former drug addicts who have or have not made it over the hump. These are people who screwed up. More comments followed on the types of people who are actively looking for drugs. He said those are the four fronts and noted he is in his 41st year in law enforcement. People can’t believe it is happening up here; they say Leelanau County is a paradise; it is beautiful. He is amazed people are so oblivious to this. We have a “drug centrifuge” in Traverse City. He commented on a large heroin bust and the biased reporting. The drugs are coming up here. You are not going to stop it until the community stands together as a group and says, we have had enough, we are going to educate people about it, and we are going to work with schools and law enforcement, have treatment available and fund it.

Peacock noted we cannot underscore enough the importance of prevention, not just of opioid use, but also gateway substances like tobacco and alcohol and the long-term effects of those substances. The Health Department focuses a lot of its work on the maternal/child world. They work every day home-visiting with moms and babies that have been exposed to substance use. They work in collaboration with a regional perinatal-network, which is a partnership between the hospitals, health care providers, health departments and community agencies, including Community Mental Health, to try to identify what is happening. One of the things they noticed before working collaboratively, was in visiting with the family in their home every month, and they might not know the baby was born with neonatal abstinence syndrome. Improving those channels of communication has been a very important step and is important to continue to strengthen. They know they have an approximate 40% maternal smoking rate in our area, across the 25 counties in northern lower Michigan. They also know that leads to other abuse. They are doing a lot of great work in that area; it can always be stronger, and reaching younger children is key. Peacock added she also agrees with Borkovich’s comment relating to the apparent serenity of the area, which often works against them in competing for grant funding. Identifying the scope of the problem is important. If we have that data behind us, we can better understand the scope of the problem, which it is touching, what do we have in place and where do we go from there.

Judge Nelson said he sees the juveniles in the County and the Family Court, as well as in the 86th District Court. From a proactive standpoint, which the County Board has recently helped Family Court with, they
have two diversion workers, put in the County schools – John Boonstra and Cassidy Fisher. The County Board recently supported to maintain Fisher’s position, even though her position was initially grant-funded. The Diversion/Prevention Counselors work with parents and schools to look at these issues before they become formal complaints. The difficulty in dealing with young people is they all think they are invincible. Nelson gave the example of the schools who a week before the prom, installed a wrecked car in front of the campus so that all students would pass by on their way into the building. Many think, ‘It’s not going to happen to me.’ There are a number of serious accidents resulting in fatalities in the County, that you would think the message would get across. In terms of adult court, although drugs are a large issue, alcohol is the biggest problem he confronts in court. Nelson noted Judge Stepka handles Sobriety Court and can add to this. Drinking and driving is a serious problem in our County. When people are arrested and come into court, whether it is drinking and driving or drugs and driving – if they are convicted, we always do substance abuse assessments in addition to presentence interviews and determine how serious is this; is it counseling, is it inpatient – we try to address each defendant on an individual basis to get them the help they need to conquer this problem. Once again, they have to be motivated to do so. The chronic alcoholic will continue to drive whether or not they have a license. Nelson stressed what he encounters in court the most is marijuana and alcohol.

Stepka said he conducted some quick research this morning, that backs up everything that has been said. We all know it is a bad problem, with Traverse City being a distribution hub. He signs a lot of arrest warrants for TNT – it is absolutely everywhere. A lot of the drugs are coming from Southeastern Michigan with “runners”. Drug dealers are afraid to come up here because of the large sentences being handed down by the Circuit Court judges. Dealers can get $240 to $300 a gram up here compared to $80 to $100/gram in the metro Detroit area. The problem is here; the question is how you attack it. Stepka said (Grand Traverse County Prosecuting Attorney) Bob Cooney started a similar substance abuse task force. Hubbell commented they had a presentation this past summer and hosted a summit and it was well attended. Stepka noted Cooney had made the comment you can’t prosecute your way out of this problem. Stepka said it involves kids at early ages, education and prevention. Parts of this that were mentioned are extremely important. There are people in their teens, 20s, 30s, 40s, and 50s – it can start with addictive pain medication from doctors. It can start with kids obtaining the medication from their parents. Stepka said he believes that alcohol is a huge problem, but heroin is right up there. He noted Judge T. J. Phillips presides over a Drug Treatment Court, mostly possession, usually heroin, in an effort to similarly address how we handle alcohol and driving.

Stepka continued; the people in their 20s, 30s, and 40s, they might have started with pills they legitimately received or obtained pills from a friend, but they quickly gravitated toward heroin, which is readily available. The major drug dealers that were arrested a year ago, once that “hole” opens up, more dealers come in. You need a community-based effort, maybe joining with the five-county regional program. Strength in numbers makes sense. You can get a lot of information in collaborating. Monroe County has a substance abuse task force and might be able to provide a presentation. It does take everyone from the community, school and business leaders, doctors, (elected officials), people from Rotary – these people are really interested in helping to fight this epidemic. Getting some of those people involved and collaborating with Cooney and the Monroe County folks on how to get this going, as it is really complex in terms of the addiction and the number of people who are so addicted, the various ages, and the treatment aspect is extremely complicated. The opioid addicts are much harder to treat than alcohol. Reaching out and forming a bigger group, and perhaps subgroups is the way to do it. There is no easy answer. Stepka said he would be happy to present to schools or any other place. It takes a strong, collaborative, community-based effort. It will take a lot of time and effort. Stepka commented on the Traverse City meeting, commenting a lot of good ideas were generated at the first
meeting. The folks from United Way said they had grant money available. Help is out there; organizing it and bringing it together is key.

Janik said usually you know where to go... there is no clear path. With this topic, it is so overwhelming, it is difficult in determining how to address this.

Shively said one area you don’t have to focus on is treatment – we have excellent treatment programs in the five-county area. Janik noted Borkovich’s comments earlier, that some parents may not know where to go if their children need assistance. Shively clarified, you do not have to make treatment better; you need to inform people where they can go. We have ATS (Addiction Treatment Services), Catholic Human Services, Munson, and private practitioners. We have so many therapists in our area and so many different funding sources. The problem is letting people know how to access that. If they come through the criminal justice system, it is fine. Those people are getting the best treatment, which is sad, because you want to reach people and get them help before they commit crimes. We have a good strong system, and need to make sure people are aware of how to get that help. When planning, we need to involve those therapy professionals. If you have a committee involved in the schools, get some therapists excellent with substance abuse geared towards juveniles.

Shively noted she had recently attended a “rethinking addiction” put on by Addiction Treatment Services at the Hagerty Center. It wasn’t instructional, it was similar to this session – how are we going to tackle this in our community and get everyone involved? We had all the people in the community on board there. Who was not there, however, was the media. You need multiple media providers, like newspapers, TV and radio. In her opinion, you need the tops of everything; we had teachers, nurses and therapists, and they are already onboard. You need the CEO of Munson and his board; the board of Hagerty insurance...the boards of the most prestigious area businesses, that have money, because their employees have addiction in their lives. Luckily, you have your County Board involved. The township boards and HR directors should also be involved. Janik said that is why all of you were specifically invited; you are the top professionals in the area. Many others reached out to him via email, but it isn’t the right time yet. Janik remarked everyone they invited to this meeting accepted.

Shively added, you need to involve addicts, former recovered people, and those going through it right now. You need those folks there to put a face and voice to everything. They can tell you a lot of things you can’t think of. They will tell you what you need to do to stop this. Janik commented that at a statewide administrator’s conference, the one person he recalls most who spoke, was the 29-year-old addict. You see a face and body, you saw what he went through. Shively remarked that Borkovich has an excellent point, education does not teach these kids anything; you need to educate them and make it unattractive to them. That’s what you do at school, you bring in addicts to teach them how bad it is. Some parents might not agree to it, but many will. Drugs are glamorized on TV. You need to give children the realities of drugs, the ugliness. When they are forced to watch, it matters. Shively gave a personal analogy on how drugs have affected her family.

