

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, February 21, 2018 @ 5:30 p.m.
Governmental Center, 2nd Floor Commission Chambers
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES OR EXERCISES
(Pledge of Allegiance)
2. ROLL CALL
3. APPROVAL OF MINUTES
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
 - a. Minutes of February 7, 2018 (Regular Meeting)3
 - b. Minutes of February 14, 2018 (Special Meeting)9

4. FIRST PUBLIC COMMENT

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

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

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

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

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

All Information identified on the Consent Calendar can be viewed in it's entirety at www.grandtraverse.org.

a.	Receive and File:	
1)	Northern Lakes Community Mental Health Minutes of 1-18-18	11
2)	Conservation District January Report	16
3)	Medalie Park Business Plan.....	24
b.	Approvals:	
1)	Amended Purchasing Policy	33
2)	2018 Hauler License	38
3)	Dental Services Agreement – Amendment #20 - Renewal	40
4)	Ballot Printing	46
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Public Hearing & Approval – Regional Revolving Loan Fund Application – Food For Thought.....	50
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	PARKS & RECREATION:	
1)	Request for Adoption of the 2018-2023 GTC Parks & Recreation Plan	76
	(Draft Parks & Recreation Plan provided under separate cover. Final Plan will be provided prior to the meeting.)	
b.	DRAIN COMMISSIONER:	
1)	Cass Road Drain Project Update	78
c.	FINANCE:	
1)	January 2018 Claims Approval	79
2)	FY 2018 Budget Amendments	82
d.	ADMINISTRATION:	
1)	Planning - Resolution from Garfield Township	88
10.	OLD/UNFINISHED BUSINESS:	
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
15.	CLOSED SESSION IF NEEDED:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
February 7, 2018

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

OPENING CEREMONIES OR EXERCISES

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

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

APPROVAL OF MINUTES

Minutes of January 17, 2018 – Regular Meeting

Minutes of January 24, 2018 – Study Session

Minutes of January 31, 2018 – Special Meeting

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

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Add: Legal Opinion regarding Co-Interim Administrators under Department Action Items:
Administration.

Moved by Lathrop, seconded by Clous to approve the agenda as amended. Motion carried.

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Northwest Michigan Community Action Agency (NWMCAA) Minutes of December 14, 2017

- 2. Airport Commission Minutes of December 19, 2017
- 3. Department of Health & Human Services (DHHS) Minutes of December 29, 2017

B. APPROVALS

- 1. Resolution 14-2018
Sheriff's Office
Surplus Equipment
- 2. Resolution 15-2018 Resource Recovery
2018 Hauler License
- 3. Resolution 16-2018
Health Department
Acceptance of Hepatitis A Grant Funding

ACTION ON THE CONSENT CALENDAR

The County Clerk read the Consent Calendar for the record.

Moved by Wheelock, seconded by Mair to approve the Consent Calendar as presented. Motion carried.

SPECIAL ORDERS OF BUSINESS

a. Public Hearing on Amendment to PACE Program

Jean Derenzy, Interim Administrator, explained that the Property Assessed Clean Energy (PACE) Program adopted in 2014 needed to have a few amendments made to it.

Chairwoman Crawford opened the public hearing at 5:36 p.m.

Corey Connolly, Lean and Green Michigan, explained the PACE program and answered Commissioners' questions.

Heidi Scheppe, County Treasurer, answered questions regarding the delinquent tax procedures if a company defaulted on paying their special assessment taxes.

There being no further discussion or correspondence, the public hearing was closed at 6:03 p.m.

Resolution 17-2018
Property Assessed Clean Energy Program (PACE)
Resolution Amending Resolution 48-2014
Approving the Establishment of PACE Program

Moved by Wheelock, seconded by Mair to approve Resolution 17-2018. Motion carried.

- b. **Introduction of Veteran’s Affairs Director – Michael Roof** Jean Derenzy, Interim Administrator, introduced Michael Roof, new Veteran’s Affairs Director. Mr. Roof gave a brief overview of his experience.

ITEMS REMOVED FROM CONSENT CALENDAR

None

DEPARTMENT ACTION ITEMS a.

Commission on Aging

- 1. Home Chore Vehicle Maintenance

Resolution 18-2018
 Commission on Aging
 D&W Auto
 Home Chore Vehicle Maintenance

Moved by Gore Follette, seconded by Johnson to approve Resolution 18-2018. Motion carried.

- 2. Home Chore New Truck

Jill Case, COA Supervisor, answered Commissioners’ questions.

Resolution 19-2018
 Commission on Aging
 Watson Benzie, LLC
 Home Chore Truck Purchase

Moved by Gore Follette, seconded by Johnson to approve Resolution 19-2018. Motion carried.

- 3. Transportation Program and COAST Bus

Cindy Kienlen, COA Director, gave a power point presentation regarding the transportation program and COAST bus program.

Moved by Wheelock, seconded by Johnson to continue the COAST bus program at 3 days per week through the end of 2018. Motion carried.

b. Treasurer

- 1. Unclaimed Property Escheat Policy

Heidi Scheppe, County Treasurer, explained the policies and procedures. She indicated that the resolution needs to be amended to include “Cash Handling Procedures” in paragraph 4. The County Clerk will make the correction.

Resolution 20-2018
 Policies and Procedures
 Treasurer
 Unclaimed Property

Escheatment Policy, Cash Handling Policy and
Cash Handling Procedures

Moved by Johnson, seconded by Gore Follette to approve Resolution 20-2018 with the addition mentioned above. Motion carried.

c. Finance

1. MERS Defined Benefit Contribution for 2018

Dean Bott, Finance Director, indicated that the Board had requested that the MERS payment be made earlier in the year in order to maximize the investment returns on our 2018 contribution. Mr. Bott stated that this earlier payment will not negatively affect the County's cash flow.

Resolution 21-2018

Finance

MERS Defined Benefit Contribution for 2018

Moved by Gore Follette, seconded by Wheelock to approve Resolution 21-2018. Motion carried.

d. Administration

1. Michigan Indigent Defense Commission (MIDC)

Jean Derenzy, Interim Administrator, indicated that the County's Compliance Plan for Indigent Defense application to the Michigan Indigent Defense Commission (MIDC) was denied. Amendments were made to the application and the deadline to resubmit is February 20, 2018.

Moved by Wheelock, seconded by Gore Follette to have Administration revise and submit an amended Compliance Plan for Indigent Defense application. Motion carried.

2. Property Update – Blains Farm & Fleet

Jean Derenzy, Interim Administrator, gave a brief update on the Land Bank property sale. She indicated that after the sale the Land Bank will be paying off the assessment due Blair Township and install a traffic light at Rennie School Road and M37. The net proceeds of the sale will be provided to the Grand Traverse Board of Commissioners.

3. Commissioner Salary Compensation

Jean Derenzy, Interim Administrator, provided a spreadsheet showing the compensation received by Commissioners in comparable counties. Mrs. Derenzy recommended an average salary from these counties for the Commissioners which did not include per diem or health insurance.

Commissioners discussed various salaries and benefits.

Moved by Gore Follette, seconded by Lathrop to reinstate the old salary and benefits that was in effect in 2016 with an effective date of January 1, 2019:

\$7,000.00/commissioner, \$7,500.00/vice chair, \$8,000/chair, plus health insurance for a single person (with same co-pay percentage as employees) and per diem in the amount of \$35.00/per meeting with no cap on the number of meetings allowed in a day.

Roll Call Vote: Yes 5, No 2

Nay: Wheelock and Johnson

4. Update on Interim Administrator Activities

Scott Howard, attorney at Olson, Bzdok & Howard, provided a legal opinion regarding Chris Forsyth, Civil Counsel, and Nate Alger, Undersheriff, serving as interim co-administrators.

Jean Derenzy, Interim Administrator, provided the commissioners with information regarding how Mr. Forsyth and Mr. Alger will be splitting their duties which will not include any budgeting decisions for the Prosecuting Attorney or Sheriff offices. Dean Bott, Finance Director, will be providing the fiscal and budgeting information directly to the County Board.

Resolution 22-2018
County Administration
Interim County Administrators

Moved by Gore Follette, seconded by Wheelock to approve Resolution 22-2018.
Motion carried.

Moved by Wheelock, seconded by Johnson to authorize either of the Co-Administrators to sign on behalf of the Board of Commissioners as their Authorized Agent. Motion carried.

Commissioners took a break at 7:30 p.m.
Commissioners returned to regular session at 7:40 p.m.

OLD/UNFINISHED BUSINESS

a. **Consideration for Animal Control Millage**

Jean Derenzy, Interim Administrator, provided the Commissioners with the information needed to consider placing an Animal Control Millage request on the ballot. Commissioners discussed at length the idea of putting the millage on the ballot this year.

PUBLIC COMMENT

Deb Zerafa, Animal Control Officer, spoke in favor of the millage.

Jennifer Isbel, Pet Friends, spoke in favor of the millage.

Mary Allen, spoke in favor of the millage.

Maxwell Wolf, spoke in favor of the millage.

Commissioners decided to bring the issue back to the May 2, 2018 meeting for discussion.

NEW BUSINESS

None

PUBLIC COMMENT

Jennifer Isbel, Pet Friends, wondered about getting petitions signed to put the millage on the ballot.

COMMISSIONER/DEPARTMENT REPORTS

Commissioners and Interim Administrator gave updates on County activities.

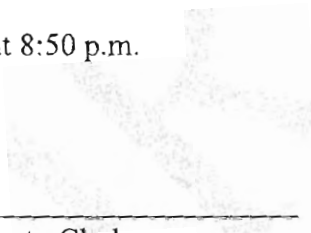
NOTICES

February 14, 2018 – Special Board Meeting

CLOSED SESSION

None

Meeting adjourned at 8:50 p.m.



Bonnie Scheele, County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Special Session
February 14, 2018

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

OPENING CEREMONIES OR EXERCISES

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

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

EXCUSED: Dan Lathrop

PUBLIC COMMENT

Mark Bevelhymmer, American Waste General Manager, spoke on concerns regarding Resource Recovery and surcharge fees.

APPROVAL OF AGENDA

Moved by Gore Follette, seconded Johnson to approve agenda. Motion carried.

FACILITIES AND RESOURCE RECOVERY MANAGER POSITIONS

Jean Derenzy, Interim County Administrator, spoke on the interview and candidate selection process for the Facilities Manager, provided brief background on candidate Joe Berry and answered Commissioners questions.

Moved by Johnson, seconded by Clous to authorize Administration to negotiate and offer letter of employment to Joe Berry. Motion carried.

Jean Derenzy, Interim County Administrator, spoke on the interview and candidate selection process for the Resource Recovery Manager, provided brief background on candidate and answered Commissioners questions.

Motion by Gore Follette, seconded by Mair to authorize Administration to negotiate and offer letter of employment to the candidate as described.

Roll Call Vote: 5 Yes 1 No 1 Excused

Nays: Wheelock

COMMUNITY DEVELOPMENT AGREEMENT

Chris Forsyth, Deputy Civil Counsel, presented information on the proposed Community Development Agreement, and answered Commissioners' questions.

Commissioners discussed Brownfield Redevelopment Authority and Economic Development Corporation.

FINANCE OUTLOOK

Dean Bott, Finance Director, provided a financial outlook and fund balance information for the County and answered Commissioners' questions.

RESOURCE RECOVERY

Commissioners discussed the recycling containers at the Public Health Services Building on LaFrainer.

Wendy Hirschenberger, Health Officer, spoke on the recycling container locations.

Mark Bevelhymer, American Waste General Manager, spoke on communications regarding the relocation of the containers from Hughes Drive to LaFrainer Road.

PUBLIC COMMENT

Chairwoman Crawford, recognized the efforts of the Grand Traverse Band of Ottawa and Chippewa Indians in their commitment to Sabin dam removal.

CLOSED SESSION

- A) **Jesse Williams v Grand Traverse County Sheriff's Department**
- B) **Laura Green v Grand Traverse County**

Moved by Wheelock, seconded by Johnson to go into closed session to consult with our attorneys regarding pending litigation in connection with the cases of *Jesse Williams v Grand Traverse County Sheriff's Department*, File No. 17-32326-CZ and *Laura Green v Grand Traverse County*, File No. 17-032101-CZ pending in the Circuit court for the County of Grand Traverse pursuant to Section 8(e) of the Open Meetings Act since discussion in an open meeting will have a detrimental financial effect on the litigating position of Grand Traverse County. Roll Call Vote: Yes 6 Excused 1

Commissioners went into closed session at 6:58 p.m.

Moved by Gore Follette, seconded by Wheelock to return to regular session at 7:32 p.m.

Meeting adjourned at 7:32 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

Board of Director's Meeting Minutes

January 18, 2018

2:30 PM

1. CALL TO ORDER:

Northern Lakes Community Mental Health, 527 Cobb Street, Cadillac with skype to 105 Hall Street, Traverse City, Michigan. Nicole Miller called the meeting to order at 2:30 p.m.

Board Members Present: Cadillac - Carol Crawford, Pam Babcock, Betty Bushey, Michael MacCready, Randy Kamps, Nicole Miller, Lorelei King, Al Cambridge, and Dave Stephenson.

Traverse City - Mary Marois, Ty Wessell and Nina Zamora.

Board Members Absent: Dean Vivian (advance notice) and Gary Stefanko (advance notice).

Others Present: Cadillac - Karl Kovacs, Chief Executive Officer; Deb Lavender, Executive Secretary; Tracy Rosinski, Director of Office of Recipient Rights; Lauri Fischer, Director of Finance; Joanie Blamer, Chief Population Officer for Mentally Ill Adults; Candyce VanderMoere, RRAC; Karen Hatley, Children Services Manager; Becky Vincent, Director of Integrated and Managed Health Services; Rosemary Rokita, Customer Services; Dawn McLaughlin, Chief Population Officer for Children and Families; Laura Dimock, Seneca Home; April Weinrick, Wright Street Home.

Traverse City - Kari Barker, Director of Quality Improvement and Compliance; Matt Leiter, Human Resources Director; Carrie Gray, Chief Population Officer for IDD; and Tiffany Seguin, MI Choice Waiver.

Confirmation of a Quorum - Yes.

Timekeeper - Betty Bushey.

2. AGENDA:

~~Approved the Agenda for the December 17, 2017 meeting.~~

MOTION:	Approved the Agenda for the January 18, 2018 meeting as presented.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Stephenson
SECONDER:	Nina Zamora

3. CONFLICT OF INTEREST DECLARATION:

There was no conflict of interest declaration.

