

**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS**

Wednesday, June 21, 2017 at 5:30 p.m.  
Governmental Center, 2<sup>nd</sup> Floor, Commission Chambers  
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES OR EXERCISES  
(Pledge of Allegiance)
2. ROLL CALL
3. APPROVAL OF MINUTES  
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
  - a. Minutes of June 7, 2017 Special Meeting..... 3
  - b. Minutes of June 7, 2017 Regular Meeting..... 4
4. FIRST PUBLIC COMMENT

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

Any person wishing to address the Board shall state his or her name and address.

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

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment will generally be received at any time during the meeting regarding a specific topic currently under discussion by the board. Members of the public wishing to comment should raise their hand or pass a note to the clerk in order to be recognized and shall not address the board until called upon by the chairperson.

5. APPROVAL OF AGENDA
6. CONSENT CALENDAR:

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

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

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

- a. Receive and File:
  - 1) Resolution of Support-MSU to assist with the eradication of the Spotted Wing Drosophila (Oceana) .. 10
  - 2) Conservation District – May Report..... 12
  - 3) Road Commission – June Report ..... 17

4) April 2017 Monthly Financial Report .....	18
5) June Staff Report .....	23
b. Approvals:	
1) 2017 Hauler Licenses .....	38
2) Fixed Asset Disposal Request – Sheriff’s Office .....	40
3) May 2017 Claims Approval .....	43
4) FY 2017 Budget Amendments .....	51
5) Support for Grand Traverse Band 2% Grant Applications.....	54
6) 2017 Tax Rate Request – L-4029 .....	56
7. SPECIAL ORDERS OF BUSINESS:	
8. ITEMS REMOVED FROM CONSENT CALENDAR	
9. DEPARTMENTAL ITEMS:	
a. DRAIN COMMISSIONER:	
1) Revolving Drain Fund 639 – Advance Funding .....	60
b. DEPUTY CIVIL COUNSEL AND PLANNING DIRECTOR:	
1) County-Owned Properties Report .....	64
10. OLD/UNFINISHED BUSINESS:	
a. Pension Stabilization Plan	
1) Shall the Board approve the MERS Retiree Healthcare Funding Vehicle for funding the County’s OPEB Liability and authorize payment of \$250,000 of General Fund unrestricted fund balance?	
2) Shall the Board adopt the MERS Investment Services Program Resolution for investing funds to be utilized for stabilizing payments in to the pension plan in future years, to off-set the impact of market volatility and/or changes in actuarial assumptions which may impact the annual required contributions?	
3) Shall the Board request voters consider a dedicated millage to pay for the County’s pension obligations?	
4) Shall the Board direct staff to proceed with engaging Bond Counsel and a financial advisor through an RFP to issue a bond to pay for all or part of the County’s pension obligations?	
5) Shall the Board dissolve the Pension Advisory Board?	
b. Update on Administrator Search	
11. NEW BUSINESS:	
12. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13. COMMISSIONER/DEPARTMENT REPORTS:	
a. Assign Ad Hoc Committee (interviews for Building Authority)	
b. Department Update (Community Development)	
14. NOTICES:	
a. Animal Control Discussion – June 28	
b. NACo Conference – July 21-24 – Columbus, OH .....	73
c. MAC Conference – September 24-26 – Mackinac Island	
d. MERS Conference – September 21-22 - Detroit	
15. CLOSED SESSION (IF REQUIRED)	
16. ADJOURNMENT	

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Special Session  
June 7, 2017

Chairwoman Crawford called the meeting to order at 5:08 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

PRESENT: Ron Clous, Cheryl Gore Follette, Bob Johnson, Dan Lathrop, Tom Mair, and Carol Crawford.

EXCUSED: Addison Wheelock, Jr.

PUBLIC COMMENT

None

DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD VACANCY INTERVIEWS

The following people were interviewed for the vacancy on the Department of Health & Human Services Board.

**Georgia Durga**  
**Eric Lingaur**  
**John Rizzo**

PUBLIC COMMENT

None

Commissioners will make a decision on the appointment of a new board member at their regular board meeting immediately following this meeting.

Meeting adjourned at 5:32 p.m.

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Bonnie Scheele, County Clerk

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Carol Crawford, Chairwoman

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

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Regular Meeting  
June 7, 2017

Chairwoman Crawford called the meeting to order at 5:45 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

PRESENT: Ron Clous, Cheryl Gore Follette, Bob Johnson, Dan Lathrop, Tom Mair, Addison Wheelock, Jr. (5:59 p.m.), and Carol Crawford

APPROVAL OF MINUTES

May 17, 2017 – Regular Session

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

PUBLIC COMMENT

**Georgia Durga** spoke about the contribution from Commission on Aging toward the pension payment.

The follow people spoke about the sale of land and the pension obligation:

**John Roth**  
**Steve Davis**  
**Brenda Earl**  
**Brian Fisher**

Commissioner Wheelock arrived at 5:59 p.m.

**Randy Smith**  
**Forest Jones**  
**Eric Dreier**  
**Jason Gillman**  
**Pat Salathiel**  
**Amelia Hasenohrl**  
**Tom White**  
**Dan Ellis**

APPROVAL OF AGENDA

Departmental Items: move 9b, Sale of Property, before 9a  
Commissioner/Department Reports: Add Community Mental Health Appointment as 13b

Moved by Wheelock, seconded by Mair to approve the agenda as amended. Motion carried.



CONSENT CALENDAR

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

A. RECEIVE AND FILE

1. Northwest Michigan Community Action Agency Minutes of April 20, 2017
2. Northern Lakes Community Mental Health Minutes of April 20, 2017
3. Traverse Area District Library Board Minutes of April 20, 2017
4. Northwestern Regional Airport commission Minutes of April 25, 2017
5. Department of Health & Human Services Minutes of April 28, 2017
6. Grand Traverse community Collaborative Minutes of May 25, 2017
7. Letter of May 9<sup>th</sup> from Dawn McLaughlin regarding Department of Health & Human Services Board

B. APPROVALS

1. Resolution 61-2017  
IT  
Onix Networking Services  
Google Apps Service Renewal
2. Foreclosure Fund – Excess Proceeds and Treasurer Annual Report – *removed from calendar*
3. Resolution 62-2017  
Bargaining Unit  
Command Officers Association of Michigan (COAM)  
Dispatch Supervisory Unit Agreement

ACTION ON THE CONSENT CALENDAR

After the County Clerk read the Consent Calendar for the record, the following item was removed:

Item #b2

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By Gore Follette

Moved by Mair, seconded by Lathrop to approve the Consent Calendar minus item #b2.  
Motion carried.

SPECIAL ORDERS OF BUSINESS

**Area Agency on Aging – Annual Presentation by Bob Schlueter**

Bob Schlueter gave an annual presentation on the Area Agency on Aging.

Commissioner Gore Follette requested that Mr. Schlueter provide additional information to the Board regarding the services provided by Area Agency on Aging.

ITEMS REMOVED FROM CONSENT CALENDAR

Resolution 63-2017

Treasurer

Foreclosure Fund – Excess Proceeds

Treasurer’s Annual Report

Moved by Gore Follette, seconded by Wheelock to approve Resolution 63-2017. Motion carried.

DEPARTMENT ACTION ITEMS

**a. Sale of Property – 160 acres in Whitewater Township, Parcel #13-020-003-00**

Ben Street, Coldwell Banker Realtor, described the four offers received to purchase the 160 acres in Whitewater Township currently owned by the County.

Glen Chown, Grand Traverse Land Conservancy, and David Lemmien, Department of Natural Resources, answered questions about their offer and the plan for the parcel if they were the successful buyers.

PUBLIC COMMENT ON SALE OF PROPERTY

The following people made comments regarding the sale of the property:

- Matt McDonough**
- Gary Faria**
- Jason Gillman**
- John Roth**
- Paul Conlen**

Moved by Gore Follette, seconded by Wheelock to sell the 160 acres in Whitewater Township to the Grand Traverse Land Conservancy for the price of \$255,000.00 with an addendum to the sale that the Land Conservancy will pay property taxes on this piece of property.

Roll Call Vote: Yes 6, No 1

Nay: Clous

Commissioners took a break at 7:30 p.m.

Commissioner returned to regular session at 7:41 p.m.

**b. Pension Liability Actions (Administration/Finance)**

1. Approval and Implementation of Pension Stabilization Plan

Tom Menzel, County Administrator, gave a brief description of the Pension Stabilization Plan presented to the Commissioners.

Moved by Lathrop, seconded by Clous to approve the Pension Stabilization Plan.

Tony Radjenovich and Leon Hank, MERS Representatives, answered questions regarding the proposed plan and its impact on the County’s unfunded pension obligation.

Heidi Scheppe, County Treasurer, answered questions regarding the timing of sending extra payments to MERS during a calendar year.

PUBLIC COMMENT ON PENSION STABILIZATION PLAN

**Gordie LaPointe**  
**Jason Gillman**

Commissioner Lathrop amended his motion and Commissioner Clous amended his seconded to adopt only the following items (1, 2, 3, and 7) from the Pension Stabilization Plan:

1. Approved the Amortization Extension Agreement (“Agreement”) with MERS to extend the County’s amortization schedule from 12-years to 16 years.
2. Appropriate and authorize a one-time payment of \$5.6 million as negotiated in the Agreement from various funds that have been identified.

General Fund Unrestricted Fund Balance	\$ 2,651,711.00
Delinquent Tax Revolving Fund Unrestricted Fund Balance	\$ 2,000,000.00
Health Department Unrestricted Fund Balance	\$ 205,000.00
Commission on Aging Fund Balance	\$ 743,289.00
Total	\$ 5,600,000.00

3. Contribute level payments of a minimum of \$5.9 million pursuant to the Agreement, directing the difference between the actuarially determined minimum required contribution and the annual payment of \$5.9 million to a surplus division within the pension plan.
7. Authorize the Board Chairwoman and staff to develop the necessary agreements and take the appropriate action to implement each of these items.

Roll Call Vote: Yes 7

OLD BUSINESS

**a. Ordinance No. 17; Hauler Licenses and Solid Waste Management Plan**

Chris Forsyth, Civil Counsel, indicated that in order to eliminate the Hauler License Fees, the Solid Waste Management Plan would have to be amended. Commissioners discussed enforcement of the ordinance and the possibility of reinstating the Resource Recovery Department.

Commissioners directed staff to look into reinstating the Resource Recovery Department.

**b. Update on Administrator Search (Mair)**

Commissioner Mair gave an update on the progress of the search team regarding potential applicants for a new County Administrator.

NEW BUSINESS

**a. Elected Officials Guide to Emergency Management (Carol Crawford)**

Gregg Bird, Emergency Manager, gave a brief overview of the responsibility of the County Commissioners in the case of an emergency. He indicated that there will be another Emergency Management class held soon for those who missed the first class to attend.

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

**a. Department of Health & Human Services Appointment (announcement from special meeting)**

Moved by Gore Follette, seconded by Johnson to appoint John Rizzo to the Department of Health and Human Services Board to fill the current vacancy through October 31, 2017, and appoint him to the following 3 year term ending October 31, 2020.

Roll Call Vote: Yes 5, No 2

Nay: Lathrop and Clous

**b. Community Mental Health Reappointment**

Commissioner Crawford indicated that Nicole Miller, whose term ended March 31, 2017, would like to be reappointed to this board.

Moved by Crawford, seconded by Clous to reappoint Nicole Miller to the Community Mental Health board.

Commissioner Crawford withdrew her motion and Commissioner Clous withdrew his second.

Commissioners decided to form an Ad Hoc Committee to interview potential applicants in case others were interested in the position. The Ad Hoc Committee will consist of Commissioners Crawford, Gore Follette, and Johnson.

NOTICES

- a. **Deadline for County Administrator Applications – June 12**
- b. **Animal Control Discussion – Commissioners discussed setting a study session for June 14 to discuss the Animal Control department. Staff will set this up if the Animal Control officer and the Health Officer are available that day. Otherwise, this discussion will remain on the June 21, 2017 agenda.**
- c. **July 5, 2017 Regular Board meeting is cancelled.**

CLOSED SESSION

None

Meeting adjourned at 9:20 p.m.

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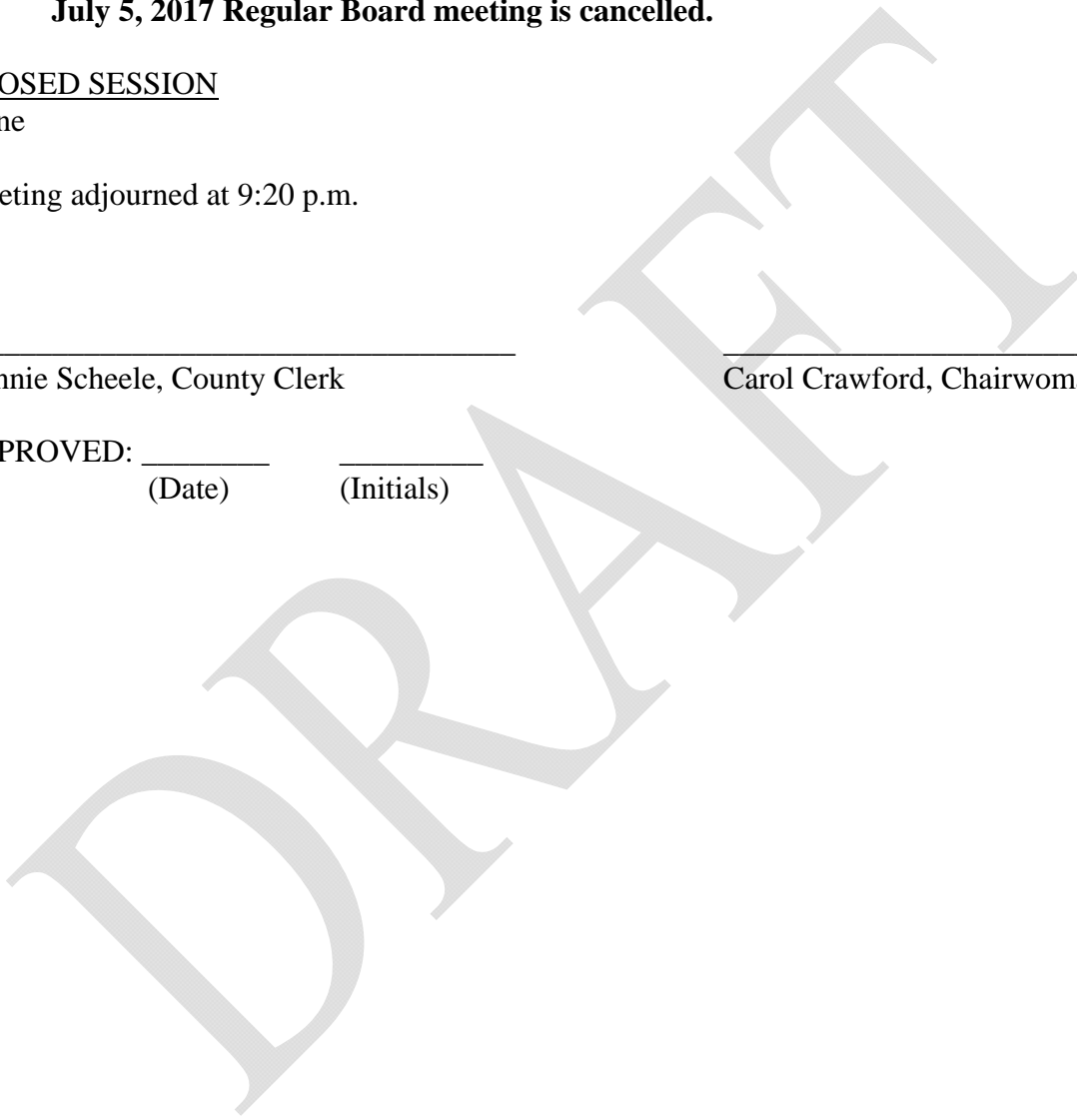
Bonnie Scheele, County Clerk

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Carol Crawford, Chairwoman

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

\_\_\_\_\_  
(Initials)





**Oceana County**  
**BOARD OF COMMISSIONERS**  
County Building  
100 S. State Street, Suite M-4  
Hart, Michigan 49420



**Resolution of Support to maintain the required Funding of the MSU  
research station located in Leelanau County to assist with the eradication of  
the Spotted Wing Drosophila**

The Oceana County Board of Commissioners hereby approves the following resolution regarding maintaining the required funding of the MSU research station located in Leelanau County to assist with controlling and eventually eradicating the Spotted Wing Drosophila (SWD):

**WHEREAS**, Oceana County and the rest of Northwest Michigan region are the primary producers of tart cherries in the United States, producing 70-75% of the tart cherries grown nationally; and

**WHEREAS**, the job creation associated with growing, harvesting and processing of tart cherries is a major economic driver in Oceana County along with other West Michigan Counties; and

**WHEREAS**, the invasive SWD has the potential of devastating the State cherry industry, by burrowing and destroying the ripe cherry, to the point where the tart cherries are not a marketable product; and

**WHEREAS**, abandoned and neglected tart cherry farms are contributing to the spread of the invasive SWD, by not properly controlling the invasive SWD through the appropriate use of pesticide management; and

**WHEREAS**, Oceana County is requesting the assistance from the neighboring tart cherry producing counties, State of Michigan and the Federal Government for all possible interventions to help control and eradicate the invasive SWD through continued funding and research to appropriately manage the invasive SWD; and

**NOW THEREFORE BE IT RESOLVED**, that the Oceana County Board of Commissioners strongly supports all efforts to eliminate this invasive pest that is having a negative impact upon our internationally recognized fruit growing economy.

**BE IT FURTHER RESOLVED**, that the Oceana County Clerk be directed to forward this resolution to the following: Senator Geoff Hansen, Representative Scott VanSingel, and to Antrim, Charlevoix, Grand Traverse, Leelanau, Manistee, Kent, Mason, Muskegon, Newaygo, Oceana, Allegan, Berrien and VanBuren Counties.

**CERTIFICATION:**

The undersigned, being the Clerk of Oceana County, does hereby certify that on the 25th day of May, 2017, the Oceana County Board of Commissioners did adopt the above Resolution at its Regular Meeting.

A handwritten signature in black ink, appearing to read "Rebecca J. Griffin". The signature is fluid and cursive, with a small mark above the final "m".

Rebecca J. Griffin, Clerk  
Oceana County  
Board of Commissioners

**Grand Traverse Conservation District**  
**May 2017 Report**

**CONSERVATION TEAM**

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

**Administration**

- Collaborated with TART in planning efforts of the Boardman River Trail.
- Collaborated with Master Gardener’s in upkeep of native gardens at the Nature Center.
- Reported updates to NER Advisory Committee of dam removal activities and other projects.

**Routine Monitoring and Maintenance**

- Visited trailheads weekly to refresh dog bags, pick-up trash, and check for maintenance needs.
- Mowed and pruned trails and trailheads as needed along the NER.
- Checked on trail closures due to dam removal and river restoration activities. Posted new trail closure maps provided by AECOM.
- Replaced ~120 feet of fencing adjacent to bluff along the Boardman River down from Lone Pine Trailhead.
- Provided minor boardwalk repairs to secure loose boards on Sabin Loop.
- Cleared universal accessible trail of debris from Lone Pine trailhead to overlook.
- Assessed damaged fencing needs from S. Overlook downstream of Keystone Trailhead.
- Removed deteriorated stairs between Oleson and Lone Pine trailheads and implemented a safe and sustainable earthen trail.
- Followed up on report of dirty outhouse at Beitner Canoe Landing and reported to Paul Johnson.

**Grants**

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**BOARDMAN RIVER STEWARDSHIP**

- Met with Great Lakes Fishery Commission staff including Science Director Andrew Muir, Communications Director and Legislative Liaison Marc Gaden, Dan Zielinski, Scientist, and MSU Extension Educator Mark Breederland re: the proposed FishPass project at Union Street Dam. The FishPass project is designed to “enhance fish passage and connectivity between the Boardman River and Lake Michigan while removing invasive or non-desirable fishes through controlled experimentation”.
- Assisted with streamside aquatic ecology classes at Kids Creek for 90 East Middle School students over a 3-day period.
- Met with Union Township Supervisor regarding a Natural River Zoning variance request downstream of the Forks. The property owner is asking for a 60 foot variance from the 150’





required setback and has offered to place a deed restriction on the property in return. The deed restriction would limit the number of houses on the property to one.

- Continued to work with The Concrete Service on a project that will increase their stormwater basin capacity. This work is supported through an EPA grant to the Watershed Center Grand Traverse Bay.
- Continued to sell tickets for the kayak raffle scheduled for June 3<sup>rd</sup>. Proceeds from the event help offset costs to manage the river for habitat and recreational improvements.
- Attended monthly Boardman River Dams meetings.
- Conducted 3 dam removal project tours at Brown Bridge.
- Assisted with the 14<sup>th</sup> Annual Boardman River Clean Sweep.
- Assisted with the set up and participated in the Open House and Public Meeting here at the Boardman River Nature Center for the removal of Sabin Dam.

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**ENVIRONMENTAL EDUCATION**

**Nature Center Visitation this Month: 859**  
**Program Participants this month: 720**  
**Drop ins this month: 139**  
**Nature Center Visitation this year: 3,503**

**Nature Center Visitation May 2016: 1,221**  
**Program Participants May 2016: 1,057**  
**Drop in May 2016: 164**  
**Nature Center Visitation since 2008: 74,116**

**Program Participation & Program Planning:**

- 2017 Nature Day Camp and 2017 Knee High Naturalist registration open
- Ran six Environmental Education Preschool Programs (Knee High Naturalist & Peepers)
  - 45 Peepers participants including four new families to GTCD Programming
  - Three Knee High Naturalist Programs consisting of eight participants each week
- One Cub Scout program completed to help scouts earn their Tiger badge
- Three Streamside Classroom programs completed at Kid’s Creek, serving a total of 87 Jr. High students
- Hosted one birthday party with education component, 20 children in attendance
- 319 students served through ten NEST programs (Natural Education for Students and Teachers)

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**FOOD SAFETY**

- Attended Food Safety Preventative Controls Alliance, NMC May 2-4  
With completion of the course, technician earned the designation of PCQI (Preventive Controls Qualified Individual).
- Visited Grand Valley State University Sustainable Agriculture Farm with the other Food Safety technicians, and participated in a Safe Food review.
- Attended New Educator Workshop, MSU campus, May 17-18

Visited swine, dairy and horse farms and studied plant and soils.