Stepka said the key is cutting off the demand for drugs. Shively noted people are in pain and 90% of it is a mental health issue. For females, it is physical, sexual or emotional trauma. It is understanding why they are in the system and working with them to get them out of there.

LaCross said she has been working with Vreeland, Peacock and Stowe, collaborating to create a team of all the agencies that are providing intervention/prevention to kids of all ages in order to roll it out so schools have it. These are things she has seen; as she is a truancy intervention person. We don’t have
anything for the little kids. They probably see 20% in the criminal justice system, and the other 80% are not. The collaboration includes 4-H – all the things for positive character education. LaCross said she has done the “let’s scare you” presentations for schools. It cannot be a “one and done.” Kids are living with addicts. It is a generational thing that she sees families repeating. We do not have sober parenting classes. She has been trying to reach out to probation for a program, “sober parenting journey,” which shows them how to do things sober. It is an overwhelming problem. When you work with an adult or parent, you need to ask them if they have kids, and you then need to ask them what are they doing for their family. They have also been working a lot with trauma, working with court and social services to identify the families early. They have a 25% chronic absentee rate in the area. She noted that Suttons Bay Public Schools is trying to start a program, “Communities In School.” She has been doing a lot of work in prevention/intervention. One presentation will not do it. She would love to see someone from Munson here; is there a doctor’s association that could attend? We are already working hard on a school program. Even if you are not an addict, there is a chance you came from a family who had one.

Hubbell said we have a lot of stuff on the ground. He concurs with much of what Borkovich has said. We have a MAPS program in Michigan, where we look at who is being prescribed what, and try to prevent the doctor-shopping; we have the “Good Samaritan law;” we are trying to address this more than punishment. We need to get rid of the supply and cut down on the demand. We see it where people get prescribed opioids for legitimate reasons. Hubbell said as was pointed out by Stepka, hard drug addiction is different from alcohol. We need to get to the point of education, where someone with a problem is encouraged to come forward. He gave a personal analogy of an associate of his father who died of substance abuse in the mid-’70s.

Lynch said she sees the generational work. The bad news is this is often times a multi-generational issue and it moves from one substance to another. Lynch gave a personal analogy, saying she is a former addict. She was raised by father who managed his emotion struggles with alcohol. It’s not about what is a good family; it’s about whether kids are getting the help they need. It is a generational thing and a very complicated issue. Lynch said she does think subgroups are important; there is treatment in the area, but some is good and some is not good. There is a good chance some people are not getting the quality of treatment they need. She commented on how she realized later how her mother’s depression caused by her father’s issues affected her choices and her own depression. There are generational cycles, and it’s not just the addiction; it is also the mental health issues that people are also medicating with these substances. The bad news is it can take a long time for people to understand the issues and their own issues, that they want to do something about it and that they get the proper help they need. Lynch remarked on The Adverse Childhood Experiences Study conducted by Kaiser Permanente (https://www.cdc.gov/violenceprevention/acestudy/index.html), with 17,000 middle class Caucasian people. The study involved 10 questions, and is a great predictor of health outcomes. Lynch thanked Commissioners for being on the forefront of this. She also noted that Shively hit it on the nail; you need someone with an active addiction at this table.

Scerbak said she has a Masters in mental health counseling; she worked a residential treatment center out of state, and has also has worked with Child and Family Services. Scerbak noted she had attended a meeting last spring with Captain O’Brien and Community Mental Health to discuss putting together a crisis intervention team. For example, if you were a parent who had a child struggling with addiction and you called them for help, a team could come to your home with a police officer and counselor, maybe an EMT, which could be very helpful. She was at the ATS meeting last week, and one suggestion was to model something like hospice does, for addictions. It could save a lot of money. Scerbak gave a personal
analogy on a family member, stating her family has spent approximately $200,000.00 – this should not be the case.

Scerbak also gave the example of the movie based on the life of Johnny Cash, “Walk The Line” – when Cash was going through detox, he was at home and a doctor was present. We can do this type of therapy. It is hard, and every situation is unique. There are definitely times when people should be incarcerated. At the residential center she worked at, they had a locked facility for someone who was suicidal or going through withdrawal, with a few padded rooms. It was a therapeutic, beautiful environment. They were there to get help. Sometimes when people are self-destructive or impulsive, you do have to contain them. It is “tough love”. Another thing that could be helpful – she would like legislation passed. Some states have passed laws that if you have someone overdosing, you can call 911 and you can get help and not be charged.

Scerbak gave the example of her family being involved in a horrific car accident 13 years ago. Her son was terribly injured. (Over the course of treatment for those injuries), they realized pretty quickly he had developed an addiction to Oxycontin. Outpatient counseling wasn’t enough; there was also some depression and anxiety prior to the accident. There are not a lot of residential treatment programs for adolescents. She had him arrested – the psychologist had told her he shouldn’t go to residential treatment, because he would feel abandoned. Scerbak stated people struggling with addictions are “hurting people”. The Oxycontin made her son feel peaceful. The detention was supposed to be a three-day “wake up call”, and instead, it was a disaster; he was beaten up, it was bad. When he got home, he attempted suicide. She and her husband decided to do everything not to punish him, rather, help him. If they can do this for her son, who was a train wreck, they can do it for others.

CS continued; her main goal is prevention. There are a lot of rehab facilities, which is a separate issue. There are not enough facilities, they are not affordable, and they need to be longer term. You cannot beat an opioid addiction in one month; it is almost cruel – you are setting them up for failure. People who struggle with addictions have so much self-loathing. When they relapse, they are ashamed. They don’t want to hurt their families. Scerbak said she started a nonprofit, Saint Max’s Fellowship for Teens, trying to reach 13- to 15-year-olds (https://www.facebook.com/stmaxfellowship/). She had spoken with Mike Hill of TBAISD a few years ago. The drug epidemic and suicide problem in this country has grown dramatically. Between the ages of 15-24, the number one cause of death is suicide. What is going on? A lot of it is the internet. There is a lot of peer pressure; the crazy things kids are being caught up in are mind-blowing. Scerbak said she provides volunteer opportunities for teenagers. You need to work with families, courts, and counselors. Her mother used to say, ‘You can’t feel depressed when you are helping somebody else.’ You tell kids their life has purpose and meaning; you can make a positive difference. She has seen so many kids go on mission trips and they are transformed. They are partnering locally with Freedom Builders, Father Fred, St. Vincent-DePaul, Single Moms Ministry, Habitat for Humanity – there is a lot they can do locally. Nationally, they work with retired police officers in Chicago with an after-care program. These experiences are great for kids. Concerns were raised that it is faith-based. This isn’t about converting anyone to Catholicism. This is one of the things we can do. It does have a ripple effect.

Scerbak gave another personal analogy where one of her other sons now helps homeless people. Our kids can be involved in really cool things. We need to go into the schools and talk about what is happening on the internet. We have to help stop with the shame and embarrassment of struggling with depression and anxiety. She was interviewed on the radio recently and the interviewer asked her, are working with at risk kids? She had responded no, and part of the reason is if she says her organization is
for at-risk kids, no one will send their kids. What she wished she had said, ‘Personally, I think every teenager is at risk.’ More comments followed on her work with pediatricians, with one who estimates 90% of the people they are seeing now are girls who are considering suicide.