4. CONSENT AGENDA:

A. Consideration of Consent Agenda

January 18, 2018

Page 1

MOTION:	Approved the Consent Agenda with items 1,2, and 4.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Stephenson
SECONDER:	Al Cambridge

Request to remove the financial statements to discuss the charge rates in the Overview paragraph. The 2018 charge rate for supports coordination and targeted case management have decreased by 18%. The units of service have increased 10% so there is a total of 49338 of 15 minute units. That is over 1000 additional hours of services provided to consumers in those two areas.

MOTION:	Approval of the Financial Statements
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Al Cambridge
SECONDER:	Betty Bushey

5. OWNERSHIP LINKAGE:

A. Citizen Comment -

Pam shared two incidents 1) where an individual was in the Emergency Department waiting to be evaluated for three days, and 2) an individual who would not be released to family in order for the family to take the person to see a doctor. Joanie identified that she would follow up at the next meeting with the Emergency Department. Joanie noted that is important to know about these instances so that we can follow-up to ensure it does not reoccur.

B. Ownership Communication None.

6. CHIEF EXECUTIVE OFFICER'S REPORT:

MOTION:	The Board approved the CEO Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Marois
SECONDER:	Betty Bushey

Karl provided an update on the status of the EHR assessment. We have received the deliverables from Afia and will continue to gather information. We continue to do our due diligence to weigh all pertinent factors and have an EHR that will allow staff to be more efficient and provide more services to our communities. One of the Afia deliverables could be the basis for an RFP if we decide to do so. We will be visiting sites that are actually using the myAvatar and PCE EHRs. If we were to decide to move to another EHR vendor, it would be at least a 12 to 18 month period of transition. We will need to take into consideration the cost and the force of effort required by a new EHR installation versus making improvements to our current EHR.

The board has talked about visiting our providers. For the May board meeting we will be meeting in Houghton Lake. There was agreement to meet at ROOC on May 17 at 11:00 am to have a tour of the facility and return to our Houghton Lake Office to have the Committee of the Whole meeting. The TC Ad Hoc Committee will need to be changed.

7. NORTHERN MICHIGAN REGIONAL ENTITY REPORT:

Reference was made to the minutes of the NMRE meeting on December 27, 2017. Randy identified that we are coming much closer together as the CMHs and CEOs and collaborating within our region. It is encouraging that we are meeting our goals. Karl stated that three of the five CMHSP CEOs are relatively new to their position. He noted that we have a fully funded reserve fund which was of the result of much hard work by our region. There was a brief discussion on the funding issues that the Lakeshore Regional Entity is having.

8. ASSURANCE OF ORGANIZATIONAL PERFORMANCE:

- A. Receipt of CEO Response to Monitoring Report – None.
- B. New Operational Worries – None.
- C. January Monitoring Assignment
 - 2.4 Financial Management will complete and turn in and submit for review.
 - 2.6 Community Resources will complete and turn in and submit for review.
 - 2.10 Administrative Cost will complete and turn in and submit for review.

9. BOARD MEANS SELF-ASSESSMENT:

- A. Receipt of CEO Response to Monitoring Report – 3.1 Board Job Description (Direct Inspection)

MOTION:	The Board approved Policy 3.1 Board Job Description (direct inspection) at 100% compliance.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carol Crawford
SECONDER:	Randy Kamps

- B. January Monitoring Assignment
 - 3.9 CEO Compensation will complete and turn in.
 - 3.10 Board Member Conflict of Interest will complete and turn in.

10. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

- A. Ends – None.
- B. Executive Limitations – None.
- C. Governance Process/Ownership Linkages
 - Board By Laws

MOTION:	The Board approved the Board By-Laws as they stand.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Al Cambridge
SECONDER:	Betty Bushey

NLD Minutes - Karl noted that there was discussion at the meeting to reappoint Mary Marois. Dave Stephenson identified that he would be willing to be an alternate. The members of the NLD discussed and decided to adopt the practice of the board of having

the flexibility to skype during the months of November through March. There was discussion about reappointments.

MOTION:	The Board Chairperson appointed Mary Marois to the NLD Committee.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carol Crawford
SECONDER:	Randy Kamps

Ownership Linkage Plan – the Board reviewed the Ownership Linkage Plan.

MOTION:	The Board approved the Ownership Linkage Plan as presented.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Betty Bushey
SECONDER:	Carol Crawford

11. OWNERSHIP LINKAGE:

None.

12. ANNOUNCEMENTS/BOARD MEMBER REPORTS/BOARD ASSOCIATION INFORMATION:

- Referenced the website "Broken Brain".
- Board Association Conference is in Kalamazoo February 5 – 7. Karl identified that next year the Board Association will go to two conferences and eliminate the Winter Conference. There will probably be some type of monetary assessment to make of for the shortfall in revenue to the CMHAM.
- There was a moment of silence observed for the passing of Cheryl Walker.
- There was a moment of silence observed for the passing of Juanita Farr a former board member.

13. FEBRUARY AGENDA PLANNING (GRAYLING):

Referenced items on the agenda.

14. MEETING EVALUATION:

- #1- we spent our time on the most important governance topics: majority was excellent
- #2- we encouraged diversity of viewpoints: majority was excellent
- #3- our decisions were made collectively: majority was excellent
- #4- The Board used its time effectively: majority was excellent
- #5- What is the most important thing the Board could do to improve our function as a board? sticking with policy governance.

15. ADJOURNMENT:

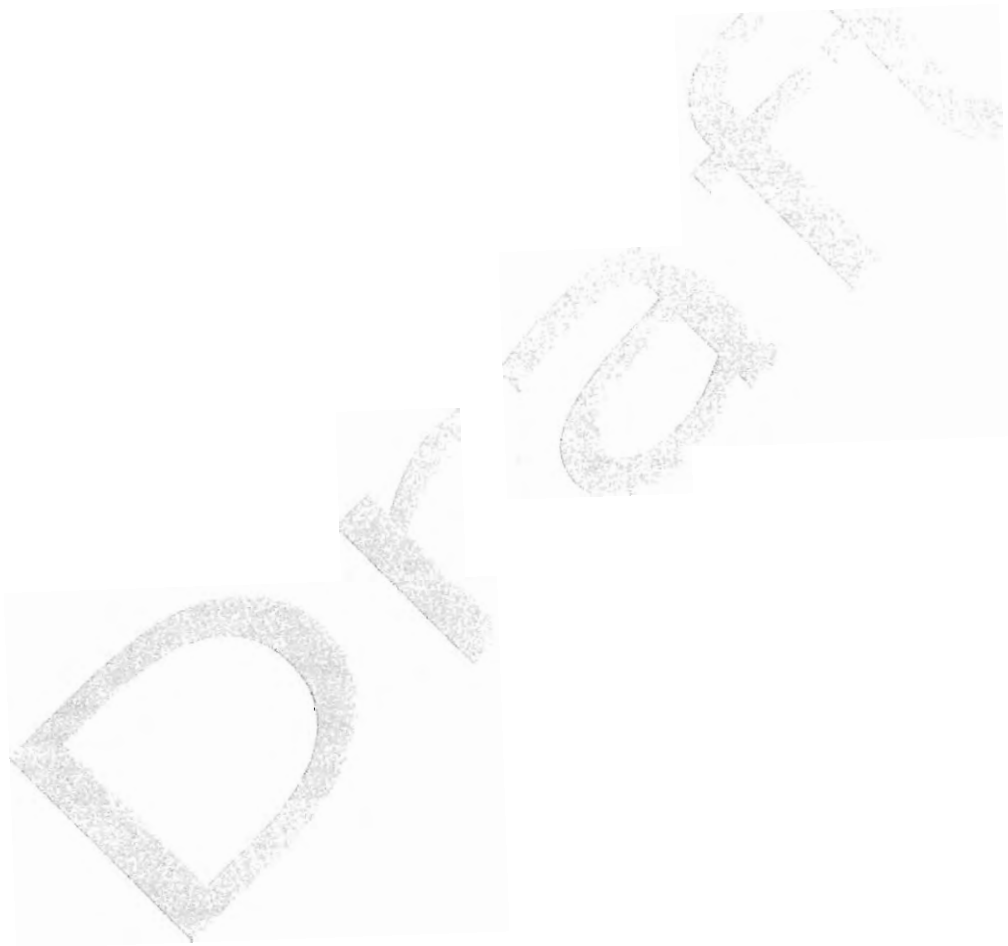
The meeting adjourned at 3:34 p.m.

Respectfully Submitted,

Nicole Miller, Chairperson

Lorelei King, Board Secretary

Debra Lavender, Recording Secretary



Grand Traverse Conservation District
January 2018 Report

CONSERVATION TEAM

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Welcomed new Conservation Team member, Max Miller, who was hired as a full-time Parkland Technician to assist with our parkland management needs.
- Attended regularly scheduled Boardman River Dams Project IT Meeting • Attended County Parks and Recreation Master Planning Team meetings.
- Reviewed and provided written comment and suggestions regarding the County's Parks and Rec revised Master Plan.
- Reviewed contract from AECOM to design Boardman River Trail upstream of Cass Road Bridge.
- Reviewed and submitted a draft Memorandum of Agreement (MOA) between the County, the Grand Traverse Band, and the Conservation District for Environmental Quality Incentive Program (EQIP) funding to help further restore the Boardman bottomlands after the contractors leave next summer.
- Attended a Board of Commissioner meeting and received support for the above mentioned MOA.
- Coordinated and prepared agenda for the NER Advisory Committee meeting.
- Solicited membership for the NER Advisory Committee.
- Met with TART representatives to develop plans for the next segment of the Boardman River Trail.
- Prepared for and conducted a two day Conservation Team Work Plan Retreat.

Routine Monitoring and Maintenance

- Cleared major downfall trees from trails with chainsaws.
- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Cleared snow to maintain access to all trailheads and American Waste disposal totes.
- Repaired fencing at trailhead parking lots as needed.
- Provided snow removal around the Boardman River Nature Center.

Grants



- Continued application process for EQIP (Environmental Quality Incentives Program) funds to help restore Boardman and Sabin Pond bottomlands. Worked with NMC student/volunteer Sean Brownell to collect ‘snag inventory’ data as part of application.
- Attended DNR’s Recreation Grant Workshop in Grayling in preparation of applying for grants this spring to help fund critical recreation access needs following Boardman Dam removal project.

Other • Publicized and solicited volunteers for Winter Guided Hike being held on Saturday, Feb. 17th.

- Designed and purchased custom permanent “Attn: Dog Guardians” informational signs to post at all trailheads.
- Continued working with the Conservation Resource Alliance and AECOM to address two eroding banks just upstream of the Boardman Dam removal project limits.
- Continued to work with the IT Team, AECOM and TART to submit a DEQ permit amendment allowing for grading to accommodate the Boardman River Trail that passes through the Boardman Dam removal project limits.

BOARDMAN RIVER STEWARDSHIP

- Attended a fish passage meeting that was hosted by the Michigan Department of Natural Resources Fisheries Division. The meeting was called in response to concerns expressed by the Save The Boardman Brook Trout Coalition and the Adams Chapter of Trout Unlimited who feel that the passage of non-native Great Lakes fish including steelhead and salmon will displace native brook trout and resident brown trout. The MDNR stated they would agree to not pass any fish while the state of the art FishPass system that’s being planned for Union Street dam was constructed and tested which is estimated for around 2025.
- Partially cleared an extremely large weeping willow tree that fell completely blocking the river. Enough was cleared to allow for safe navigation.
- Attended monthly Boardman River Dams Project Implementation Team meeting.
- Attended a Boardman River Dams Project Monitoring Team meeting.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 279
Program Participants this month: 242

Nature Center Visitation January 2017: 373
Program Participants January 2017: 290

Drop ins this month: 37
Nature Center Visitation this year: 279

Drop in January 2017: 83
Nature Center Visitation since 2008: 79,102

Program Participation & Program Planning:

- Performed one NEST program serving 32 children from the Children's House in Traverse City
- Switched Tuesday Preschool programming to Tuesday afternoon due to a staffing schedule conflict. Lower attendance as we found this time interferes with nap
- Started our spring 2018 Knee-High Class with 9 students. One new one from the fall. Program will continue through May.
- Taryn Carew attended a fundraising cohort through NorthSky nonprofit network. It was a six week program focusing on all aspects of fund development
- Worked to find a registration software for our Summer camps
- Worked on Summer Camp Schedule to be released at the end of February

FORESTRY ASSISTANCE PROGRAM (FAP)

Trainings: Forester for the Birds Webinar, 1.0 CFEs earned
Tree Farm Inspector Webinar

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

FAP Referrals to Private Sector: 5

FAP Referrals to Public Sector: 1

In-office Contacts: 38 landowners

Follow-up Contacts: 53 landowners/qualified foresters

FAP Promotion/Program Development:

1. Update website/forester referral lists/landowner email lists
2. FAP Monthly conference call
3. SAWW Chainsaw Safety Workshop, 9 participants, interview with TV 7&4



4. Promotion for Emerging Tools Workshop, SAF credits approved
5. Targeting with Lizzy Freed for MAEAP Forest a-syst landowner potentials
6. Conference call with WOW – Women Owning Woodlots program for Michigan
7. Master Gardener presentation on Oak Wilt (70 in attendance) – TV 7&4 interview
8. Attended MSU Forest Paths Presentation by Chief of the Forest Service Thomas Tidwell
9. Presented on FAP at Small Farms Conference (40 participants) and manned informational booth
10. Met with State Rep. Curt Vanderwall re: FAP
11. Michigan Legacy Art Park Hike (8 participants)
12. Updated referral list for loggers, sawmills, tree service, etc.

MICHIGAN SAFE FOOD

- Attended the Northwest Michigan Orchard and Vineyard Show and attended the following workshops: Conservation Partnerships, Accomplishments and Visions for the Future and Outlook and Opportunities for Growing Fresh Sweet Cherries in Michigan.
- Taught Module 7 of the Produce Safety Alliance Growers Training Course: How to Develop a Farm Food Safety Plan.
- Attended the Northern Michigan Small Farm Conference at Grand Traverse Resort and participated in the following workshops: From Field to Fork: Cultivating Relationships to Grow You Bottom Line, Grocery Connection—Packaging and Marketing, and Food Safety 101.