- GroupGAP, Marquette  
Met with Phil Britton, state coordinator for Michigan GroupGap. Phil was part of the pilot GroupGAP program in the U.P., which led to approval of GroupGAP by the USDA in 2016.
- MSU North Farm, Chatham  
Visited the North Farm is a GroupGAP member farm. GroupGAP is a cost-effective way for growers to be certified, by sharing the cost amongst other local farms.
- Engle Farm, Williamsburg  
Toured Engle Farm where they grow high- density tart cherries, five different kinds of wine grapes, 20+ varieties of cider apples and conventional apples. They are a MAEAP-certified farm.

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### FORESTRY ASSISTANCE PROGRAM (FAP)

**Trainings:** Forest Soils Workshop, earned 7.5 CFEs

#### **On-Site Visits:**

##### Grand Traverse County

1. Lorrie, 1 ac., Garfield Twp.
2. Roth, 1 ac., Garfield Twp.
3. Frye, 1 ac., Long Lake Twp.
4. Gay, 76 acs., Blair Twp.

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

**FAP Referrals to Private Sector:** 3    **FAP Referrals to Public Sector:** 1

**In-office Contacts:** 36 landowners    **Follow-up Contacts:** 44 landowners/qualified foresters

#### **FAP Promotion/Program Development:**

1. Update website/forester referral lists/landowner email lists
2. FAP Conference Call
3. Interview with U of M forest landowner research study
4. Apply to present FAP services at 2018 Small Farms Conference
5. FAP Presentation to Friendly Garden Club (50 participants)
6. TC West 8<sup>th</sup> grade Greenagers at Johnson Preserve (24 youth, 6 adults)
7. Forestry training for Sleeping Bear Dunes NPS staff (25 participants)

INVASIVE SPECIES NETWORK (ISN)

<b>Active Contacts:</b> 338	<b>Acres Treated:</b> 31
<b>Passive Contacts:</b> 59,557 + website	<b>Sites Treated:</b> 16
<b>Volunteer Hours:</b> 242	<b>Acres Surveyed:</b> 63.5
<b>Volunteers:</b> 103	<b>Sites Surveyed:</b> 27
<b>Bags of garlic mustard pulled:</b> 107.5	

**Meetings/Presentations:**

- 5/8 - IAA forest ecology site visit w/ class (20 students)
- 5/13 - Japanese Barberry Dumpster Day; 102 plants collected (3 volunteers, 11 hours)—BRNC
- 5/13 - Invasive Species Paper-making (25 sign-ins + 5-10 missed [passive])—BRNC
- 5/19 - Presented *Habitat Matters* to 1st & 3rd graders at Mill Creek (Kim Ranger students); 48 students

**Treatments and Surveys:**

- 5/13 - Grand Traverse County Garlic Mustard Workbee (2 acres, 20 bags, 17 volunteers, 51 volunteer hours)—NER
- 5/26 - JK site visit, Garfield Twp
- Surveyed 14 sites in 4 counties; 181 acres, 108 road miles
- Pulled garlic mustard in 4 counties (2.5+2+0.5+5.5+ acres, 5+1+1+2 sites, 12+11.5+5+50 bags)
- Contractor treatment of GM; 20 acres in GT, 5 acres in Manistee County
- Sent JK Tx request letters; 112 passive contacts
- Knotweed treatments set to start June 5<sup>th</sup>

**Other Accomplishments:**

- 5/9 - Paper making trial with [coverage by Record Eagle](#) (5/12, 20,000 passive)
- **One new GBB participant: Friendly Garden Club (TC)**
- Completed templates for invasive ordinance/native planting guide
- Article in Record Eagle on [ticks with JB trade-up mention](#) (5/4, 20,000 passive)
- Article in Manistee News Advocate on [workbee](#) (5/4, 3,700 passive)
- [GM workbee article](#) in Record Patriot; 3400 subscribers
- [Article on Japanese barberry/ticks](#) in Petoskey News (~10,000 circulation)
- Provided outreach materials for state-wide garden club meeting (200+ passive)

**Upcoming Events:**

- 6/1, 9am: Elberta baby's breath workbee
- 6/3, 9am: Japanese Knotweed Community Workshop
- 6/5, 9am: Invasives ID/GPS workshop
- 6/17, 9am: Elberta baby's breath workbee
- 7/1, 12pm: Crystal Lake Landing Blitz

MAEAP

**Farms Visited: 6**

**Risk Assessments Completed: 5**

**Farms Verified: 2**

**Updates:**

- 5/2 - 5/4 Nutrient Management Planning Training in Charlotte
- 5/5 Wine Grape Kickoff at the Northwest Michigan Horticultural Research Station
- 5/9 Phase 1 Event at IPM updates in Leelanau and Grand Traverse Counties
- 5/10 Phase 1 Event at IPM updates in Benzie and Antrim counties
- 5/12 Verification in Kewadin (Antrim County)
- 5/16 IPM updates through the Research Station in Leelanau
- 5/17-5/18 MSUE New Educator/Technician In Service Training in E. Lansing
- 5/23-5/24 IPM updates through Research Station in Grand Traverse, Antrim, and Benzie
- 5/26 Verification in Northport (Leelanau County)

**Current Projects:**

- Working with:
  - 5 farms in Benzie
  - 6 farms in Leelanau
  - 7 farms in Grand Traverse
  - 4 farms in Antrim
- Risk Assessments Completed in May: 6
- Partnering with MSUE on IPM seasonal meetings (planning second Phase 1 events in each county for June)
- Coordinating new Agriculture Container Recycling program at with local agrichemical businesses, ACRC contractor, and MDARD

**Upcoming Events:**

- 6/5-6/6 Michigan Association of Conservation Districts 2017 Summer Conference
- 6/7, 6/13, 6/14, 6/20, 6/21, 6/27, 6/28 IPM Meetings (Leelanau, Antrim, Grand Traverse, Benzie)
  - Phase 1 Events on 6/27 & 6/28
- 6/26-6/29 Ag Container Recycling collection week
- 6/30 Ag Container Recycling collection day by G. Phillips & Sons

**TO:** Chair – Board of Commissioners  
**FROM:** Jim Cook, Manager  
**DATE:** June 14, 2017  
**SUBJECT: REPORT FOR THE JUNE 21, 2017 MEETING  
AT 5:30 P.M. IN THE COMMISSION CHAMBERS  
400 BOARDMAN AVENUE, TRAVERSE CITY**  
**cc:** Board of County Road Commissioners

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

1. **Baggs Road/Lakeside Trail** - Construction is anticipated to begin after the July Fourth holiday. On our portion of Baggs Road, we will additionally be performing a wedge and overlay/HMA at a cost of approximately \$73,000. Lakeside Trail will not be included in this project.
2. **Paving Projects in the Peninsula Township Drainage Districts** - We participated in paving projects associated with the Drainage District SADs under the terms of our Local Match Policy. Road paving preparations started earlier this month in Maple Terrace.
3. **Crescent Shores Joint Project with Long Lake Township** - We will be contributing about \$15,000 for improvements to the travel lanes on Crescent Shores Road in conjunction with Long Lake Township's recreational project.
4. **East Bay Township SADs** - The Board approved cost-sharing agreements for the design of the English Woods and Canterbury Woods SAD road improvement projects in the amounts of \$39,076.50 and \$18,555.00 respectively.
5. **Bluff Road Natural Beauty Road (NBR) Petition** - The public hearing, which was originally scheduled for June 20, 2017, was converted into an educational work session. This provides more time for educating the Board and public, as well to create the committee.
6. **South Airport Road Improvements** - In the coming months the Logan's Landing intersection will be reworked into an "R-CUT" intersection. East-west traffic on South Airport will travel without traffic signal delays. It is similar, but not identical, to a Michigan left. Traffic progression along South Airport is in the "upgrade" mode.
7. **Transportation Corridor RFQ** - As requested, staff presented a draft request to solicit qualified consultants to evaluate transportation corridors in Grand Traverse County and present recommendations to address east-west mobility.
8. **Work Sessions** - Board Rules & Policies were discussed on May 25. On June 22 we will review project selection process.
9. **Audit Presentation** - Our new auditing firm of Vredeveld Haefner presented the results of "clean" audits, along with commenting on the significant reduction in our unfunded liabilities.
10. **Act 51 for 2016** - The Board approved a resolution amending our Act 51 Report along with signing the cover page required for submittal. Pertinent portions will be sent out to the townships.
11. **East Long Lake Road** - An MDOT contract in the estimated amount of \$817,000 was executed for improvements to East Long Lake Road. Work is scheduled to commence in mid-July.
12. **Public Comments** - Numerous residents adjoining Old Farm Lane, Surrey Road and Forest Lodge Road addressed the Board regarding road conditions. The road funding and special assessment districts were explained to them.



**GRAND TRAVERSE COUNTY  
FINANCE DEPARTMENT**

400 BOARDMAN AVENUE  
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR (231) 922-4680  
DEPUTY FINANCE DIRECTOR (231) 922-4682  
FAX (231) 922-4636

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DATE: June 12, 2017  
TO: Grand Traverse County Board of Commissioners  
FROM: Jody Lundquist, Finance Director  
RE: Budget to Actual Revenue and Expenditure Report

Please find attached the Budget to Actual Revenue and Expenditure Reports for the County's General Fund and Special Revenue Funds for the period ending April 30, 2017.

In your review of the report, it may be helpful to note that YTD Activity reflects actual activity recorded as of June 8, 2017 for the period ending April 30, 2017. Available Balance is the difference between total budgeted amounts and actual activity shown in the Available Balance column. Similarly, % BUDGET Used represents the percentage of budget represented by the YTD Balances. At April 30, 33.33% of the County's fiscal year has passed. When reviewing the attached report, the percentage of budget used year to date should be below 33.33% unless accounted for by timing of expenditures such as one-time purchases or distributions.

The County's fiscal year ended on December 31, 2016. The amounts presented for actual activity for 2016 are currently being audited and subject to change, however the audit is now near completion. The audit fieldwork has concluded and final audited financial statements will be filed with State of Michigan by June 30, 2017 pursuant to the Uniform Budget and Accounting Act (Public Act 2 of 1968).

As always, please do not hesitate to contact me with any questions or for additional information.

**GRAND TRAVERSE COUNTY  
FISCAL YEAR 2017  
BUDGET TO ACTUAL  
REVENUE AND EXPENDITURE REPORT (UNAUDITED)  
FOR THE PERIOD ENDING APRIL 30, 2017**

**GENERAL FUND**

<b>REVENUE SOURCE</b>	<b>FY16 AMENDED BUDGET</b>	<b>FY16 ACTIVITY AS OF 12/31/2016</b>	<b>FY17 AMENDED BUDGET</b>	<b>YTD ACTIVITY AS OF 4/30/2017</b>	<b>AVAILABLE BALANCE</b>	<b>% BUDGET USED</b>
Taxes	22,865,142	23,291,455	22,968,526	240,396	22,728,130	1%
Licenses and Permits	159,000	188,373	199,000	67,675	131,326	34%
Federal Grants	2,520	100,566	700	113	587	16%
State Grants	3,644,305	3,491,013	3,681,406	940,164	2,741,242	26%
Local Unit Contributions	1,899,712	1,824,040	1,775,056	819,580	955,476	46%
Charges for Services	4,665,843	4,312,852	4,599,204	1,322,985	3,276,219	29%
Fines and Forfeitures	113,100	96,039	111,000	29,401	81,599	26%
Interest and Rents	707,803	704,497	687,930	567,494	120,436	82%
Other Financing Sources	2,501,316	2,610,060	2,378,930	2,088,040	290,890	88%
Transfers In	941,830	1,037,573	810,770	-	810,770	0%
Use of Surplus	500,000	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>38,000,571</b>	<b>37,656,469</b>	<b>37,212,522</b>	<b>6,075,848</b>	<b>31,136,674</b>	<b>16%</b>

**GRAND TRAVERSE COUNTY**  
**FISCAL YEAR 2017**  
**BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)**  
**FOR THE PERIOD ENDING APRIL 30, 2017**

**GENERAL FUND**

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 4/30/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
<b>LEGISLATIVE</b>								
101	Board of Commissioners	367,459	366,581	250,551	35,720	214,831	14%	1%
	<b>SUBTOTAL</b>	<b>367,459</b>	<b>366,581</b>	<b>250,551</b>	<b>35,720</b>	<b>214,831</b>	<b>14%</b>	<b>1%</b>
<b>JUDICIAL</b>								
147	Jury Commission	46,897	39,106	48,271	14,066	34,205	29%	0%
148	Probate Court	734,213	732,513	768,435	234,963	533,472	31%	2%
149	Family Court-Juvenile Division	1,832,797	1,548,554	1,632,230	631,881	1,000,349	39%	4%
	<b>SUBTOTAL</b>	<b>2,613,907</b>	<b>2,320,173</b>	<b>2,448,936</b>	<b>880,911</b>	<b>1,568,025</b>	<b>36%</b>	<b>7%</b>
<b>GENERAL GOVERNMENT</b>								
155	ART Grant	55,019	20,366	101,626	5,921	95,705	6%	0%
172	Administrator/Controller	378,585	283,434	325,023	94,074	230,949	29%	1%
174	Brownfield Administration	189,206	186,269	185,150	51,465	133,685	28%	0%
191	Elections	96,307	90,138	67,852	16,638	51,214	25%	0%
201	Finance	525,882	438,389	509,586	120,892	388,694	24%	1%
215	County Clerk	893,280	872,467	922,083	246,975	675,108	27%	2%
225	Equalization	412,012	394,948	588,263	157,430	430,833	27%	2%
226	Human Resources	478,034	514,500	579,043	49,130	529,913	8%	2%
229	Prosecuting Attorney	1,649,717	1,610,889	1,709,063	464,276	1,244,787	27%	5%
230	Equalization/East Bay	161,968	152,952	164,831	48,091	116,740	29%	0%
236	Register of Deeds	461,258	332,538	453,780	107,040	346,740	24%	1%
242	County Surveyor	58,187	58,203	58,187	2,466	55,721	4%	0%
253	County Treasurer	393,035	382,077	400,636	112,792	287,844	28%	1%
257	Cooperative Extension	269,931	264,891	271,092	43,395	227,697	16%	1%
259	MSU Extension-Grant Funded	32,789	24,739	32,920	-	32,920	0%	0%
261	Building Authority-Rent	1,275,569	1,275,094	1,299,319	730,800	568,519	56%	3%
265	Facilities Management	1,102,179	860,888	1,043,480	171,796	871,684	16%	3%
275	Drain Commission	22,133	19,888	22,133	5,447	16,686	25%	0%
276	Soil Erosion & Sedimentation	174,097	198,635	204,520	50,876	153,644	25%	1%
280	Soil Conservation	37,500	37,500	27,500	10,000	17,500	36%	0%
400	Planning & Development	199,116	172,012	200,783	39,504	161,279	20%	1%
402	GIS	171,327	166,646	-	-	-	0%	0%
	<b>SUBTOTAL</b>	<b>9,037,131</b>	<b>8,357,464</b>	<b>9,166,870</b>	<b>2,529,008</b>	<b>6,637,863</b>	<b>28%</b>	<b>25%</b>
<b>PUBLIC SAFETY</b>								
307	Central Records	864,549	836,993	870,483	231,234	639,249	27%	2%
308	Central Dispatch	266,942	64,294	225,307	-	225,307	0%	1%
311	Sheriff-Special Investigation	201,130	193,660	203,626	30,125	173,501	15%	1%
312	Sheriff-County Investigation	1,101,194	1,059,329	1,090,609	295,905	794,704	27%	3%
314	Sheriff-County Patrol	5,760,262	5,700,665	5,766,027	1,612,252	4,153,775	28%	15%
315	Off Road Vehicle-GTSSO	-	-	-	-	-	0%	0%
316	Secondary Road Patrol	110,851	100,742	107,766	29,929	77,837	28%	0%
325	Sheriff-Administration	617,989	589,248	620,914	174,682	446,232	28%	2%
327	Snowmobile Enforcement	11,819	11,136	19,969	10,075	-	50%	0%
331	Sheriff-Marine Law Enforcement	106,511	103,770	140,865	26,908	113,957	19%	0%
348	Medical Marijuana Grant 2016	35,025	21,958	34,813	8,541	26,272	25%	0%
351	Sheriff-Corrections	5,168,558	5,030,690	5,456,586	1,459,983	3,996,603	27%	15%
352	Corrections-Interim Services	40,000	35,834	60,000	3,136	56,864	5%	0%
435	Emergency Management	-	-	-	-	-	0%	0%
	<b>SUBTOTAL</b>	<b>14,284,830</b>	<b>13,748,318</b>	<b>14,596,965</b>	<b>3,882,768</b>	<b>10,704,302</b>	<b>27%</b>	<b>39%</b>
<b>HEALTH &amp; WELFARE</b>								
631	Substance Abuse	327,041	317,324	338,123	-	338,123	0%	1%
651	Ambulance	25,000	25,000	25,000	25,000	-	100%	0%
682	Veterans	502,951	481,115	-	-	-	0%	0%
	<b>SUBTOTAL</b>	<b>854,992</b>	<b>823,439</b>	<b>363,123</b>	<b>25,000</b>	<b>338,123</b>	<b>7%</b>	<b>1%</b>
<b>OTHER</b>								
865	Insurance & Bonds	335,000	132,200	185,000	-	185,000	0%	0%
890	Miscellaneous Contingencies	359,000	76,000	150,000	-	150,000	0%	0%
891	Appropriations to Non-Profit	682,200	682,200	682,200	-	682,200	0%	2%
	<b>SUBTOTAL</b>	<b>1,376,200</b>	<b>890,400</b>	<b>1,017,200</b>	<b>-</b>	<b>1,017,200</b>	<b>0%</b>	<b>3%</b>



**GENERAL FUND**

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 4/30/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
<b>TRANSFERS</b>								
965	County Law Library Fund	-	-	-	-	-	0%	0%
968	Health Department Fund	1,269,000	1,064,000	1,269,000	317,250	951,750	25%	3%
970	Child Care Fund	875,000	776,263	923,602	230,901	692,702	25%	2%
971	Department of Human Services	49,365	49,365	49,365	-	49,365	0%	0%
974	Parks & Recreation Fund	290,302	275,632	339,599	84,900	254,699	25%	1%
975	Friend of the Court Fund	378,490	283,868	284,813	71,203	213,610	25%	1%
978	County Facilities Fund	1,622,650	1,216,988	1,622,650	405,663	1,216,988	25%	4%
979	CIP Fund	450,000	337,500	450,000	112,500	337,500	25%	1%
982	Circuit Court Fund	1,568,524	1,398,199	1,456,805	147,034	1,309,771	10%	4%
983	District Court Fund	2,914,640	2,931,870	2,972,532	260,545	2,711,987	9%	8%
986	Community Corrections Fund	48,081	36,061	-	-	-	0%	0%
	SUBTOTAL	9,466,052	8,369,745	9,368,366	1,629,995	7,738,371	17%	25%
<b>GENERAL FUND TOTAL APPROPRIATIONS</b>		<b>38,000,571</b>	<b>34,876,119</b>	<b>37,212,011</b>	<b>8,983,402</b>	<b>28,218,715</b>	<b>24%</b>	
GENERAL FUND REVENUES		38,000,571	37,656,469	37,212,522	6,075,848	31,136,674	16%	
<b>PROJECTED SURPLUS (DEFICIT)</b>		<b>-</b>	<b>2,780,349</b>	<b>511</b>	<b>(2,907,553)</b>			
BEGINNING FUND BALANCE		6,665,552	6,165,552	8,945,901	8,945,901			
Authorized Use of Surplus		(500,000)	-	(2,651,711)	-			
ENDING FUND BALANCE		6,165,552	8,945,901	6,294,701	6,038,348			

**GRAND TRAVERSE COUNTY  
FISCAL YEAR 2017  
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)  
FOR THE PERIOD ENDING APRIL 30, 2017**

**SUMMARY BY FUND**

<b>FUND</b>	<b>FUND NAME</b>	<b>FY16 AMENDED BUDGET</b>	<b>FY16 ACTIVITY AS OF 12/31/2016</b>	<b>FY17 AMENDED BUDGET</b>	<b>YTD ACTIVITY AS OF 4/30/2017</b>	<b>AVAILABLE BALANCE</b>	<b>% BUDGET USED</b>
101	GENERAL FUND	38,000,571	34,876,119	37,212,011	8,983,402	28,228,610	24%
131	13TH CIRCUIT COURT	1,946,168	1,809,648	1,942,407	623,559	1,318,848	32%
136	86TH DISTRICT COURT	3,972,943	3,840,521	4,048,012	1,460,144	2,587,868	36%
202	COUNTY SPECIAL PROJECTS	27,322	-	-	-	-	0%
207	CENTRAL DISPATCH/911	2,529,742	2,360,167	2,490,107	1,190,947	1,299,160	48%
208	PARKS AND RECREATION	538,039	522,162	657,680	150,048	507,632	23%
209	MAPLE BAY DEVELOPMENT	10,000	-	-	-	-	0%
215	FRIEND OF THE COURT	2,199,191	2,037,865	2,079,488	697,220	1,382,268	34%
216	SAFE HAVENS	143,574	143,574	-	-	-	0%
222	HEALTH DEPARTMENT	6,273,922	6,108,674	6,261,016	1,809,716	4,451,300	29%
251	VETERANS' TRUST FUND	70,200	56,436	50,200	12,562	37,638	25%
252	VETERANS' MILLAGE	-	-	627,389	134,939	492,450	22%
256	REGISTER OF DEEDS AUTOMATION	123,704	126,149	178,100	63,845	114,255	36%
260	COMMUNITY CORRECTIONS PA511	746,004	746,036	733,913	202,174	531,739	28%
261	COUNTY LAW LIBRARY	6,500	-	15,500	-	15,500	0%
262	FEDERAL EQUITABLE SHARING	8,000	-	-	-	-	0%
263	CONCEALED PISTOL LICENSING	23,000	19,599	24,105	6,589	17,516	27%
264	CORRECTIONS OFFICERS TRAINING	63,500	56,621	63,500	32,427	31,073	51%
266	CRIMINAL JUSTICE TRAINING ACT	20,000	10,379	14,000	4,514	9,486	32%
269	MITCHELL CREEK WATERSHED	8,155	-	-	-	-	0%
278	HOUSING TRUST	74,600	191	73,000	-	73,000	0%
279	CDBG	123,600	89,112	2,200	-	2,200	0%
280	NEXT MICHIGAN	88,200	25,036	43,100	162	42,938	0%
281	EDC	155,800	158,960	33,054	-	33,054	0%
287	TNT FORFEITURE FUND	116,633	114,732	95,220	18,371	76,849	19%
288	TNT GRANT	97,970	97,293	97,000	38,296	58,704	39%
292	CHILD CARE FUND	1,887,931	1,635,033	1,863,500	349,230	1,514,270	19%
295	ANIMAL CONTROL	88,825	65,622	133,068	24,873	108,195	19%
297	COMMISSION ON AGING	2,801,912	2,301,134	2,873,481	638,724	2,234,757	22%
298	SENIOR CENTER	652,330	522,289	590,539	132,031	458,508	22%
471	COUNTY FACILITIES	1,928,300	1,668,962	1,941,250	560,158	1,381,092	29%
472	CAPITAL IMPROVEMENT PROJECTS	900,000	529,017	625,843	122,100	503,743	20%
<b>TOTAL APPROPRIATIONS</b>		<b>65,626,636</b>	<b>59,921,334</b>	<b>65,396,072</b>	<b>17,355,489</b>	<b>48,040,583</b>	<b>27%</b>