Vreeland said she is an assistance person, which is what the collaborative groups are. The groups were created by the State in the ‘70s, to bring all kinds of people from the community together to help identify, and figure out how to solve together local community problems. Leelanau County funds the majority of her time. Vreeland said she has been involved with the Michigan ACEs Initiative group (http://www.acesconnection.com/g/northern-michigan-aces-action/event/michigan-ace-initiative-launch). They are providing presentations on the effects of trauma; not just the immediate effects, but how it turns switches in your genes, on and off. We need to get over the idea that it is “mind over matter”; no one woke up and said they want to be an addict. It is self-medicating; it is people threatening you. If we can be a safe network for all people to come to, and seek support. It’s getting to the trauma, listening, and building relationships. It’s the housing first thing the continuum of care is doing. Don’t make people clean up before they get help; put them in housing, take the weight off their shoulders, then get them case management.

Vreeland said she is all about how do we connect all the little parts. They hired Tina Allen as a consultant for the five-county substance free coalition to talk to a wide-variety of people in Benzie, Leelanau, Antrim, Kalkaska and Grand Traverse counties to talk to on what is or isn’t wanted. The overall idea is that in each county, there is a functioning substance abuse coalition, with a five-county body connecting and coordinating relationships. Maybe it’s getting all the law enforcement officers, prosecutors or educators. It is getting those resources here, and not dictating what each individual county does. The Healthy Living Leelanau group hasn’t been active for about six months. With respect to the five-county coalition, there is still a group meeting on a semi-regular basis. Grand Traverse County’s substance abuse coalition is very active. Kristine Avis of TCAPS is chairing. They are pursuing a drug-free schools grant; it will take at least a year to obtain that. Vreeland said she coordinates the collaborative for Grand Traverse and Kalkaska counties. Kate Kerr of United Way is coordinating for Kalkaska and Antrim counties. Sarah May is coordinating for Benzie County. Ken Kalfman, who spoke at the May event, retired from Dow. He is very motivated due to his personal history. Originally, United Way had committed approximately $42,000.00 across the five counties. They had also applied unsuccessfully for a grant through Blue Cross/Blue Shield. More comments followed on grant opportunities.

Vreeland said the bottom line – she is a generalist, to find out how to put things together to make them work better. She is excited by all of this. When she was meeting with Kerr and Becky Ewing of Rotary, she is often asked, what is your sustainability? Vreeland remarked that Ewing told her Rotary doesn’t want to invest in an individual organization, they want to invest in systems. More comments followed.

Janik asked what is the next step? All seven Commissioners are on board with this; everyone wants to be involved. The tough part is doing something. We had discussed the potential of an educational summit.

Rushton asked if anyone is familiar with the Community Anti-Drug Coalition of America (http://www.cadca.org/)? She noted the website lists they will help with resources with local coalitions, including technical assistance and marketing strategies, among other things. She asked Borkovich if he was familiar with the LEAD program (Law Enforcement Assisted Diversion program). Rushton continued; another thing, mentors. The Oceana County prosecutor launched a “recovery coach” program. There is lot of different wheels beginning to turn. It connects individuals with treatment options once they are
stabilized in the ER. Discussion ensued. LaCross said there is treatment funding with that liquor tax money.

Janik suggested if we hold a summit, half a day is for professional people with technical presentations, and in the evening, open it up to the public with other presentations, where kids can attend. Stepka said it’s a great start. Stepka asked and Vreeland clarified Allen is a local consultant, the coordinator for a continuum of care. Cooney had hired her to talk with everyone. Stepka suggested having (as a speaker) the person who gave the presentation to Cooney’s group in Monroe County. The momentum began that day; getting all the right people in the room and the right information given to them and how to make use of it.

Janik said if we pick a day and do this – possibly 12-5 p.m., having the dialogue with professionals. Members of the medical profession, pharmacists – hold a private seminar during the day. In the evening, open it to the public, with an open house format where people can roam and talk. Discussion ensued.

Borkovich said one thing he had promised when he was first elected, was to obtain a drug drop-off box (no questions asked). They opened up the lobby for that purpose. If you catch you with drugs in your car, you are mine. If you call 911 or use an app, we triage that and we get you help you need. You have to trust law enforcement; we are not the enemy. You can also call us before you are caught and get assistance. If we do the summit in a format similar to the Senior Services Expo, you have teachers and counselors. It is paramount that when you do this... let’s make it a fun event, with food and realistic films, and addicts. Borkovich gave an example of an addict who now trusts the system.

Hubbell added that if we want to get to the young people, we need to go into the schools. Are we concentrating on adults at this time? LaCross said the program planned to roll out to the schools, will be that education, that isn’t a “one and done.” More comments followed.

Stowe said with parents, it is a great thing for a kick-off. With students, it has to be consistently time after time after time. Scerbak said there has to be accountability; even if there are consequences, they have to have hope. Sometimes they are charged with felonies and they think their life is over. LaCross said this first focus is community education.

Janik remarked he is making the assumption is everyone wants to be involved. He will plan a follow-up meeting, with a more specific agenda. Rushton asked does anyone have an idea what the scope (of opioid use) is in our County? Vreeland responded on the five-county level, they are having a hard time finding reliable statistics.

Lisa Anderson said she is from Catholic Human Services, which covers Grand Traverse, Leelanau and Kalkaska counties. Anderson said she sits on and is active with the Grand Traverse Coalition and the five-county regional initiative. Anderson said you will find as far as systems, there is still quite a bit of “turf wars” out there. She is not that kind of person. She does know of some excellent speakers. She will also be active in all of the county’s high schools.

Janik noted he will process some things, and will be meeting again with Rushton and Wessell.
Present: Prosecuting Attorney Joe Hubbell, Administrator Chet Janik, Victims Advocate Laurie LaCross, Commissioner Deb Rushton and Commissioner Ty Wessell

Janik thanked Hubbell for his assistance last time; he noted Rushton’s research noted Monroe County is the one that has really provided the leadership on planning. Monroe now conducts an annual event (relating documents attached). Rushton remarked they do have information on their website as well. [http://monroecountycoalition.com/] Hubbell said they have been able to petition the state and federal government; there is funding that helps them to set up their summit.

LaCross asked if someone has spoken with Grand Traverse County Prosecuting Attorney Robert Cooney. Hubbell affirmed. LaCross noted Sharon Vreeland had reached out to Sarah from the Liquor Tax funding; she also stated that Grand Traverse County had put in proposals for funding a person to coordinate efforts. There is a doctor who studies the substance abuse disease that the funding will likely pay for that. Vreeland told her she is planning on meeting with (Sarah) in November. Grand Traverse County is asking for funding for two different people, and it looks like they will get their funding. She found this information from the Substance Abuse Initiative meeting that took place in May. Dr. Richard Entz, from the Milliken Medical group is a very good speaker on the subject.

Janik asked what is the next step? There is great support for the concept. People are reaching out. The feedback from the first group meeting was extremely positive. Pam Lynch and several others have emailed him, Northern Lakes Community Mental Health is fully behind us. Hubbell said we need to look at the models we have, with Monroe County as the template. They have been at this for years. He knows the Prosecutor (William Nichols) well. Nichols had stressed to him the importance of creating committees with different stakeholders, such as Law Enforcement and medical providers. Nichols also said one person at the table should be a recovering addict or a family. Monroe County set up all these committees, with each committee having a function, a goal and a plan in place. You want a decent chairperson on each committee, who then reports to the coalition. Hubbell said this group should also look at applying for the available federal funds next year. Hubbell said he thinks Monroe County has received nearly $500,000.00 in federal funding towards this fight. Rushton noted there are different sources for funding.