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 7 (Antrim/Grand Traverse), 9 (Benzie/Leelanau)
Risk Assessments Completed: 14 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)
Farms Verified: 2

Updates:

- 1/5: Grand Traverse Fruit Grower's Council Meeting
- 1/15: Grand Traverse County Reverification
- 1/16-1/17: Orchard and Vineyard Show at Grand Traverse Resort



- 1/17: Benzie Conservation District Board Meeting
- 1/18: Produce Safety Grower Training
- 1/18-1/19: Michigan Farm Bureau Voices of Agriculture Conference in Grand Rapids • 1/22: Grand Traverse County Verification
- 1/22: Grand Traverse Conservation District Board Meeting
- 1/22: Northwest Michigan County Farm Bureau Board Meeting
- 1/23: Recycle Smart Planning Committee Meeting
- 1/24: Groundwater Fundamentals and Water Wells Training
- 1/26-1/27: Northern Michigan Small Farms Conference at Grand Traverse Resort

Current Projects:

- Working with:
 - 10 farms in Benzie ○ 15 farms in Leelanau ○ 13 farms in Grand Traverse ○ 13 farms in Antrim
- Risk Assessments Completed in January: 18
- Partnering with Taste the Local Difference on promotion/education opportunities for MAEAP and TLD.
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding
- Collaborating with the Migrant Resource Council and other partners on Agricultural Labor Day event in March. (Phase 1 Event)
- Promoting 2018 cost-share opportunities with growers.
- Researching grant opportunities to increase cost-share funding available to growers.
- Collaborating with Northwest Michigan County Farm Bureau on 2018 Conservation Education Grant opportunity to implement local field day for farmers and other parties interested in agriculture. Partnering with GTRLC and USDA-NRCS to plan and execute field day.

Upcoming Events:

- 2/6: Grand Traverse Fruit Grower's Council Meeting
- 2/7: Conservation Education Grant Partner Meeting
- 2/13: Farm Bureau Breakfast Meeting
- 2/28-3/2: Michigan Grape and Wine Conference in Kalamazoo

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Active Contacts: 81

Acres Surveyed: 9

Passive Contacts: 14,004

Sites Surveyed: 5 Volunteer Hours: 0

Acres Treated: 8.25

Volunteers: 0

Sites Treated: 5

Meetings/Presentations:

- 1/4 - "Attended" PCG steering committee conference call
- 1/11 - Presented on native alternatives at GT Wild Ones mtg; 4 present
- 1/16 - Participated in GBB/Project Native mtg w/ Huron Pines (3 contacts)
- 1/18 - Participated in Boardman River project meeting (native/invasive plant advising); 1 contact
- 1/23 - Participated in TC/Recycle Smart Earth Day planning meeting; 9 present
- 1/23 - Contacted TC DDA re: invasive species in landscapes (farmer's market); 3 contacts
- 1/31 - Attended Collaboration & Outreach seminar (20 attendees) Other Accomplishments: •

New GBB Participant - Sustainable Landscape Design, LLC!

- Completed & submitted USFS CWMA GLRI 2018 application
- Completed & submitted USFS 2015 final & 2016 progress reports
- Received MISGP FA1T1 (core funding)
- Created JB flier for townships/municipalities
- [Listed ISN Seasonal Positions](#)
- Facebook reach: 8,351
- Website reach: 5,653

Upcoming Events:

- April 4 - Go Beyond Beauty spring meeting
- ISN Spring Partner Meeting: Wednesday, April 11, 1-3pm, Boardman River Nature Center
- Garlic Mustard Workbees (and more) in May! (Dates on our website)
- June 1 - Jane Kramer [Foreshadowing](#) Gallery Opening
- June 2 - Garlic mustard paper making with Jane Kramer
- June 7 - ID and GPS training for seasonal crews & partners

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association

NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment



1213 W. Civic Center Drive
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lwells@grandtraverse.org
www.grandtraverse.org/parks

DATE: February 12, 2018

TO: Grand Traverse County Board of Commissioners

FROM: Kristine Erickson, Director, Parks and Recreation *KTE*

RE: **Attached Business Plan for Medalie Roadside Park**

Commissioners, attached you will find a business plan for Medalie Roadside Park developed during 2017 by the Business Development Team of the County Parks and Recreation Commission.

Each year, the Business Development Team is charged with developing a business plan for one of the ten parks under the stewardship of Parks and Recreation. Thus far, plans have been developed for Power Island, Twin Lakes Park, Civic Center Park and, now, Medalie Park, and approved by the Parks and Recreation Commission. The improvement projects are intended to generate more revenue for Parks and Recreation and to enhance parks and facilities. These projects are completed as funds become available. Funds for some of the smaller projects sometimes are planned for in the department budget. A majority of projects described in the plans have been or would be paid for by grant monies.

In previous years, the Power Island, Twin Lakes Park, and Civic Center Park plans have all been shared with the County Board via the consent calendar. Today, I am respectfully submitting the Medalie Roadside Park business plan for inclusion on the consent calendar on the County Board's February 21, 2018 meeting agenda.

Thank you for accepting the plan and for supporting the Parks and Recreation Commission's overall vision for its properties and facilities.

If you have any questions or concerns, please do not hesitate to contact me.

/kte

Attachment: *Business Plan for Medalie Roadside Park*



We will enhance community and quality of life through people, parks and programs.

Parks and Recreation Commission Business Development Team's



Business Plan for Medalie Roadside Park **December 2017**

Introduction

Subject Park: Medalie Roadside Park, 1910 South Airport Road, Traverse City, Michigan 49686

Description and History: Acquired from the County Road Commission in 1990, this 15-acre park is located on the south end of Boardman Lake, which connects to TART Trails' East Boardman Lake Trail. It features a picnic shelter with electricity, parking, three overlooks/fishing platforms along the Boardman River, and a canoe launch site.

Business Plan Goals: Better serve the community; bring more activity and events to the park; create a safer, more accessible, cleaner park environment; protect natural environment and habitats.

Projects Related to Business Plan Goals:

1. Designate Medalie Park as a Boardman Lake Loop Trailhead.
2. Develop and implement a tree and invasive species management program; fill in holes and valleys on lawn and in medians.
3. Make park safer, more accessible, and cleaner.
4. Market the park; market the pavilion as a rental facility and the livery vendor's services to generate more revenue for Parks and Recreation.
5. Make electrical upgrades; increase energy efficiency.
6. Change name of park to better reflect activities there.

Business Plan's Relevance to Parks and Recreation Commission's Mission: The mission of county Parks and Recreation is to "enhance community and quality of life through people, parks and programs." Projects at Medalie Roadside Park will expand our community's connection to and appreciation for this multi-use property and surrounding trails. The mission of the Senior Center Network is to "make longer lives, better lives."

Parks and Recreation Partners: Conservation District, TART Trails, Logan's Landing businesses, the River Outfitters (livery and concession vendor), Traverse City Roller Derby (programming), Crystal Bindi Studios (programming), Norte! (programming), Grand Traverse Bay YMCA (programming and pool management); City of Traverse City; Garfield Township; Centre I.C.E., Traverse Bay Area Youth Soccer (TBAYS), Grand Traverse Regional Land Conservancy, Consumers Energy.

Marketing Plan for All Projects

- Partnerships and collaborations: Work closely with frequent user groups and partners to cobrand and comarket parks, park events, and pavilion.
- Internal resources: Use the county parks' website, social media, and the *Parks, People, and Programs* newsletter, to promote events, projects, and services at park.
- Cast a wide net: Advertise using all media, frequently, budget-permitting.

Business Plan Start Date: Immediately.

Business Plan Completion Date: Ongoing. Projects will be completed as funds become available.

Specific Audience or Target Market for All Projects: Grand Traverse County residents and visitors of all ages.

Project 1: Designate Medalie Roadside Park as Boardman Lake Loop Trailhead.

Staff/Commissioner Assigned: Kristine Erickson, Director

Description: Make improvements to designate Medalie Roadside Park as a trailhead for Boardman Lake Loop trail, expected to be completed by 2019.

Location: Entire park.

Project Partners: TART Trails, City of Traverse City, Nortel, Garfield Township, Conservation District, Logan's Landing businesses, the River Outfitters, Facilities Management.

Start Date: January 2018.

Completion Date: 2019.

Estimated Engineering Design Costs: \$89,550 (includes oversight of project by engineers)

Funding Sources: \$15,000 received by Parks and Recreation in January 2017 from Grand Traverse Band of Ottawa and Chippewa Indians to be applied to engineering design costs. The balance of engineering design costs will be paid from TART Trails.

Estimated Costs for Actual Project: Between \$50,000 and \$100,000

Proposed Improvements and Desired Outcomes:

- Site restoration, rain garden, and plantings
- Shoreline stabilization
- Fishing deck
- Kayak launch
- Irrigation
- Restroom and site lighting
- Reconfigured parking
- Restroom upgrades
- Accessible bridge over river, connecting East Boardman Lake Trail to Medalie Park

Funding Sources: Michigan Department of Natural Resources (MDNR) Recreation Passport grant application for \$50,000. MDNR notification expected in December 2017. Coastal Zone Management grant application for \$100,000 to be submitted by December 15, 2017.

Additional Funds Needed: At least \$5,000 in a park maintenance fund.

Project 2: Develop and implement a tree and invasive species management program; level parkland by filling in holes and gullies.

Staff/Commissioner Assigned: Kristine Erickson, Director

Description: Remove dead and dying trees, vegetation, and invasive species; trim trees on an established schedule. Reforest, as necessary.

Location: Entire park.

Project Partners: Conservation District, County's Forester Kama Ross, Northwest Michigan Invasive Species Network, the River Outfitters, Facilities Management.

Start Date: This project began with park rangers and Facilities Management staff in summer 2017.

Completion Date: Ongoing.

Estimated Costs for Project: \$10,000, minimum.

Proposed Improvements and Desired Outcomes:

- Remove dead and dying trees.
- Trim trees.
- Remove brambles and scrub trees inhibiting shoreline views.
- Fill in holes and gullies in medians and on lawn.
- Restore beauty to entire property.

Funding Sources: Apply for reforestation grant and 2% grant; work with county forester and the Northwest Michigan Invasive Species Network to identify grant opportunities.

Project 3: Make park safer; eliminate “squatters”, campers, and illegal activities.

Description: Work with partners to clean park, provide more programs, and promote park as a safe, watched over recreational destination.

Location: Entire park.

Project Partners: Conservation District, Garfield Township, County Sheriff’s Department, TART Trail users, Logan’s Landing businesses, park users

Start Date: Immediately

Completion Date: Ongoing.

Estimated Costs for Project: \$3,000 to \$4,000 for Parks and Recreation park ranger hours; \$500 for gate.

Proposed Improvements and Desired Outcomes:

- Bring more programs, trail users, and pavilion users to the park to deter illegal camping and activities and to increase safety, health, and wellness opportunities.
- Promote park as a trailhead; write periodic press releases with emphasis on a cleaned up park; market food service and family friendly atmosphere of park. Partner with Garfield Township to promote all county and township parks.
- Staff park more frequently with Parks and Recreation park rangers; work with TART Trail Ambassadors program to increase eyes and ears in park.
- Enter into official agreement with Sheriff’s Department to patrol property more.
- Clean up and clear out “hiding spots” on property. (See the project to “develop and implement a tree and invasive species management program; level parkland by filling in holes and gullies.”)
- Add a gate.

Funding Sources: Parks and Recreation personnel budget; Parks and Recreation marketing budget.

Project 4: Market the pavilion as a rental facility and the River's services to generate more revenue for Parks and Recreation.

Description: Market the revenue-producing facilities and services to maximize their use, bring income to Parks and Recreation, and provide more recreational options to community.

Location: Entire park.

Project Partners: The River, media contacts, TART Trails, Logan's Landing businesses.

Start Date: March 2018.

Completion Date: Ongoing.

Proposed Improvements and Desired Outcomes:

- Develop marketing plan for pavilion.
- Work with the River to develop a marketing plan for livery and concession services.
- Amend agreement with River to receive a percentage of its concession revenue.
- Include better and more informative signage.
- Advertise on social media.

Signage Suggestions:

Install a new, more visible entry sign.

Install signs along South Airport Road well before the entry to alert drivers. See examples below.



Estimated Costs for Project: \$100 for marketing; \$250 to revamp kiosk.

Funding Sources: Parks and Recreation Medalie Park advertising budget; TART Trails.

History of Pavilion Rentals:

2013: 2
2014: 0
2015: 4
2016: 6
2017: 9

Goals for Pavilion Rentals:

2018: 12
2019: 20
2020: 30

Project 5: Make electrical upgrades; increase energy efficiency.

Description: Add electrical outlets and better lighting to pavilion; run electricity to The River's "office" location; add solar panels.

Location: Pavilion and east side of park.

Project Partners: The River, Facilities Management staff

Start Date: April 2018.

Completion Date: May 2018.

Proposed Improvements and Desired Outcomes:

- Run electricity to River's office.
- Add more outlets to pavilion to accommodate larger user groups.
- Add solar panels to south roof of pavilion to offset electrical costs.

Estimated Costs for Project: \$2,000 to \$5,000.

Funding Sources: The River has offered to pay for upgrades related to its office; Parks and Recreation's budget.

Project 6: Create a safe, nonmotorized connection between the Nature Education Reserve property and Medalie Park, across Airport Road, north to south.

Description: Work with the County Road Commission to create a safe connection between the Nature Education Reserve property and Medalie Park, across Airport Road from north to south.

Location: Between Nature Education Reserve and Medalie Park, across Airport Road.

Project Partners: Road Commission; TART Trails

Start Date: 2019

Completion Date: Uncertain

Proposed Improvements and Desired Outcomes:

- Research infrastructure in other communities, then consult with engineers, County Road Commission, and MDOT to develop a plan (bridge, pedestrian walkway with lights, etc.)
- Implement the plan to safely connect the Nature Education Reserve with Medalie Park across Airport Road.

Estimated Costs for Project: Unknown.

Funding Sources: Grants; County Road Commission personnel hours.



Action Request

Meeting Date:	February 21, 2018		
Department:	Administration	Submitted By:	J. Derenzy
Contact E-Mail:	jderenzy@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Amended Purchasing Policy		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Over the past several months, the Board of Commissioners asked for the Purchasing Policy be updated to address some changes they wanted to see implemented.

Those changes have been addressed in the attached "Amended Purchasing Policy" and staff recommends approval.

Suggested Motion:

Approve the Amended Purchasing Policy attached, which will become effective immediately.

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		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date:

Miscellaneous:

Attachments:

Attachment Titles:

**Grand Traverse County
Purchasing Policy**



- I. **Policy Statement:** This Policy is established by the County Board of Commissioners to set standards for the purchase of goods and services with Public Funds such that the County is able to maximize the value of the public tax-dollar while preserving and enhancing public trust. The use of public funds *must* comply with all applicable laws and regulations of Grand Traverse County, the State, and grant requirements.