## County Staff Report June 2017

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### 2017-2018 Strategic Priorities

**PRIORITY 1: BE A MODEL EMPLOYER**

**PRIORITY 2: BE FISCALLY SUSTAINABLE, DEMONSTRATE ACCOUNTABILITY AND TRANSPARENCY**

**PRIORITY 3: MAINTAIN AND INVEST IN THE COUNTY'S INFRASTRUCTURE**

**PRIORITY 4: PROTECT VULNERABLE POPULATIONS**

**PRIORITY 5: ADVANCE THE QUALITY OF THE REGION**

**PRIORITY 6: ESTABLISH NEW COLLABORATIVE PARTNERSHIPS AND ENHANCE EXISTING PARTNERSHIPS**

**PRIORITY 7: MAINTAIN PUBLIC SAFETY**

**PRIORITY 8: ENGAGE INTERNAL AND EXTERNAL STAKEHOLDERS TO SUPPORT A STRONG BRAND**

### Administration/Board of Commissioners/Resource Recovery (2, 6, 8)

- The County Board of Commissioners at their meeting on June 7, 2017 approved a \$5.6 million payment to MERS and approved an Agreement with MERS to extend the County's amortization table from 12-years to 16-years. This step in the Pension Stabilization Process will assist in stabilizing the County's annual payments at an annual contribution of \$5.9 million.
- The next Household Hazardous Waste Collection will be held on Thursday, June 22, 2017. Please call the RecycleSmart Hotline at **231-941-5555** to make an appointment. Appointments are limited.
- The Boardman Dam removal and restoration process is underway and being implemented by the US Army Corps of Engineers.
- The County has hired a new IT Director. Ming Mays will join the County on July 3, 2017. Ming previously served as the IT Director for Manton Public Schools. Please join us in welcoming Ming to our community when she arrives!

### Central Dispatch/911 ()

- No report provided.

### Circuit Court

- No report provided.

### Circuit Court - Family Division

- No report provided.

### Commission on Aging (4)

- The Commission on Aging provides in-home care services to Seniors that are 60 years and over and residents of Grand Traverse County.
- If you would like information regarding the services that are available please contact the Commission on Aging at 231-922-4688 or online at [www.gtcoa.org](http://www.gtcoa.org).

- Staff is currently working to review proposals to update the COA's software system to make services and scheduling more customer friendly and streamlined for staff.

### **Community Development & Codes (5)**

#### ➤ COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT

The GTEDC continues their work on new web page development; staff has prepared an RFP for a new website, with a recommendation for a firm to be presented to the GTEDC board in June.

Traverse City Light & Power provided an update on the 'Fiber to the Premises' project, and the GTEDC passed a resolution to support TCL&P's exploration of providing Fiber to the premises for Traverse City customers and to work with TCL&P to determine funding for future studies required for deployment.

The Marketing & Communications subcommittee is continuing work on the CAR Conference logistics and business connections as well as continued long-term partnership opportunities.

#### ➤ BROWNFIELD REDEVELOPMENT

Two potential projects are in the application and plan development stage being: 1) Amendment to the TC Place Brownfield Plan for the "Warehouse Flats" project – located between the Boardman River and Garland Street. The development is proposed to be a mixed-use development to include retail, rental unit. 2) A new Brownfield application was approved in April for "Envision Eighth Street" project, for the redevelopment of the properties located at the corner of Eighth Street and Boardman Avenue, which is expected to take place in two phases, to include retail, commercial, residential rental units with an underground parking component.

The subcommittee with representatives from the BRA (Brownfield Redevelopment Authority), County Commission and the City Commission was formed in April with the charge of reviewing eligible activities and determining a common objective of the City and County to guide the BRA in developing Plans. The first meeting was held in May with great discussions occurring. The second meeting is being scheduled for the second half of June.

#### ➤ CONSTRUCTION CODE DIVISION (7)

Two new Inspectors have started with our Department. Curt McNitt started with our Department in mid-May. Curt is a great addition to the team and brings experience from his previous inspection work through contracting last year for our Department. Ron Wasson also started this week as our new Building Inspector. Ron is a Licensed Professional Engineer and will be hitting the ground running and learning from the best in the industry.

The building industry is one indicator of how the economy is doing in the County. The permits are identifying that we have a large number of commercial projects with both commercial and residential numbers slightly above last year.

We will be instituting a new credit card processing system to be up and running soon with an online application and payment option. This will be new and improved service for the customers of Construction Code.

An updated software system has been identified and a plan for implementation will be presented in July for the County Board.

➤ **SOIL EROSION PROGRAM (8)**

Soil Erosion has developed a soil stabilization table as a proactive approach, giving inspectors the ability to identify our requirements for stabilization to both customers and DEQ. The Michigan Soil Erosion Inspectors Association is now encouraging all agencies to have an identifier for their County's unique soils.

We have made tremendous progress on the identified problems raised by DEQ and believe the customer service has improved and that the residents of Grand Traverse County are being served by the protection of surface water and the environment from the adverse impact of earth changes.

Applications and inspections are being completed in a timely and consistent manner.

**County Clerk ( )**

- Stats for month of May
  - New Circuit and Family Court Cases filed: 48 civil, 50 domestic, 32 felony, and 29 juvenile.
  - Five (5) jury pools sent out for Circuit Court trials.
  - Clerked one (1) trial lasting 3 days.
  - Clerked three (3) County Commission meetings.
  - Vital Records filed: 176 births, 106 deaths, and 84 marriage licenses.
  - DBAs filed: 86
  - Concealed Pistol applications filed: 111
  - Concealed Pistol fingerprints done: 53
  - Concealed Pistol Licenses issued: 103
  - Notary Bonds/Applications: 32
  - Passport Photos taken: 189
  - Certified Copies: 539 customers (this could be 1 or many copies per customer)
  - Wedding Ceremonies: 10
  - Voter Registrations: 199
  
- Supervised the May 2, 2017 Special Election. Voter turnout was 16.97%

**District Court**

- No report provided.

**Drain Commissioner (5)**

## ➤ Misc.

- Met with Karl Hausler former Inter-County Drain staff from lower Michigan.
- Communicated with Cheboygan County Drain Commissioner Cam Cavitt regarding holding the District 6 (Northern Michigan) meeting here in Grand Traverse County then tour Boardman Dam. Meeting now slated for October.
- Attended regularly scheduled monthly Board of Public Works & Parks Commission meetings. Reviewed associated packets prior to meetings.
- Responded to and returned numerous phone calls.
- Responded to a call and conducted a site visit regarding a person on Long Lake that blocked a main culvert that drains a swamp and caused it to back up onto the caller's land and his neighbor's lands. The MDEQ was called and remedied the situation.
- Reviewed and ranked potential vendors for Medallie Park.
- Contacted Ottawa County Drain Commissioner Joe Buck regarding private drain law. A person called to report their neighbors proposed pole barn would put stormwater onto their property.
- Prepared a memo to County Administrator regarding the County's Revolving Drain Fund being out of money. Met regarding the same issue. On June 21st BOC Agenda.
- Attended regularly scheduled Managers Meeting.

## ➤ Duck Lake Special Assessment District (SAD)

- Met with Deputy Civil Counsel & DC attorney Scott Howard regarding the scheduled hearing in front of Judge Tom Powers re: Re-affirming summer level and setting a winter lake level 6" lower.
- Responded to numerous phone calls from Duck Lake property owners.
- Tracked return mail and re-sent letters regarding the hearing notice.
- Dropped off maps showing proposed SAD and met with Green Lake Township staff and answered questions.
- Signed affidavit of notice mailing.
- Attended Duck Lake Hearing and answered questions.
- Sent a copy of the access/maintenance easement for the Duck Lake Dam to the property owners.

- o Inspected a culvert on the Duck Lake Peninsula that is partially blocked. May have the culvert cleaned as part of the SAD.
- o Conducted several site visits to the Duck Lake Dam to monitor lake level. Still above court ordered level by a couple inches. Receiving complaints.
- o Spoke with Duck & Green Lake Association President regarding Duck Lake Dam.
- Silver Lake Drain
  - o Stopped by a couple times during the month to read the lake level gauge and inspect outlet. No issues.
- Cedar Hills Proposed Drain
  - o Met on-site with Long Lake Township officials regarding the proposed Cedar Hills Drain project. The project petitioned by the Road Commission will not move forward this year...will revisit next year if time allows.
- Cass Road Drain
  - o Met with Garfield Township Engineer Jennifer Hodges and Larry Protasiewicz from Spicer Group to determine next steps to keep the project on track.
  - o Spoke with Bond Counsel, Roger Swets from Dickinson Wright regarding the \$300,000 drain note that comes due on June 22, 2017. Mr. Swets outlined options.
  - o Worked with Mr. Swets to submit a RFP to local & statewide banks regarding the drain note refinance.
  - o Worked through Mr. Swets to file for and receive Qualified Status from Michigan Department of Treasury for the Cass Road Drain.

### **Equalization / GIS ()**

- No report provided.

### **Facilities Management (3)**

- Facilities Management collaborated with the Parks Department to assist in the construction of the new playground at the Civic Center.
- Facilities continues to manage day-to-day operations at all County facilities and to respond to various requests for services from County Departments and Agencies.

### **Finance (2)**

- The 2016 Annual Audit is nearly complete and will be submitted to the State prior to the June 30, 2017 deadline.
- The Finance Department kicked-off the 2018 Budget Process and Departments are preparing their annual budgets for submission.

### Friend of the Court

- No report provided.

### Health Department (4, 5)

#### ADMINISTRATION & FINANCE DIVISION

##### ➤ Administration

- Held our final strategic planning session for the Health Department to establish goals and objectives for 2017 - 2019 utilizing the technology for participation methodology and workshops focused on a practical vision, underlying contradictions, strategic directions and focused implementation. Emily Llore, the Grand Traverse Regional Oral Health Coordinator facilitated the session.
- The Health Officer and Community Health Director met with Rotary Charities to discuss teen doula program and referral network.
- Health Officer worked with County Administration, Human Resources and Environmental Health staff to transition the Division from Tom Buss to Dan Thorell.
- Health Officer attended the Substance Free Initiative on prevention and education summit.
- Attended the following monthly community meetings: Munson Population Health Committee, Munson Community Health Committee, Northern Michigan Health Network, Northern and the Michigan Community Health Innovation Region.

##### ➤ Finance

- Completed the 2016 Medicaid cost based reimbursement report for the State of Michigan.
- Completing the final budget amendments for the health department state grant programs.
- Started preparation of budgets for the health department state grant programs in e-grants.
- Started preparation for the 2018 County budget.

##### ➤ Northern Michigan Public Health Alliance

- Health Officer Trute participated in a site visit from the Center for Sharing Public Health Services to evaluate the success of the Northern Michigan Public Health Alliance and several of our key projects: reviewed cost data collected for two community health assessment projects; shared results of Health Officer survey and facilitated discussion re quality/benefits; shared results of community partner survey and facilitated discussion re quality/benefits.
- Planning annual meeting of full Alliance, set for 8/29. Agenda will include discussion of Public Health 3.0 and beginning Strategic Planning cycle.



- Northern Michigan Health Innovation Region
  - Finalized social determinants of health screening tool for providers in region
  - Began Community Health Worker Training
  - Compiled/organized resources for Resource Directory by class/category
  - Hosted ABLe training and identified social determinants of health contributing to obesity in 10 counties
- Outreach and Education
  - Sent out initial requests for Baby Tent volunteers and began pre-planning efforts. The Baby Tent is an key outreach activity for the maternal and child health programs at several local festivals (Cherry and Film). It is provided for moms and babies to have a quiet, calming, cool location for breastfeeding, diaper changing and promotion of health department programs.
  - Participated in the quarterly Northern Michigan Water Safety Network meeting and assisted the National Park Service with planning for the Water Adventure Expo next month.
  - Met with the Immunizations Grant team to finalize flier for Kingley Middle School Fall vaccination clinic, set media plan in motion for the Fall immunization commercial segments on 9&10, and wrapped up the Traverse City HS school based immunization clinic.
  - Met with the Northern Michigan Public Health Alliance workgroup to review strategy work and to start implementing efforts to use Public Health Accreditation Board standards & measures.
  - Rolled out a regularly scheduled social media promotion for advertisement of the need for “Sexual Health Ambassadors” with the Health Department of Northwestern Michigan.

## **MEDICAL EXAMINER DIVISION**

- Medical Examiner Investigators: Hired and trained 5 new scene investigators: Robert “Bob” Meyer, Olga Topash, Daryl Case, Joshua Salyer and Tamara Ausland. These investigators cover 12-24 hours shifts for the medical examiner’s office. Additional interviews and hires are in progress to ensure 24/7/365 coverage.
- Held several community partner meetings and provided updates to prosecutors, law enforcement, EMS, funeral homes, hospital, dispatch and administration regarding key changes to medical examiner death investigation protocols, including dispatch of scene investigators and reporting of new deaths.

## **ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION**

- Environmental Health

- o Spring construction season has significantly increased the number of septic and well permits issued. Permit activity for 2017 has outpaced 2016 for the same time period so far.
- o Dan Thorell was promoted from Environmental Health Coordinator to Environmental Health Director after the retirement of long time Director Tom Buss. Environmental Health is in a transition period and will be hiring two sanitarians to fill the vacancy created and expand inspection staff.
- o Environmental Health hosted another successful ServSafe Course for area food service workers and manager.
- o Temporary food service events have begun and will increase over the course of the summer with the numerous area festivals.
- Animal Control
  - o Animal Control welcomed Jaime Croel to the team as the new Animal Control Specialist. She will be working with Animal Control Officer, Deb Zerafa.
  - o The warmer weather has increased Animal Control activity, specifically with animal bites, dogs at large, and barking dog complaints.
  - o Implementing pilot summer staffing and tracking of time to better measure time spent of various animal control duties of animal control specialist and animal control officer.

## **EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION**

- Emergency Management
  - o Attended the 2017 Great Lakes Homeland Security Conference
  - o Public Safety Incident Action Plan creation with area public safety agencies
  - o Dam Breach exercise at Boardman Dam with Metro Fire, US Army Corp of Engineers, and dam removal contractor.
  - o Unified Command Post with City Police and Fire, Grand Traverse County Sheriff's Office, Peninsula Twp Fire, North Flight EMS, and Central Dispatch in support of Bayshore Marathon. Operational all day w/out major incidents
  - o Multiple planning meetings for National Cherry Festival, Up North Pride, Great Lakes Equestrian Festival, and Traverse City Film Festival.
- Emergency Preparedness
  - o Attended the 2017 Great Lakes Homeland Security Conference and 2017 Michigan Communicable Disease Conference
  - o Health Officer Trute participated in a Leelanau County Mass Casualty Exercise representing both public health and the medical examiner's office. Her role was that of an evaluator.

- o Facilitated a Public Health Emergency Preparedness workshop for Health Department Northwest as part of the regional director duties.

## **COMMUNITY HEALTH DIVISION**

### ***DISEASE CONTROL AND PREVENTION PROGRAMS:***

#### ➤ Communicable Disease Program

- o Communicable Disease staff investigated 85 communicable diseases/animal bites and exposures for the month of March.
- o Five Public Health Nurses and the Health Officer attended the 17th Annual Michigan Communicable Disease Conference in Bay City on May 4.
- o Three Public Health Nurses attended the 2017 Michigan Clinical Nursing Conference for HIV and STD care in Frankenmuth on May 18-19.

#### ➤ Reproductive Health

- o Reproductive Health staff provided services for 106 men and women, of which 62 were new clients to the program.
- o Supervisor attended the Tobacco Free Michigan conference held in Traverse City May 1-2. This conference provided valuable information as the Reproductive Health clinic implements smoking cessation strategies and Nicotine Replacement Therapy into routine assessments as well as aligns with our continued participation in the Tobacco Dependence Grant.
- o Multiple staff members across all community health programs participated in a webinar "Human Trafficking: A Call to Action for Nurses" on May 11; continued education in this topic is now a requirement for nursing licensure.
- o Supervisor participated in a "Wear One" conference call as part of a collaboration with the Health Department of Northwest Michigan; the "Wear One" campaign focuses on widespread condom distribution across northern Michigan and the development of sexual health outreach materials in order to increase access to sexual health services and decrease sexually transmitted infections and unintended pregnancies.
- o Supervisor participated in "Quality Contraceptive Services" webinar on May 15, as well as "Data to Care" conference call on May 30. Data to Care is a program which links HIV+ individuals who haven't been receiving medical care to resources within their county.
- o The Family Planning Advisory Council, consisting of community members who are knowledgeable about family planning as well as individuals who represent the population served by the Reproductive Health Clinic, met on May 25 to review the agency's plan, accomplishments and to receive input on future program goals and objectives.

#### ➤ Immunization Program

- o Successful completion of Immunization Program State Site Survey for the Health Department. Thank you to Sheila Corner, Immunization Health Program Coordinator for assuring our agency's compliance with standards.
- o Successful implementation of immunization clinic held at Traverse City High hosted by Youth Health and Wellness Center and Immunization Program staff for Seniors.

#### ***MATERNAL CHILD AND ADOLESCENT HEALTH PROGRAMS:***

##### ➤ Maternal Infant Health Program (MIHP)

- o Maternal Infant Support Program completed the Cycle 6 Certification Review May 4-5. Full certification (18 months), pending MDHHS approval of the Corrective Action Plan is expected. The Corrective Action Plan was submitted 5-31-17 for State Consultant review.
- o Lori Wesolowski Maternal Child Health Programs Supervisor attended the Maternal Infant Support Program Coordinator Meeting in Gaylord. Presented at the meeting was information regarding Maternal Morbidity and Mortality Surveillance. Each year, as many as 100 mothers die during or within one year of their pregnancy. In an effort to reduce the maternal mortality rate in Michigan, reporting of maternal deaths is now mandatory, effective April 6, 2017 through Maternal Morbidity and Mortality Surveillance project within the Michigan Department of Health and Human Services. As a public health authority Michigan Department of Health and Human Services investigates maternal deaths to better understand the underlying factors associated with these deaths and develop policy recommendations that can help improve the maternal mortality rate.

##### ➤ Healthy Futures

- o Healthy Futures Operations meeting was held on May 19 at Munson Medical Center. Deb Deering BSN RN represented GTCHD at the meeting. Health Futures updates include database redesign for Central Access. Healthy Futures Munson Team is currently searching for outside vendor to create the new database.
- o Kevin Kintner and Betsy Hardy from Munson Healthy Futures attended the Maternal Child Staff Meeting on May 16. Maternal Child Staff was updated regarding the new process moving away from a paper driven program to a computer database program.
- o Betsy Hardy shared with Deb Deering BSN RN and Pat Drake BSN RN a thank you card from a mother who received amazing breastfeeding support through Healthy Futures contact visit by public health nursing staff.

##### ➤ Children's Special Health Care Services -Status quo for May.

##### ➤ Pediatric Cardiac Clinic - Status quo for May.

##### ➤ Adolescent Clinics

- o New Adolescent Health Clinic Coordinator Marjie Rich started working Monday May 22, 2017. Marjie is returning to the Health Department after a 10 year hiatus, previously working as a Health Planner and Program Coordinator. She brings with

- her a diverse background and passion for working with adolescents and youth. She is currently serving as an Adjunct Professor at Grand Valley State University and consultant work for the Homeless Youth Initiative. Marjie completed her Master of Public Health (MPH) degree at Columbia University, New York and Bachelor of Arts (BA) degree from the University of Michigan. We are excited to welcome her back to the Health Department.
- o Kingsley Adolescent Health Center name has changed from “K-Town Youth Care” to “K-Town Youth Health Center.”
  - o K-Town held both a Community Advisory Council meeting and a Student Advisory council meeting on May 25. A good cross section of parent, educators, and students attended the meetings. The Student Advisory Council met at the Rock in Kingsley. Both meetings provided for open discussion and networking between stakeholders. Marjie Rich was introduced as the new Adolescent Health Coordinator replacing Chris Roggen who resigned his position in April 2017.
- Head Start
    - o Head Start planning meeting was held on May 16. Health Department planning leadership included Amy Leiva BSN RN and Vikki Klinglesmith Vision and Hearing Coordinator. A total of 5 Head Start dates have been planned: two days in August and two Days in September at the Health Department; and one day in Kingsley, a joint effort between Kingsley Community Room and K-Town Youth Health Center.
  - WIC
    - o Becca Noonan RD was promoted May 1, 2017 to WIC Coordinator position. Congratulations to Becca. She was able to spend 2 days with WIC Consultant Regina Poole in preparation for the July WIC Management Evaluation Corrective Action meeting scheduled in July.
  - Hearing & Vision
    - o All Kindergarten Round Ups have been completed except for Kingsley Public Schools. Three days are planned to meet the demand for for the new Kindergarten class starting fall 2017.
  - Blood Lead - No new elevated levels to report.