Hubbell mentioned the Drug-Free Communities Support Program (https://www.samhsa.gov/grants/grant-announcements/sp-17-001) LaCross stated we need a coalition in place in order to be able to apply for those funds. That is what Vreeland is doing. Hubbell concurred, saying that is our next step so we are in a position to apply for funding. We need to keep the process moving. Maybe by the next meeting, if we adopt Monroe County’s model... LaCross said she assumes they began their efforts in 2013; what was the audience? The documentation looks like it was geared for professionals. Hubbell responded initially, that is
how it was designed. The different groups evolved over the years into separate groups for treatment and recovery, prevention, law enforcement, and medical. Rushton remarked they also included a student group, which is very important. Can we get key students from each school involved in the planning? Janik said the two school superintendents he spoke with, Jason Stowe and Sander Scott, were very supportive. If we were to take the Monroe model and break it up into those committees, and add education to that. Then, bring the whole group back together, break them up into the groups, have them work together and tell us what they would like to see. Hubbell said bringing the schools under the umbrella, would be a good template. We want to put our coalition together; we have a bit of a start. We have people on the outside. We need to get something in place so by the first of the year we can apply for funding. LaCross said the process had already begun to put this into place. The big thing now is getting this back and getting the right people in there. We have to have Law Enforcement, mental health, substance abuse. Janik suggested Hubbell act as chair. Hubbell said if we look at Leelanau County, it should start in Leelanau County. We tend to get sucked into Grand Traverse and become a small voice in a big crowd. Janik added it is critical that whatever we do needs to be successful. Hubbell commented with the Monroe County plan, they host a summit every year. We need the right set up with the right people. We also need lists of goals the groups need to accomplish, require that they report back and that they are accountable. Janik said we have the right people; they are leaders, and quite passionate about this.

LaCross asked Hubbell, can Cooney send a copy of his group? Dr. Entz is the director of the drug/alcohol treatment center. Are we asking some people for a duplication? If we find out their players, they may be the same ones. Janik said if we break out into subgroups, they can dictate their own paths. LaCross said you have to have these disciplines and these people on your committee in order to be considered for funding. That should be your core committee of people, who can then break off into subgroups. We have to be careful people aren’t in their own “silos.” Getting the doctors and those connections. Rushton remarked our initial structure should encompass those key positions that would allow us to apply for funding. LaCross affirmed.

Hubbell said he will set up the framework; he can reach out to Cooney, let him know how things are being set up in Leelanau County, and ask him whom he tapped into for those areas. LaCross stressed she believes Grand Traverse County has that core group together; all that is in place. Wessell remarked Vreeland’s group has held three meetings, involving both Scott and Stowe, and Community Mental Health. When we reach out, her group could possibly do a piece of our work. Hubbell to set up the model and structural organization, putting together what we envision in a chart. Janik added, and if it appears we are missing someone, those people can identify who is needed. Janik asked and Hubbell responded he can get something together in a few weeks. Consensus to meet again on Thursday, October 19th, 10:00 a.m.

Rushton asked and Janik affirmed the next meeting will involve this core group, probably a short meeting Hubbell said the meeting would be to review an outline. Janik said, and then send it out and set up a meeting with the full group. Rushton said so we will identify the groups,
look for people to fill those spaces. Hubbell affirmed. Janik said in a format and plan we are all comfortable with. Hubbell remarked on the different work groups Monroe County developed. He also received a PowerPoint from Delta County; a lot of people are willing to help.

Rushton said our ultimate goal is something similar as to what is described on the fliers. Hubbell concurred, saying Nichols had said to ensure you have goals in mind and continue to move forward. Janik stressed that whatever we do, we have to be successful in that first year. Wessell asked when do you anticipate a formal launch? Consensus of group was next spring. Hubbell commented next April would be good.
Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled Tribes v. Engler (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

"ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB’S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING"

1. Allocation Cycle:     ___ JUNE – New submission date, Postmarked by **MAY 31st**
                         ___ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant:   Joe Meredith, Services Officer and Chet Janik, County Administrator
                         Address: 8527 E Government Center Dr., Suite 101
                                  Sultons Bay
                         Phone #: 231-256-9711                      Fax #: 231-256-0120
                         Printed Name: Joe Meredith / Chet Janik
                         **Authorized Signature:**
                         (Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
                         Title: County Administrator
                         E-mail address: cjanik@co.leelanau.mi.us

Printed Name of contact person: Chet Janik
Telephone #: 231-256-8100                      Fax #: 231-256-0120
E-mail address: cjanik@co.leelanau.mi.us

3. Type of Applicant:     ___ Local Government          ___ Local Court
                          ___ Township                       ___ County Commissioner
                          ___ Public School District      ___ College
                          ___ Public Library              ___ Sheriff/Police Department
                          ___ 501c3 applying through local unit of government (name):
4. Fiscal Data:  
   Amount Requested: $5,000.00  Percent: 4.37 %  
   Local Leveraging: $109,300.00  Percent: 95.63 %  
   Total Budget: $114,300.00  Percent: 100 %  

5. Target Population numbers:  
   ______ Children  ______ Adults  X ______ Elders  
   ______ Total GTB member  ______ Community  ______ Others  
   (Indicate the number of GTB members)  

   Approximately 2,000 Tribal Veterans  

6. Counties Impacted:  
   ______ Antrim  ______ Benzie  ______ Charlevoix  
   ______ Grand Traverse  X ______ Leelanau  ______ Manistee  

7. Brief Description (purpose of funding); include statement of need:  

   We are requesting funding to support the Mid-Michigan Honor Flight with its mission of sending Leelanau County Veterans on a free trip to Washington, D.C., to view the memorials built to honor their service and sacrifices to their Country. The Mid-Michigan Honor Flight Hub services 51 of the 83 Michigan Counties, including Leelanau.

   To date, the 501(c)(3) nonprofit organization has flown approximately 31 Veterans and their Guardians from the County, in over eight completed missions (flights). The group is concentrating on WW II Veterans, our most senior, and have transitioned onto some Veterans of the Korean Era and the Vietnam War Era due to special medical considerations, and others. plan on transitioning as seats become available for the other wars.

   The latest count from the Hub shows 21 WWII Veterans from Leelanau County on its list, and 15 Korean Conflict Veterans. The Hub receives two to three applications per week from Veterans and their Guardians, so those numbers fluctuate.

   It costs over $1,000.00 per Veteran for the flight to Washington, D.C. They travel with a trained escort, called a Guardian. One entire mission costs $107,000.00 on an average. The Hub has been able to complete two missions per year since 2014. The Hub is successful due to the generosity of private citizens, corporations and companies, grants and fundraisers. The Mid-Michigan Honor Flight is an official Regional Hub of the National Honor Flight Network (www.honorflight.org). This organization's board and staff is composed entirely of volunteers.

   A budget summary and documentation on this year's missions are attached.
8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula:** (1) $5,000, up to $10,000 per school district + ($1,000, up to $1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school’s Indian Education Program as a result of the 2% allocation.

**Please note:** 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000, up to $125,000 per school, based on the school’s GTB membership count and data provided within the 2% report received from the previous year.

(b) **Recommendation from Parent Committee:** ______ YES ______ NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) **Describe parent involvement in project:**

(d) **Does the school receive Title VII Indian Education Funds?** _____ YES _____ NO

If yes, how much: __________

9. What are the start and completion dates of the proposed project?

Start _______ Completion _______

10. Has applicant received prior awards through the Tribe’s 2% funding allocation?

_____ YES _____ NO. If yes, please list the start and end dates and amount:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2017</td>
<td>10/15/2017</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1/1/2017</td>
<td>10/15/2017</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1/1/2017</td>
<td>10/15/2017</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

11. Is the proposed project new ______ or a continuation project __________?

If this is a continuation project, please explain why there is a need to continue funding:

These flights are an annual event; in 2017, five Veterans and their Guardians were able to participate because of the generosity of the Grand Traverse Band. The goal is to repeat the number of County Veterans participating in 2018.
12. If the previous project has been completed, did you submit your 2% report? ☒ YES ☐ NO.