The Policy applies to the use of all Public Funds for all boards, departments, and agencies for which the County Board is responsible for the appropriation of funds, irrespective of the source of funds.

- II. **Statutory Authority:** The Board of Commissioners may establish rules and regulations to manage the interest and business of the County under Public Act 156 of 1851 [MCLA 46.11(M)]. The County Administrator, is responsible for the purchase of all books, stationery, materials and supplies required by the County, or its officers and agents, except where the Board of Commissioners directly enters into a contract of purchase, and provides for payment in a resolution authorizing such contract of purchase.

- III. **Related Procedures:** Procedures for Purchasing, Procedures for Procurement Card Use

- IV. **Historical Application:** Fully Rescinds and Replaces Grand Traverse County Procurement Policy: #202.100 Purchasing

- V. **Exclusions: The following exclusions apply:**

- A. The general terms of a contract or agreement between the County, other governmental entities, or non-profit organizations are not subject to these policy requirements for purchases that are considered routine.
- B. Purchases completed through the utilization of a joint purchasing program, established by the State or another local unit of government which operates a cooperative purchasing program. For example, MIDEAL.
- C. In the event of an Emergency, the County Administrator is statutorily enabled to authorize and effectuate the necessary purchases, which must then be ratified by the Board.
- D. Professional services (legal, consulting, architectural/engineering, design services, etc.), may be excluded from the bidding process in instances in which the comparison of pricing would not adequately reflect a comparison of the quality of the service that is being provided.
- E. Computer equipment approved in the budget or approved by the Board of Commissioners.

- VI. **Implementation Authority:**

- A. The County Board authorizes the County Administrator or designee to effectuate the creation of any procedures necessary to implement the Policy.

Purchasing Policy
BoC Approved:

1/3

- VII. **Policy Standards:** The following standards shall apply to all purchases.
- A. **The County Board appoints the County Administrator or designee as the Purchasing Director for the County.**
 - B. **Purchasing of all supplies and equipment will be completed with the intent and outcome to ensure best price, quality, and best value for the County.**
 - C. **The County is a tax-exempt entity and shall not pay sales tax.**
 - i. Grand Traverse County, as a Michigan Municipal Corporation, is exempt from sales tax as provided in Act 167 of Public Acts of 1933. MCL 205.54(7); MSA 7.525(4)(7), and the Michigan Sales and Use Tax Rule, 1979 MAC Rule 205.79, provide that sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a Purchase Order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. This position was affirmed by the Michigan Department of Treasury through its Revenue Administrative Bulletin 1990-32, approved on October 11, 1990. The County's tax exempt certificate is available online: www.grandtraverse.org/documentcenter/home/view/566
 - D. **Failure to Follow Policy:** The County shall not be responsible for the costs of goods and services ordered or purchased by any County official or employee that are not obtained in accordance with this policy. Contracts negotiated outside of this policy will be considered invalid and non-binding.
 - E. **Conflict of Interest:** All employees and officials shall comply with the proscriptions on conduct contained in MCL 15.322, Public Officers and Employers, contracts of Public Servants with Public Entities.
 - F. **Sole Source:** A sole source provider may be utilized when there is only one qualified/available vendor for the required goods or services. All Sole Source purchases must be approved by the County Administrator.
 - G. **Eligible Expenses:** The County will pay for eligible items and services which are necessary to conduct County business.
 - H. **Ineligible Expenses:** Items which are considered **not-necessary and will not be paid by the County include:**
 - i. Subscriptions to non-professional organizations or media, except in instances deemed necessary by the County Administrator to perform the functions of a position or service.
 - ii. Reimbursement or payment for delivery charges and tipping (combined) exceeding 20% of the total cost of the service.
 - iii. The purchase of food and refreshments first must be for a public, not an individual department or private group or purpose. Refreshments for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement.
 - Examples: Staff only meals/food purchases/alcohol purchases

- Staff only refreshments, with the exception of Martin Luther King, Jr. Training Day, Employee Recognition Programs which acknowledge significant service events such as retirements or annual employee wellness activities which promote employee morale and are intended to encourage healthy behaviors.
- iv. Purchase of clothing, accessories, or other uniform equipment which is not a benefit provided for in a collective bargaining agreement.
- I. All expenses which will modify existing County-owned facilities must be approved by Facilities Management in coordination with the County Administrator.
- J. **Documentation:** Each purchase made, no matter the amount, must have adequate documentation to describe the purchase as stated in the Purchasing Procedures. Purchases made where adequate documentation does not exist will not be paid by the County.
- K. **Local Vendors:** Purchases from Grand Traverse County vendors will be encouraged whenever possible.
 - i. Grand Traverse County vendors shall be given the opportunity to meet the lowest bid price when their bid is within 5% of the lowest bid and meets all specifications of the bid requirements.
- L. **Online Purchases:** All online purchases shall meet the standards included within this Policy.
- M. **Gratuities, Personal Benefits, and Kickbacks:** It shall be a violation of this Policy for any person to offer, give or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept or agree to accept from another person, a gratuity, personal benefit, or kickback in connection with any purchasing or contracting decision.

VIII. Purchasing Guidelines: The Board of Commissioners has established the following requirements for purchases. Additional guidance related to the process of meeting these Guidelines is defined in the "Procedures for Purchasing."

Total Purchase Amount	Purchasing Process	Approving Entity
Up to \$999.99	Invoice / Receipt	Department Head
\$1,000 to \$4,999	Three Verbal Quotes	Department Head
\$5,000 to \$9,999.99	Three Written Quotes Purchase Order & in budget	Department Head and County Administrator
\$10,000 and over	Competitive bid (sealed bids, proposals, or qualifications) Purchase Order/Contract	Department Head, County Administrator, Board Approval, and Purchase Order

IX. Policy Review: This Policy shall be reviewed at least every three years by the County Administrator or designee.

RESOLUTION

XX-2018

Amended Purchasing Policy

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on February 21, 2018 and reviewed amendments made to the Purchasing Policy as requested by the board and recommended by staff, and,

WHEREAS, The primary change in this amendment can be found under purchasing guidelines and provides updated requirements according to Total Purchase Amount; and,

WHEREAS, The changes to this policy shall be put in effect immediately upon approval.

NOW THEREFORE BE IT RESOLVED BY GRAND TRAVERSE COUNTY, That this Board of Commissioners approves the Amended Purchasing Policy attached hereto and hereby becoming a part of this resolution.

APPROVED: February 21, 2018

Action Request



Meeting Date:	February 21, 2018		
Department:	County Clerk	Submitted By:	Bonnie Scheele
Contact E-Mail:	bscheele@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	2018 Hauler Licenses		
Estimated Time:	0	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<small>(in minutes)</small>		

Summary of Request:

Staff has received and reviewed the following applications for 2018 hauler licenses:

Yard Waste Applications Received:
 Y-2018-9 Landscape Management

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

Suggested Motion:

Approve 2018 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 checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

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

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

Attachments:

Attachment Titles:

RESOLUTION

XX-2018

Resource Recovery – 2018 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on February 21, 2018 and reviewed requests to approve the Hauler Licenses for 2018 as follows:

Yard Waste Haulers: Landscape Management

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 2018 as identified above.

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

APPROVED: February 21, 2018



Action Request

Meeting Date:	2/21/2018		
Department:	Health Department	Submitted By:	Wendy Hirschenberger
Contact E-Mail:	whirsch@glchd.org	Contact Telephone:	231-995-6100
Agenda Item Title:	Dental Service Agreement - Amendment #20 - Renewal		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	No

Summary of Request:

Renewal of the Dental Service Agreement - Amendment #20 between the Health Department of Northwest Michigan (HDNW) and the Grand Traverse County Health Department (GTCHD). This amendment provides for an extension of the previous agreement to provide dental care for the uninsured. The current funding received under this agreement is \$60,300 designated for GTCHD to provide oral health outreach in Grand Traverse County. This amount is the same as 2017. The terms of the agreement are January 1, 2018 through December 31, 2018.

Suggested Motion:

Approve the renewal of the Dental Service Agreement - Amendment #20 for \$60,300 with Health Department Northwest Michigan (HDNW) for providing oral health outreach in Grand Traverse County for the period of January 1, 2018 through December 31, 2018.

Financial Information:

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles: Amendment Number 20 to the Dental Services Agreement

(revised 9-2016)

EXHIBIT E: ORAL HEALTH MEDICAID OUTREACH PLAN AND FUNDING FORUMULA

PURPOSE: Dental Clinics North is defined by a partnership of local health departments. This partnership has been central to the success of this initiative since its inception in 1999.

With the implementation of the State Plan Amendment and other program efficiencies, we are now in a position to establish a funding source for Oral Health Medicaid Outreach and Enrollment for DCN local health department partners.

DCN has established a funding mechanism to reimburse our local health department partners for Oral Health Medicaid Outreach and Enrollment. The total allocation for distribution is \$300,000 for 2018 and is planned to be distributed on a population-based formula per distribution schedule included in this document.

The purpose of this funding will be to assure a local presence for:

- Healthy Kids/MiChild, Healthy Michigan Plan Outreach and On-line Enrollment Assistance
- Northern Dental Plan Outreach and Enrollment
- Link clients with dental home
- Continue to provide oral health screening, education, and referral in WIC, MIHP, and other health department programs
- Local/Regional program and policy development
- Resource to assist other entities such as Head Start to facilitate Healthy Kids enrollment and coordination of dental home

PLAN INSTRUCTIONS: ORAL HEALTH OUTREACH, ENROLLMENT, AND PREVENTION PLAN

The Oral Health Outreach, Enrollment, and Prevention Plan is intended to create increased awareness of the importance of oral health, and increase access to services through enrollment in coverage opportunities such as Healthy Kids/MiChild, Healthy Michigan Plan, and the Northern Dental Plan for low income children and adults and other populations with special needs.

Please submit a 2018 Oral Health Outreach Plan for the following areas:

Oral Health Outreach and Public Awareness.(targets potential clients)

Activities to inform potentially eligible or eligible individuals about Medicaid covered benefits and how to use them. Often families are confused or unaware of what their Medicaid, MiChild, or Healthy Michigan Plan coverage provides and where they can obtain services, especially dental services.

Examples of work include Healthy Kids/MiChild , and Healthy Michigan Plan outreach to individuals through schools, community events/calendars and in-reach activities of the health department through existing programs such as WIC, MIHP, Immunizations, etc.

Note: All children under 21 in our 17 county region have Healthy Kids Delta Dental and can go to any Healthy Kids Delta Dental DPO accepting dentist including Dental Clinics North. Children are automatically enrolled in Delta Dental through their Healthy Kids/Medicaid enrollment process. Children enrolling in MiChild are also enrolled in a Delta Dental plan. MiChild enrollees essentially have the same dental benefits as the Healthy Kids enrollees. Healthy Michigan Plan enrollee's dental benefit is managed through their Medicaid Health Plan. The Medicaid Health Plans have contracted with Delta Dental to administer the benefit which is the same as the Fee-For-Service Adult benefit, and thus can also go to any participating HMP Delta Dental Provider. DCN is a provider for all of the above plans. We are also accepting commercial plans.

Facilitating Healthy Kids/MiChild, Healthy Michigan and Northern Dental Plan Enrollment

Activities in this category are related to assisting potential Medicaid eligible individuals in applying for Healthy Kids/MiChild benefits, Healthy Michigan Plan, or Northern Dental Plan. Adults, age 19-64, under 138% above poverty are eligible for the Healthy Michigan Plan. Those over 138% above poverty and enrolled in the Health Insurance Marketplace will not have a dental benefit and are encouraged to continue to enroll in the Northern Dental Plan. Seniors over 65 continue to be at high risk for no dental insurance and may benefit from the NDP.

Requirements in this section:

- **Offer on-line application assistance for Healthy Kids/MiChild, Healthy Michigan Plan.**

Program Planning, Policy Development and Interagency Coordination Related to Oral Health Services

Under this category, the DCN LHD partners work collaboratively with other community agencies and DCN in the identification of need, and development of oral health initiatives targeted to the Healthy Kids/MiChild, Medicaid, Healthy Michigan Plan and uninsured low income population eligible for the Northern Dental Plan.

Examples of this work include identification of oral health needs of special population groups such as developmentally disabled and nursing home residents and planning activities to reach these populations.

Referral, Coordination, and Monitoring of Healthy Kids/MiChild, Healthy Michigan Plan and Northern Dental Plan Services

Referral and Coordination of Services: Identify plan for oral health (dental home) for all Healthy Kids/MiChild, Healthy Michigan Plan and Northern Dental Plan enrollees.

Prevention: Required Area: Continue to provide Early Childhood Caries prevention screening, education, and referral in WIC and MIHP. Per MSA Bulletin 8-50, Fluoride varnish application is a Medicaid billable service, either to Delta Dental or the child's Medicaid Health Plan for 0-3 year olds when applied by a registered nurse. Also, an Oral Health Assessment is billable by the nurse for 0-3 year old children. Assistance is available from HDNW/DCN to implement this service.

Monitoring delivery of services: Report access to care problems as they are identified to DCN Oral Health Coordinator.

Medicaid Specific Training on Outreach Eligibility and Services (reaching groups)

Activities under this category are those that focus on coordinating, conducting, or participating in training to instruct other entities such as schools or Head Start personnel about the Medicaid program, benefits of the program, and/or how to provide MiChild/Healthy Kids, Healthy Michigan Plan and NDP application assistance.

Reporting Requirements: Quarterly Program and Financial Status Reports. Submit FSR to Mary Briscoe, Director of Administrative Services, Health Department of Northwest Michigan, 220 W. Garfield, Charlevoix, Michigan 49720 and Oral Health Outreach Report to Erika Van Dam, Deputy Health Officer, same address, or m.briscoe@nwhealth.org and e.vandam@nwhealth.org.

Year 2018 (Funding (January 1-December 31, 2018))

Funding for Year 2018 is as follows.