### **Human Resources (1)**

- Fifteen (15) employees were hired with ten (10) starting in May and five (5) more in June.
- There are thirteen (13) positions the County is currently recruiting for including the County Administrator.
- We have developed and implemented a pre-employment process and checklist from verbal offer through first day of orientation including onboarding and benefits signup.

- Employee Leave (Short and Long Term Disability, Family Medical Leave Act) filing system has been updated and organized, an activity log and form developed for internal files.
- Human Resources is becoming more involved in the interview process, educating hiring managers/department heads on the proper way to interview as well as completing paperwork and record retention. HR has started developing packets for interviewers and is more involved in the verbal offer/written offer stage.
- Supported the Parks and Recreation Department by drafting and sending an all-county employee email communication regarding Smart Commute Week.

### Information Technology (3)

- No report provided.

### MSU Extension (4,5,6,7)

- Northern Michigan Water Safety Event!  
This summer 4-H has a unique way to give back to our community through a Water Safety Event happening on Wednesday, July 19<sup>th</sup> from 10 am-1 pm. The location is at the Bayside Park in Acme on East Bay. Grand Traverse County 4-H Leaders Assn. felt it was important to provide this water safety event to the community as a way to serve children and families in our area. When talking with Grand Traverse Metro Fire employee Jen Ritter, she said, "Over this past weekend (June 9-11) there were 5 accidental drownings in Michigan, three in the north region! This is why we need to educate kids and adults alike!" Details about this event include water safety games, valuable information from local organizations, Coast Guard flyover and/or demonstrations, free hot dog lunch, prizes and more! Organizations participating include GT Metro Fire, GT Sheriff Marine Division, Coast Guard, Safe Kids North Shore, 4-H and more! For more information, contact Karin Stevens at 922-4825 or [steve552@msu.edu](mailto:steve552@msu.edu). This event is free to the public! We hope you will join us!



### Parks and Recreation ()

- No report provided.

### Parks and Recreation/Senior Center Network (4)

- No report provided.

### Planning (5,6)

- The Planning Department conducted a visioning session for the US-31 corridor at East Bay Township. Residents, business owners, and other stakeholders attended the event. The visioning session is part of the Planning Department's contract with the Township to assist in developing a plan for one of the County's busiest corridors.
- 23 local planning officials are in the midst of a five-week Citizen Planner course being hosted by the Planning Department. The event is part of an essential training program conducted annually by the Planning Department.

### **Probate Court**

- No report provided.

### **Prosecuting Attorney**

- Prosecution As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of May, we engaged in the following:
  - Authorized 208 misdemeanor warrants
  - Authorized 44 felony warrants
  - Authorized 25 juvenile petitions
  - Handled the following matters in Family Court:
    - 1 allegedly mentally ill cases
    - 24 referrals from the Office of Child Support

### **Civil Counsel**

- Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of May, we reviewed four contracts for the following departments:
  - Parks and Recreation: three
  - Health: one
- FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law including determining whether the requested information should be exempt from disclosure. For the month of May, we reviewed eight requests, and provided advice and consultation to the following departments:
  - Administration: two
  - Construction Codes: two
  - Parks and Recreation: one
  - Sheriff: two
  - Circuit Court: one
- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of May, we answered questions/prepared memos for the Board of Commissioners and various departments including:
  - Health
  - Human Resources

- Treasurer
  - Administration
  - Finance
  - Commission on Aging
- Ordinance Drafting - As you know, under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For May, we did not prepare any ordinances.
- Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of May, we represented the County in the following:
- *In the Matter of Duck Lake*. On May 8<sup>th</sup>, we appeared before Judge Power who held a hearing to reaffirm the normal lake level and confirm the special assessment district boundaries. Several property owners owning land abutting the lake appeared and made comments on the record. Judge Power will schedule a second public hearing to allow additional public comments.
  - *In the Matter of Edwin Martel et al, on the permit issued to Grand Traverse County*. On September 10, 2016, Edwin Martel, William Lane, and Bruce Campbell filed a petition with the Department of Environmental Quality (“DEQ”) challenging DEQ’s issuance of a permit to Grand Traverse County permitting the removal of the Boardman Dam. Mr. Martel and the other petitioners are claiming that the issuance of the permit and the removal of the dam will result in the destruction of the Education Reserve, which is a public trust. DEQ is represented by the Attorney General who has filed an appearance in this matter. In January, Administrative Law Judge Daniel Pulter granted our motion to intervene in the case. On April 25<sup>th</sup>, Judge Pulter held a pre hearing conference by telephone. At this hearing, Mr. Martel accused Judge Pulter of being biased against him and the other petitioners. Mr. Martel filed his motion requesting recusal which was denied. Thereafter, we received notice of the hearing on the petition, which will be heard on September 12<sup>th</sup> through the 14<sup>th</sup>.
  - *Camelback IX, LLC v Grand Traverse County Treasurer et al*. Plaintiff has filed this lawsuit on April 13, 2017 seeking to foreclose a mortgage on a parcel of property located in Grant Township and owned by Douglas Prause. Plaintiff obtained this mortgage through an assignment from another financial institution. This assignment was recorded on February 17, 2017. Prior to the assignment being recorded, the Treasurer obtained a judgment of foreclosure for the parcel because the property owner failed to pay property taxes. By obtaining the judgment prior to Plaintiff recording the assignment, the County Treasurer has valid ownership of the property, which takes priority and extinguishes whatever lien Plaintiff has on the real estate. We filed our answer to Plaintiff’s complaint. We will next file a motion for summary disposition and request that Plaintiff’s complaint be dismissed.



- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of May, Chris Forsyth attended the regular board meetings.

#### **Public Works**

- No report provided.

#### **Register of Deeds**

- No report provided.

#### **Sheriff (7)**

- No report provided.

#### **Treasurer**

- We foreclosed on 22 parcels in 8 of the townships, 1 Village and in the City. We prepared individual parcel summary sheets including pictures from our fall posting for Land Bank.
- Processed and paid out our delinquent tax purchase of \$4,945,131.97 to all taxing jurisdictions.
- Completed PCI Compliance requirements for credit card processing, updated Cash Management Policy and Procedures, completed verification of confidentiality test & reporting to State. Worked with the auditors to provide verification for numbers and audit disclosures.
- Started creating 2017 tax databases for each township with the numbers reported by county Equalization. We will continue to update and maintain these databases throughout the year to balance and reconcile with the townships before their summer & winter tax bills are run.
- Started working on 2016 Treasurer's Report/Delinquent tax report to be presented to the board in June.
- We have been short staffed since early April and are working on restructuring the office to help facilitate success for a replacement employee with no previous tax experience.
- Even with the staff shortage we managed to keep up with the increased passport workflow due the US Post Office no longer processing passports. We processed 126 passports in April 2017 compared to 108 passports in April 2016. Processed 179 passports in May 2017 compared to 126 passports in May 2016. Per the US Department of State projections we have also seen an increase in renewal application review requests which are not processed or tracked but can take significant staff time.

#### **Veterans Affairs (4)**

- We are currently recruiting for a Director of Veteran's Affairs. If you know someone that may be interested in serving Veterans in our tri-county Veteran's Affairs Office, please refer them to the County's job posting online at: <http://grandtraverse.org/1574/Job-Postings>

## Action Request



Meeting Date:	June 21, 2017		
Department:	County Clerk	Submitted By:	Bonnie Scheele
Contact E-Mail:	bscheele@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	2017 Hauler Licenses		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

Staff has received and reviewed the following applications for 2017 hauler licenses:

Solid Waste Applications Received:  
S-2017-6 Padnos Traverse Bay Recycling

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

**Suggested Motion:**

Approve 2017 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

**Financial Information:**

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

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

Miscellaneous:

**Attachments:**

Attachment Titles:

RESOLUTION

**XX-2017**

**Resource Recovery – 2017 Hauler Licenses**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 21, 2017 and reviewed requests to approve the Hauler Licenses for 2017 as follows:

Solid Waste Haulers:                      Padnos Traverse Bay Recycling

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

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve Hauler Licenses for 2017 as identified above.

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

APPROVED: June 21, 2017

## Action Request



Meeting Date:	June 21, 2017		
Department:	Sheriff's Office	Submitted By:	Thomas Bensley
Contact E-Mail:	tbensley@gtsheriff.org	Contact Telephone:	231-995-5019
Agenda Item Title:	Fixed asset disposal request.		
Estimated Time:	10 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

Item for Disposal:

2007 Evinrude E-Tec 250hp outboard motor, Model #E250DPZSCM.

The above motor was purchased in September of 2007 at no cost to Grand Traverse County. The motor was paid for with a Department of Homeland Security Federal Boating Safety Grant.

This motor is being replaced with a new one purchased using funds from a 2% tribal grant.

**Suggested Motion:**

Approve of the disposal/sale of the 2007 Evinrude E-Tec 250hp outboard motor.

Proceeds from the sale of this 2007 Evinrude will be revenue to the Marine Budget.

**Financial Information:**

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

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

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

**Attachments:**

Attachment Titles:



# FIXED ASSET DISPOSAL REQUEST

DATE: 5/16/2017 DEPARTMENT NAME: SHERIFF'S OFFICE

DESCRIPTION OF ASSET: 2007 INDIANOR 250 HP OUTBOARD MOTOR

SERIAL NUMBER: M00 # E250DPZSLM SP# 05213308

TAG NUMBER: \_\_\_\_\_

REASON FOR DISPOSAL REQUEST: REPLACEMENT WITH NEW MOTOR  
FUNDED BY 2% TRIBAL GRANT

DATE PURCHASED: SEPT. 2007

COST OF ITEM WHEN PURCHASED: \$0.00 COST TO GTC COUNTY - PAID WITH  
FEDERAL GRANT

CURRENT CONDITION OF ITEM: GOOD

**DISPOSAL RECOMMENDATION:**

TRADE IN \_\_\_\_\_ ~~SCRAP~~ SELL

DEPARTMENT HEAD APPROVAL: T-B

**DISPOSAL APPROVAL:**

COUNTY ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY BOARD (ITEMS OVER \$5000.00 VALUE) \_\_\_\_\_

DATE: \_\_\_\_\_

**DISPOSAL METHOD:**

TRADE IN AMOUNT \$ \_\_\_\_\_ ITEM TRADED IN ON: \_\_\_\_\_

SALE AMOUNT \$ \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT # \_\_\_\_\_

SCRAP \_\_\_\_\_

SURPLUS \_\_\_\_\_ STORED AT: \_\_\_\_\_

SALVAGE \_\_\_\_\_ GIVEN TO: \_\_\_\_\_

RESOLUTION

**xx-2017**

**Fixed Asset Disposal –Sheriff’s Office**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 21, 2017, and reviewed a request from the Grand Traverse County Sheriff’s Office to dispose of a 2007 Evinrude E-TEC250hp outboard motor, Model #E250DPZSCM; and,

WHEREAS, The motor was purchased in September of 2007 at no cost to Grand Traverse County.; and,

WHEREAS, The motor was paid for with a Department of Homeland Security Federal Boating Safety Grant and is being replaced with a new one purchased using funds from a 2% tribal grant.; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approve of the disposal/sale of the 2007 Evinrude E-Tec 250hp outboard motor with proceeds from the sale going into the Marine budget revenue.

APPROVED: June 21, 2017



### Action Request

Meeting Date:	June 21, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	May 2017 Claims Approval		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

Claims and payroll disbursement activity for the month of May 2017 is requested for approval, as attached. A check distribution summary is also included for your review. Further detail regarding disbursements may be requested directly from the Finance Department.

**Suggested Motion:**

Approval of the requested claims and payroll disbursements for the month of May 2017.

**Financial Information:**

Total Cost:	\$8,288,305.58	General Fund Cost:		Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

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

<b>Reviews:</b>	Signature	Date
Finance Director		6/9/2017
Human Resources Director		
Civil Counsel		
<b>Administration:</b>	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

**Attachments:**

Attachment Titles:  
May 2017 Claims and Check Distribution Summary

RESOLUTION

**xx-2017 Claims Approvals – May 2017**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 21, 2017, and reviewed claims and payroll disbursements for the month of May 2017 that were requested by the Director of Finance are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached claims and payroll disbursements for the month of May 2017 are hereby approved. (See file for attachments.)

APPROVED: June 21, 2017



AUDIT COMMITTEE

MAY 2017 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
<b>CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL</b>		
CLAIMS AND ACCOUNTS	5/8/2017	482,967.30
CLAIMS AND ACCOUNTS	5/9/2017	51,811.73
CLAIMS AND ACCOUNTS	5/12/2017	304,260.57
CLAIMS AND ACCOUNTS	5/23/2017	2,316,150.62
CLAIMS AND ACCOUNTS	5/26/2017	84,302.44
<b>TOTAL CLAIMS &amp; ACCOUNTS</b>		<b><u>3,239,492.66</u></b>
IMMEDIATE PAYMENTS	5/3/2017	29,780.05
IMMEDIATE PAYMENTS	5/4/2017	41,026.87
IMMEDIATE PAYMENTS	5/5/2017	18,825.73
IMMEDIATE PAYMENTS	5/5/2017	31,480.25
IMMEDIATE PAYMENTS	5/9/2017	12,759.39
IMMEDIATE PAYMENTS	5/10/2017	222,467.02
IMMEDIATE PAYMENTS	5/12/2017	2,158,410.15
IMMEDIATE PAYMENTS	5/16/2017	15,537.99
IMMEDIATE PAYMENTS	5/17/2017	125,549.14
IMMEDIATE PAYMENTS	5/18/2017	20,145.93
IMMEDIATE PAYMENTS	5/19/2017	11,177.03
IMMEDIATE PAYMENTS	5/19/2017	20,777.28
IMMEDIATE PAYMENTS	5/22/2017	2,121.46
IMMEDIATE PAYMENTS	5/24/2017	426,511.94
IMMEDIATE PAYMENTS	5/25/2017	90.73
IMMEDIATE PAYMENTS	5/26/2017	2,278.76
IMMEDIATE PAYMENTS	5/31/2017	659.00
IMMEDIATE PAYMENTS	5/31/2017	13,000.01
IMMEDIATE PAYMENTS	5/31/2017	1,960.87
<b>TOTAL IMMEDIATE PAYMENTS</b>		<b><u>3,154,559.60</u></b>
<b>TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS</b>		<b><u>6,394,052.26</u></b>
<b>CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS</b>		
Health Department Claims:		
HEALTH	5/9/2017	349,402.96
HEALTH	5/23/2017	21,903.13
<b>TOTAL HEALTH CLAIMS</b>		<b><u>371,306.09</u></b>
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	5/4/2017	22,973.85
DPW Check Runs	5/12/2017	273,832.32
DPW Check Runs	5/22/2017	13,188.09
DPW Check Runs	5/25/2017	26,582.53
DPW Check Runs	5/31/2017	26,858.68
<b>TOTAL DPW CHECK RUNS</b>		<b><u>363,435.47</u></b>
<b>TOTAL RECONCILING ITEMS</b>		<b>734,741.56</b>
<b>Total Claims, Immediate Pay, Health &amp; DPW</b>		<b>7,128,793.82</b>
<b>Monthly Check Distribution Summary</b>		<b><u>7,128,793.82</u></b>
<b>Difference</b>		<b>0.00</b>
PAYROLL		
PAYROLL	5/5/2017	839,782.45
PAYROLL	5/19/2017	828,901.11
BENEFITS	5/31/2017	330,610.65
<b>TOTAL PAYROLL</b>		<b><u>1,159,511.76</u></b>
<b>FOR BOARD APPROVAL:</b>		
<b>TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY &amp; PAYROLL</b>		<b><u>8,288,305.58</u></b>

REQUEST APPROVAL

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**GRAND TRAVERSE COUNTY  
CHECK DISTRIBUTION SUMMARY  
MAY 2017**

Payee Name	Amount
GRAND TRAVERSE COUNTY Total	\$ 2,988,385.58
CITY OF TRAVERSE CITY Total	\$ 821,352.70
PRIORITY HEALTH Total	\$ 370,594.86
GARFIELD CHARTER TOWNSHIP Total	\$ 344,245.41
EAST BAY CHARTER TOWNSHIP Total	\$ 229,604.79
TRAVERSE CITY TREASURER Total	\$ 223,285.21
NORTHERN LAKES COMMUNITY Total	\$ 170,550.00
NORTHWEST MICHIGAN COMMUN Total	\$ 139,142.00
STATE OF MICHIGAN Total	\$ 119,168.19
TRAVERSE CITY AREA PUBLIC Total	\$ 100,739.97
ACME TOWNSHIP Total	\$ 87,203.80
NORTHERN MICHIGAN REGIONA Total	\$ 81,744.00
* Confidential * Total	\$ 53,634.33
MICHIGAN STATE UNIVERSITY Total	\$ 46,062.00
MUTUAL OF OMAHA INSURANCE Total	\$ 42,378.16
ELMWOOD TOWNSHIP Total	\$ 40,479.44
DELTA DENTAL Total	\$ 39,584.94
CORRECT CARE SOLUTIONS Total	\$ 37,987.60
TRAVERSE CITY LIGHT & POW Total	\$ 35,471.32
PORCELAIN PATROL SERVICE Total	\$ 33,576.08
DUHADWAY,KENDALL & ASSOCI Total	\$ 33,022.66
CONSUMERS ENERGY Total	\$ 29,748.92
LAKESIDE FOR CHILDREN Total	\$ 27,733.28
PENINSULA TOWNSHIP Total	\$ 27,453.37
EAGLE VILLAGE, INC. Total	\$ 25,814.12
CH2M HILL INC. Total	\$ 25,237.42
VILLAGE OF KINGSLEY Total	\$ 24,468.34
ELK RAPIDS PUBLIC SCHOOLS Total	\$ 22,944.09
AMERICAN INTERLOCK LTD Total	\$ 22,784.75
ENVIRONMENTAL RISK MANAGE Total	\$ 20,972.53
SHELL CREDIT CARD CENTER Total	\$ 20,081.94
PARTHENON COMMERCIAL CORP Total	\$ 19,420.00
ARAMARK Total	\$ 18,725.09
VARIPRO BENEFIT ADMINISTR Total	\$ 17,627.40
MUNSON MEDICAL CENTER Total	\$ 16,934.41
COMFORT KEEPERS Total	\$ 16,835.24
FIFTH THIRD BANK Total	\$ 15,624.70
THOMSON REUTERS - WEST Total	\$ 15,250.71
CHERRYLAND ELECTRIC Total	\$ 15,045.27

Payee Name	Amount
MICHIGAN MUNICIPAL RISK M Total	\$ 13,654.75
DAVID J CLARK Total	\$ 12,339.75
MATT'S LLC Total	\$ 12,160.00
WMU HOMER STRYKER MD SCHO Total	\$ 12,151.00
CATHOLIC HUMAN SERVICES, Total	\$ 12,000.00
ATT MOBILITY Total	\$ 11,214.00
LEELANAU COUNTY Total	\$ 11,025.92
VILLAGE OF FIFE LAKE Total	\$ 10,964.37
GUARDIAN MEDICAL MONITORI Total	\$ 10,180.10
GOVERNMENTAL BUSINESS SYS Total	\$ 10,130.08
IRIS WASTE DIVERSION SPEC Total	\$ 10,095.00
COHL, STOKER & TOSKEY PC Total	\$ 9,952.16
CISCO SYSTEMS CAPITAL COR Total	\$ 9,896.92
LIGHTHOUSE INSURANCE Total	\$ 9,376.00
AT&T GLOBAL SERVICES Total	\$ 9,119.08
MICHIGAN STATE POLICE - B Total	\$ 8,780.71
YORK RISK SERVICES GROUP, Total	\$ 8,750.38
KINGSLEY AREA SCHOOLS Total	\$ 8,746.84
TRAVERSE BAY AREA ISD Total	\$ 8,484.00
OFFICE DEPOT,INC Total	\$ 8,208.55
CHIEF SUPPLY CORPORATION Total	\$ 8,096.12
SHAWN WORDEN Total	\$ 7,873.50
CHARLES D. COLLETT Total	\$ 7,661.10
ROBERT A MICKEVICIUS Total	\$ 7,250.00
CALHOUN COUNTY Total	\$ 7,200.00
NORTHERN OFFICE EQUIPMENT Total	\$ 7,046.50
TELE-RAD, INC. Total	\$ 6,940.22
MATTHEW CONNOLLY Total	\$ 6,650.00
PAULA SAGALA LLC Total	\$ 6,480.00
TRAVERSE CITY FLEET REPAI Total	\$ 6,468.48
PROSECUTING ATTORNEYS ASS Total	\$ 6,125.00
REANN R GORTON Total	\$ 5,894.33
STARR COMMONWEALTH Total	\$ 5,866.80
MITY-LITE, INC. Total	\$ 5,844.22
JACOB GRAFF Total	\$ 5,825.00
MICHIGAN PIPE & VALVE Total	\$ 5,668.65
MERCK & CO., INC. Total	\$ 5,541.95
T. BASCH, INC. Total	\$ 5,500.00
MUSKEGON RIVER YOUTH HOME Total	\$ 5,392.80
ADDICTION TREATMENT SERVI Total	\$ 5,230.25
CERTIFICATION CAMPS Total	\$ 5,195.00
JANET M MISTELE Total	\$ 5,030.00
KANE & ASSOCIATES, PLC Total	\$ 4,975.00