The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).
The Honor Flights are a unique opportunity for both the Tribe and Leelanau County to show respect by honoring our County’s Veterans.

14. How will the success of the project be assessed (evaluation plan)? By the number of Tribal and County Veterans participating in the Honor Flight Program.

15. If new staff is required, will preference be given to Native American applicants?
☐ YES ☐ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**
1) Execute authorized signature on first page, question #2.
2) Attach 1-page budget
3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
3) Submit by appropriate deadline:
   - **If for June cycle, postmarked by May 31st.**
   - **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682

If you have any questions, please call 231-534-7601.
Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district’s Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district’s Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _________________ School District.  

(Name of school district)

Print Name ___________________________  Sign Name ___________________________  Date __________

Print Name ___________________________  Sign Name ___________________________  Date __________

Print Name ___________________________  Sign Name ___________________________  Date __________

Print Name ___________________________  Sign Name ___________________________  Date __________

Print Name ___________________________  Sign Name ___________________________  Date __________

Print Name ___________________________  Sign Name ___________________________  Date __________
Mid-Michigan Honor Flight
2018 Flight Season
contact: Tricia Donegan, Hub Director
231.803-4255

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>*Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>charter plane</td>
<td>$72,000.00</td>
</tr>
<tr>
<td>commemorative photo book &amp; mailing</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>jackets &amp; tee shirts for Vets &amp; Guardians</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>housing</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Buses in DC</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>&quot;Meet &amp; Greet&quot; reception with meal</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>buses (transport to airport &amp; back)</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>lunches &amp; water in DC</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Dinner in DC</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>Police Escort in DC</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Challenge Coins</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>misc. Items (linen rental, toiletries for housing)</td>
<td>$700.00</td>
</tr>
<tr>
<td>registration materials</td>
<td>$600.00</td>
</tr>
<tr>
<td>cinchpacks and snacks</td>
<td>$800.00</td>
</tr>
<tr>
<td></td>
<td>$114,300.00</td>
</tr>
</tbody>
</table>

*average costs, not actual

| sponsoring a Veteran | $500.00 |

Mid-Michigan Honor Flight is planning two flights for 2018. Above costs are per flight.

Mid-Michigan Honor Flight will work with each sponsor to insure that their support receives the maximum recognition possible in accordance with their preference. Any special requests will be discussed with the Board for approval.
October 16, 2017

Leelanau County Government Center
Chet Janik, County Administrator

Dear Chet:

Due to the generosity of individuals, groups, corporations, etc. that share our mission of flying our Michigan Military heroes to Washington, D.C. over 512 Michigan Veterans have had the opportunity of their lifetime. It is an incredible event and they are so humble.

As we make our plans for the 2018 flight season we are especially grateful to everyone who has supported our missions. It is so overwhelming to see all those faces at the Welcome Home. What a tribute to our honorees. We have now flown eight missions with the average cost per mission of $98,000 - $100,000. We are focusing on flying twice in 2018.

We hope you will continue your support and help us give these heroes a “day like no other.” If you know of a Veteran, you can either print off an application for them to apply for an Honor Flight with us from our website, or email us (info@midmichiganhonorflight.com) with their name and address and we will mail an application to them.

We greatly appreciate your support and thank you for your VERY generous donation of $5,000.00 for the veterans and guardians to fly from Leelanau County!

For more information and applications visit our website: www.midmichiganhonorflight.org. Be sure to also follow us on Facebook for events and updates! We appreciate all you have done to insure that these American Heroes have a day in their lives that will be memorable.

“It's never too late to thank a Veteran.”

Sincerely,

Elayne McCollum
Secretary

"Time is running out and we can't fly without YOU.”
EXECUTIVE DOCUMENT SUMMARY

<table>
<thead>
<tr>
<th>Department: Administration</th>
<th>Submittal Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Chet Janik</td>
<td>Executive Board: 11/14/2017</td>
</tr>
<tr>
<td>Telephone No.: 231-256-8100</td>
<td>Regular Session: 11/21/2017</td>
</tr>
</tbody>
</table>

**Source Selection Method**

- Select One
- Other: N/A

**Vendor:**
Address:
Phone:

**Budgeted Amount:** ____________________________
**Contracted Amount:** ____________________________

**Document Description**

- Select One
- Other: Revision of County Job Descriptions

☐ Request to Waive Board Policy on Bid Requirements

This is a continuation of reviewing and modifying those descriptions as necessary. Department Heads and Elected Officials were tasked with reviewing and marking up suggested changes, which are indicated with color.

**Suggested Recommendation:**
To recommend to the Board of Commissioners to approve revisions to the following job descriptions - Administrative Legal Secretary, Legal Secretary, Victim’s Advocate, Family Support Coordinator, Secretary, Administrative Secretary, Building Official, and Inspector, as presented.

Department Head Approval: _______________ Date: 11/08/2017
Educational Institution Name

Job Description – Administrative Legal Secretary

Supervised By: County Prosecutor
FLSA Status: Non-Exempt

General Summary:
Managerial position under the supervision of the Prosecuting Attorney, provides support to the prosecuting attorneys and makes sure the office is running smoothly with emphasis on the practice of law. Performs various administrative and clerical duties with emphasis on legal document preparation, case docket management, correspondence, file maintenance, and office management. Activities require an extensive knowledge of the court system, rules, regulations, policies and procedures and the exercise of considerable initiative, independent judgment, and a high degree of accuracy. Employee is exposed to sensitive issues and confidential information requiring the utmost discretion in handling administrative tasks.

Essential Duties and Responsibilities:
An employee in this position must be able to perform the following essential functions satisfactorily; however, these examples are not the only duties which the employee may be expected to perform.

- Organizes and maintains an extensive criminal, civil and administrative record system. Opens and closes felony and circuit court case files, records actions and assures that all necessary documents and records are accurate and available for presentation in court or administrative decision-making. Maintains felony files, including Motion and Answer binders and records. Calendars court appearances and prepares subpoenas and writs as necessary for defendants and witnesses. Maintains administrative files, research files and civil files.

- Maintains employee personnel records and time sheets; submits timesheets to the Prosecutor for approval and forwarding to the Accounting Department.

- Prepares and types legal forms and documents that are sensitive and confidential in nature, such as criminal and civil complaints, arrest and search warrants, summons, subpoenas, petitions, motions, and briefs, as well as reports and policies. Proofreads for accuracy and completeness.Drafts court documents for prosecutors’ review using much independent judgment.

- Prepares other correspondence, forms, and reports as required such as acknowledgements, responses to questions on factual matters, follow-ups of previous
communications and other matters and transcribes from dictation or takes shorthand when necessary.

• Schedules meetings and appointments for professional staff, as needed.

- Receipts and processes the mail daily, screens, docket and/or routes correspondence, court notices, reports and information for the prosecutor and other staff, exercising judgment as to importance and priority. Uses discretion in releasing information to the media, attorneys, and the public in general. Maintains a follow-up system for court and other deadlines.

• Tracks and maintains Court of Appeals and Michigan Supreme Court files.

• Acts as True File administrator and electronically files documents for Circuit Court felony cases and civil cases, Michigan Court of Appeals cases, and Michigan Supreme Court cases.

• Acts as Freedom of Information Act coordinator for the Prosecutor, logging and responding to all requests in a timely manner as required by law to ensure statutory compliance. Receives, screens and responds to requests from the media, government agencies, other lawyers and the public for release of case file information, exercising discretion and using knowledge of Freedom of Information Act (FOIA) and protected, privileged and confidential matters.