Formula: % population X \$300,000 = Allocation

LHD	% pop.	Allocation
BLHD	9.5	\$28,500
DHD#2	16.7	\$50,100
DHD#4	19.8	\$59,400
DHD#10 (Kalkaska and Crawford)	7.7	\$23,100
GTCHD	20.1	\$60,300
HDNW	26.2	\$78,600
Total	100%	\$300,000

Amendment Number 20
to the
Dental Services Agreement
between
Grand Traverse Health Department
and
HEALTH DEPARTMENT OF NORTHWEST MICHIGAN (HDNWM)
For the period January 1, 2018 through December 31, 2018

I. AMENDMENT PURPOSE AND JUSTIFICATION AND FUNDING

The purpose of this amendment is to extend the ending date to December 31, 2018 and the local cost of \$23.00 per unduplicated persons served. The State Plan Amendment submitted by the State of Medicaid office provides a financing mechanism to cover the costs of providing dental services to Medicaid recipients. The \$23.00 per client served has been suspended until further notice.

The Dental Clinics North Oral Health Medicaid Outreach Plan and Funding mechanism to provide outreach and enrollment in Mi-Child/Healthy Kids and Northern Dental Plan, and provide oral health screening, education, and referral through existing LHD maternal and child health programs is included in this amendment.

Oral Health Medicaid Outreach Plan Instructions and Funding Allocation Schedule are in Exhibit E and updated on an annual basis.

Quarterly Financial Status Reports and Outreach Reports are due to the Director of Administrative Services, Health Department of Northwest Michigan, 220 West Garfield, Charlevoix, Michigan 49720.

II. SPECIAL CERTIFICATION

The Individual or officer signing this amendment certifies by his or her signature that he or she is authorized to sign this amendment on behalf of the responsible governing board, official or agency.

III. This amendment is in place from January 1, 2018 through December 31, 2018 and may be terminated by either party with a 60-day notice.

SIGNATURE SECTION

Approved: _____
Signature Date

Typed name/Title

Approved: _____
Signature Date

Lisa Peacock, Health Officer; Health Department of Northwest Michigan

RESOLUTION

XX-2018

Dental Service Agreement – Amendment #20 - Renewal

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on February 21, 2018 and reviewed request to renew the Dental Service Agreement with the Health Department Northwest Michigan , and,

WHEREAS, The amendment provides for an extension of the previous agreement to provide dental care for the uninsured; and,

WHEREAS, The current funding received under this agreement is \$60,300.00 designated for oral health outreach in Grand Traverse County and the amount is the same; and,

WHEREAS, The terms of the agreement are January 1, 2018 through December 31, 2018; and,

NOW THEREFORE BE IT RESOLVED BY GRAND TRAVERSE COUNTY, That this Board of Commissioners approve the renewal of the Dental Services Agreement, amendment #20 for \$60,300.00 with the Health Department of Northwest Michigan for the period January 1, 2018 through December 31, 2018.

APPROVED: February 21, 2018

Action Request



Meeting Date:	March 7, 2018		
Department:	County Clerk	Submitted By:	BonnieScheele
Contact E-Mail:	bscheele@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	Ballot Printing		
Estimated Time:		Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	(in minutes)		

Summary of Request:

Election Commission issued a Ballot Printing RFP on January 12, 2018 through MITN/BidNet and publication in the Record Eagle, with submissions due February 5, 2018 by 5:00 p.m.

Two bids were received, Election Source/Inland Press and Printing Systems, Inc.

At the February 6, 2018 Election Commission meeting, the 2018 bid was awarded to Printing Systems, Inc. (PSI) for \$0.24/regular ballot, \$0.35/pre-marked test ballots, and \$0.06/ballot to fold Absentee Voter (AV) Ballots.

Suggested Motion:

Approve 2018 Ballot Printing Resolution.

Financial Information:

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

If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
Election Commission Minutes of February 6, 2018

GRAND TRAVERSE COUNTY ELECTION COMMISSION

February 6, 2018

PRESENT: Heidi Scheppe, County Treasurer, and Bonnie Scheele, County Clerk

EXCUSED: Melanie Stanton, Probate Judge

The meeting was called to order at 8:35 a.m. in the Committee Room at the Governmental Center.

APPROVAL OF MINUTES

Moved by Scheppe, seconded by Scheele to approve the minutes of August 15, 2017. Motion carried.

BALLOT BIDS FOR 2018

The County Treasurer opened the bids received for ballot printing for 2018.

Two ballot bids were received by the February 5, 2018, 5:00 p.m. deadline.

Election Source/Inland Press

Ballots: \$0.241/ballot to \$0.305/ballot based on quantity ordered. (i.e. 80,000 ballots would be 0.241. If a lesser amount is ordered, the amount would be adjusted up to a maximum of 0.305 per ballot). This amount includes shipping to the individual jurisdictions.

*If ballots have to be printed digitally, the cost range is \$0.266/ballot to \$0.343/ballot

Pre-Marked Test Ballots: \$0.49/ballot

Cost to Fold AV Ballots: Not given

Printing Systems, Inc.

Ballots: \$0.24/ballot. This amount includes shipping to the individual jurisdictions.

Pre-Marked Test Ballots: \$0.35/ballot plus shipping

Cost to Fold AV Ballots: \$0.06/ballot

Moved by Scheppe, seconded by Scheele to award the bid to PSI for \$0.24/regular ballot, \$0.35/pre-marked test ballots, and \$0.06/ballot to fold AV ballots. Motion carried.

PUBLIC COMMENT

Bill Twietmeyer, City Treasurer, indicated that the Election Commission was doing a good job.

There being no further business, the meeting adjourned at 8:55 a.m.

Bonnie Scheele

Heidi Scheppe

RESOLUTION

XX-2018

County Clerk

Ballot Printing

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on February 21, 2018 and reviewed request to approve ballot printing proposal; and,

WHEREAS, bids were sent out to 3 vendors on January 12, 2018, placed on BidNet and advertised in the Record Eagle with two responses received; and,

WHEREAS, the Election Commission met on February 6, 2018 and recommend accepting the proposal from Printing Systems, Inc (PSI) for the 2018 ballot printing for the costs quoted, \$0.24/regular ballot, \$0.35/pre-marked test ballots, and \$0.06/ballot to fold Absentee Voter (AV) Ballots; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County accept the proposal from Printing Systems, Inc (PSI), at the rates identified above.

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

APPROVED: February 21, 2018

**GRAND TRAVERSE COUNTY
NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR
FOOD FOR THOUGHT**

TO ALL INTERESTED AGENCIES, GROUPS AND PERSONS, NOTICE IS HEREBY GIVEN that the Grand Traverse County Board of Commissioners will conduct a Public Hearing during their regularly scheduled board meeting on Wednesday, February 21 at 5:30 pm. The hearing will be held at the Governmental Center at 400 Boardman Avenue, Traverse City, Michigan 49684. The purpose of the public hearing is to allow for public comment on the use of Community Development Block Grant (CDBG) Regional Revolving Loan Funds for Food For Thought. Food For Thought is requesting a \$245,000.00 loan. The use of the funds are for machinery and equipment to be used in their manufacturing process and to hire 7 full time employees of which over 51% of the positions will be available to low and moderate income individuals.

Citizen views and comments on the CDBG project are welcome. Interested parties are invited to comment on the project in person at the public hearing or in writing by Tuesday, February 20, 2018 to: Karen McIntyre, Office Manager, Grand Traverse County Administration Department, 400 Boardman Avenue, Traverse City, Michigan 49684. If you require special accommodations to participate in the public hearing, please contact Bonnie Scheele, County Clerk at 231-922-4762. All aspects of the project will be open for discussion at the public hearing. The application may be examined Monday through Friday at the above address in the Office of Community Development & Codes during normal business hours.



Memorandum

Grand Traverse County
Economic Development Corporation
231.922.6890 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: County Board of Commissioners
From: Karen McIntyre, Office Manager Community Development
Date: February, 21, 2018
Subject: Regional Revolving Loan Fund Application – Food for Thought

Food for Thought is making an application for a loan from the Regional Revolving Loan Fund. A public hearing for the loan application is scheduled for the County Board meeting on February 21, 2018 for citizen input. Subject to the Agreement between the Michigan Strategic Fund and Grand Traverse County and the Sub recipient Agreement between Grand Traverse County and the Venture North Funding for the Michigan Community Development Block Grant (CDBG) program, Grand Traverse County must pass a resolution after completion of the public participation requirements. The following resolution is being provided for your consideration.

RECOMMENDATION/MOTION: Approval of the Resolution to authorize submittal of the Revolving Loan Fund application for Food for Thought.

RESOLUTION

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND APPLICATION – FOOD FOR THOUGHT

WHEREAS, Food for Thought has expanded its production capabilities as a value-added manufacturer of local, organic and natural Michigan products within the Long Lake Culinary Campus; and CDBG funds will also be used to purchase machinery and equipment for the manufacturing process; and

WHEREAS, Food for Thought is requesting a working capital loan from the Community Development Block Grant Loan Fund in the amount of \$245,000 to be used to purchase machinery and equipment for the manufacturing process and to hire seven (7) full-time positions over the course of two years; and

WHEREAS, at least 51% of these newly created positions will be held by low to moderate income individuals; and

WHEREAS, the project is consistent with Grand Traverse County's community development plans; and

WHEREAS, no project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG project manager; and

WHEREAS, all requirements of the Grand Traverse County Citizen Participation Plan (CPP) have been met.

THEREFORE, BE IT RESOLVED, that the Grand Traverse County Board of Commissioners authorizes submittal of the application. Furthermore, that Carol Crawford, Chair of the Grand Traverse County Board of Commissioners, is authorized to sign the Part 1 Application and all attachments; Part 2 Application and all attachments; Environmental Review; and, Loan Disbursement Request.



MEMORANDUM

February 8, 2018

To: Grand Traverse County Commissioners

From: Laura Galbraith, Executive Director

Food for Thought (FFT) is submitting the enclosed CDBG Loan Program (CLP) application for the Community Development Block Grant (CDBG) Loan program. FFT is requesting a loan through the CDBG Loan Fund in the amount of \$245,000. The loan will be used to hire seven (7) full time positions over the course of two years, of which, at least 51% of these positions will be available to low to moderate income individuals.

Food for Thought (FFT) was established in 1995 as a value-added manufacturer of local, organic and natural Michigan products such as fruit preserves, salsas, mustards and sauces. FFT also provides co-packing services for other producers. FFT has expanded its production capabilities within the Long Lake Culinary Campus. The 14,000 sq. ft. space is three times larger than its current facility. The space and new equipment will improve production efficiency along with building institutional packaging capacity to meet demands of restaurants and schools.

CDBG Loan Funds will be used to purchase machinery and equipment for the manufacturing process including: a mechanical jar invertor, new kettles, a bottle washer, buffer/cooling conveyor, tables, box taping and labeler machine and other miscellaneous equipment used throughout the manufacturing process. This equipment will allow FFT to continue in a growth pattern, accommodate new customers, and hire new employees.

The Grand Traverse County CDBG Loan committee met on Wednesday, February 7th and unanimously approved the loan request. Karen McIntyre participated in the loan committee meeting as the Grand Traverse County representative.

Next Steps

- Grand Traverse County Clerk must provide a brief description of the public hearing including the date of hearing, number of citizens attending the hearing and a summary description of substantive comments made at the hearing.
- Grand Traverse County must pass a Resolution after completion of the public participation requirements. The Authorizing Resolution must contain the following elements:
 - Identification of the proposed project;

202 E Grandview Parkway, Ste 303, Traverse City, MI 49684 P 231.995.7110 F 231.946.2565
www.venturenorthfunding.org

- Identification of the funding request;
- Statement that the proposed project is consistent with the UGLG's community development plan;
- Statement that at least 51% of the beneficiaries of the proposed project will be low and moderate-income persons;
- Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager;
- Local authorization to submit the Michigan CDBG Application; and
 - Identification, by name and title, of the person authorized to sign the CLP application and all attachments;
 - Identification, by name and title, of the person authorized to sign the Loan Exhibit and all amendments.
 - Identification, by name and title, of the person authorized to sign Payment Requests.

CDBG LOAN PROGRAM (CLP) APPLICATION

Use tab key to advance through document. Complete CLP Application in entirety and submit via email to Specialist.

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
IDENTIFICATION OF UGLG		FUNDING SOURCES (if multiple properties, include all)	
Unit of General Local Government (UGLG)	Grand Traverse County	CDBG/ CDBG RLF	\$ 245,000
Street/PO Box	400 Boardman Ave.	UGLG	\$
City	Traverse City	Private	\$
County	Grand Traverse	Other	\$
State/Zip	MI/49684	Other	\$
Fiscal Year	October 1 - September 30	Other	\$
Chief Elected Official Name	Carol Crawford	TOTAL	\$ 245,000
Chief Elected Official Title	Board of Commissioners, Chair	# of FTEs 7 Must not exceed \$35,000 per FTE	
Chief Elected Official Email	ccrawford@grandtraverse.org	UGLG SAM # 3HP61 www.sam.gov	
UGLG Project Contact (PC) Name	Karen McIntyre	UGLG DUNS # 080341472 http://www.dnb.com/duns-number.html	
UGLG PC Title	Office Manager		
UGLG PC Address	400 Boardman Ave., Traverse City, MI 49684	UGLG Federal ID # 386004852	
UGLG PC Telephone Number	231-922-6890	UGLG Fiscal Year January 1 to December 31	
UGLG PC Fax Number	231-922-4636		
UGLG PC E-Mail Address	kmcintyr@grandtraverse.org	Census Tract # for Project 2605550800	
STATE GOVERNMENT REPRESENTATION			
Senator Name	Wayne Schmidt	Senate District	37
Representative Name	Larry Inman	House District	104
FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Jack Bergman	Congressional District	1

CLP FUND	Available Balance	\$ 719,247
	Less This Loan	\$ 245,000
	New Balance	\$ 474,247

UGLG CAPACITY AND CONFLICT OF INTEREST										
1	Identify consultants who will be responsible for administering the proposed: <input type="checkbox"/> NA, consultant not yet known <input type="checkbox"/> NA, consultant not anticipated <input checked="" type="checkbox"/> Consultant has been identified and contact information provided below:	<table border="1"> <tr> <td>Name</td> <td>Laura Galbraith</td> </tr> <tr> <td>Address</td> <td>202 E. Grandview Parkway, Traverse City, MI 49684</td> </tr> <tr> <td>Phone</td> <td>231-995-7110</td> </tr> <tr> <td>Email</td> <td>laura@venturenorthfunding.org</td> </tr> </table>	Name	Laura Galbraith	Address	202 E. Grandview Parkway, Traverse City, MI 49684	Phone	231-995-7110	Email	laura@venturenorthfunding.org
Name	Laura Galbraith									
Address	202 E. Grandview Parkway, Traverse City, MI 49684									
Phone	231-995-7110									
Email	laura@venturenorthfunding.org									
2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Has the UGLG received CDBG grants or loans in the past five years and/or have any open CDBG grants or loans? This includes CDBG grants or loans provided by the MSF/MEDC and all MSHDA CDBG programs. If yes, identify the projects and identify/describe all findings regarding those projects: Uptown Development For: Blight Elimination; Project/Source: County Allocation (MSHDA) For: Housing; Project/Source: HRF For: Housing; Project/Source: Enterprise Funds For: Housing; Grant to Goodwill Industries for \$21,800.								
3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Does the applicant have any outstanding CDBG grants or loans that have not been drawn down? If yes, describe:								
4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds? If yes, describe:								
5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter? If yes, describe:								
6	Indicate whether or not the UGLG has a contractual relationship with any of the following entities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Boge, Wybenga & Bradley, PC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Farm Bureau <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fifth Third Bank <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grand Angels <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Greenstone Farm Credit Services <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Michigan Department of Licensing & Regulatory Affairs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Michigan Department of Treasury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Michigan Economic Development Corporation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Springfield Smartroof <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Trustcott Rossman If yes to any of the above, describe the nature of relationship:									
7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	UGLG will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.								
8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consultant will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.								