<b>Payee Name</b>	<b>Amount</b>
KELLY SERVICES, INC. Total	\$ 4,872.50
T. BASCH INC. Total	\$ 4,827.12
D/LT. DANIEL KING Total	\$ 4,788.33
NEUMANN LAW GROUP Total	\$ 4,711.50
CYNTHIA ANN CONLON Total	\$ 4,662.00
NICHOLS Total	\$ 4,409.10
VERIZON WIRELESS Total	\$ 4,403.42
BRIDGET THUENTE Total	\$ 4,155.98
MICHAEL P COLLINS Total	\$ 4,090.62
WOLVERINE HUMAN SERVICES Total	\$ 4,087.85
BRETT C BAIRD Total	\$ 4,035.33
JASON A RAZAVI . Total	\$ 4,000.00
4FRONT CREDIT UNION Total	\$ 3,970.37
NICHOLS APPRAISAL SERVICE Total	\$ 3,865.00
PUBLIC SAFETY TRAINING CO Total	\$ 3,720.00
GABRIDGE & COMPANY, PLC Total	\$ 3,500.00
LINCOLN NATIONAL LIFE INS Total	\$ 3,459.89
TENURGY LLC Total	\$ 3,444.32
VANBELKUM VOICE & DATA SE Total	\$ 3,389.14
DARDEN #0021670 Total	\$ 3,277.93
CIRCUIT COURT RECORDS Total	\$ 3,237.24
NORTHWESTERN MICHIGAN COL Total	\$ 3,175.71
CUTTIN IT CLOSE OUTDOOR Total	\$ 3,150.00
TRAVERSE CITY RECORD EAGL Total	\$ 3,117.55
VINCENT J MALONEY Total	\$ 3,025.00
CUMULUS GLOBAL Total	\$ 3,000.00
EMERSON NETWORK POWER LIE Total	\$ 2,950.00
DTE ENERGY Total	\$ 2,913.35
RICHARD M PAJTAS Total	\$ 2,596.55
CHILD & FAMILY SERVICES Total	\$ 2,545.86
POSTMASTER OF TRAVERSE CI Total	\$ 2,515.00
AIRGAS Total	\$ 2,511.69
HYDRO METER SERVICE, INC. Total	\$ 2,461.50
CENTRAL LAKE ARMOR EXPRES Total	\$ 2,414.00
KYLE B TREVAS Total	\$ 2,400.00
RECOLLECT SYSTEMS INC. Total	\$ 2,400.00
CIVICPLUS Total	\$ 2,366.70
CHERRYLAND HUMANE SOCIETY Total	\$ 2,337.00
MICHIGAN UNIFORMS AND APP Total	\$ 2,277.10
HOLLY T. BIRD Total	\$ 2,270.00
GALLOUP Total	\$ 2,268.00
THOMAS J SEGER Total	\$ 2,250.00
NEXUS FAMILY SERVICES INC Total	\$ 2,160.00

Payee Name	Amount
GLAXOSMITHKLINE PHARMACEU Total	\$ 2,157.80
NORTHERN A-1 KALKASKA Total	\$ 2,114.75
TRAVERSE REPRODUCTION & S Total	\$ 2,047.53
PHILIP A SETTLES Total	\$ 2,025.00
LIFE STORY FUNERAL HOME Total	\$ 2,000.00
PAUL HUBBELL Total	\$ 2,000.00
IMAGESOFT, INC. Total	\$ 1,990.00
EAST BAY LEGAL Total	\$ 1,953.33
MAPLE RIVER DIRECT MAIL L Total	\$ 1,930.90
PAUL T. JARBOE PLC Total	\$ 1,925.00
CHARTER COMMUNICATIONS Total	\$ 1,873.27
AMERICAN WASTE Total	\$ 1,825.00
TITLE CHECK LLC Total	\$ 1,823.52
MITCHELL & MCCORMICK, INC Total	\$ 1,800.00
BIS DIGITAL Total	\$ 1,740.00
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,700.00
GOURDIE-FRASER, INC Total	\$ 1,693.41
DOUGLAS A KING Total	\$ 1,650.00
LONG LAKE TOWNSHIP Total	\$ 1,638.83
CHERRY CAPITAL CAB, LLC Total	\$ 1,615.00
GREGORY G NORTH PHD PC Total	\$ 1,600.00
EJ USA, INC Total	\$ 1,570.50
SANOFI PASTEUR, INC. Total	\$ 1,527.04
KLM LANDSCAPE Total	\$ 1,517.00
DEWOLF & ASSOCIATES Total	\$ 1,490.00
TNT OUTDOOR SERVICES LLC Total	\$ 1,470.00
GOVCONNECTION INC Total	\$ 1,461.67
NATIONAL TACTICAL OFFICER Total	\$ 1,460.00
GUY C THROOP Total	\$ 1,437.66
MICHAEL LAHEY Total	\$ 1,424.70
TRAVERSE CITY PRINT & COP Total	\$ 1,418.50
J EWING LLC Total	\$ 1,400.00
ELLA BUSH Total	\$ 1,393.21
ROSS HICKMAN Total	\$ 1,375.00
WHITEWATER TOWNSHIP Total	\$ 1,342.07
KARI RISINGER Total	\$ 1,336.80
SINCLAIR BROADCAST GROUP Total	\$ 1,335.00
KELLI J. CLAXTON Total	\$ 1,300.00
SHEREN PLUMBING AND HEATI Total	\$ 1,243.61
ENGINEERED PROTECTION SYS Total	\$ 1,232.88
MIDCOURSE CORRECTION CHAL Total	\$ 1,200.00
SATELLITE TRACKING OF PEO Total	\$ 1,198.50
ROSCOMMON COUNTY JUVENILE Total	\$ 1,176.00

<b>Payee Name</b>	<b>Amount</b>
FIDLAR DOUBLEDAY INC Total	\$ 1,154.35
WARREN WAHL Total	\$ 1,125.00
BLUE LAKES BY THE BAY LLC Total	\$ 1,110.00
CARSON CAMP Total	\$ 1,096.78
NYE UNIFORM CO., INC Total	\$ 1,084.37
MARK A RISK Total	\$ 1,050.00
OLSON, BZDOK & HOWARD PC Total	\$ 1,017.49
SOS ANALYTICAL Total	\$ 1,010.00
SULLIVAN AUTO CLINIC INC Total	\$ 1,001.67
GOODMAN NETWORKS Total	\$ 1,000.00
All Other Payee's Under \$1,000	\$ 133,819.19
<b>Grand Total</b>	<b>\$ 7,128,793.82</b>



## Action Request

Meeting Date:	June 21, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2017 Budget Amendments		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2017 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2017 budget as presented.

**Suggested Motion:**

Approve FY2017 budget amendments as presented.

**Financial Information:**

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

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

Reviews:	Signature	Date
Finance Director		6/14/2017
Human Resources Director		
Civil Counsel		

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

Miscellaneous:

**Attachments:**

Attachment Titles:  
Budget Amendments Fiscal Year 2017

## BUDGET AMENDMENTS

### FISCAL YEAR 2017

As requested on June 21, 2017

#### 208 PARKS & RECREATION FUND

752 Civic Center

759 Twin Lakes

Increase Revenue

208-752-401.00	Fund Balance Forward	10,000.00
208-759-401.00	Fund Balance Forward	<u>5,000.00</u>
	Total	15,000.00

Increase Expenditure

208-752-977.00	Machinery and Equipment	10,000.00
208-759-976.01	Improvements	<u>5,000.00</u>
	Total	15,000.00

NOTES: To recognize reserved fund balance from restricted contributions received during 2016 from the Grand Traverse Band Economic Development Corporation for an enhanced camera system project at the Civic Center and for a lower level restroom enhancement project at Gilbert Lodge to make it ADA compliant.

#### 542 INSPECTIONS FUND

371 Building Code

373 Plumbing Code

Increase Expenditure

542-371-818.00	Contract Services	15,000.00
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Decrease Expenditure

542-373-818.00	Contract Services	15,000.00
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NOTES: To amend original Inspection Fund budget by reallocating a portion of Plumbing Code budget to the Building Code budget to meet the current inspection demands.



RESOLUTION

**xx-2017**

**Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on June 21, 2017, and reviewed budget amendments for Fiscal Year 2017 that have been requested by the Director of Finance and are recommended for approval; and,

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

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

WHEREAS, Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2017 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2017 budget are hereby approved. (See file for attachments.)

APPROVED: June 21, 2017



## Action Request

Meeting Date:	June 21, 2017		
Department:	Administration/BOC	Submitted By:	
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Approval to submit grant applications for Grand Traverse Band 2% Funding		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

It is recommended that the following applications be forwarded to the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians for consideration: Venture North Funding & Development \$15,000; Goodwill Industries of Northern Michigan \$10,000; Grand Traverse Pavilions \$48,415; Child & Family Services of Northwestern Michigan (Safe Haven) \$10,000; Dann's House \$50,000; Traverse City At-Risk Boxing \$15,000; Traverse Health Clinic and Coalition \$10,000; GTSO/Traverse Bay Children's Advocacy Center \$31,500; GTC/Safe Harbor of GT \$50,000; Project Cherry Tree \$50,000; GTC/86th District Court \$26,495; GT Parks and Recreation \$13,330; GT Health Department \$30,000; and any other application received from county departments through today.

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

**Suggested Motion:**

Move to authorize submittal of the applications to the GT County Band of Ottawa and Chippewa Indians for consideration.

**Financial Information:**

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

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

**Attachments:**

Attachment Titles:  
Applications (under separate cover)

RESOLUTION

**Approval to Submit Grant Applications for Grand Traverse Band 2% Funding**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 21, 2017, and reviewed applications for Tribal Council Allocation of 2% Funds, and,

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

Grand Traverse County-86 <sup>th</sup> District Court	\$ 26,495.00
Grand Traverse County Parks & Recreation	\$ 13,330.00
Grand Traverse County Health Department	\$ 30,000.00
GTSO/Children's Advocacy Center	\$ 31,500.00
Venture North Funding & Development	\$ 15,000.00
Goodwill Industries of Northern Michigan	\$ 10,000.00
Dann's House	\$ 50,000.00
Grand Traverse Pavilions	\$ 48,415.00
Project Cherry Tree	\$ 50,000.00
Child & Family Services – Safe Haven	\$ 10,000.00
Traverse City At-Risk Boxing	\$ 15,000.00
Traverse Health Clinic & Coalition	\$ 10,000.00
Safe Harbor of Grand Traverse	\$ 50,000.00

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

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

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

APPROVED: June 21, 2017



## Action Request

Meeting Date:	June 21, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	231-922-4680
Agenda Item Title:	2017 L-4029		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

The 2017 Millage Reduction Fraction Calculations were prepared by the Equalization Director pursuant to MCL 211.34d, "Headlee". The criteria under State Statute requires the County's various authorized millage levies to be reduced by a millage reduction fraction of 0.9921 for the 2017 Tax Year as shown on the L-4029.

**Suggested Motion:**

The Grand Traverse County Board of Commissioners approve the 2017 Tax Rate Request and Millage Request Report attached, and further authorize the Board Chairwoman and County Clerk to sign the L-4029.

**Financial Information:**

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

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

Reviews:	Signature	Date
Finance Director		6/14/2017
Human Resources Director		
Civil Counsel		

**Administration:**  Recommended      Date:

Miscellaneous:

**Attachments:**

Attachment Titles:  
L-4029 2017 Tax Rate Request and Millage Request Report, L-4034 2017 Millage Reduction Fraction Calculation

**2017 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2017)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>GRAND TRAVERSE COUNTY</b>	2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 <b>\$4,868,438,486</b>
Local Government Unit Requesting Millage Levy <b>GRAND TRAVERSE COUNTY</b>	For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2017 Current Year "Headlee" Millage Reduction Fraction	(7) 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOC	OPER	11/15/74	6.2000	4.9823	0.9921	4.9429	1.0000	4.9429	4.9429		NONE
ex-voted	COA	08/05/16	0.5000	0.4998	0.9921	0.4958	1.0000	0.4958		0.4958	12/31/22
ex-voted	SR CNTR	08/05/16	0.1000	0.0999	0.9921	0.0991	1.0000	0.0991		0.0991	12/31/22
ex-voted	ROAD COM	11/08/16	1.0000	0.9997	0.9921	0.9918	1.0000	0.9918		0.9918	12/31/19
ex-voted	VETERAN	11/08/16	0.1200	0.1200	0.9921	0.1190	1.0000	0.1190		0.1190	12/31/21

Prepared by <b>James D. Baker</b>	Telephone Number <b>231-922-4773</b>	Title of Preparer <b>Director of Equalization</b>	Date <b>6/14/2017</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2017 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**2017 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET**

L-4034

**INCLUDING MILLAGE REDUCTION FRACTION CALCULATIONS NOT SPECIFICALLY ASSIGNED TO THE COUNTY EQUALIZATION DIRECTOR BY LAW**

**Grand Traverse COUNTY**

TAXING JURISDICTION:

**28 Grand Traverse County**

2016 Unit Total Taxable Value	(Prior TV)	4,670,495,695
2017 Losses to prior Taxable Value (MCL 211.34d)	(Losses TV)	46,321,091
2017 Additions (MCL211.34d)	(Additions TV)	141,753,447
2017 Unit Total Final Taxable Value (based on S.E.V.)	(Current TV)	4,844,665,534
2017 Unit Total Taxable Value based on Assessed Valuation	(AV based TV)	4,844,665,534
2017 Unit Total Taxable Value based on C.E.V.	(CEV based TV)	4,844,665,534
2016 Inflation Rate (for 2017 Calculations)	(2016 CPI)	1.009

1. Section 211.34d, M.C.L., "Headlee" (for each unit of local government)

See STC Bulletins 3 of 1995 and 3 of 1997 regarding the calculation of additions and losses.

$$\begin{array}{r} \text{( 2016 Total T.V. - 2017 Losses )} \times \text{CPI} \\ \text{( 4,670,495,695 - 46,321,091 )} \times 1.009 = \frac{4,665,792,175}{4,702,912,087} = \boxed{0.9921} \\ \text{( 2017 Total T.V. - 2017 Additions )} \end{array}$$

2017 Millage Reduction Fraction (Headlee)

ACTUAL 0.9921

Round to 4 decimal places in the conventional manner.

2a. Section 211.34, M.C.L., "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. fo 2017 only)

$$\frac{\text{2017 Unit Total Taxable Value based on AV}}{\text{2017 Unit Total Final Taxable Value (based on S.E.V.)}} = \frac{4,844,665,534}{4,844,665,534} = \boxed{1.0000}$$

2017 Rollback Fraction (Truth in Assessing)

ACTUAL 1.0000

Round to 4 decimal places in the conventional manner.

See STC Bulletin No. 6 of 2017 for more information regarding this calculation.

2b. Section 211.34, M.C.L., "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2017 only)

$$\frac{\text{2017 Unit Total Taxable Value based on C.E.V.}}{\text{2017 Unit Total Final Taxable Value (based on S.E.V.)}} = \frac{4,844,665,534}{4,844,665,534} = \boxed{1.0000}$$

2017 Rollback Fraction (Truth in County Equalization)

ACTUAL 1.0000

Round to 4 decimal places in the conventional manner.

See STC Bulletin No. 6 of 2017 for more information regarding this calculation.

3. Section 211.24e, M.C.L., "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2016 only)

$$\begin{array}{r} \text{( 2,016 Total T.V. - 2017 Losses )} \\ \text{( 4,670,495,695 - 46,321,091 )} \\ \text{( 4,844,665,534 - 141,753,447 )} \\ \text{( 2017 Total T.V. - 2017 Additions )} \end{array} = \frac{4,624,174,604}{4,702,912,087} = \boxed{0.9833}$$

2017 Base Tax Rate Fraction (Truth in Taxation)

Round to 4 decimal places in the conventional manner.

Use the same amounts for additions and losses as were used for the 211.34d ("Headlee") rollback.

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by MCL sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X last year's Operating Rate levied.

RESOLUTION \_\_\_\_\_

WHEREAS, the 2017 Millage Reduction Fraction Calculations were prepared by the Equalization Director pursuant to MCL 211.34d, "Headlee"; and

WHEREAS, the criteria under Michigan statute requires the County's various authorized millage levies to be reduced by a millage reduction fraction of 0.9921 for the 2017 Tax year as shown on the L-4029;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the 2017 Tax Rate Request and Millage Request Report attached, and further authorize the Board Chairwoman and County Clerk to sign the L-4029.

## Action Request



Meeting Date:	6/21/17		
Department:	Drain Commission	Submitted By:	S. Largent
Contact E-Mail:	slargent@grandtraverse.org	Contact Telephone:	(231) 409-9314
Agenda Item Title:	Revolving Drain Fund 639		
Estimated Time:	10 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

On April 5, 2017 this Board of Commissioners (BOC) reaffirmed their commitment to move forward with the Lake Level and Special Assessment District for Duck Lake through the approval of Resolution 42-2017. Subsequently, as Drain Commissioner, I met with the County Finance Department and discussed the issue that the Revolving Drain Fund 639 is close to being out of money. The Revolving Drain Fund allows the Drain Commissioner to conduct necessary business to establish the Special Assessment District (SAD) where all associated costs are charged back to the SAD. Associated costs include studies, legal fees, dam inspections, etc...

In 2011, the BOC through Resolution 87-2011 advanced \$10,000 to Fund 639 to "begin work on establishing a lake level special assessment district for Duck Lake". This money was primarily spent on a Lake Level Control Study and a MDEQ required inspection. This request is for a second advance of \$10,000 to Fund 639 to complete the SAD process. The SAD will generate the necessary funding to pay back both advances to the General Fund.

**Suggested Motion:**

Approve an additional advance of \$10,000 to Fund 639 to continue work to establish the special assessment district for Duck Lake with all costs incurred in establishing the district to be assessed to the district after it is established.

**Financial Information:**

Total Cost:	\$10,000	General Fund Cost:	\$10,000	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:  
General Fund Advance to Fund 639

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

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

**Attachments:**

Attachment Titles:  
Resolution 42-2017 and Resolution 87-2011



RESOLUTION

42-2017

**REAFFIRMATION OF SUPPORT FOR DETERMINATION OF LAKE LEVEL FOR  
DUCK LAKE AND EXPANSION OF SPECIAL ASSESSMENT DISTRICT**

WHEREAS, The Grand Traverse Board of Commissioners met in regular session on April 5, 2015 and reviewed the request of the Drain Commissioner to reaffirm support for determination of the lake level for Duck Lake and the expansion of the special assessment district; and,

WHEREAS, on April 15, 2015, through Resolution 41,2015, the County Board of Commissioners authorized a preliminary study be done by a licensed professional engineer to reaffirm the normal lake level and expand the special assessment district for Duck Lake; and,

WHEREAS, The recommendations from that study, among other items, was to leave the legal summer lake level, as set by the Circuit Court in 1959, as is at 837.3 and to set a winter low lake level 0.50 feet lower at 836.8 to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds; and,

WHEREAS, Per Resolution 113-2015, the Prosecuting Attorney's Office initiated proceedings in Grand Traverse Circuit Court to reaffirm the normal lake level and to set a winter lake level as described above; and,

WHEREAS, Resolution 113-2015 also determined that the whole of the cost of the project shall be defrayed by a special assessment; and,

WHEREAS the Circuit Court hearing, scheduled for May 8th at 2:30 pm, is limited to establishing the appropriate lake level along with the recommended seasonal variation and to determine which properties should be a part of the special assessment district but the Circuit Court will NOT be deciding whether to levy a special assessment and how much shall be levied. The Grand Traverse County Board of Commissioners is responsible for determining the necessity and amount of any special assessment.

THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County support the scheduled Circuit Court proceeding to re-affirm the legal Duck Lake summer level at 837.3 and establish the winter low lake level at 836.8;

BE IT FURTHER RESOLVED, To expand the special assessment district to defray the whole cost of the project that includes maintenance and repair of the water control structure as well as other recommendations outlined in the June, 2015, Dam Inspection Report.

BE IT FURTHER RESOLVED, to authorize the County Administrator or Board Chair to sign the documents necessary in order to effectuate this action.

APPROVED: April 5, 2017

RESOLUTION

87-2011

**Drain Commissioner – Duck Lake Level Special Assessment District**

WHEREAS, The Resource Management and Administration Committee met on May 11, 2011 and considered the Drain Commissioner's request to establish a lake level special assessment district for Duck Lake, and

WHEREAS, from 1995 to 2003, the County has incurred \$13,152.76 in expenses for inspections and maintenance related to the Duck Lake Dam and other projects related to Duck Lake that are irrecoverable; and

WHEREAS, Part 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701 et seq., permits the establishment of lake levels for inland lakes and provides for the establishment of a lake level special assessment district as a means to perform and finance projects to maintain the lake levels; and

WHEREAS, it is the Committee's recommendation that a lake level special assessment district be established to be responsible for all costs related to inspection and maintenance of the dam and lake levels on Duck Lake; and

WHEREAS, the Drain Commissioner estimates that \$10,000 will be needed in order to begin work on establishing a lake level special assessment district for Duck Lake; and

WHEREAS, it is the recommendation of the Committee that all cost incurred in establishing the district be assessed to the district after it is established.

IT IS RESOLVED BY THIS BOARD OF COMMISSIONERS, that the County shall advance \$10,000 to Fund 639 - Drain Revolving Fund for the purpose of establishing a lake level special assessment district to be responsible for all future costs related to inspection and maintenance of the dam and lake levels on Duck Lake; and

FURTHER, IT IS RESOLVED that all costs incurred in establishing the district be assessed to the district after it is established; and

FURTHER, IT IS RESOLVED that this Board's authority to establish the lake level special assessment district is delegated to the Drain Commissioner, and he shall compute the cost of the project and prepare a special assessment roll to be submitted to this Board for approval.