- Coordinates and delegates duties to clerical staff, meets deadlines, oversees the office work flow, trains staff, reviews and determines staff needs and resolves problems arising in the office. Assists in interviewing and selecting job applicants. Assists in establishing departmental policies and procedures.

• Assists the Prosecutor in preparing the departmental budgets, including the Prosecutor’s Office, Family Support, and Victim’s Services. Approves expenses less than $100.00. Prepares vouchers, arranges travel accommodations and prepares necessary paperwork for payment. Keeps statistical records and prepares reports as required for budgetary purposes and policy decisions. Screens all purchases of supplies and equipment, accounts payable and accounts receivable, and monitors budgetary compliance. Prepares transmittal and submits funds received for FOIA, etc to the Treasurer’s Office at the end of each month.

• Receives, screens and routes telephone calls, exercising discretion in the release of information and method and priority of handling. Schedules meetings and appointments, and greets visitors, directing them to the proper office.

• Notary Public certification is required.
• Performs other related duties as assigned, including duties of other clerical staff on a cross-trained basis as workloads, temporary absences and emergencies dictate.

• Acts as the department’s liaison with the IT Department, technicians and support staff when technical problems occur.

**Employment Qualifications:**

**Education:** Possession of a high school diploma or the equivalent.

**Experience:** Secretarial experience in a legal setting or the equivalent will be considered.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job are considered.

A criminal background check and fingerprinting are required prior to employment.
County of Leelanau
Job Description

LEGAL SECRETARY

Supervised By: County Prosecutor
FLSA Status: Non-Exempt

General Summary:
Under the supervision of the Prosecuting Attorney, provides support to the prosecuting attorneys by performing a variety of complex secretarial and administrative tasks with emphasis on legal document preparation, file maintenance, case docket management, and correspondence. Activities require an extensive knowledge of the court system rules, regulation, policies and procedures; considerable independent judgment; and a high degree of accuracy. Employee may be exposed to sensitive issues and confidential information requiring considerable discretion.

Essential Duties and Responsibilities:
An employee in this position must be able to perform the following essential functions satisfactorily. These examples do not include all of the duties which the employee may be expected to perform.

- Organize and maintain an extensive criminal, civil and administrative record system. Open and close misdemeanor case files, record actions and assure that all necessary documents and records are accurate and available for presentation in court or administrative decision-making.

- Prepare and type legal forms and documents that are sensitive and confidential in nature, such as criminal and civil complaints, warrants, summons, subpoenas, notices to appear, opinions, motions, case briefs and trial notices, as well as reports and correspondence. Proofread for accuracy and completeness. Prepare other correspondence, forms, and reports as required. Transcribe from dictation or take shorthand when necessary.

- Schedule meetings and appointments for professional staff, as needed.

- Screen and route correspondence, court notices, reports and information for the prosecutor and other staff, exercising judgment as to importance and priority.

- Coordinate for the Prosecutor background research and data gathering relating to the preparation of cases.
• Assist in the preparation of criminal felony and misdemeanor warrants and pre-trial statements.

• Receive, screen, and respond to requests from the media, government agencies, other lawyers and the public for release of case file information, exercising discretion and using knowledge of the Freedom of Information Act and protected, privileged, and confidential matters.

• Receive, screen, and route telephone calls, exercising discretion in the release of information and method and priority of handling. Schedule meetings and appointments, and greet visitors, directing them to the proper office.

• Record schedules of court appearances, tracking needs for subpoenas and other related paperwork for the Prosecutor, and noting and resolving scheduling conflicts.

• Coordinate the issuance of summonses and subpoenas for defendants and witnesses in misdemeanor cases.

• Draft correspondence such as acknowledgements, responses to questions on factual matters, follow-ups of previous communications, and other matters where there is a well-defined policy.

• Maintain records and files on plea negotiations, case depositions, contracts, and other actions. Receive and process criminal fingerprint submissions and assign proper information and codes for entry into LEIN.

• Perform other related duties as assigned, including duties of other clerical staff on a cross-trained basis as workloads, temporary absences, and emergencies dictate.

• Log all warrant requests and keep statistical information for warrants issued, cases tried, and misdemeanor case dispositions, for use in decision making.

• Act as the department’s computer systems manager including acting as the liaison with technicians and support staff when problems occur.

• Perform any other related duties as assigned.

**Employment Qualifications:**

**Education:** Possession of a high school diploma or the equivalent.

**Experience:** Secretarial experience in a legal setting or the equivalent is helpful.
The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job are considered.

A criminal background check and fingerprinting are required prior to employment.
County of Leelanau  
Job Description  

**ADVOCAVE**

**SUPERVISED BY:** County Prosecutor

**FLSA STATUS:** Non-Exempt

**GENERAL SUMMARY:**
The Victim’s Assistance Coordinator works under the general direction of the County Prosecutor, but is required to exercise a high level of independent judgment and action. The advocates’ primary responsibility is to assist crime victims who have suffered emotional, physical or other difficulties as a result of being victimized. She/he will insure that these victims receive the benefit of all community services available to regain their physical and emotional well-being, as well as ease the stress and uncertainty associated with having to appear in Court proceedings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Prepares victim rights budget in compliance with provisions set out by the Office of Criminal Justice and County policy for the Department of Community Health and the County. Maintains adequate program and fiscal records and files including source documentation to support program activities and all expenditures.
2. Complete all reporting forms and reports required for Crime Victim Rights funding as required by authority of M.C.L.A. 780.907 — 780.9.11.
3. Develops policies and procedures in the implementation of the Victim Rights Act.
4. Designs brochures and forms to implement the Victim Rights Act.
5. Attends mandatory State Victim Forums, trainings and conferences provided through the State.
6. Makes initial victim contact by letter in reference to exercising rights pursuant to the Victim Rights Act. Complies with requests by victims in the exercising of rights as provided for by the statute.
7. Prepares informational packets for juvenile crime victims including victim notification letters along with court proceedings.
8. Meets with victims pursuant to the Victim Rights Act including families on appropriate uncharged cases.
9. Provides trial support to attorneys prior to and during Circuit, District and Probate trials, including but not limited to scheduling prospective witness interviews for trial, maintaining contact with trial witnesses, witness preparation for trial.
10. Schedules Victims Rights division to provide support to victims at sentencing, including helping victims draft victim impact statements when requested.
11. Creates and maintains victim files with all proper documentation while complying with strict confidentiality requirements.
12. Assists victims in completing personal protection order packets.
13. Files Crime Victim Compensation forms as provided by victims and assists in the completion of said application when required.
14. Investigates and documents victim losses in District, Circuit and Probate Courts and files appropriate paperwork to secure restitution orders, including working with court personnel in complying with the requests of victims seeking to exercise their rights.
15. Works with County law enforcement agencies, probation departments and the Department of Corrections in fulfilling victim’s rights under the statute.
16. Provides Department of Community Health Crime Services Commission with monitoring, budgetary and planning information.
17. Organizes and prepares activities for the annual Crime Victims’ Rights Week including preparing the annual budget for the event. Gives oral presentations to groups or individuals educating them about victim rights and issues.
18. Keeps the Prosecutor apprised of case status and high profile and sensitive cases.
19. Collects and analyzes victimization data, and prepares necessary reports and documents.
20. May assist walk-in visitors and answer the telephone, providing information on department services and procedures or directs them to appropriate person or office for assistance.
21. Work is occasionally very demanding mentally and visually. Good organizational skills, special and intense mental application or attention to details is necessary.
22. Performs other duties and responsibilities as assigned.