9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>UGLG and Consultant have read the Definitions and Instructions to Attachment D, Estimated Employment Creation and/or Retention Form, and understand how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs for the base number of Existing Jobs <u>and</u> the number of Jobs to be Created. (An updated Attachment D is required to be submitted with the Request to Close memo).</p>
PROJECT DESCRIPTION		
9	<p>Provide a clear and concise description of the overall proposed project including all work activities, number of businesses/properties involved, the type of assistance needed and why:</p> <p>Food For Thought (FFT) is a value-added manufacturer of primarily local, organic and natural Michigan products such as fruit preserves, salsas, mustards and sauces. FFT also provides co-packing services for other producers. They are seeking CDBG loan funds to purchase equipment necessary to expand production capabilities in a nearly 14,000 sq.ft. space within the Long Lake Culinary Campus that is three times larger than their current facility. The space and new equipment will improve production efficiency along with building institutional packaging capacity to meet demands of restaurants and schools. The specific planned use of funds is to purchase \$245,000 in machinery and equipment for the manufacturing process including: a mechanical jar inverter, new kettles, a bottle washer, buffer/cooling conveyor, tables, box taping and labeler machine and other miscellaneous equipment used throughout the manufacturing process. This equipment will allow FFT to continue in a growth pattern, accommodate new customers, and hire new employees. They plan to hire seven (7) full-time equivalent employees within the next two (2) years, of which at least 51% will be low- or moderate-income individuals.</p>	
10	<p>Provide the history of the problems associated with this project and explain how this project will help alleviate those problems.</p> <p>Since the company established in 1995 in a much smaller space not originally designed for food manufacturing, they have not been able to serve the commercial and institutional client demand that will be possible with the new space and equipment. FFT is presently establishing a new, expanded, headquarters and production facility in Grand Traverse County at the new Long Lake Culinary Campus (LLCC), a former elementary school being reconstructed as FFT's new home. This expansion will increase FFT's production capacity and expand product and packaging methods thereby increasing sales to retailers, grocers, schools and institutions, and better meet requests for co-packing services for other Michigan producers. FFT plans to retain their current employees and hire new staff.</p>	
11	<p>Check all that apply and/or will occur for this project: Comments:</p>	

<p>National Objective</p> <p><input type="checkbox"/> Elimination/Prevention of Slum/Blight</p> <p><input type="checkbox"/> Immediate threat / urgent need</p> <p><input checked="" type="checkbox"/> Benefit persons of low/mod income</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> Job Creation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Housing Projects</p> <p style="padding-left: 20px;"><input type="checkbox"/> Infrastructure Projects</p> <p>Procurement</p> <p><input type="checkbox"/> Procurement of contractors</p> <p><input type="checkbox"/> Work to be done by owner</p> <p><input type="checkbox"/> Work to be done by sole proprietor contractor</p> <p>Section 3</p> <p><input type="checkbox"/> Section 3 required - CDBG over \$200k + construction activities</p> <p>Anticipated Environmental Review</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Categorical Exclusion Not Subject To (CENST)</p> <p><input type="checkbox"/> Categorical Exclusion Subject To (CEST)</p> <p><input type="checkbox"/> Environmental Assessment</p> <p>Property Disposition</p> <p><input type="checkbox"/> Acquisition of building</p> <p><input type="checkbox"/> Acquisition of property</p> <p><input type="checkbox"/> Currently has land contract</p> <p><input checked="" type="checkbox"/> Currently has lease</p> <p><input type="checkbox"/> Purchase Agreement required</p> <p><input type="checkbox"/> Relocation required</p>	<p>Job Activities</p> <p><input type="checkbox"/> Construction activities (ex: use of hammer and shovels, equipment installation, any digging, etc.)</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Change in building footprint</p> <p><input type="checkbox"/> Equipment installation will require major construction</p> <p><input type="checkbox"/> Equipment installation will require minor construction</p> <p><input type="checkbox"/> Equipment is plug and play only</p> <p><input type="checkbox"/> Davis Bacon required – construction contract over \$2,000</p> <p>Business</p> <p><input type="checkbox"/> Seasonal Employer</p> <p><input checked="" type="checkbox"/> Open year round</p> <p><input type="checkbox"/> Open year round but ramps staff in spring/summer/fall</p> <p><input type="checkbox"/> Startup business</p>
--	---

PROJECT SCHEDULE																										
12	Provide an overall project schedule that includes the anticipated start and completion dates.																									
	<i>NOTE: When completing the schedule, please refer to Application Guide with regard to when project costs can be incurred. This schedule will be incorporated into the Loan Exhibit with the UGLG.</i>																									
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 40%;">ACTIVITIES</th> <th style="width: 30%;">START DATE</th> <th style="width: 30%;">END DATE</th> </tr> </thead> <tbody> <tr> <td>Engineering and/or Design</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Property Acquisition</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Bidding</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>CDBG-funded Activities</td> <td style="text-align: center;">3/1/2018</td> <td style="text-align: center;">2/28/2020</td> </tr> <tr> <td>UGLG-funded Activities</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Other-funded Activities</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Job Creation</td> <td style="text-align: center;">3/1/2018</td> <td style="text-align: center;">2/28/2020</td> </tr> </tbody> </table>	ACTIVITIES	START DATE	END DATE	Engineering and/or Design	NA	NA	Property Acquisition	NA	NA	Bidding	NA	NA	CDBG-funded Activities	3/1/2018	2/28/2020	UGLG-funded Activities	NA	NA	Other-funded Activities	NA	NA	Job Creation	3/1/2018	2/28/2020	
ACTIVITIES	START DATE	END DATE																								
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AUTHORIZED UGLG OFFICIAL	
Signature	

Name and Title	Carol Crawford, Grand Traverse County Board of Commissioners, Chair
Date	

ATTACHMENT A

PROJECT BUDGET

Complete this Project Budget to identify all funding sources and all project activities. List the specific source and dollar amount of any local, state, or other federal funding associated with this project including grants and/or loans. Tax incentives should NOT be included on the project budget.

- For general contractors - Attach 3 cost estimates or an independent third party quote for all CDBG-funded costs.
- For sole proprietor contractors – Attach 1 cost estimate
- For equipment – Attach list of items and cost or a screen print of items to be purchased.
- Attach an appraisal for CDBG-funded acquisitions.

NOTE: Costs for preparing independent cost estimates may be incurred at the UGLG's own risk without written authorization, but may not be included in the project budget as match. Refer to Application Guide for guidance on administrative costs.

Applicant	Grand Traverse County
Project Title	Food For Thought CDBG Loan

ACTIVITIES	CDBG	LOCAL	PRIVATE	OTHER	OTHER	TOTAL
Acquisition						
Administration						
Architecture / Engineering						
Building Improvements						
Demolition						
Infrastructure Improvements						
Machinery / Equipment	245,000					
Planning						
Working Capital						
Inventory						
Marketing						
Payroll						
Research & Development						
TOTALS	245,000					

ATTACHMENT B

PROJECT DETAILS FOR BUSINESS/PRIVATE PROPERTY PROJECTS

COMPLETE ONE FOR EACH PROPERTY													
1	<p>Business Information:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Business Name</td> <td>Food For Thought</td> </tr> <tr> <td>Address City State Zip</td> <td>7738 N. Long Lake Road, Traverse City, MI 49686</td> </tr> <tr> <td>Current Owner(s)</td> <td>John Hoagland</td> </tr> <tr> <td>Future Ownership</td> <td>same</td> </tr> </table>	Business Name	Food For Thought	Address City State Zip	7738 N. Long Lake Road, Traverse City, MI 49686	Current Owner(s)	John Hoagland	Future Ownership	same				
Business Name	Food For Thought												
Address City State Zip	7738 N. Long Lake Road, Traverse City, MI 49686												
Current Owner(s)	John Hoagland												
Future Ownership	same												
2	<p>Provide nature of business and background:</p> <p>Food For Thought (FFT), established in 1995, is a value-added manufacturer of primarily local, organic and natural Michigan products such as fruit preserves, salsas, mustards and sauces. FFT also provides co-packing services for other producers.</p>												
3	<p>Describe the specific work activities to be completed with CDBG funds <u>and</u> match funds (use bullets):</p> <p>FFT is seeking CDBG loan funds to purchase equipment necessary to expand production capabilities in a space within the Long Lake Culinary Campus that is three times larger than their current facility. The space and new equipment will improve production efficiency along with building institutional packaging capacity to meet demands of local restaurants and schools. Equipment includes:</p> <ul style="list-style-type: none"> - mechanical jar invertor - new kettles - bottle washer - buffer/cooling conveyor - tables - box taping and labeler machine - other miscellaneous equipment used throughout the manufacturing process 												
4	<p>Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Please identify all parties involved and any estimated costs associated with these activities:</p> <p><i>NOTE: Incurring costs; including CDBG, local, and private costs prior to authorization and/or completion of the environmental review could jeopardize the proposed CDBG funding.</i></p> <p>The principal owner of Food For Thought is also the principal owner of 7738 N. Long Lake LLC which is the lessor for the Long Lake Culinary Campus.</p>												
5	<p>Check all statements that apply regarding occupancy:</p> <p><input checked="" type="checkbox"/> The property does not have occupants (tenants, property owners, etc.). Therefore, the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1970 will not apply.</p> <p><input type="checkbox"/> The property does have occupants (tenants, property owners, etc.) and the occupants will not be permanently displaced. Please provide the following for each occupant:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Residential OR <input type="checkbox"/> Business</td> <td></td> </tr> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> <tr> <td>Phone Number</td> <td></td> </tr> <tr> <td>Email Address</td> <td></td> </tr> </table>	<input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant		<input type="checkbox"/> Residential OR <input type="checkbox"/> Business		Name		Address		Phone Number		Email Address	
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Name													
Address													
Phone Number													
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	<input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input type="checkbox"/> Business Name Address Phone Number Email Address	
	<input type="checkbox"/> The property does have occupants (tenants, property owners, etc.) and the occupants will be permanently displaced. Please provide the following for each occupant: <input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input type="checkbox"/> Business Name Address Phone Number Email Address <input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input type="checkbox"/> Business Name Address Phone Number Email Address	
6	What is the square footage of private space being improved? Just under 14,000 square feet.	
7	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Have CDBG funds been used at this property and/or business address in the past? If yes, describe:
8	Describe the source of the private funding and the status of any necessary approvals for financing: NA	
9	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will the project relocate jobs from one labor market area to another? If yes, describe:

ATTACHMENT C

PROJECT SCOPE FOR PUBLIC IMPROVEMENTS (ONLY)

Check if Not Applicable

1	Describe the specific work activities to be completed on UGLG- or publicly-owned property with CDBG funds and match funds.
2	Describe the location and boundaries of the project , including the street address and property ownership (i.e. UGLG property, other public property, private property) where all project activities will occur.
3	What is the square footage of public space being improved or reactivated?
4	Attach a detailed map showing all project activities and any district they are located within (i.e. LDFA).
5	<p>Historic Property Screening: Is the property? (check all that apply):</p> <p><input type="checkbox"/> Listed in the National Register of Historic Properties</p> <p><input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties</p> <p><input type="checkbox"/> Listed in a state or local inventory of historic places</p> <p><input type="checkbox"/> Designated as a state or local landmark or historic district</p> <p><input type="checkbox"/> None of the above</p> <p>Comments:</p>
6	<input type="checkbox"/> Yes <input type="checkbox"/> No Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant ?
7	<input type="checkbox"/> Yes <input type="checkbox"/> No Will the project result in special fees (ie, tap in / hookup fees, special assessments)?
8	<input type="checkbox"/> NA Attach architectural renderings or pictures in color illustrating what the building will look like after project completion.
9	<input type="checkbox"/> NA Other than the preliminary cost estimates, describe the status of any engineering plans or specifications . Attach engineering plans or specifications, if completed. <p><i>NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG's own risk with written authorization from the MSF and may be included in the project budget as match.</i></p> <p><i>Costs for engineering and/or architectural plans to be funded with CDBG funds may be incurred with written authorization from the MSF once the Loan Exhibit has been executed and may be included in the project budget. CDBG Procurement requirements apply to all CDBG funded activities. CDBG funds may be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing an engineering and/or architectural contract for expenses other than the preliminary costs for completing this Application.</i></p>
10	<input type="checkbox"/> NA Describe all temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed in order to complete the project. Include the address, names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants.

11	<input type="checkbox"/> NA	<p>Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Include the anticipated seller, buyer, property description/location and cost.</p> <p><i>NOTE: Costs for acquiring real property, to be fully funded with non-CDBG monies, may be included in the project budget as match and may be incurred at the UGLG's own risk once the environmental review and Uniform Act requirements have been completed and written authorization to incur these costs has been provided by the MSF.</i></p> <p><i>Costs for acquiring real property, to be partially or fully funded with CDBG monies, may be included in the project budget and may be incurred with written authorization from the MSF once the environmental review and Uniform Act requirements have been completed and the Loan Exhibit has been executed by all parties.</i></p> <p><i>CDBG funds will be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing option/purchase/lease/easement agreements.</i></p>
12	<input type="checkbox"/> NA	<p>List and describe the status of any local, state and federal permits required for implementation of the proposed project.</p>

ATTACHMENT D

ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM

The project is qualified based on the Low and Moderate Income Job Creation National Objective and at least 51% of the beneficiaries must be low and moderate income persons.