Approved: May 25, 2011

RESOLUTION

**xx-2017**

**Revolving Drain Fund 629 – Advance Funding**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on June 21, 2017 and reviewed the request of the Drain Commissioner to approve an advance of \$10,000 to Fund 639 to continue work to establish the special assessment district for Duck Lake; and,

WHEREAS, in 2011, the Board of Commissioners through Resolution 87-2011 advanced \$10,000 to Fund 639 to begin work on establishing a lake level special assessment district for Duck Lake; and,

WHEREAS, the advance approved through Resolution 87-2011 was primarily spent on a Lake Level Control Study and a MDEQ required inspection; and,

WHEREAS, the Revolving Drain Fund 639 is close to being out of money; and,

WHEREAS, this request is for a second advance of \$10,000 to Fund 639 to compete the special assessment district process; and,

WHEREAS, the Revolving Drain Fund allows the Drain Commissioner to conduct necessary business to establish the special assessment district; and,

WHEREAS, all costs incurred in establishing the district are to be assessed to the district after it is established; and,

WHEREAS, the Board of Commissioners reaffirmed their commitment to move forward with the lake level and special assessment district for Duck Lake through the approval of Resolution 42-2017 on April 5, 2017; and,

WHEREAS, it is recommended to appropriate the requested funds from excess revenue received from the tax foreclosure fund and transferred to the General Fund via Resolution 63-2017; and,

THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County approve an additional advance of \$10,000 to Fund 639 to continue work to establish the special assessment district for Duck Lake with all costs incurred in establishing the district to be assessed to the district after it is established and to appropriate the funds from excess revenue received from the tax foreclosure fund and transferred to the General Fund via Resolution 63-2017.

APPROVED: June 21, 2017



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## MEMORANDUM

**To:** Grand Traverse County Board of Commissioners  
**From:** Christopher J. Forsyth, Deputy Civil Counsel  
John Sych, AICP, Planning Director  
**Meeting Date:** June 21, 2017  
**Re:** **County-Owned Properties Report**

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At the direction of the Board of Commissioners, we have reviewed properties currently owned by the County and options for their disposition. This report provides an overview of (1) general principles of property transactions related to the County; (2) currently listed properties; (3) identified key properties for possible disposition, re-use and/or transfer; and, (4) an inventory of all County-owned properties.

1) General Principles of Property Transactions Related to the County

- a. Under the County Boards of Commissioners Act, MCL 46.11(a) through (d), a County Board of Commissioners may:
  - i. Purchase or lease for a term not to exceed 20 years, real estate necessary for the site of a courthouse, jail, clerk's office, or other county building in that county.
  - ii. Determine the site of, remove, or designate a new site for a county building. The exercise of the authority granted by this subdivision is subject to any requirement of law that the building be located at the county seat.
  - iii. Authorize the sale or lease of real estate belonging to the county, and prescribe the manner in which a conveyance of the real estate is to be executed.
  - iv. Erect the necessary buildings for jails, clerks' offices, and other county buildings, and prescribe the time and manner of erecting them.
- b. Under the County and Regional Parks Act, MCL 46.362, a County Parks and Recreation Commission has the custody, control and management of all park property.
  - i. The County's existing Parks and Recreation Commission (PRC) rules and regulations recognize this statute.
  - ii. The rules further provide that the Board of Commissioners may override the decision of the PRC if three Commissioners request in writing that the Board of

Commissioners takes such action, thereafter a majority of County Commissioners elected and serving may override the PRC's decision.

2) Currently Listed Properties

The remaining listed property is **Brimley & Keystone** located at the southeast Corner of Brimley & Keystone Roads in Garfield Township (MLS# 1826887). The list price is \$525,000. While not listed, **East Hartman**, 2036 Cass Road, Garfield Township was identified as a property for possible disposition. An appraisal of \$170,000 was determined for the property.

3) Identified Properties for Possible Disposition, Re-use and/or Transfer

The following properties were identified as priority for possible disposition by the Board of Commissioners:

- a. **Civic Center.** The 45-acre Civic Center was acquired by the County in 1927. There are no deed restrictions, or any type of public dedication that would restrict the sale of the Civic Center. However, any future use of the Civic Center has restrictions placed on it due to three grants:
  - i. 1975 United States National Park Service (NPS) Land and Water Conservation Fund (26-00500) \$150,000 grant for the purpose of developing the Civic Center property, including "construction of a new access road, parking, lighting, ball fields, picnic area, sanitary sewer..."
  - ii. 1989 State of Michigan Department of Natural Resources (DNR) Michigan Recreation Bond Fund (BF89-398) \$60,000 grant for the renovation of Easling Pool.
  - iii. 1989 State of Michigan Department of Natural Resources (DNR) Michigan Recreation Bond Fund (BF89-628) \$62,250 grant for installation of lighting along existing walking path.

Both grant sources are perpetuity programs which means the properties must be kept open and be maintained for public recreation use. No rights in land can be transferred to a non-public entity. However, the DNR and NPS recognize that occasionally circumstances change and property encumbered by these grant obligations must be utilized for a purpose other than public outdoor recreation. In these cases, the grantee (the County) must provide, at a minimum, a direct replacement for the property lost as measured in both recreation usefulness and monetary value. A "conversion" of use occurs when one or both of the following situations occur:

- i. The grant-assisted site, or a portion of the site, is no longer available for public outdoor recreation, or
- ii. Property rights in or control of the grant-assisted site, or a portion of the site, are conveyed by the grantee to another entity, either by deed, grant of easement or other mechanism.

The DNR published an administrative rule, MI Admin R 318.209, which provides "Any site, or portions thereof, developed with fund assistance shall not be sold, disposed of, or converted to a use other than that use specified in the project agreement without

the express approval of the [DNR] commission. [The DNR] commission has the authority to deny requests or require mitigation for sale, disposal, or conversion on a case-by-case basis. The denial of requests or the requiring of mitigation shall be based on an evaluation of the effect of such action on the original intent for which the grant was given.”

Consistent with the above administrative rule, the DNR has adopted a policy describing the steps a fund grantee has to follow when selling or disposing of grant funded property. The steps include:

- i. Identification of property being converted;
- ii. Description of proposed mitigation (replacement property that is not currently in public ownership);
- iii. Analysis of the recreation usefulness of the mitigation property in comparison to the conversion property;
- iv. Conduct a public hearing for residents to review and comment.

The County was required to conduct a conversion when it permitted a cell antenna/tower at the Civic Center in 2007. The County purchased 5 acres of land adjacent to Maple Bay Park to compensate the use of Civic Center land for the cell antenna/tower.

- b. **Grand Traverse Pavilions.** The Pavilions was established in 1959 as a County medical care facility under the Social Welfare Act, PA 280 of 1939, as amended. The Pavilions was created to serve the indigent population, about 73% of those residing in the Pavilions’ long-term care are Medicaid recipients. As the largest county-owned nursing facility in Michigan, the Pavilions has 240 licensed nursing beds, 78 assisted living apartments and 3 independent living apartments.

The Pavilions consists of a 22.25 acre parcel occupied by the Pavilions building and three historic Cottages. An additional 1.02 acre parcel is located adjacent to the larger parcel. The Pavilions property was acquired and developed as part of the redevelopment of the state hospital that became Grand Traverse Commons.

The County is responsible for cost of operating the Pavilions, however, for the past 30 years, the Pavilions has been a self-sufficient operation and presently does not rely on any allocation of County general funds nor an operational millage. A voter-approved 20-year millage was used to acquire the current property and pay for construction of the building through bonds which were paid off in 2015.

The three historic Cottages located on the same parcel as the Pavilions are private pay assisted living facilities and provide revenue to off-set the costs of the operation of the Pavilions. The Cottages contain outstanding debt.

There does not appear to be any deed restrictions, however, when the property was conveyed from the State to the Grand Traverse Commons Redevelopment Corporation (GTCRC), the quit claim deed states that the parcel is “subject to all of the terms and conditions of conveyance contained in the Purchase Agreement between the State of Michigan as Grantor and the GTCRC as Grantee dated April 18, 1995.” At this point, this agreement has not been located or reviewed.

The Pavilions property was then conveyed to the County, and the County later conveyed the property to the Building Authority on May 19, 1999. Under Michigan’s Building Authorities Act, MCL 123.951, *et seq*, a building authority is a quasi-municipal corporation, separate and distinct from the creating municipalities. See 1997-1998 Mich OAG No. 6989. Building Authorities are “corporations, having separate existence from the creating municipalities, for the purpose of carrying on some public purpose for and on behalf of the municipalities.” *Id*. Given that the Authority has a separate existence from the Board of Commissioners, the Board of Commissioners may not direct the Building Authority to sell the Pavilions or otherwise convey the property to a third party.

The Building Authority issued bonds used for the purpose of constructing Pavilions. According to Bond Counsel, one bond remains outstanding on the Cottages. One bond for the Cottages was called in 2016. The bond amount was \$1,530,000. The second bond for the Cottages was refunded in 2017 and is not callable until May 1, 2025. The bond amount is \$3,210,000. Bond Counsel has indicated that a conveyance of Pavilions could not occur until all outstanding bonds are paid.

The Authority, as part of bond issuance, and the County executed a lease. This lease provides that after the bonds have been sold, the County shall transfer title to the Authority. The lease further provides that the Authority leases Pavilions to the County for a term ending on December 31, 2015, or until the bonds have been paid in full. A 20-year voter approved millage for the Pavilions ended in 2015. The millage was used to pay for two bonds (\$19,500,000 and \$2,750,000) totaling \$22,250,000. It is unclear if the sale of the Pavilions would be impacted by this millage. Bond Counsel would need to be instructed to investigate this further.

Regardless of the issue of whether the Building Authority has ownership of the Pavilions, it may be difficult for the Board of Commissioners to sell this property because it lacks oversight of the Pavilions. The Pavilions, as a medical care facility, is overseen by the County’s Department of Health and Human Services (DHHS) Board. Section 58 of the Social Welfare Act, MCL 400.58 states that the DHHS “board shall supervise and be responsible for the operation of a county medical care facility...” Given this language, it may not legally be possible for the Board of Commissioners to sell the Pavilions because the County Commissioners do not supervise or are responsible for the operation of Pavilions.

The Pavilions' Program of All-inclusive Care for the Elderly (PACE) currently leases the County's former Health Services Building on Garfield Road in Garfield Township. PACE program is considering two options to improve the building, including a bond issue. The lease between the County and the Pavilions is a 20 year lease. There are no payments for the first four years, but then payments of \$31,250 each year for a total \$500,000 over the remaining 16 years. Pavilions paid for a new roof which equals about 1.5 years' worth of payments to the County.

- c. **Governmental Center.** In 1978, the County and City constructed the governmental center as a joint adventure as authorized under the Joint Public Buildings Act, MCL 123.921 *et seq.* Based on the information provided, it appears at the time that the center was built; the County had complete ownership of the property. The Governmental Center consists of a 1.79 acre parcel occupied by a 54,355 square foot office building and ancillary parking areas.

In 1993, the County conveyed 23.84 percent undivided ownership interest to the City. According to the deed, the City and County hold the property as tenants in common.

In 1997, the County and City entered into a joint operating agreement, which describes the responsibilities of each municipality for the operation of the Governmental Center. The County functions as the fiscal agent for the Governmental Center and a described joint commission in the agreement acts as a liaison committee between the two parties. This agreement has a 60 day notice of termination clause.

In 2004, the County conveyed another 2.55 percent undivided ownership interest in the property to be held as tenants in common. According to a Board of Commissioners resolution, the City paid the County \$71,000 to occupy the second floor. With this last transaction, the City owns 26.39% while the County owns the remaining 73.61%.

Because the County and City own the Governmental Center as tenants in common, each has a separate and distinct title to an undivided share of the whole, each has possession of the whole and every part thereof, subject to the same right in the other cotenant, , and neither cotenant call sell the property without the consent of the other. *Kay Inv Co, LLC v Brody Realty No 1, LLC* 273 Mich App 432 (2006). If consent cannot be obtained, under a provision of the Revised Judicature Act, MCL 600.3304, the County could petition Circuit Court and request that the property be partitioned, i.e. request that the Court physically divide the property. If it is impossible for the property to be divided, the Circuit Court has the authority to order the sale of the property and share the proceeds between the parties. See MCR 3.401, 402 and 403.

- d. **Twin Lakes Park.** Twin Lakes Park consists of 160 acres of land in Long Lake Township. In a September 23, 1941 warranty deed Judge Parm Gilbert deeded 25 acres to the County "to be used as a county park, to be owned, improved and used as such and for recreation purposes." On October 14, 1943, Judge Gilbert deeded additional property;



the second deed also contained a restriction – “...as part of an addition to County Park to be owned, improved, and used as such for recreation purposes and programs.”

On June 22, 1967, Wilbert and Beulah Lautner also conveyed property to the County to be added to Twin Lakes. This deed provides that the property “is to be used as a nature study and recreation area.”

Under established Michigan legal principles, the County would not be able to sell Twin Lakes or change the use of Twin Lakes until it has obtained waivers, or releases from parties having special interest in the maintenance of Twin Lakes as a public park, including those having possible rights as reversioners and abutting or contiguous property owners. Thus, before Twin Lakes could be sold, the County would have to obtain waivers or releases from the Gilbert and Lautner heirs, as well as from abutting property owners.

In addition to these releases, there were several grants and donations made to the Twin Lakes Universally Accessible Waterfront Project including a \$250,000 Kellogg Foundation Access Recreation Grant, \$145,615 from Grand Traverse County, \$100,000 from Rotary Charities, and \$75,000 from Grand Traverse Band of Ottawa and Chippewa Indians. Contributions were also made from Zonta Club and the Schmuckal Foundation. It is unclear if there are any restrictions associated with these grants, however, they may have implications in terms of future grants from these entities.

- e. **Power Island.** Acquired in 1975, Power Island was purchased with a \$250,000 grant from the Soil Conservation Services (now Natural Resources Conservation Service) and a private donation of \$250,000. **See attached memorandum dated April 2, 2014 from Christopher J. Forsyth, Deputy Civil Counsel.**
- f. **Maple Bay Park.** In 2002, a Michigan Natural Resources Trust Fund (MNRTF) (TF01-227) grant was provided to the County in the amount of \$6,816,920 for the acquisition of 400 acres, including 2,583 feet of Great Lakes shoreline as Maple Bay Park. Those terms specify that the land acquired must be used for public outdoor recreation in perpetuity. As with other state grants, a conversion could be made for re-use or sale of the property. Again, the County must provide, at a minimum, a direct replacement for the property as measured in both recreation usefulness and monetary value. Approval of the conversion must be made by the DNR as outlined above.

Additionally, Maple Bay is enrolled in the federal Wetlands Reserve Program, which prohibits any development or activity that harms valuable wetlands on a significant portion of the property.

In addition to the MNRTF grant, the Grand Traverse Regional Land Conservancy privately raised all of the money needed to match the grant (over \$3 million) and presently manages all of Maple Bay for the County at no charge.

Currently, the County has a memorandum of understanding with Grand Traverse Regional Land Conservancy for maintenance of Maple Bay Park.

4) Inventory of All County-owned Properties

Attached for your information is a list of County-owned properties.

Parcel Identification Number	Description	Address	Facility / Vacant	Acres	Twp / City	Acquisition Date
01-006-001-01	Maple Bay Park	10880 US 31 N	V	239.82	Acme	4/29/2002
01-006-003-02	Maple Bay Park	US 31 N	V	144.34	Acme	4/29/2002
01-006-003-03	Maple Bay Park	US 31 N	V	5.17	Acme	7/23/2007
01-111-009-30	Bartlett Park / Whiteford Property	Bunker Hill Rd	V		Acme	
01-111-012-00	Bartlett Park / Whiteford Property	Bunker Hill Rd	V	53.44	Acme	5/22/1992
01-111-015-02	VASA Pathway Trailhead	4444 Bartlett Rd	V	40.00	Acme	8/6/1997
01-112-010-00	VASA Pathway	Deer Valley Dr	V	0.06	Acme	6/28/1988
01-411-900-00	VASA Pathway	James Rd	V	0.13	Acme	1/20/1977
02-002-014-00	Central Dispatch/911 Central Tower	1970 W River Rd	F	20.00	Blair	12/5/1988
02-003-006-00	Natural Education Reserve	S Keystone Rd	V	67.47	Blair	9/15/1969
02-003-019-20	Beitner Park	2727 Beitner Rd	V	6.23	Blair	4/27/1990
03-018-005-10	VASA Pathway	Perch Lake Rd	V	3.25	East Bay	12/20/1988
03-214-008-10	VASA Pathway	Holiday Rd	V	0.46	East Bay	1/1/1970
03-223-012-10	VASA Pathway	Lands End Rd	V	0.06	East Bay	8/13/1988
05-014-028-00	Medalie Park	1910 W South Airport Rd	V	8.11	Garfield	3/19/1990
05-015-059-71	Boardman Lake - West of Logan's Landing	W South Airport Rd	V	2.70	Garfield	7/18/1997
05-022-031-00	Hartman/Hammond	2036 Cass Rd	V	4.01	Garfield	9/15/1989
05-023-013-00	Public Services Bldg	2650 Lafranier Rd	F	7.11	Garfield	1/1/2000
05-023-014-00	Health Services Bldg	2391 Lafranier Rd	F	19.50	Garfield	1/1/2000
05-023-023-10	Animal Control Bldg/COA Bldg	2571 N Keystone Rd	F	2.02	Garfield	9/3/1974
05-023-040-00	Former Health Services Bldg	2325 Garfield Rd N	F	3.13	Garfield	1/1/1998
05-026-016-00	Brimley & Keystone	SE Cor. Brimley & N Keystone Rds	V	36.05	Garfield	10/19/1994
05-027-013-00	Natural Education Reserve	1500 Cass Rd/1450 Cass Rd	V	58.66	Garfield	1/1/1992
05-027-033-00	Natural Education Reserve	N Keystone Rd on Sabin Pond	V	24.20	Garfield	6/28/1995
05-027-036-00	Keystone Park Soccer Fields/Meyer Property	1001 Meyer Rd	V	96.89	Garfield	9/10/2002
05-027-036-10	Keystone Park Meyer House	1091 N Keystone Rd	V	1.77	Garfield	9/10/2002
05-034-001-00	Keystone Park Soccer Fields	998 Meyer Rd	V	27.73	Garfield	1/18/1996
05-034-009-00	Natural Education Reserve	850 Cass Rd	V	59.59	Garfield	9/16/1969
05-134-016-00	Sheriff Storage Bldg	1330 Industry Dr	F	0.92	Garfield	10/8/2010
08-011-035-00	Twin Lakes Park - Cell Tower Site	4272 Strait Rd	F	3.67	Long Lake	12/29/1941
08-012-012-01	Twin Lakes Park	6842 N Long Lake Rd	F/V	159.22	Long Lake	12/29/1941
11-131-001-00	Bassett & Power Island	West Bay	V	199.00	Peninsula	7/29/1975
13-020-003-00	Sand Lakes Parcel	Sand Lakes Rd	V	160.00	Whitewater	11/29/1977
51-150-001-40	Pavilions	710 S Elmwood Ave	V	1.02	Traverse City	10/7/2002
51-150-006-00	Pavilions	1000 Pavilions Circle	F	22.25	Traverse City	1/3/1995
51-482-065-00	Civic Center	1125 W Civic Center Dr	F	44.62	Traverse City	2/27/1927
51-666-016-00	Law Enforcement Center	851 Woodmere	F	1.27	Traverse City	10/25/2002
51-794-110-02	Hall of Justice	280 Washington St	F	6.72	Traverse City	
	Jail	320 Washington St	F		Traverse City	
	Historic Courthouse	328 Washington St	F		Traverse City	
	Prosecuting Attorney's Office	324 Court St	F		Traverse City	
51-794-121-03	Governmental Center	400 Boardman Ave	F	1.79	Traverse City	10/9/1976



**Robert A. Cooney**  
**Prosecuting Attorney**  
324 Court Street  
Traverse City, Michigan 49684-9958  
(231) 922-4600 FAX (231) 922-4698

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**MEMORANDUM**

**TO:** Jason Jones, Parks Director  
**FROM:** Christopher J. Forsyth, Deputy Civil Counsel  
**DATE:** April 2, 2014  
**RE:** Possible sale/disposal of Power Island

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You have asked me to give you an opinion on whether there are any restrictions on a potential sale or disposal of Power Island. In order to give this opinion, I have reviewed Power Island's title history, which you have provided me. According to a deed dated July 29, 1975, the Nature Conservancy conveyed Power Island (known then as Marion Island) for the amount of \$500,000. The deed states that "[t]his conveyance is made subject to use restrictions of record and the additional restrictions set forth in Schedule A attached hereto and made a part hereof."

Schedule A contains the following restrictions:

1. Marion Island shall be preserved as a public wilderness park.
2. Marion Island shall be managed according to the established principles of good forestry and wildlife management.
3. "Restrictions concerning the operation, use and maintenance of Marion Island as set forth below are incorporated herein by reference and Marion Island shall be managed in conformity with the spirit and intent of said agreements:"
  - a. Project Measure Plan between the County and the Soil Conservation Service ("SCS")
  - b. Land Rights Agreement between the County and SCS
  - c. Operation and Maintenance ("O and M") Agreement between the County and SCS

I have reviewed the above plan and agreements. The O and M agreement includes a document entitled "Property Management Standards." Paragraph 2 of this document is entitled: "Use of Real Property." This paragraph states:

Sponsors (the County) shall use any real property acquired partly or wholly with SCS financial assistance, as long as needed for the purpose for which it was acquired and in accordance with the O and M agreement. **When real property is no**



**Robert A. Cooney**  
**Prosecuting Attorney**

324 Court Street  
Traverse City, Michigan 49684-9958  
(231) 922-4600 FAX (231) 922-4698

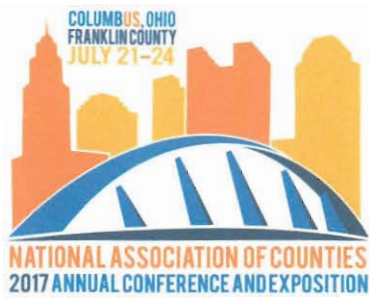
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**longer needed for the purpose of the SCS financial assistance, the sponsor shall obtain SCS approval of its plans for future use or disposition.** (emphasis added)

Given the above language found in the Property Maintenance Standards, and given also that the standards are part of the deed restrictions, it is my opinion that prior to any sale, gifting or other disposition of Power Island, the County should obtain approval from the SCS, or at least consult with the SCS prior to any disposal. Note, the SCS is now called the Natural Resources Conservation Service.

Please note, that if the Parks and Recreation Commission and or the Board of Commissioners consider the disposal of Power Island, I will provide an updated and more detailed memo at that time.