**Family Court Liaison:**
The Family Court Liaison is responsible for assisting the Prosecuting Attorney in Family Court matters as it relates to juvenile delinquency, abuse/neglect cases and mentally incapacitated persons. The Liaison is responsible for drafting and filing any authorized petitions to be filed in the Leelanau County Family Court, and creating and maintaining files from beginning to end. Under the direction of the Prosecutor, the Liaison also keeps the Prosecutor informed about pending cases by preparing and sending out subpoenas, discovery material, and any filings prepared by the Prosecutor, posting any scheduled hearings on the Prosecutor’s computer calendar and written calendar, pulling and preparing files for court. The Liaison also acts as a representative of the Prosecutor’s Office, with law enforcement officers, prosecutors and social service agencies, and helps coordinate multi-disciplinary initiatives such as the Child.
Abuse/Neglect Investigative Team; Child Death Review Team; Balanced and Restorative Justice initiatives and other juvenile based initiatives.

Community Liaison:
This position is designed to assist the Leelanau County Prosecutor with community involvement and education within Leelanau County. The purpose of the liaison is to help the Prosecutor promote community education and to assist in the intervention and prevention of crimes against all persons in the community. Duties include, but are not limited to, conducting public speaking presentations for the general community and training of allied professionals; participating in events which promote community awareness and education, as it relates to crime prevention and intervention.

Truancy Intervention/Prevention:
In the school year of 2000/2001, the Leelanau County Prosecutors Office addressed the problem of truancy. The law indicates that children must attend school on a regular basis from ages 6 to 18, unless home schooled. The Truancy Intervention/Prevention Program has worked to establish protocols and procedures for schools in the county to follow and has incorporated certain procedures which involve the Grand Traverse Band Truancy Intervention/Prevention Program and law enforcement officials to assist in the intervention (direct contacts) of truant students in Leelanau County. In 2001, a county-wide truancy task force has been established to address truancy in Leelanau County. This task force meets three times during the school year.

Employment Qualifications:
Education: Possession of a high school diploma or equivalent.
Experience: Experience with the criminal justice system (courts, law enforcement) or other equivalent will be considered.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

A criminal background check and fingerprinting are required prior to employment.
County of Leelanau  
Job Description

FAMILY SUPPORT COORDINATOR

**Supervised By:** Prosecuting Attorney  
**FLSA Status:** Non-Exempt

**General Summary:**
Under the supervision of the Leelanau County Prosecuting Attorney, the Family Support Coordinator provides assistance involving the management of child support matters, under agreement with the State of Michigan, pursuant to the Cooperative Reimbursement Program.

**Essential Duties and Responsibilities:**
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Verifies information referred from the Office of Child Support for establishment of paternity and child support orders using the Michigan Child Support Enforcement System (MiCSES) and other data sources.

- Researches employment and address information.

- Compiles relevant legal documentation including birth, marriage and divorce records, and prior custody or support actions.

- Interviews parties and prepares complaint to establish paternity and/or child support.

- Electronically files documents with the court.

- Coordinates service of process of legal documents.

- Prepares, maintains and retains files for cases referred through the CRP to the prosecuting attorney.

- Initiates, responds to and monitors the disposition of Uniform Interstate Family Support Action cases.

- Schedules and attends hearings as required.

To perform this job successfully an individual must be able to perform each essential function satisfactorily.
• Performs buccal swab DNA sampling as required to establish paternity.
• Ensures workflow is meeting or exceeding all CRP performance requirements.
• Maintains security and confidentiality standards of the CRP.
• Prepares administrative reports.
• Assists customers in person and on the phone regarding procedures for establishing paternity and child support. Provide referrals to other agencies when appropriate.
• Attends conferences, meetings and training seminars to remain current on policy, procedure, best practices and legislative changes.
• Performs other related duties as assigned.

**Employment Qualifications:**

**Education:** Possession of a high school diploma or the equivalent.

**Experience:** Experience with child support or other domestic relations activities, or the equivalent, will be considered.

Other combinations of education and experience which demonstrate the necessary knowledge, skills and abilities to perform the job may be considered.

A criminal background check and fingerprinting are required prior to employment.
SECRETARY (PERMIT TECHNICIAN)

Supervised By: Elected Officials, Department Heads, and Higher Classified Supervisory Employees.

FLSA Status: Non-Exempt

General Summary:
Under the supervision of an Elected Official, Department Head or higher classified supervisory employee, performs a variety of clerical/secretarial support tasks which require proficiency in typing, independent judgment, accuracy and organizational skills. Accuracy can have substantial financial and economic impact.

Essential Duties and Responsibilities:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Types correspondence, reports, budgets, forms, permits, records, and other materials.
- Processes various records, and organizes and maintains office files. Prepares reports or memoranda, compiling necessary data and exchanging information with a variety of sources.
- Receives, screens and routes telephone calls, and assists visitors by ascertaining needs, explaining departmental policies and procedures, initiating necessary paperwork, or referring them to appropriate staff.
- Schedules appointments for supervisor and other staff. Prepares itineraries and makes reservations.
- Sorts and distributes mail and other materials. Prepares materials for mailing. May maintain mailing lists, as needed.
- Issues permits, licenses and certificates after ensuring all governmental requirements are met. Provides assistance to persons who need help with their applications.
- Operates a computer to process data, produce spreadsheets and maintain records. Updates files as needed.
• Some positions in this classification may require the exposure or processing of sensitive or confidential material and information which would require discretion on the employee’s part.

• Takes, transcribes and edits statements, reports and meeting minutes, often utilizing electronic recording equipment. Prepares meeting agendas, compiling necessary data for distribution.

• Prepares and processes documents resulting from board, commission or agency actions.

• Researches, plans, composes and/or distributes such written communications as informational letters, news releases, newsletters, statistical, monthly, quarterly and yearly reports, promotional materials, and meeting notices.

• May collect fees, prepares receipts, deposits money, and maintains financial records. Submits bills, vouchers, receipts, deposits and the like to appropriate offices, departments or agencies.

• Operates such office machinery as a computer, photocopier, automatic paper folding machine, adding machine, scanner, fax, and phone answering device.

• May schedule inspections or meetings for various boards and committees upon request or in accordance with the departmental calendar.

• May be involved in various special projects as assigned, handling related correspondence, maintaining records and serving as liaison for specific programs, assisting the public, providing related assistance and answering questions.

• Maintains an inventory of office supplies, forms and materials, ordering and/or picking up as needed.

• Performs any other related duties as assigned.

**Employment Qualifications:**

**Education:** Possession of a high school diploma or its equivalent with courses in typing, account keeping, office machine and/or computer operation and office procedures.

**Experience:** A minimum of two years of experience or the equivalent. Six month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.
ADMINISTRATIVE SECRETARY (PERMIT TECHNICIAN)

Supervised By: Elected Officials, Department Heads, and Higher Classified Supervisory Employees

FLSA Status: Non-Exempt

General Summary:
Under the supervision of an Elected Official, Department Head or a higher classified supervisory employee, performs a variety of secretarial and administrative support duties and office management activities which require proficiency in typing, considerable independent judgment and a high degree of accuracy. Extensive knowledge of the area of assignment is required to assist in efficient and orderly operations. Work may involve handling sensitive issues and confidential information requiring discretion on the employee’s part.

Essential Duties and Responsibilities:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Receives, screens and routes telephone calls, and assists visitors by ascertaining needs, explaining departmental policies and procedures, initiating necessary paperwork, or referring them to appropriate staff members.

- Types correspondence, reports, budget forms, permits, records and other material. Performs complex typing projects as assigned.

- Performs various administrative and technical support tasks pertinent to the area of assignment, answering inquiries and complaints, providing requested information and researching and compiling information pertinent to his/her assigned department.

- May take and transcribe dictation and meeting minutes utilizing electronic recording equipment as assigned by supervisor. Prepares meeting agendas, compiling necessary data and distributing it to appropriate individuals.