UGLG	Grand Traverse County	Project Name	Food For Thought CDBG Loan
Business	Food For Thought	Contact Name	Kristin Ellis
Street Address (not POBox)	7738 N. Long Lake Road	Contact Title	Director of Finance
City State Zip	Traverse City, MI 49686	Phone #	231-943-5010 x354
DUNS #	795951367	Fax #	
SIC #		Email Address	kristin@tamarackholdings.com
LARA #	800457545	CCR #	

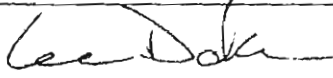
IMPORTANT: Read definitions and instructions on the following page for requirements on how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs. An updated form is required to be submitted with the Request to Close memo.

EMPLOYMENT CATEGORY	EXISTING JOBS		JOBS TO BE CREATED		
	NUMBER OF EXISTING PERMANENT FT AND FTE JOBS	AVERAGE HOURLY WAGE OF EXISTING JOBS	PERMANENT FT AND FTE JOBS TO BE CREATED	NEW HIRES LOWEST STARTING HOURLY WAGE	NEW HIRES AVERAGE STARTING HOURLY WAGE
Managerial	3	24.00			
Professional	2	19.00			
Technical	1	18.00			
Sales	1	10.00	1	15.00	15.00
Clerical	1	16.00			
Craftsmen (skilled)	3	14.50	1	13.00	13.00
Operators (semi-skilled)	7	11.40	3	10.00	10.50
Laborers (unskilled)			2	10.00	10.00
Service Worker					
TOTALS	18		7		

List Fringe benefits to be provided for created jobs:
401K, Health, Dental, Vision, PTO

AUTHORIZED COMPANY OFFICIAL

Certification is made that the above data is the most accurate available based on current information and knowledge.

Signature: 	Date: 2/9/18
Name: Lee Dake	Title: Operations Manager

DEFINITIONS AND INSTRUCTIONS

Full-Time Job (FT) - An employee who has 2,080 hours of paid employment on an annual basis or one that is paid for 35 or more hours per week.

Full-Time Equivalent Job (FTE) – A combination of employees that individually have less than 2080 hours of paid employment on an annual basis or work less than 40 hours per week, and are converted to full-time equivalent (FTE) jobs by dividing the total annual hours worked by 2,080 hours or dividing the total weekly hours worked by 40 hours.

New Job - A new FT or FTE permanent job that did not exist prior to this project and came about as a result of this project. The jobs are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project will not be considered.

Number of Existing Permanent FT and FTE Jobs - Identify the present number of all FT and FTE permanent private sector jobs and the average hourly pay rate of existing jobs.

Permanent FT and FTE Jobs To Be Created - Identify the number of new FT or FTE jobs that **did not** exist prior to this project and came about as a result of this project. The jobs to be created are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project should not be considered.

Employment Category Definitions:

Managerial	Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments or special phases of a firm's operations.
Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparative background.
Technical	Occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately 2 years of post-high school education, such as is offered in many technical institutions and junior colleges, or through equivalent on-the-job training.
Sales	Occupations engaging wholly or primarily in sales.
Clerical	All clerical-type work regardless of level of difficulty, where the activities are primarily non-manual.
Craftsman (skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work; exercise independent judgment and usually require extensive training.
Operators (semi-skilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training.
Laborers (unskilled)	Workers in manual occupations which generally require no special training.
Service worker	All workers in service type industries.

ATTACHMENT E

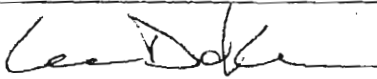
DOCUMENTATION OF BENEFIT TO LOW AND MODERATE INCOME PERSONS FORM

The UGLG and Company agree that **7 FTE** jobs will be created as a result of this project and at least 51% of the jobs will be held by low and moderate income persons. Income limits can be found at <https://www.huduser.gov/portal/datasets/il.html>.

Each party recognizes the following:

1. If the project results in more New Jobs than expected, then the 51% requirement shall apply to the higher job number.
2. The purpose for making an application for a CDBG loan is to create employment opportunities benefiting low and moderate income persons.
3. Should job creation goals for low and moderate income persons not be met, the project shall fail to qualify under the low and moderate income national objective.
4. The State retains the right to require the applicant or the company to repay the full amount of any loan funds awarded should the project fail to qualify under this National Objective.

AUTHORIZED UGLG OFFICIAL		
UGLG	Grand Traverse County	
Signature		Date:
Name and Title	Carol Crawford, Grand Traverse County Board of Commissioners, Chair	
Phone #: 231-631-2063	Email Address: cccrawford@grandtraverse.org	

AUTHORIZED REPRESENTATIVE OF COMPANY		
Legal Business Name	Food For Thought	
Address	7738 N. Long Lake Road	
City State Zip	Traverse City, MI 49686	
Signature		Date: 2/9/18
Name and Title	Lee Dake	Operations Manager
Phone #:	Email Address: lee@foodforthought.net	

ATTACHMENT F

COMMUNITY DEVELOPMENT PLAN

All UGLGs applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title 1 of the federal Housing and Community Development Act of 1974, as amended.

In order to comply with requirements outlined in federal legislation, it is not necessary for an UGLG to prepare an elaborate community development plan. It is expected that most UGLGs can satisfy this requirement in a 2-3 page narrative summary plan adopted by their governing body.

- Attach** Community Development Plan which includes the 5 major elements below OR
 Summarize the following from your adopted plan:

1	<p>A statement assessing the needs and problems of the UGLG, including the needs of low and moderate income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is requested.</p> <p>Grand Traverse County currently has a housing inventory (2012) and a housing strategy (2013) to address the needs of low and moderate income persons, including housing affordability. The inventory and strategy provide an extensive assessment of current conditions and provides activities to address needs and problems. The County also has a current master plan (2013) that addresses economic and community development needs of the County.</p>
2	<p>A summary list of possible long-term activities (two years or more) to address the identified needs and problems.</p> <p>Long-term housing related activities include: Expand location and energy-efficient housing choices to lower utility and transportation costs, decrease emissions and energy usage, and promote public health. Target housing activities toward existing communities to increase community revitalizations, improve the efficiency of public works investments, and preserve and protect the region’s agriculture and natural resources. Develop greater financial and programmatic capacities to support and enhance housing efforts of existing nonprofits, including maximizing available resources by layering financing and capitalizing the Housing Trust Fund. Coordinate planning and zoning policies that encourage greater housing choices across government boundaries, including greater variety of housing types, senior or supportive housing, multi-family housing units, housing with accessibility features, and mixed-use development allowing residential uses. Raise awareness and support of affordable housing among the public, including developing and maintaining data resources, conducting market studies and increasing communication with the public.</p>
3	<p>A summary of contemplated short-term activities (one to two years) to address the identified needs and problems.</p> <p>Two primary short-term activities are currently underway by Grand Traverse County: Identify site categories within target areas that are appropriate for affordable, senior, and supportive housing development, with consideration to Access to employment Proximity of services Transit opportunities Redevelopment opportunities. Work with local, regional, and state partners, as well as existing nonprofits, to define and establish the potential for a new public or quasi-public entity that will assist with housing development activities and financing, including: Grant applications, Development processes, Fundraising for the County Affordable Housing Trust Fund, and Providing additional technical assistance to housing nonprofits and developers. Develop an economic development strategy for the Grand Traverse County.</p>
4	<p>A description of the effect the proposed CDBG project will have on the UGLG.</p>

	Grand Traverse County is growing in population the majority of the jobs created with Food For Thought's expansion will provide opportunities for low and moderate income individuals in the County.
5	A plan for minimizing the displacement of persons as a result of loan-assisted activities and to assist persons actually displaced by such activities. There will not be any displaced individuals as a result of this loan assisted project.

ATTACHMENT G

UGLG PUBLIC PARTICIPATION CERTIFICATION

All UGLGs applying for funds under the Michigan CDBG Program are required to adhere to public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended.

A public hearing on the proposed project is required. The UGLG's Application must be completed and available for review at the public hearing. In order to document that public participation requirements have been met, attach the following:

Attach a copy of the **published public notice** as described in the certification above. A minimum five (5) days' notice is required.

Attach a **brief description of the public hearing(s)** including the date of hearing(s), number of citizens attending the hearing(s) and a summary description of substantive comments made at the hearing(s).

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low and moderate income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants or loans.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to

participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

Signature

Date

Carol Crawford, Grand Traverse County Board of Commissioners, Chair

Print Name and Title of Authorized UGLG Official

ATTACHMENT H

UGLG AUTHORIZING RESOLUTION

The UGLG's Authorizing Resolution must be adopted after completion of the public participation requirements.

Attach an authorizing resolution containing the following elements:

1	Identification of the proposed project.
2	Identification of the funding request and the commitment of the UGLG's matching funds.
3	Statement that the proposed project is consistent with the UGLG's community development plan as described in the Application.
4	Statement that at least 51% of the beneficiaries of the proposed project will be low and moderate income persons. -OR- Statement that the proposed project will clearly eliminate objectively determinable signs of blight and will be strictly limited to eliminating specific instances of blight (spot blight).
5	Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager.
6	Local authorization to submit the Michigan CDBG Application.
7	Identification, by name and title, of the person authorized to sign the Application and all attachments.
8	Identification, by name and title, of the person authorized to sign the Loan Exhibit and all amendments.
9	Identification, by name and title, of the person authorized to sign Payment Requests.

ATTACHMENT I

CERTIFICATION BY THE APPLICANT UGLG

I, **Carol Crawford**, of **Grand Traverse County**, certify that the **Grand Traverse County**:

1. Possesses legal authority to submit a loan application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the loan in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
5. Has developed a community development plan that identifies community development and housing needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any

federal contract, the making of any federal grant or loan, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

9. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Signature

Date

Carol Crawford, Grand Traverse County Board of Commissioners, Chair

Print Name and Title of Authorized UGLG Official

ATTACHMENT J

STATEMENT OF ASSURANCES

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with loan and financial management guidelines in 2 CFR Part 200, et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature

Date

Carol Crawford, Grand Traverse County Board of Commissioners, Chair

Print Name and Title of Authorized UGLG Official

Action Request



Meeting Date:	2/21/2018		
Department:	Parks and Recreation	Submitted By:	Kristine Erickson
Contact E-Mail:	kerickson@grandtraverse.org	Contact Telephone:	231-922-4511
Agenda Item Title:	Request for Adoption of 2018-2023 Grand Traverse County Parks and Recreation Plan		
Estimated Time:	5 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

Summary of Request:

For the past five months, Grand Traverse County Parks and Recreation has worked on its 2018-2023 Grand Traverse County Parks and Recreation Plan (attached). Commonly referred to as a "Five-Year Recreation Plan," this document, once filed with and approved by the Michigan Department of Natural Resources (MDNR), will qualify County Parks and Recreation for financial assistance through MDNR recreation grants (such as the Michigan Natural Resources Trust Fund, the federal Land and Water Conservation Fund, and Recreation Passport Grant Program) to further develop the County's recreational facilities and parks. This plan considers the current structure of the Parks and Recreation department, available resources, previous planning documents (such as the Business Development Team Business Plans for various parks), and public input through community meetings and surveys. Between January 16 and February 15, 2018, a draft document was available at three public locations for County residents to review and provide comments. During the regular meeting of the Parks and Recreation Commission on February 15, 2018, a public hearing offered one more opportunity for County residents to provide input and comment on the draft plan. Once the public hearing closed, the Parks and Recreation Commission adopted the plan, to include revisions resulting from the public review period and public hearing. Between February 16 and 19, all public comments, including suggested additions and changes, will be incorporated in the plan, and the plan will undergo final formatting for presentation to the County Board of Commissioners on February 21, 2018. Parks and Recreation is respectfully requesting that the County Board of Commissioners adopt this plan. A recommended resolution of adoption has been prepared. Once the plan has been approved and a resolution signed, that information will be included in the plan. The plan will be submitted to the MDNR by the March 1, 2018 deadline, making the County eligible for grant funding. The Parks and Recreation Commission and department will use the 2018-2023 plan in conjunction with its strategic plan and park business plans to pursue grant funding for projects identified within each document.

Suggested Motion:

Motion to adopt the 2018-2023 Grand Traverse County Parks and Recreation Plan, including revisions resulting from draft plan public input period.

Financial Information:

Total Cost:	\$0.00	General Fund Cost:	\$0.00	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

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

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

Attachments:

Attachment Titles: Draft 2018-2023 Grand Traverse County Parks and Recreation Plan; Suggested Resolution of Adoption of GTC Parks and Rec Plan

Resolution

___-2018

Adoption of 2018-2023 GRAND TRAVERSE COUNTY PARKS AND RECREATION PLAN (For Grand Traverse County Parks and Recreation Commission)

WHEREAS, the Grand Traverse County Parks and Recreation Commission has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period, between 2018 through 2023, and

WHEREAS, the Grand Traverse County Parks and Recreation Commission began the process of developing a community recreation and natural resource conservation plan, the *2018-2023 Grand Traverse County Parks and Recreation Plan*, in accordance with the most recent guidelines developed by the Michigan Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the Grand Traverse County were provided with well-advertised opportunities during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of thirty-one days, and

WHEREAS, a final public hearing was held on February 15, 2018 during the regular meeting of the Grand Traverse County Parks and Recreation meeting at the Grand Traverse County Governmental Center, 400 Boardman Avenue, Traverse City, to provide an opportunity for all who reside in the county (the planning area) to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the Grand Traverse County Parks and Recreation Commission has developed the plan as a guideline for improving recreation and enhancing natural resource conservation in Grand Traverse County's parks, and to qualify for grants to do so through the Michigan Department of Natural Resources, and

WHEREAS, following the public hearing on February 15, 2018, the Grand Traverse County Parks and Recreation Commission voted to adopt said recreation and natural resources conservation plan, the *2018-2023 Grand Traverse County Parks and Recreation Plan*.

NOW, THEREFORE BE IT RESOLVED by Grand Traverse County that this Board of Commissioners hereby approves the plan as identified above and provided by the Parks and Recreation Commission, and adopts the same, in its entirety.