If you have any questions please let me know.



# 2017 NACo Annual Conference & Exposition

Franklin County, Ohio | July 21 – 24 | [www.NACo.org/Annual](http://www.NACo.org/Annual)

## Thursday, July 20, 2017

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7:30 am to 6:00 pm

### **National Association for County Community and Economic Development (NACCED) Board and Committee Meeting**

➤ Room A220-221

9:00 am to 11:00 am

### **Nationwide Children's Hospital Campus Tour - Mobile Workshop - SOLD OUT**

➤ Meet at Convention Center Main Concourse at 8:30 a.m.

This tour to one of America's largest and leading children's health care and research center facilities will allow you to experience the campus from the perspective of one of the million patients and families the hospital supports annually. Come learn about the hospital's transformative efforts in mental and behavioral health.

Buses will depart the Greater Columbus Convention Center at 8:30 a.m.

*Please note: Mobile Tours require pre-registration.*

***This tour is sold out. If you are interested in attending a sold out tour, plan to be at the Mobile Tour Meeting Point on the Second Level Connector at the GCCC at least 15 minutes prior to the bus departure time. Walk-ups will be accepted on a space available basis.***

11:00 am to 3:00 pm

## **Ohio State University Campus Agriculture Tour - Mobile Workshop - SOLD OUT**

➤ Meet at Convention Center Main Concourse at 10:30 a.m.

Come learn how Franklin County and the City of Columbus are working with community partners to utilize food system development to revitalize neighborhoods, improve health, address food insecurity and serve as a tool for economic development.

Buses will depart the Greater Columbus Convention center at 10:30 a.m. This tour includes a late lunch.

*Please note: Mobile Tours require pre-registraton.*

***This tour is sold out. If you are interested in attending a sold out tour, plan to be at the Mobile Tour Meeting Point on the Second Level Connector at the GCCC at least 15 minutes prior to the bus departure time. Walk-ups will be accepted on a space available basis.***

1:00 pm to 5:00 pm

## **Cybersecurity and Tier IV Data Center Mobile Tour**

➤ Nationwide Tier IV Data Center

Whether it's your favorite business or someone's iPhone, we've all heard about a company or person that has been impacted by a cybersecurity breach. At Nationwide, our cyber and data security technology is award winning and protecting our data is always top of mind. A Tier IV security rating is the highest rating a data center can get. There are only 5 in the United States – and two of those are Nationwide data centers. Join is for an exciting tour to see in person exactly how we keep our data safe. You'll get an exciting behind the scenes look about the security measures we have in place and what goes into a Tier IV rating. Please join us to see how plan and participant data is safe with Nationwide.

2:00 pm to 4:00 pm

## **Farber Factory Tour**

➤ Meet at Convention Center Main Concourse at 2:30 p.m.

Learn how Farber Specialty Vehicles, an established family-owned company headquartered in Franklin County and a U.S. Communities purchasing program supplier, partners with communities to provide unique and innovative vehicle solutions for counties and public agencies across the nation. Tour the factory that builds mobile classrooms, bloodmobiles, mobile command centers, communication vehicles, bookmobiles and more!

Sponsored by U.S. Communities™ Government Purchasing Alliance. NACo is a founding member of this leading national government purchasing cooperative.

*Please note: This tour requires pre-registration. Click on the title above to access the registration form.*

2:00 pm to 5:00 pm

## **Credentials Desk Open**

➤ Room A110-114

2:00 pm to 5:00 pm

**NACo Store Open**

➤ Hall A Foyer

2:00 pm to 5:00 pm

**Registration Open**

➤ Room A110-114

2:30 pm to 4:30 pm

**National Association of County Human Services Administrators**

➤ Room A224-225

5:00 pm to 7:00 pm

**Colorado Caucus Meeting**

➤ Room A212-214

## Friday, July 21, 2017

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7:30 am to 9:00 am

**NACo Ambassadors Orientation**

➤ Room C150-151

7:30 am to 5:00 pm

**CIO Mobile Forum**

➤ Hyatt - Union ABC

The CIO Forum brings together county CIOs, county officials with a responsibility for a technology initiative or program, and Premier Corporate Members to address the latest technology issues impacting county government. The CIO Forum will address:

- Data Analytics and Using Data to Improve Decision Making
- The Evolution of Open Data in County Government
- The Use of Cognitive Computing and Artificial Intelligence
- The Internet of Things (IoT) and Smart County Initiatives
- Digital Equity
- Cyber Security

The CIO Forum will conclude with a tour of the Amazon Fulfillment Center (transportation provided).

The CIO Forum is presented by NACo and the Public Technology Institute.

**Speakers**

Curtis Clark  
Director, Global Government,  
IBM Public Sector

7:30 am to 5:00 pm

**Registration Open**

➤ Room A110-114

8:00 am to 9:00 am	<b>Policy Chairs Coordinating Committee Meeting #1</b>  Room A220-221
8:30 am to 5:00 pm	<b>NACo Store Open</b>  Hall A Foyer
9:00 am to 10:00 am	<b>Community, Economic and Workforce Development Policy Steering Committee - Resolutions Meeting</b>  Short North B
9:00 am to 10:00 am	<b>Human Services and Education Policy Steering Committee - Resolutions Meetings</b>  Room B130-132
9:00 am to 10:00 am	<b>Public Lands Policy Steering Committee - Resolutions Meeting</b>  Union Station A
9:00 am to 10:00 am	<b>Transportation Policy Steering Committee - Resolutions Meeting</b>  Union Station C
9:00 am to 11:00 am	<b>Environment, Energy and Land Use Policy Steering Committee - Resolutions Meeting</b>  Room C170-172
9:00 am to 11:00 am	<b>NACIO Business Meeting</b>  Room A224-225
9:00 am to 12:00 pm	<b>Health Policy Steering Committee - Subcommittee Meetings</b>  Room C160-161
9:00 am to 12:00 pm	<b>Justice and Public Safety Policy Steering Committee - Subcommittee Meetings</b>  Room B232-235
10:00 am to 12:00 pm	<b>Agriculture and Rural Affairs Policy Steering Committee - Subcommittee Meetings</b>  Short North A



- 10:00 am to 12:00 pm **Community, Economic and Workforce Development Policy Steering Committee - Subcommittee Meetings**  
➤ Short North B
- 10:00 am to 12:00 pm **Finance, Pensions and Intergovernmental Affairs Policy Steering Committee - Resolutions and Subcommittee Meetings**  
➤ Room A212-214
- 10:00 am to 12:00 pm **Human Services and Education Policy Steering Committee - Subcommittee Meetings**  
➤ Room B130-132
- 10:00 am to 12:00 pm **Public Lands Policy Steering Committee - Subcommittee Meetings**  
➤ Union Station A
- 10:00 am to 12:00 pm **Transportation Policy Steering Committee - Subcommittee Meetings**  
➤ Union Station C
- 10:30 am to 12:00 pm **Audit Committee Meeting**  
➤ Room A220-221

11:00 am to 2:00 pm

## **Scioto Mile and National Veterans Museum Presentation - Mobile Workshop - SOLD OUT**

📍 Meet at Convention Center Main Concourse at 10:30 a.m.

Nationally recognized, Columbus economic development leader and downtown revitalization expert, [Guy Worley](#), CEO & President of Columbus Downtown Development Corp., presents highlights from successful public/private partnerships. Learn first-hand how vision, direction and leadership created key community amenities like the [Scioto Mile](#), [Scioto Greenways](#), [Lazarus Building](#) and [Columbus Commons](#), generating a lively and energetic atmosphere that has catalyzed \$400 million in private investments with ongoing development. The development also includes the [National Veterans Memorial & Museum](#) currently under construction. Following the presentation, guests are invited to explore the area, enjoy lunch at the Jazz & Rib Festival or catch the chartered bus back to the Greater Columbus Convention Center.

Buses will depart the Greater Columbus Convention Center at 10:30 a.m.

*Please note: Mobile Tours require pre-registration.*

*This tour is sold out. If you are interested in attending a sold out tour, plan to be at the Mobile Tour Meeting Point on the Second Level Connector at the GCCC at least 15 minutes prior to the bus departure time. Walk-ups will be accepted on a space available basis.*

12:00 pm to 1:30 pm

## **Finance Committee Meeting**

📍 Room A222-223

12:00 pm to 1:30 pm

## **NextGen Community Service Project to Benefit Nationwide Children's Hospital**

📍 Room A210-211

Join us in stuffing backpacks for infants and teens who are admitted for treatment at Nationwide Children's Hospital.

*Please note: This activity requires pre-registration and carries a fee of \$25 per person which will contribute to the cost of items to be donated.*

12:00 pm to 4:00 pm

## **Financial Services Center Advisory Committee**

📍 Offsite Location: Nationwide 10 West Offices

12:00 pm to 4:00 pm

## **NACo Defined Contribution and Retirement Advisory Committee**

📍 Offsite Location: Nationwide 10 West Offices

12:15 pm to 1:45 pm

## **County Cannabis Roundtable**

📍 Room C150-151

12:30 pm to 2:00 pm	<b>Environment, Energy and Land Use Policy Steering Committee - Subcommittee Meetings</b> ➤ Room C170-172
1:30 pm to 3:30 pm	<b>Agriculture and Rural Affairs Policy Steering Committee - Business Meeting</b> ➤ Short North A
1:30 pm to 4:00 pm	<b>Community, Economic and Workforce Development Policy Steering Committee - Business Meeting</b> ➤ Short North B
1:30 pm to 4:00 pm	<b>Transportation Policy Steering Committee - Business Meeting</b> ➤ Union Station C
2:00 pm to 4:00 pm	<b>Environment, Energy and Land Use Policy Steering Committee - Business Meeting</b> ➤ Room C170-172
2:00 pm to 4:00 pm	<b>Finance, Pensions and Intergovernmental Affairs Policy Steering Committee - Business Meeting</b> ➤ Room A212-214
2:00 pm to 4:00 pm	<b>Public Lands Policy Steering Committee - Business Meeting</b> ➤ Union Station A
2:00 pm to 4:30 pm	<b>Health Policy Steering Committee - Business Meeting</b> ➤ Room C160-161
2:00 pm to 4:30 pm	<b>Human Services and Education Policy Steering Committee - Business Meeting</b> ➤ Room B130-132
2:00 pm to 4:30 pm	<b>Justice and Public Safety Policy Steering Committee - Business Meeting</b> ➤ Room B232-235

2:30 pm to 4:00 pm

### **Telecommunication and Technology Policy Steering Committee - Business Meeting**

➤ Room A220-221

2:30 pm to 4:30 pm

### **Rickenbacker Inland Port - Mobile Workshop - SOLD OUT**

➤ Meet at Convention Center Main Concourse at 2:00 p.m.

Rickenbacker Inland Port is a global multi-modal logistics hub with an unparalleled location for distribution to U.S. and Canadian consumers.

Buses will depart the Greater Columbus Convention Center at 2:00 p.m.

*Please note: Mobile Tours require pre-registration.*

***This tour is sold out. If you are interested in attending a sold out tour, plan to be at the Mobile Tour Meeting Point on the Second Level Connector at the GCCC at least 15 minutes prior to the bus departure time. Walk-ups will be accepted on a space available basis.***

4:00 pm to 6:00 pm

### **Exhibit Hall Reception**

➤ Hall A

4:15 pm to 4:45 pm

### **County Talk**

➤ Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

5:00 pm to 5:45 pm

### **Policy Chairs Coordinating Committee Meeting #2**

➤ Room A220-221

5:15 pm to 5:45 pm

### **County Talk**

➤ Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

6:00 pm to 8:00 pm

## **NACo Opening Reception**

📍 Offsite - North Market

You won't want to miss this year's Opening Reception at the North Market ([www.northmarket.com](http://www.northmarket.com)).

Established in 1876, the North Market is Columbus' only remaining true public market. More than 30 merchants offer a wide variety of fresh, local, authentic food, many of which will be serving specialties for NACo attendees to enjoy. A local band will add to the festive atmosphere.

Located just one block from the Greater Columbus Convention Center, the North Market will be a great kick-off to our meeting - and will be a place for you to visit during breaks for a quick bite to eat.

7:15 pm to 10:15 pm

## **NACo night at the ballpark - Syracuse Chiefs vs. Columbus Clippers**

📍 Offsite - Huntington Park

Huntington Park is a county owned and operated minor league stadium. Completed in 2009, the ballpark is the home of the Columbus Clippers, (also owned by the county), the Triple-A minor league affiliate of the Cleveland Indians. The 10,100-seat stadium is located in the Arena District of Columbus. It was named Ballpark of the Year by [Baseballparks.com](http://Baseballparks.com) in 2009 for the "best combination of superior design, attractive site selection and fan amenities." In 2016, *Forbes* listed the Clippers as the fifth-most valuable Minor League Baseball team.

*Limited Availability. Please request tickets (up to 4 per registered attendee) when registering for the conference. Tickets must be picked up from the Clippers counter located in the registration area on July 20 or 21.*

# **Saturday, July 22, 2017**

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7:30 am to 9:00 am

## **GIS Subcommittee**

📍 Room A222-223

The GIS Subcommittee will meet to discuss strategic directions for NACo to take on a continuing basis. The committee will identify and review topics/subjects of interest to NACo membership and will recommend various outcomes that could include, but are not limited to:

Topics for 2018 NA Co Legislative Conference

Research and polling

Webinars

White Papers

Seeking contracts and grants to support specific activities

Books and or monographs

Product and service pilots for Counties

Best practices

Identify organizations, potential partner organizations, and other resources

7:30 am to 5:00 pm	<p><b>Registration Open</b></p> <p>➤ Room A110-114</p>
8:00 am to 9:15 am	<p><b>Gulf States Counties and Parishes Caucus</b></p> <p>➤ Room B130</p>
8:00 am to 9:15 am	<p><b>Solutions Sessions</b></p> <p>➤ Room B140-142</p> <p>Solution Sessions provide an opportunity for joint presentations from the private and public sectors. Together, they share unique insights and industry analysis, highlight case studies and create dialogue on topics important to counties.</p>
8:00 am to 9:15 am	<p><b>Solutions Sessions</b></p> <p>➤ Room B143-145</p> <p>Solution Sessions provide an opportunity for joint presentations from the private and public sectors. Together, they share unique insights and industry analysis, highlight case studies and create dialogue on topics important to counties.</p>
8:00 am to 10:00 am	<p><b>First Time Attendees Breakfast</b></p> <p>➤ Room C150-151</p> <p>Join other first time attendees and NACo Ambassadors for breakfast and learn how to make the most of your conference attendance and learn more about NACo.</p>
8:00 am to 5:00 pm	<p><b>NACo Store Open</b></p> <p>➤ Hall A Foyer</p>
8:30 am to 5:00 pm	<p><b>Credentials Desk Open</b></p> <p>➤ Room A110-114</p>
9:00 am to 10:00 am	<p><b>NACHFa Affiliate Meeting</b></p> <p>➤ Room A220-221</p>
9:00 am to 12:00 pm	<p><b>Large Urban County Caucus</b></p> <p>➤ Short North B</p>
9:00 am to 12:00 pm	<p><b>Rural Action Caucus</b></p> <p>➤ Short North A</p>

9:00 am to 3:00 pm

### **Exhibit Hall Open**

➤ Hall A

9:00 am to 3:00 pm

### **NACE (National Association of County Engineers) Executive Committee Meeting**

➤ Room B240-241

9:15 am to 9:45 am

### **County Talk**

➤ Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

9:15 am to 10:45 am

### **IT Standing Committee Meeting**

➤ Room B232-235

The technology committee will meet to discuss strategic directions for NACo to take on a continuing basis. The committee will identify and review topics/subjects of interest to NACo membership and will recommend various outcomes that could include, but are not limited to:

Topics for 2018 NA Co Legislative Conference

Research and polling

Webinars

White Papers

Seeking contracts and grants to support specific activities

Books and or monographs

Product and service pilots for Counties

Best practices

Identify organizations, potential partner organizations, and other resources

10:00 am to 2:00 pm

### **Crisis Communication Strategies for County Officials**

➤ Room A210-211

This 4-hour course will dive deep into the art of managing a crisis through strategic communications. You will learn how to recognize the challenges faced in traditional and social media and understand the processes to follow when you experience a crisis in your county.

*Please note: This course requires pre-registration and an additional \$110 fee. Lunch is included in the registration fee.*

10:15 am to 10:45 am

## County Talk

➤ Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development. This County Talk, presented by Multi-Bank Securities, Inc., is called **Technology for your Treasurer/Finance Officer: Tools to Save Time and Enhance ROI for the County**. Learn how your treasurers and finance directors can use the latest web-based technology to invest the county's funds more efficiently and effectively.

10:45 am to 11:30 am

## Nominating Committee Meeting

➤ Room A220-221

11:00 am to 3:00 pm

## Tech Town Hall

➤ Hyatt - Franklin ABCD

All attendees of the NACo Annual Conference with an interest in technology are invited to attend! This Tech Town Hall is designed to be interactive and will include a mix of presentations and facilitated discussions with a focus on how counties are using technology to address these topics:

The Role of Social Media in County Government  
How Counties Can Use Technology to Empower Citizen Engagement  
Enabling a Technology Mobile Workforce  
Moving Your County to the Cloud  
Cyber Security and Protecting County Information  
The Latest on Public Safety Technology and Its Impact on County Services

The Tech Town Hall is presented by NACo and the Public Technology Institute.

### Speakers

John R. Allen  
General, U.S. Marine Corps  
(retd.)

11:15 am to 11:45 am

## County Talk

➤ Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.



12:00 pm to 1:30 pm

## **Improving Your County's Drinking Water Quality: A Resilient Counties Discussion**

📍 Room C150-151

Counties across the nation are grappling with significant water challenges, including aging infrastructure and poor water quality. These challenges can have lasting impacts on the health of residents and economy of the county. To protect and improve their drinking water, counties must organize and partner with local stakeholders around these common interests and educate residents and local businesses on the water management cycle. Panelists will discuss how they are working together to improve water infrastructure and quality in their counties.

12:00 pm to 1:30 pm

## **Membership Committee Meeting**

📍 Room B130

12:00 pm to 3:00 pm

## **Healthy Counties Early Childhood Lunch Summit**

📍 Room B230-231

### **Speakers**

Dr. Bonnie Brueshoff  
Director for the Dakota County  
Public Health Department

The Hon. Trevor Fuller  
Commissioner, Mecklenburg  
County, North Carolina

Ms. Dreama Gentry  
Executive Director, Partners for  
Education at Berea College

12:15 pm to 12:45 pm

## **County Talk**

📍 Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

12:30 pm to 3:00 pm

## **Western Interstate Region Board of Directors Meeting**

📍 Room C170-172

1:00 pm to 2:30 pm

## **JPS Emergency Management Subcommittee Meeting**

📍 Union Station C

1:00 pm to 3:00 pm

### **NACo LGBT Leaders & Allies Presents: LGBTQ Sensitivity Across the Criminal Justice Spectrum**

📍 Room A222-223

Representatives from our hosts in Franklin County will discuss issues of inclusion in the workplace including training, outreach and accommodations for employees who are transitioning between genders. Franklin County will also unveil a partnership with the Human Rights Campaign designed to bring County LGBTQ equality accomplishments into the HRC Metropolitan Equality Index. Speakers will then turn to the continuum of the justice system, and discuss how LGBTQ outreach, training and policies have been implemented in deputy recruiting and training, in inmate classification and housing and in reentry programming and supports.

1:00 pm to 3:00 pm

### **Veterans and Military Services Committee Meeting**

📍 Room A212-214

1:15 pm to 1:45 pm

### **County Talk**

📍 Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

1:30 pm to 3:00 pm

### **Building Arts Partnerships to Bolster Your County's Health and Economy: A Meeting of the NACo Arts and Culture Commission**

📍 Union Station A

This meeting will focus on how local governments, arts councils and arts organizations can work together to develop a healthy arts economy and build a sense of place within a community. Focusing on Franklin County, the panelists will discuss their work, how they work with each other and how counties can replicate their success. The discussion will include an overview of Americans for the Arts' newly released Arts and Economic Prosperity 5, a national economic impact study of America's nonprofit arts and culture industry which collects data from 330 study regions across the United States (including 110 counties!).

#### **Speakers**

Mr. Jay Dick  
Senior Director of State and  
Local Government Affairs,  
Americans for the Arts

The Hon. Marilyn Brown  
Commissioner, Franklin  
County, Ohio

Tom Katzenmeyer  
President and CEO, Greater  
Columbus Arts Council

Nannette Maciejunes  
Executive Director, Columbus  
Museum of Art

1:30 pm to 3:00 pm

### **North Carolina Association of Black County Officials**

📍 Hyatt - Delaware AB

1:30 pm to 3:00 pm

**State Association Meeting Planners Meeting**

📍 Room B232-235

1:45 pm to 3:00 pm

**NACo Board Forum**

📍 Union Station B

2:15 pm to 2:45 pm

**County Talk**

📍 Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

3:15 pm to 5:00 pm

**General Session**

📍 Battelle Grand

**Speakers**

Piper Kerman  
New York Times Best-Selling  
Author, "Orange is the New  
Black"

Todd May  
Director, NASA's Marshall  
Space Flight Center

Dr. Marla E. Pérez-Davis  
Deputy Director, NASA's John  
H. Glenn Research Center

3:30 pm to 5:30 pm

**NABCO/NOBCO Annual Conference Meeting**

📍 Union Station C

5:00 pm to 5:30 pm

**NACo 2nd Vice President Candidates' Forum**

📍 Battelle Grand

5:00 pm to 6:00 pm

**Alabama Delegates Caucus**

📍 Room B131

5:00 pm to 6:00 pm

**Iowa Caucus Meeting**

📍 B232-233

5:00 pm to 6:00 pm

**Missouri Delegation Caucus**

📍 Room B132

- 5:00 pm to 6:00 pm      **Women of NACo (WON)**  
 ↗ Hyatt-Franklin D
- 5:00 pm to 6:30 pm      **Minnesota Delegation Caucus**  
 ↗ Room A210-211
- 5:00 pm to 6:30 pm      **NACo LGBT Leaders & Allies Reception**  
 ↗ Offsite - Level Dining Lounge, 700 N. High Street
- 5:00 pm to 6:30 pm      **North Carolina Caucus**  
 ↗ Hyatt - Delaware AB
- 5:00 pm to 6:30 pm      **Pennsylvania Counties Caucus**  
 ↗ Room A220-221
- 5:00 pm to 7:00 pm      **Florida Association of Counties**  
 ↗ Hyatt - Suite TBD
- 5:15 pm to 6:00 pm      **NCRCO (National Conference of Republican County Officials)  
 Business Meeting**  
 ↗ Room B242-243
- 5:30 pm to 6:30 pm      **Brilliant Ideas at Work: NACo's Presidential Initiative Reception**  
 ↗ Hyatt - Union AB  
*By invitation only.*
- 5:30 pm to 7:00 pm      **Oregon/Washington/Alaska Reception**  
 ↗ Room B246
- 6:00 pm to 6:30 pm      **NCRCO (National Conference of Republican County Officials)  
 Reception**  
 ↗ Room B244-245
- 6:30 pm to 8:00 pm      **NCACC Reception**  
 ↗ Hyatt - Delaware CD

# Sunday, July 23, 2017

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7:30 am to 8:30 am

**The Resilient Counties Forum is a FREE opportunity for NACo Corporate and County Members to interact more directly in a focused, intimate setting.**

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## **Non-Denominational Worship Service**

➤ Room A210-211

7:30 am to 9:00 am

**Alaska, Idaho, Montana, Nevada, North Dakota, South Dakota and Wyoming Associations of Counties Joint Breakfast**

➤ Room A220-221

7:30 am to 9:00 am

**Virginia, West Virginia and Maryland Breakfast**

➤ Room B232-233

7:30 am to 4:30 pm

**Registration Open**

➤ Room A110-114

7:45 am to 9:00 am

**Aetna-Healthy Counties Breakfast Roundtable**

➤ Room C150-151

8:00 am to 9:00 am

**Credentials Committee Meeting**

➤ Room A222-223

8:00 am to 4:00 pm

## Cost-Saving Strategies to Improve County Economic and Energy Resilience: A Resilient Counties Forum

📍 Room C160-161

*\*Pre-registration is not required but is strongly encouraged; click on the title above to access the registration link. Please note that programming will start at 9:00am, with an 8:00am breakfast and a break from 11:45am to 2:15pm for the [Achievement Awards Luncheon](#).*

At the Forum, NACo County Members

**will gain a better understanding of the expertise and services Sponsors provide, and will have an opportunity to work with Sponsors to create an action plan for how they might address certain issues in their counties.**

The morning session will feature presentations by NACo Corporate Members and the counties with which they work. Presentations will be grouped around four topic areas:

**Disasters,  
Energy,  
Infrastructure and  
Recycling.**

The afternoon session will be a "conversation cafe." NACo Corporate Members will be placed at tables throughout the venue, and attendees will rotate through the tables every 30 minutes to form action plans and ask questions in a small group setting.

## FULL SCHEDULE:

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8:00 - 9:00am: Breakfast & Opening Remarks

9:00 - 9:40am: Infrastructure Presentations

9:40 - 10:20am: Disasters Presentations

10:20 - 10:40am: Recycling Presentations

10:40 - 10:50am: Break

10:50 - 11:45am: Energy Presentations

11:45am - 2:15pm: Break for Achievement Awards Luncheon

2:15 - 4:00pm: Conversation Cafe

*If you have any questions, please contact Jenna Moran at [jmoran@naco.org](mailto:jmoran@naco.org).*

8:00 am to 5:30 pm

## NACo Store Open

📍 Hall A Foyer

8:30 am to 1:00 pm

## Credentials Desk Open - County Pick-up Only

📍 Room A110-114

9:00 am to 10:15 am

## Cash Management and Investing Public Funds: What Elected Officials Need to Know

📍 Room B230-231

- 9:00 am to 10:15 am **Fundamentals of a High-Functioning Pretrial Justice System**  
 ↗ Room B131  
 High-functioning pretrial systems include many elements, such as validated risk assessments, risk-based supervision and ongoing performance measurement. This workshop will feature a national expert detailing the fundamentals every county should have in its pretrial agency and system, and two counties will share their efforts to improve pretrial justice locally, including the use of evidence-based practices and regular population reviews.
- 9:00 am to 10:15 am **Leading, Managing, Developing and Keeping Millenials**  
 ↗ Room B143-145
- 9:00 am to 10:15 am **NCCAE Professional Development Session**  
 ↗ Room B240-242
- 9:00 am to 10:15 am **Solutions Sessions**  
 ↗ Room B234-235
- 9:00 am to 10:15 am **Solutions Sessions**  
 ↗ Room B243-245
- 9:00 am to 10:15 am **The County Role in Shaping America's Future Workforce**  
 ↗ Room B130  
 This workshop will explore the role of the chief local elected official in implementing the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to assist job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The session will include county best practices and examples that highlight the differences in local workforce areas such as urban versus rural, and single county versus multi-county areas.  
 Presented by the National Workforce Association
- 9:00 am to 10:15 am **Using Technology to Build Healthier Counties**  
 ↗ Room B140-142
- 9:00 am to 12:00 pm **Exhibit Hall Open**  
 ↗ Hall A
- 9:00 am to 12:00 pm **NACo Board of Directors and Resolutions Committee Meetings**  
 ↗ Union Station B

9:15 am to 9:45 am

### **County Talk**

📍 Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

9:30 am to 11:00 am

### **Immigration Reform Task Force Meeting**

📍 Room A212-214

10:00 am to 12:00 pm

### **NACA Executive Board Meeting**

📍 Room A222-223

10:15 am to 10:45 am

### **County Talk**

📍 Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

10:30 am to 11:45 am

### **Harnessing the Engagement of Your Employees**

📍 Room B131

Counties continually must “do more with less.” Federal or state-mandated increased in services and programs, but with less revenue and funding, means finding new ways to keep up. One solution can be found in each and every county – their own employees. This workshop will focus on how engaging the county workforce can save time and money, and contribute to better employee development at the same time.



10:30 am to 11:45 am

## Leadership Strategies for Women in Government: How to Thrive in Your Career

➤ Room B130

According to Ernst & Young's Worldwide Index of Women as Public Sector Leaders, women makeup 51% of the world population and they make up about 48 percent of the overall public sector workforce. In addition, a U.S. Department of Labor study of women in the labor force shows that women are nearly 50% more likely to work in government than men. In today's politically charged environment, women in government must learn to develop the leadership skills to manage limited resources, respond to opposition and be resilient. This workshop breaks down three (3) Leadership Strategies—Show Up, Speak Up and Step Up— to help women in government lead effectively both personally and professionally. This workshop approaches leadership from a holistic perspective taking into account that women in government often make personal sacrifices to dedicate themselves to public service. Topics covered include:

- o Establishing credibility and establishing a reputation as a leader
- o Communicating effectively with leaders and constituents
- o Developing a personal growth plan

10:30 am to 11:45 am

## NCCAE Professional Development Session

➤ Room B240-242

10:30 am to 11:45 am

## Preparing for Key Public Entity Cyber Risks

➤ Room B234-235

To protect local communities, public entities must stay ahead of constantly changing cyber risks. While many have a general awareness of such risks, they often lack specifics on how best to prepare. Cyber events involving private or confidential data can be both high-profile and costly, draining local finances and putting local officials in the media spotlight. Join Robin Leal, cyber lead for Travelers Public Sector Services, and Kelly O'Brien, from Travelers Cyber Risk Control, to learn more about the following key cyber risks:

**Ransomware:** New variants of maliciously installed malware hold public entity data hostage for ransom.

**Vendors:** Vendors and business partners present risks to data security.

**Negligent employees:** Workers cause cyber breaches by mistakenly sending emails containing confidential information.

**Hackers:** Cyber criminals attack computer systems to obtain data.

**Hactivists:** Hackers may block an organization's website or change its messaging to promote a social or political cause.

**Social engineering:** Employees can be tricked into transferring funds to cyber criminals.

This session will include a brief video presentation, "Anatomy of a Main Street Hack," and it will suggest specific actions to consider for public entities to minimize exposure to cyber risks.

### Speakers

Robin Leal  
2VP, Underwriting Director,  
Travelers Public Sector  
Services

Kelly O'Brien  
Data Breach Specialist, Risk  
Control, Travelers

10:30 am to 11:45 am

## Rethinking Work/Life Balance for Sustainable Leadership

📍 Room B132

This session is designed to create a reflective space in our busy lives to consider our professional roles, leadership journeys, life stages and personal aspirations. Taking these aspects into consideration, individuals who attend this unique workshop will explore ways to prioritize what is important to them, rethink the concept of work/life balance and better manage their time in a high-pressure, fast-paced public sector environment.

### Speakers

Melissa Laughon  
Catch Your Limit

10:30 am to 11:45 am

## Smarter Cities, Smarter Counties: How Intelligent Transportation Solutions are Driving Regional Connectivity

📍 Room B140-142

This workshop will highlight Columbus' success in winning the Smart Cities Challenge and will highlight how the city and county are working together to achieve lasting success and drive innovation. As a collaborative, the Smart Columbus team sees ITS as a way to enhance and expand mobility across the region, creating opportunities for economic development and job creation and providing residents better access to jobs, fresh food, services, education, healthcare, and recreation. Panelists will discuss how they have worked together to solve regional challenges from project development to implementation to-date.

### Speakers

Mr. James Garland  
Team Leader - Office of  
Planning, Federal Highway  
Administration

Erik Janas  
Deputy County Administrator,  
Franklin County, Ohio

Mike Stevens  
Chief Innovation Officer and  
Smart City Lead, City of  
Columbus, Ohio

Joanna Pinkerton  
Co-Director, Honda-OSU  
Partnership, The Ohio State  
University

Brian Mefford  
Founder, Connected Nation  
Exchange

10:30 am to 11:45 am

## Stepping Up Summit Part One: Identifying People with Mental Illnesses in Your Jail

📍 Short North A

More than 350 counties have passed a resolution to join [Stepping Up: A National Initiative to Reduce the Number of People with Mental Illnesses in Jails](#). To support counties in their efforts, NACo is hosting a two-part Stepping Up Summit to provide counties with the tools and resources they need to further their initiatives. Part One will focus on providing an overview of strategies counties are using to identify people with mental illnesses in their jails and how they are using this information to inform policies, practices and funding allocations. All counties are welcome to attend the summit.

10:30 am to 11:45 am

## **The Next Big Thing: Retirement Readiness**

➤ Room B243-245

Millions of Americans are woefully unprepared for retirement. When it comes to improving retirement outcomes, there are many courses of action – or levers – that you, as a plan sponsor, can apply to help your deferred compensation plan participants more effectively pursue their retirement goals. This presentation explores why retirement readiness matters and highlights opportunities to improve participant retirement outcomes.

### **Speakers**

Carlos L. Greene  
Senior Program Director,  
NACo FSC

Marc Metzger  
AVP, Retirement Plans  
Participant Solutions,  
Nationwide

Sue Walton  
SVP, Senior Defined  
Contribution Strategist,  
American Funds from Capitol  
Group

10:30 am to 12:00 pm

## **National Association of County Surveyors**

➤ Room A224-225

11:15 am to 11:45 am

## **County Talk**

➤ Hall A Booth 241

County Talks showcase great ideas in 20 minutes or less. Presented in a theater in the rear of the exhibit hall, corporations share ideas in areas like health and human services, justice and public safety, energy, transportation and infrastructure, technology and economic development.

12:00 pm to 2:00 pm

## **NACo Achievement Awards Luncheon**

➤ Battelle Grand

*Please note: This event requires pre-registration and an additional fee of \$15.*

12:00 pm to 3:00 pm

## **County Administrators Idea Exchange / NACA**

➤ Room Union Station A

1:00 pm to 2:00 pm

## **Texas Caucus**

➤ Room A22.4

1:00 pm to 5:00 pm

## **Essential Practices in Technology for County Officials**

📍 Room B232-233

This highly interactive 4-hour course will focus on the role county elected leaders can and should play in an ever-evolving technology environment. Topics we will address include cyber-security, cloud-based services, civic engagement, as well as exploring best practices as they relate to technology leadership, innovation, and governance.

By attending this course you will learn about the top ten technology issues affecting counties, and, in particular, you will learn how to assess technological risk, keep your organization protected from cyber-attacks, and implement the right strategies and technologies that meet the needs of your county.

*Please note: This course requires pre-registration and an additional \$110 fee.*

2:00 pm to 3:30 pm

## **National Association of County Civil Attorneys Meeting**

📍 Room A222-223

2:00 pm to 3:30 pm

## **Programs and Services Committee Meeting**

📍 Room C170

All NACo members are invited to participate in the Programs and Services Committee meeting. County members will participate in a discussion and live poll on county performance indicators, provide input into new NACo leadership development initiatives and learn how to champion the updated NACo civic education curriculum and game in their counties.

### **Speakers**

Emilia Istrate  
Managing Director, NACo  
Counties Futures Lab

Linda Langston  
Director of Strategic Relations

2:00 pm to 5:00 pm

## **Credentials Desk Open - State Association Pick-up only**

📍 Room A110-114

2:15 pm to 3:30 pm

## **Cybersecurity (Spotlight: Build Your Strength, Protect Your Identity)**

📍 Room B143-145

2:15 pm to 3:30 pm

## **How to Gain Citizen Buy-In**

📍 Room B140-142

County government management and operations rely on citizen engagement for several reasons, including votes on bond proposals, input on budget proposals and key advisory boards. This workshop will focus on how counties can harness and increase the engagement of their citizenry in overall operations and management: helping to validate decision-making and work effectively as a community. Topics will include using social media to quickly mobilize a community, successful messaging and other public outreach tools.

2:15 pm to 3:30 pm

## **Solutions Session**

📍 Room B243-245

2:15 pm to 3:30 pm

## **Solutions Session**

📍 Room B234-235

2:15 pm to 5:30 pm

## **Stepping Up Summit Part Two: Implementing Policies and Programs to Reduce the Number of People with Mental Illnesses in Your Jail**

📍 Short North A

More than 350 counties have passed a resolution to join [Stepping Up: A National Initiative to Reduce the Number of People with Mental Illnesses in Jails](#). To support counties in their efforts, NACo is hosting a two-part Stepping Up Summit to provide counties with the tools and resources they need to further their initiatives. Part Two will highlight policies, practices and programs that counties have implemented along four key measures: the number of people with mental illnesses booked into their jail, the length of stay of people with mental illnesses, connections to treatment and recidivism. All counties are welcome to attend the summit.

2:45 pm to 3:45 pm

## **NCCAE Business Meeting**

📍 Room A212-214

3:45 pm to 5:00 pm

## How Census 2020 and Your County Assessment Data Matter to Your Bottom Line

📍 Room B132

Once every decade, the United States undertakes a count of population, as required by the U.S. Constitution. The 2010 Census was the first one to use a short form focused on demographics, leaving the American Community Survey (ACS) to collect other socioeconomic information. The Census population counts have major implications for how a large portion of federal dollars are distributed to states and local governments, as well as for congressional redistricting and for enforcing civil rights laws. Organized in partnership with the International Association of Assessing Officers (IAAO), this session will discuss the changes and challenges with Census 2020, the role of ACS and how local administrative data – such as county assessments – can help improve the accuracy of federal data.

### Speakers

Gretchen Gooding  
Survey Statistician, American  
Community Survey Office, U.S.  
Census Bureau

John Wilson  
County Assessor, King County,  
WA

3:45 pm to 5:00 pm

## Making the Most of Your NACo Membership!

📍 Room B143-145

NACo has a lot to offer members – the challenge is making the most of your membership opportunities. This session Linda Langston, Director of Strategic Relations and Andrew Goldschmidt, Membership Marketing Director will present the many member benefits you can take advantage of from the Live Healthy Program (learn about the new toolkit) to free online software from IBTS and a new webinar series called “Ask the IT Professional.” And don’t forget Nationwide Retirement and US Communities.

### Speakers

Linda Langston  
Director of Strategic Relations

Andrew Goldschmidt  
Membership/Marketing  
Director

3:45 pm to 5:00 pm

## Solutions Sessions

📍 Room B234-235

3:45 pm to 5:00 pm

## Solutions Sessions

📍 Room B243-245

3:45 pm to 5:00 pm

## Spotlight on Civic Education: Updated Curriculum and Game from NACo and iCivics

📍 Room B140-142

### Speakers

Amber Coleman-Mortley  
Digital Media Manager, iCivics



3:45 pm to 5:00 pm

### **The Effective Public Leader**

➤ Room B131

3:45 pm to 5:00 pm

### **The Gig Economy: The Rise of the Freelance Workforce**

➤ Room B130

This workshop will discuss how the rise of freelance, "gig" labor along with the evolution of artificial intelligence are shaping the US workforce. This discussion will touch upon effects on county employment and jobs with county vendors and contractors.

#### **Speakers**

Rich Fitzgerald  
County Executive, Allegheny  
County, Pa.

Dr. Trevor Brown  
Dean of the John Glenn  
College of Public Affairs, The  
Ohio State University

4:00 pm to 5:00 pm

### **Mississippi Caucus Meeting**

➤ Room A220-221

4:00 pm to 5:15 pm

### **State Association Deputy Directors and Staff**

➤ Room A215

4:00 pm to 6:00 pm

### **Opioid Epidemic Townhall and Solutions Exhibit**

➤ Union Station C

4:30 pm to 5:30 pm

### **California Caucus**

➤ Room B240-242

4:30 pm to 5:30 pm

### **NextGen Business Meeting**

➤ Room A212-214

5:30 pm to 7:00 pm

### **Arizona Caucus**

➤ Room B230-231

5:30 pm to 7:00 pm

### **Michigan Caucus Meeting**

➤ Room B246

5:30 pm to 7:00 pm

### **Wisconsin Counties Association and PMA Financial/WISC/Forecast5 Analytics County Reception**

➤ Room B232-233

6:00 pm to 7:00 pm **NACo NextGen and CLI Reception**

➤ Renaissance Columbus - Room TBD

6:00 pm to 7:00 pm **Stepping Up Reception**

➤ Union Station Foyer

6:00 pm to 8:00 pm **Arts and Culture Commission Reception**

➤ Pizzuti Collection

7:00 pm to 9:00 pm **LUCC/RAC Reception**

➤ The Ohio Statehouse

*By invitation only.*

## Monday, July 24, 2017

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8:00 am to 9:15 am **Aligning Justice and Health Resources to Achieve Better Outcomes**

➤ Room B131

Individuals in jail have far higher rates of physical health problems, mental illness and substance use disorder than the general population, and studies have shown that access to treatment can improve public safety. Counties across the country are developing innovative cross-system approaches to more effectively treat justice-involved individuals with health needs, more efficiently use resources and improve outcomes for individuals and the community. This workshop will feature a national expert detailing ways counties can institutionalize collaboration, and two counties will share their efforts to combine or link justice and health resources to better serve residents.

### Speakers

Mr. Maury Thompson  
Assistant County Manager,  
Johnson County, Kan.

8:00 am to 9:15 am **County Communications and the Challenge of Fighting Fake News**

➤ Room B140-142

8:00 am to 9:15 am **Policy Chairs Coordinating Breakfast**

➤ Room C170



8:00 am to 9:15 am

## **Serving Immigrant Populations**

📍 Room B132

In the debate over immigration reform, the county perspective is often overlooked; yet, from an operational and managerial standpoint, counties are the central players. From providing translators in PSAPs and public ESOL teachers, to helping migrants develop businesses and increase the tax base, county operations of all sizes across the country must deal with the impacts of immigration as county leaders seek to integrate foreign-born residents into their communities. County officials from a variety of counties will discuss the role of counties in immigration, and how counties deal with the impact of immigration on county budgets, funding, service provision and personnel.

### **Speakers**

The Hon. Manuel Ruiz  
Supervisor, Santa Cruz County,  
Ariz.

The Hon. Jim Zwetzig  
Commissioner, Morgan  
County, Colo.

The Hon. Phyllis Randall  
Chair of the Board of  
Supervisors, Loudoun County,  
Va.

8:00 am to 9:15 am

## **Solutions Session**

📍 Room B234-235

8:00 am to 9:15 am

## **Solutions Session**

📍 Room B243-245

8:00 am to 9:15 am

## **Understanding Credit Rating Agency Methodologies and Managing Interactions**

📍 Room B143-145

8:00 am to 9:15 am

## **Workforce Development and Labor Trends Breakfast Roundtable**

📍 Room B130

Counties play a critical role in both funding and facilitating workforce and economic development programs. This breakfast roundtable will offer an overview of U.S. labor trends and shortages, and will present strategies that counties can leverage to align workforce development programs and industry needs, with a particular focus on job training opportunities and placement services to assist young people, veterans and formerly incarcerated individuals enter the workforce. Hosted by the National Association of Home Builders.

8:00 am to 10:00 am

## **Registration Open**

📍 Room A110-114

- 8:00 am to 4:30 pm **NACo Store Open**  
 ↗ Hall A Foyer
- 9:30 am to 11:30 am **NACo Annual Business Meeting and Election**  
 ↗ Battelle Grand
- 11:45 am to 12:30 pm **Central Region Caucus Meeting**  
 ↗ Room A210-211
- 11:45 am to 12:30 pm **Northeast Region Caucus Meeting**  
 ↗ Room B234-235
- 11:45 am to 12:30 pm **South Region Caucus Meeting**  
 ↗ Room A212-213
- 11:45 am to 12:30 pm **West Region Caucus Meeting**  
 ↗ Room A214-215
- 12:45 pm to 1:15 pm **NACo New Organizational Board of Directors Meeting**  
 ↗ Union Station B
- 2:00 pm to 4:00 pm **General Session**  
 ↗ Battelle Grand
- Speakers**
- Ed Viesturs  
 Record-breaking mountain climber
- 6:30 pm to 9:30 pm **NACo Conference-wide Celebration Event**  
 ↗ Express Live!
- A ticket for this event is automatically included with all Full-Conference registrations. Additional tickets for guests may be purchased at a cost of \$50/person.*