- Schedules meetings, travel and appointments for supervisor and other staff. Prepares itineraries and makes reservations as necessary.
• Processes various administrative records, enters information on computers and organizes and maintains office files. Prepares reports or memoranda, compiling necessary data and information from a variety of sources.

• May prepare billings and transmittals; maintains and balances related accounts for the area of assignment.

• Sorts and distributes mail and other materials. Prepares materials for mailing as needed.

• Assists in various special programs as assigned, attending meetings, handling related correspondence, maintaining records and serving as liaison for specific programs, assisting the public, providing related assistance and answers to questions.

• Maintains a filing system for general records, reports, complaints, correspondence, etc.

• Maintains an inventory of office supplies, forms and materials, ordering and/or picking up as needed.

• Performs various other clerical duties in a training capacity or as workloads, temporary absences or emergencies dictate.

• Performs various other related duties as assigned.

Employment Qualifications:

Education: Possession of a high school diploma or its equivalent with courses in secretarial science, computer operations, data processing or the equivalent.

Experience: A minimum of three years of progressively more responsible or expansive clerical/secretarial experience or the equivalent. Six month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.
COUNTY OF LEELANAU
JOB DESCRIPTION

BUILDING OFFICIAL

Supervised by: County Administrator
Supervises: County Employees and Contracted Inspectors assigned to the Construction Codes Authority
FLSA: Exempt

General Summary:
Under the general supervision of the County Administrator, supervises and directs the activities of the Construction Codes Authority (“Authority”) in the enforcement of State Building Codes and ordinances, and the issuance of related permits to protect the health and safety of the public.

Essential Job Functions:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Conducts onsite inspections at locations throughout the County to determine conformity and compliance to the State Building Code; initiates compliance actions when violations are found and prepares inspection reports; works with legal counsel in enforcement of Building Codes and Ordinances.

2. Performs construction site plan and blueprint reviews; examines all building plans in order to assure compliance with ordinances and codes.

3. Directs, coordinates, and participates in the activities of the Authority in code and ordinance enforcement regarding building, plumbing, mechanical, electrical, and related construction within the County.

4. Coordinates inspection activities with other departments as necessary, and cooperates with other agencies in the enforcement of applicable regulations.

5. Develops and implements policies and procedures for the Authority.

6. Develops and monitors the approved departmental budget.

7. Provides guidance to all inspectors in resolving conflicts between code interpretation and construction and land use practices.

8. Provides information, advice, final explanations and classifications of code requirements to the public, contractors, developers, architects, and engineers; investigates and addresses complaints relative to department activities.
9. Maintains records of permits both issued and denied, inspections, complaints and their investigations, and prepares reports and correspondence.

10. Prepares departmental progress reports and special reports as required.

11. Supervises, hires, trains and assigns the work of departmental personnel, including secretarial staff, building, electrical, and plumbing and mechanical inspectors.

12. Participates in on-site inspections in order to evaluate special or unusual circumstances.

13. Drafts and recommends the passage or amendment of building, mechanical and plumbing codes as required by Public Act 230 of 1972, State of Michigan. Drafts or assists in drafting department-related ordinances and fee permit schedules.

14. Works with related County and State agencies such as Health Department, Drain Commission, County Road Commission, MDOT, State Fire Marshal and State Construction Code officials to coordinate inspection activities and exchange data.

15. Maintains county inspections vehicle reports.

16. Ensures proper labor relations and condition of employment are maintained.

17. Identifies staff development and training needs and ensures that training is obtained.

18. Reviews inspection reports; orders and performs re-inspections when necessary.


20. Follows construction trends by reading trade journals and by attending seminars and trade conferences.

21. Attends after hour meetings, as required; prepares and issues summons, may testify at appeals in code and ordinance violations and complaint cases.

22. Performs other duties as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associates’ degree, or equivalent, with technical course work related to the building trades, e.g., electrical wiring, plumbing, carpentry.
- A minimum of five to seven years’ experience as an inspector in the building trades or plan reviewer, or the equivalent.
- Certification by the Michigan Construction Code Commission as a Building Official, and an Inspector (in any building trade or discipline), and a Plan Reviewer.

*Job Description – Building Official*  
July 2002; November 2017  
Page 2 of 3
Thorough knowledge and understanding of state and local building codes, zoning ordinances, related laws, and their application to real conditions.

Thorough knowledge of the principles, practices and procedures of plan review, conducting site inspections, and interpreting, applying and enforcing building codes and ordinances according to professional standards.

Knowledge and understanding of computer operations; past experience in working with BS&A program software preferred.

Ability to effectively communicate and exercise a high degree of diplomacy in contentious or confrontational situations.

Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with buildings, architects, planners, property owners, the public, and professional contacts, and municipal officials.

Ability to critically assess situations, problem-solve, and work effectively within deadlines, and changes in work priorities.

A Michigan driver’s license with excellent driving record.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk or hear, and drive a vehicle. The employee is frequently required to sit and travel to other locations. The employee is occasionally required to climb or balance, stop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weight and occasionally lift and/or move heavy items. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee works both in a business office setting and in the field. In the course of conducting site inspections and other field activities, the employee is frequently exposed to outside weather conditions and may work near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually quiet in the office, but may become loud in the field.

This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.
County of Leelanau
Job Description

BUILDING/ELECTRICAL/MECHANICAL/PLUMBING INSPECTOR
& PLAN REVIEWER

Supervised By: Building Official and Deputy Building Official
FLSA Status: Non-Exempt

General Summary:
Under the supervision of the Building Official and Deputy Building Official, conducts on-site inspections at locations throughout the County to determine conformity to their respective State and local codes and ordinances designed to protect the health, safety, and welfare of the public. Inspectors initiate, compliance actions when violations are found, and prepare inspection reports. They examine construction plans and blueprints to understand building methods, checking for compliance to codes and ordinances. Inspectors receive and inspect complaints and maintain records and maps. Additionally to a trade inspector, they may serve as a plan reviewer.

Essential Duties and Responsibilities:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Conducts on-site inspections of structures under construction and existing buildings to ensure conformity to State and local codes. Examines materials and methods used, and assures compliance to building environment, energy conservation and accessibility standards.

- May review or inspect plans, specifications and blueprints of new buildings under construction or the remodeling of existing buildings for compliance to codes and ordinances. Approves permit applications for respective trade or remodeling when requirements are met.

- Seeks voluntary compliance where standards are not met, recommending corrections, issuing violation notices when necessary and performing re-inspections to determine actions taken to bring the structure into compliance with standards.

- Performs periodic inspections and investigates complaints involving violations of minimum acceptable construction, health, safety, and welfare standards. Prepares inspection reports and records, and performs re-inspections as necessary.
• Provides information and advice to owners, contractors, developers, engineers, and architects regarding State Code/law requirements and procedures, and offers assistance in making application for permits.

• Maintains records of permits issued and denied, inspections, complaints, and their investigations, and prepares reports and correspondence.

• May be required to prepare and issue summonses and testify at appeals in code and ordinance violations and complaint cases.

• Remains informed of developments and changes in laws, industry products and techniques.

• Receives and reviews site plans for compliance to appropriate codes.

• Performs related work as assigned or directed.

**Employment Qualifications:**

**Education:** Possession of a high school diploma or its equivalent.

**Experience:** A minimum of four (4) years in the building trades, inspection, construction and code enforcement and plan review, or the equivalent. **Six**-month orientation period.

**Necessary Requirements:**

- Possession of a valid Michigan Vehicle Operator’s License
- Possession of a **required license** from the State of Michigan
- Registration as an Inspector from the Michigan Department of Labor (PA **407-2016**)

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.