APPROVED: February ___, 2018



Action Request

Meeting Date:	February 21, 2018		
Department:	Drain Commission	Submitted By:	Steve Largent
Contact E-Mail:	slargent@grandtraverse.org	Contact Telephone:	231 922-4807
Agenda Item Title:	Cass Road Drain Project Update		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Summary of Request:

The Cass Road Drain Project is set to go to bid within the next couple months with an expected construction start date of late summer. A Board of Determination meeting is being held on March 9, 2018 where those that are located in the drainage district may come in and provide comment or evidence if they feel they are not in the District. Furthermore, the County is responsible for an "at large" portion of the total cost of the project as it relates to county roads. The BOC may choose to pass along up to 50% of this "at large" assessment to the Road Commission. An explanation of the 14-A calculation used to determine the "at large" assessment percentage will also be explained at the meeting.

Suggested Motion:

Financial Information:

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:



Action Request

Meeting Date:	February 21, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	January 2018 Claims Approval		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Claims and payroll disbursement activity for the month of January 2018 is requested for approval, as attached. Further detail regarding disbursements may be requested directly from the Finance Department.

Suggested Motion:

Approval of the requested claims and payroll disbursements for the month of January 2018.

Financial Information:

Total Cost: \$5,389,247.82	General Fund Cost:	Included in budget: <input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director	Dean Bott	02/12/2018
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous: _____

Attachments:

Attachment Titles:
January 2018 Claims Summary

AUDIT COMMITTEE

JANUARY 2018 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	1/9/2018	230,851.71
CLAIMS AND ACCOUNTS	1/23/2018	<u>1,380,645.51</u>
TOTAL CLAIMS & ACCOUNTS		<u>1,611,497.22</u>
IMMEDIATE PAYMENTS	1/3/2018	32,132.33
IMMEDIATE PAYMENTS	1/5/2018	24,158.50
IMMEDIATE PAYMENTS	1/5/2018	11,727.10
IMMEDIATE PAYMENTS	1/9/2018	83,857.70
IMMEDIATE PAYMENTS	1/10/2018	54,984.69
IMMEDIATE PAYMENTS	1/12/2018	61,755.62
IMMEDIATE PAYMENTS	1/12/2018	32,086.88
IMMEDIATE PAYMENTS	1/15/2018	2,028.54
IMMEDIATE PAYMENTS	1/17/2018	56,848.77
IMMEDIATE PAYMENTS	1/17/2018	1,397.58
IMMEDIATE PAYMENTS	1/18/2018	7,110.29
IMMEDIATE PAYMENTS	1/19/2018	32,784.22
IMMEDIATE PAYMENTS	1/24/2018	131,291.95
IMMEDIATE PAYMENTS	1/25/2018	18,896.80
IMMEDIATE PAYMENTS	1/26/2018	113,270.22
IMMEDIATE PAYMENTS	1/31/2018	149,834.80
TOTAL IMMEDIATE PAYMENTS		<u>814,165.99</u>
TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS		<u>2,425,663.21</u>
<i>CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS</i>		
Health Department Claims:		
HEALTH	1/9/2018	42,288.46
HEALTH	1/23/2018	<u>118,269.83</u>
TOTAL HEALTH CLAIMS		<u>160,558.29</u>
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	1/8/2018	55,048.17
DPW Check Runs	1/12/2018	94,687.54
DPW Check Runs	1/17/2018	138,929.25
DPW Check Runs	1/26/2018	11,881.30
DPW Check Runs	1/31/2018	<u>314,796.78</u>
TOTAL DPW CHECK RUNS		<u>615,343.04</u>
TOTAL RECONCILING ITEMS		775,901.33
Total Claims, Immediate Pay, Health & DPW		3,201,564.54
Monthly Check Distribution Summary		<u>3,201,564.54</u>
Difference		<u>0.00</u>
PAYROLL		
PAYROLL	1/12/2018	949,770.05
PAYROLL	1/26/2018	874,467.58
BENEFITS	1/31/2018	<u>363,445.65</u>
TOTAL PAYROLL		<u>2,187,683.28</u>
FOR BOARD APPROVAL:		
TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY & PAYROLL		<u>5,389,247.82</u>

REQUEST APPROVAL

RESOLUTION

XX-2018

**Finance Department
January 2018 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on February 21, 2018, and reviewed claims and payroll disbursements for the month of January 2018 that were requested by the Director of Finance and are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached CLAIMS AND PAYROLL DISBURSEMENT FOR THE MONTH OF January 2018 are hereby approved. (See file for attachments.)

APPROVED: February 21, 2018



Action Request

Meeting Date:	February 21, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2018 Budget Amendments		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

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

Suggested Motion:

Approve FY2018 budget amendments as presented.

Financial Information:

Total Cost:	n/a	General Fund Cost:	n/a	Included in budget:	<input type="radio"/> Yes <input type="radio"/> No
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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	Dean Bott	2/12/2018
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:

Miscellaneous:

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2018

BUDGET AMENDMENTS

FISCAL YEAR 2018

As requested on February 21, 2018

101 GENERAL FUND

276 Soil Erosion & Sedimentation Cont

968 Health Department Fund

Increase Revenue

101-276-481.00	Soil Erosion Permits	34,119.00
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Increase Expenditures

101-276-702.00	Full Time & Regular Part Time	27,738.00
101-276-715.00	FICA	2,182.00
101-276-716.00	Health, Optical & Dental	11,300.00
101-276-716.02	Short & Long Term Disability	232.00
101-276-717.00	Life Insurance	102.00
101-276-718.01	Retirement DC	1,026.00
101-276-718.05	Retirement - DB UAL	2,603.00
101-276-719.00	Workers' Compensation	273.00
101-276-727.00	Office Supplies	150.00
101-276-729.00	Printing and Binding	38.00
101-276-729.02	Copy Machine Use	75.00
101-276-730.00	Postage	100.00
101-276-743.00	Other Supplies	363.00
101-276-748.00	Gas, Oil & Grease	375.00
101-276-810.01	Dues	75.00
101-276-812.00	IT Charges	785.00
101-276-818.48	Bank Fees & Finance Charges	50.00
101-276-850.00	Telephone	253.00
101-276-850.01	Telephone Local	12.00
101-276-850.04	Tele-Cellular Network	380.00
101-276-860.01	Conventions & Conferences	63.00
101-276-910.00	Insurance & Bonds	119.00
101-276-934.00	Vehicle Repair	500.00
101-276-941.02	System Software	200.00
101-276-956.00	Employee Training & Development	125.00
	Total	<u>49,119.00</u>

Decrease Expenditure

101-968-999.00	Transfers Out	15,000.00
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NOTES: To reallocate approximately three (3) months of Soil Erosion budget from Health Department back into the General Fund for the months of January through March 2018, to allow time for staffing and moving office locations.

101 GENERAL FUND

327 Snowmobile Enforcement

351 Sheriff - Corrections (Detention)

Increase Expenditure

101-327-977.00 Equipment 10,530.00

Decrease Expenditure

101-351-702.00 Full Time & Regular Part Time 10,530.00

NOTES: To amend budget to fund a replacement snowmobile.

222 GRAND TRAVERSE COUNTY HEALTH FUND

276 Soil Erosion & Sedimentation Cont

Decrease Revenues

222-276-481.00 Soil Erosion Permits 34,119.00

222-276-699.00 Transfers In 15,000.00

49,119.00

Decrease Expenditures

222-276-702.00 Full Time & Regular Part Time 27,738.00

222-276-715.00 FICA 2,182.00

222-276-716.00 Health, Optical & Dental 11,300.00

222-276-716.02 Short & Long Term Disability 232.00

222-276-717.00 Life Insurance 102.00

222-276-718.01 Retirement DC 1,026.00

222-276-718.05 Retirement - DB UAL 2,603.00

222-276-719.00 Workers' Compensation 273.00

222-276-727.00 Office Supplies 150.00

222-276-729.00 Printing and Binding 38.00

222-276-729.02 Copy Machine Use 75.00

222-276-730.00 Postage 100.00

222-276-743.00 Other Supplies 363.00

222-276-748.00 Gas, Oil & Grease 375.00

222-276-810.01 Dues 75.00

222-276-812.00 IT Charges 785.00

222-276-818.48 Bank Fees & Finance Charges 50.00

222-276-850.00 Telephone 253.00

222-276-850.01 Telephone Local 12.00

222-276-850.04 Tele-Cellular Network 380.00

222-276-860.01 Conventions & Conferences 63.00

222-276-910.00 Insurance & Bonds 119.00

222-276-934.00 Vehicle Repair 500.00

222-276-941.02 System Software 200.00

222-276-956.00 Employee Training & Development 125.00

Total 49,119.00

NOTES: To reallocate approximately three (3) months of Soil Erosion budget from Health Department back into the General Fund for the months of January through March 2018, to allow time for staffing and moving office locations.

222 GRAND TRAVERSE COUNTY HEALTH FUND

603 Hepatitis A Outbreak Response

Increase Revenues

222-603-543.00	State Grant	98,500.00
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Increase Expenditures

222-603-702.00	Full Time & Regular Part Time	49,250.00
222-603-703.00	Part Time Temporary	5,000.00
222-603-715.00	FICA	4,500.00
222-603-716.00	Health, Optical & Dental	7,896.00
222-603-716.02	Short & Long Term Disability	500.00
222-603-717.00	Life Insurance	300.00
222-603-718.01	Retirement DC	2,500.00
222-603-719.00	Workers' Compensation	1,500.00
222-603-727.00	Office Supplies	200.00
222-603-729.00	Printing and Binding	400.00
222-603-729.02	Copy Machine Use	150.00
222-603-730.00	Postage	100.00
222-603-743.00	Other Supplies	200.00
222-603-761.00	Drugs, Pharmaceuticals	3,000.00
222-603-812.00	IT Charges	2,000.00
222-603-850.00	Telephone	100.00
222-603-850.01	Telephone Local	10.00
222-603-850.04	Tele-Cellular Network	150.00
222-603-860.00	Travel	300.00
222-603-909.00	Advertising	500.00
222-603-940.00	Building Rent	1,000.00
222-603-942.00	Indirect Costs	10,008.00
222-603-942.01	County Indirect	5,720.00
222-603-969.59	Personal Health Indirect	3,216.00
	Total	98,500.00

NOTES: To create program budget for the Hepatitis A Outbreak Response grant awarded by the Michigan Department of Health and Human Services (MDHHS) and approved by the Board of Commissioners on February 7, 2018.

471 COUNTY FACILITIES

000 Transfers In

752 Civic Center

Increase Revenue

471-000-401.00	Fund Balance Forward	6,000.00
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Increase Expenditure

471-752-930.00	Building Repair & Maintenance	6,000.00
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NOTES: Purchase Order #9272 to Sheren Plumbing & Heating was prepared and budgeted for in 2017 but was not expensed until 2018. Amend budget to use a portion of unused carry over fund balance from 2017.

472 CAPITAL IMPROVEMENT

000 Non -Departmental

Increase Revenue

472-000-401.00 Fund Balance Forward 1,085,000.00

Increase Expenditures

472-000-976.01 Improvements 601,945.00

472-000-977.10 System Software 192,055.00

472-000-978.00 Vehicles 291,000.00

1,085,000.00

NOTES: To budget projected fund balance for improvements, system software and vehicles that were approved as part of the 2018 budget .

RESOLUTION

XX-2018

**Finance Department
Budget Amendments**

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

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

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

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

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

APPROVED: February 21, 2018



Memorandum

Grand Traverse County
Administration
231.922.4797 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: County Board of Commissioners
From: Jean Derenzy, Interim County Administrator
Date: February 21, 2018
Subject: Planning – Resolution from Garfield Township

SUMMARY OF ITEM TO BE PRESENTED:

Garfield Township through their Director of Planning, Rob Larrea, has sent the attached resolution for the County Board's information and possible action. This resolution was sent to Whitewater, East Bay, Peninsula, Long Lake, Acme, Blair and Fife Lake.

Garfield Township Planning Director has indicated that there are ordinance changes which would provide a time crunch if the Township had to wait the required 30 days. Our office has received one zoning change from Garfield to date, with the Township waiting the required 30 days. Please note that (per paragraph 3 of the resolution), the County will have waived its right for review and recommendation of a zoning ordinance if the recommendation of the county planning commission, has not been received by the Township within 30 days from the date the proposed ordinance is received by the County.

This does not impact the need to have a Planning Commission, as provided in the Michigan Zoning Enabling Act to perform review of master plans from local units of government.

If the Board of Commissioners still wants to maintain its right to review Township Zoning Ordinances and amendments, then this would be added to the contract consideration with Networks Northwest.

Based on the Planning Commission meeting quarterly and Townships being hindered by the time constraints of waiting 30 days, the following is recommended.

RECOMMENDATION: Waive the County's right to review Township Zoning Ordinance and Amendments thereto.

GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2018-XX

A RESOLUTION TO WAIVE GRAND TRAVERSE COUNTY'S RIGHT TO REVIEW TOWNSHIP ORDINANCES AND AMENDMENTS in accordance with the provisions of Act 110 of the Public Acts of 2006, as amended.

WHEREAS the Grand Traverse County Board of Commissioners is tasked with reviewing township zoning ordinances and amendments to adopted ordinances pursuant to the authority of the Michigan Zoning Enabling Act, Act 110 of 2006, as amended;

WHEREAS the Michigan Zoning Enabling Act, Act 110 of 2006, under MCL 125.3307 (2) requires any township, city or village to submit for review and recommendation of any proposed zoning ordinance, including any zoning maps, to the County Planning Commission in which the township is located: and

WHEREAS the Michigan Zoning Enabling Act, Act 110 of 2006, under MCL 125.3307 (3) states the county will have waived its right for review and recommendation of an ordinance if the recommendation of the county planning commission, has not been received by the township within 30 days from the date the proposed ordinance is received by the county; and

WHEREAS the Michigan Zoning Enabling Act, Act 110 of 2006, under MCL 125.3307 (4) specifically allows the legislative body, being the Grand Traverse County Board of Commissioners, to waive its right to review township ordinances and amendments; and

WHEREAS the Grand Traverse County Planning Commission convenes on a quarterly basis therefore the Grand Traverse County Planning Commission cannot meet the 30 day timeframe required under MCL 125.3307 (3) causing a burden on municipalities and applicants;

NOW THEREFORE:

The Grand Traverse County Board of Commissioners ORDAINS:

Grand Traverse County hereby waives its right to review township ordinances and amendments as permitted under MCL 125.3307 (4).

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2018-XX DECLARED ADOPTED.

By: _____

CERTIFICATE

I, _____, Clerk of the Grand Traverse County Board of Commissioners, do hereby certify that the above is a true and correct copy of Resolution 2018-XX which was adopted by the County Board of Commissioners, on the XXth day of XXXXXXXXXXXXXXXX.

Dated: _____

Introduced:
Adopted:
Published:
Effective: