

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, March 7, 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 21, 2018 (Regular Meeting)3
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) NW Michigan Community Action Agency Minutes of 1-18-18 12
 - 2) Michigan Township Association – Grand Traverse County Chapter Minutes of 2-01-18, 3-01-18 16

b. Approvals:	
1) Appointments to Boards & Committees (Building Authority, EDC, Land Bank).....	20
2) 2018 Hauler Licenses	22
3) Intergovernmental Agreement for Next Generation 911 Call Handling System.....	24
4) Letters of Amendment, COAM Central Dispatch Supervisory Unit	32
5) Update to Grand Traverse County 911 Board of Directors Bylaws	38
c. Action:	
7. SPECIAL ORDERS OF BUSINESS:	
8. ITEMS REMOVED FROM CONSENT CALENDAR	
9. DEPARTMENTAL ITEMS:	
a. COMMISSION ON AGING:	
1) Advisory Board By-Laws	44
b. CENTRAL DISPATCH:	
1) Grand Traverse 911 Annual Report 2017	51
c. INFORMATION TECHNOLOGY:	
1) Recommendation Vendor for SAN Replacement.....	68
2) Action Plan Phases for Network Replacement – Stage 1, 2, 3	73
3) OnBase Upgrade & Data Encryption.....	75
d. ADMINISTRATION:	
1) Resource Recovery Manager	77
10. OLD/UNFINISHED BUSINESS:	
11. NEW BUSINESS:	
a. ROAD COMMISSION	
1) South Airport Bonding	78
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 21, 2018

Chairwoman Crawford called the meeting to order at 5:33 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: Tom Mair, Addison Wheelock, Jr., Ron Clous, and Carol Crawford

EXCUSED: Cheryl Gore Follette, Bob Johnson and Dan Lathrop

APPROVAL OF MINUTES

Minutes of February 7, 2018 – Regular Meeting
Minutes of February 14, 2018 – Special Meeting

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

PUBLIC COMMENT

None

APPROVAL OF AGENDA

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

CONSENT CALENDAR

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

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

A. RECEIVE AND FILE

1. Northern Lakes Community Mental Health Minutes of January 18, 2018
2. Conservation District January Report
3. Medalie Park Business Plan – *Removed from Calendar.*

B. APPROVALS

- 1. Resolution 23-2018
Policies and Procedures
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. (See File for attachment)

- 2. Resolution 24-2018
Resource Recovery
2018 Hauler License

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
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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.

- 3. Resolution 25-2018
Health Department
Health Department of Northwest Michigan
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.

- 4. Resolution 26-2018
County Clerk
Printing Systems, Inc.
2018 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.

ACTION ON THE CONSENT CALENDAR

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

A-3 Page 24 By Mair

Moved by Mair, seconded by Wheelock to approve the Consent Calendar minus Item A-3. Motion carried.

SPECIAL ORDERS OF BUSINESS

a. Public Hearing and Approval – Regional Revolving Loan Fund Application – Food for Thought

Jean Derenzy, Interim County Administrator, Karen McIntyre, Community Development, and Laura Galbraith, Venture North Executive Director, provided information about the Food for Thought project and the loan request.

Chairwoman Crawford opened the public hearing at 5:43 p.m.

Lee Duke, Food for Thought Operations Manager, provided more information about the new project.

There being no further discussion or correspondence, the public hearing was closed at 5:46 p.m.

Resolution 27-2018
Community Development
Community Development Block Grant (CDBG)
Food For Thought
Regional Revolving Loan Fund Application

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.

Moved by Mair, seconded by Clous to approve Resolution 27-2018. Motion carried.

ITEMS REMOVED FROM CONSENT CALENDAR

A-3 – Medalie Park Business Plan

Kris Erickson, Parks and Recreation Director, answered Commissioners’ questions.

Moved by Mair, seconded by Wheelock to Receive and File the Medalie Park Business Plan. Motion carried.

DEPARTMENT ACTION ITEMS

a. Parks and Recreation

1. Request for Adoption of the 2018-2023 Grand Traverse County Parks & Recreation Plan

Kris Erickson, Parks and Recreation Director, updated the Commissioners on the 2018-2023 Parks and Recreation Plan.

Resolution 28-2018

Parks and Recreation

Adoption of the 2018-2023 Grand Traverse County Parks & Recreation Plan

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.

Moved by Mair, seconded by Clous to approve Resolution 28-2018.
Motion carried.

b. Drain Commissioner

- 1. Cass Road Drain Project Update
Steve Largent, Drain Commissioner, gave a report on the status of the Cass Road Drain Project.

c. Finance

- 1. January 2018 Claims Approval
Dean Bott, Finance Director, explained the Claims for January 2018.

Resolution 29-2018
Finance
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.)

Moved by Wheelock, seconded by Clous to approve Resolution 29-2018.
Motion carried.

2. FY 2018 Budget Amendments

Dean Bott, Finance Director, explained the budget amendments.

Resolution 30-2018
Finance
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.)

Moved by Mair, seconded by Clous to approve Resolution 30-2018.
Motion carried.

d. **Administration**

1. Planning – Resolution from Garfield Township

Jean Derenzy, Interim County Administrator, explained the resolution request which waives Grand Traverse County’s right to review township ordinances and amendments.

Rob Larrea, Garfield Township Planning Director, answered Commissioners questions regarding the proposed resolution.

Resolution 31-2018
Planning Commission
Resolution to Waive Grand Traverse County’s Right
To Review Township Ordinances and Amendments

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 (1) 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 by Wheelock, seconded by Clous to approve Resolution 31-2018.

Motion carried.

OLD/UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

Jean Derenzy, Interim Administrator indicated that the new Facilities Director will start work on Monday, February 26th. She also indicated that they will be doing more interviews for a Resource Recovery Manager since the candidate they planned to offer the job to has taken another position.

NOTICES

None

CLOSED SESSION

None

Meeting adjourned at 6:45 p.m.

Bonnie Scheele, County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date)

(Initials)

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – January 18, 2018

PRESENT:

Rev. Gerald Cook
Art Jeannot
George Lasater
Larry Levengood
Louis Fantini
Lindsey Walker
Mary Klein
Debbie Bishop
Tony Ansonge
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Marc Milburn
Jennifer Smith
Judy Nichols
Gillian Gines

ABSENT:

Tom Kelley (E)
Tonya Schroka (E)
Betsy White (E)
Brenda DeKuiper
Yvonne Donohoe
Carol Smith
Pam Stephan
Tom Olmsted (E)

The meeting was called to order at 12:32 P.M. by Chairperson Rev. Gerald Cook. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Jerry Cook Requested approval for the meeting Agenda.

Motion by Judy Nichols, supported by Louis Fantini, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the December 14, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Debbie Bishop, supported by Louis Fantini, that the minutes of the December 14, 2017 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

NMCAA Board of Directors Meeting

December 14, 2017

Page 2

The December 14, 2017 and January 11, 2018 Policy Council meeting reports were submitted by Tonya Schroka.

Motion by Debbie Bishop, supported by Pam Niebrzydowski, that Policy Council report be accepted as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

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

Motion by Art Jeannot, supported by Louis Fantini, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

PROPOSED 2018 STRATEGIC PLAN PROCESS

John Stephenson reviewed the Proposed 2018 Strategic Plan process that has been developed by Tina Allen, Strategic Plan facilitator. This plan will take place over the course of several months, include all staff and Board of Directors, and the cost will be \$6000.

Motion by Louis Fantini, supported by Art Jeannot, that proposed 2018 Strategic Plan process be accepted as presented. Motion carried.

SENIOR NUTRITION CONTRACT & GRANT REQUESTS

Lisa Robitshek, Senior Nutrition Manager, announced that Wexford County has developed a \$20,000 contract to provide meals for eligible homebound senior in Wexford County as funding allows. This contract runs between January 1, 2018 and December 31, 2018.

Motion by Judy Nichols, supported by Peachy Rentenbach, that the Wexford County Senior Nutrition 2018 contract for \$20,000 be accepted as presented. Motion carried.

Additional funding requests that are being worked on for Senior Nutrition include: Allen Foundation Grant Request for \$50,000, MoW America – Subaru Share the Love, and Michigan Health Endowment Fund – Food as Medicine for Older Adults with Chronic Health Conditions - \$25,272, which would be a collaboration with Munson Medical.

NEIGHBORWORKS UPDATE & ORGANIZATIONAL UNDERWRITING GRANT

Karen Emerson, Financial Management Services Manager, announced that a purchase agreement has been signed for the house that is for sale in Petoskey. The closing is expected to take place by March 1, 2018.

The Sustainable Homeownership Program is now known as Sustainable Business Initiative. The launch of the software is expected soon and customers in the Traverse City office will be able to register on line for the home buyer education classes on

City office will be able to register on line for the home buyer education classes on February 12 & 14. The Fee for Service Home Buying Education classes will start in the spring with marketing to begin in March. The cost will be \$75 for households that are 200% or higher over poverty. Anyone under 200% of poverty will complete an application for a scholarship to attend the class for free.

NeighborWorks Organizational Underwriting Grant is an unrestricted grant that helps NMCAA provide services for Homeownership Promotion, Homeownership Preservation, Community Building and Organizing, and Real Estate Development. NeighborWorks takes a holistic look at market, goals, and capacity and awards NMCAA based on a compiled score. The previous awards were \$100,000 in 2015 and \$150,000 in 2016. NMCAA currently has an Exemplary rating from NeighborWorks.

Motion by Marc Milburn, supported by Lindsey Walker, that the NeighborWorks Organizational Underwriting Grant be accepted as presented. Motion carried.

NEIGHBORWORKS FINANCIAL CAPABILITY PROGRAMS GOING TO SCALE

Karen Emerson advised that NMCAA was invited to write a grant for the NeighborWorks Financial Capability Programs going to scale request. Only 6 grants will be awarded for \$50,000 plus \$9,000 emergency match funds for the participant. This grant will allow Financial Management Services to strengthen its linking services to Early Head Start / Head Start families and rental housing counseling customers.

Motion by Jeff Miller, supported by Judy Nichols that the NeighborWorks Financial CSBG-Discretionary Grant Request be accepted as presented. Motion carried.

CSBG-DESCRETIONARY GRANT REQUEST

Karen Emerson explained that the Tax Program is planning to complete 2992 tax returns this year. The CDBG-D is a 2 year grant written with the bundling of services in mind and will continue to link Early Head Start / Head Start families to financial management services workshops, individual coaching, and tax preparation.

Motion by Louis Fantini, supported by Mary Klein, that the CSBG-Discretionary Grant Request be accepted as presented. Motion carried.

HEAD START / EARLY HEAD START SCHOOL READINESS DATA

Kerry Baughman, Child & Family Development Director, explained the NMCAA Early Childhood Programs Assessment Tool which includes the Teaching Strategies GOLD.

Shannon Phelps, Early Head Start Manager, reviewed the Fall Checkpoint Data for the Early Head Start program participants and explained how comparisons will be made to this data with additional checkpoints throughout the year.

NMCAA Board of Directors Meeting

December 14, 2017

Page 4

Dru O'Connor, Education Coach Manager, reviewed the Fall Checkpoint Data for the Head Start program children. These children will also have additional checkpoints to measure growth and preparedness for school readiness.

CLOSED SESSION: SELECTION COMMITTEE REPORT & RECOMMENDATIONS

Motion by Tony Ansorge, supported by Mary Klein, to enter into a Closed Session. Motion carried.

Motion by Louis Fantini, supported by Jerry Cook, to end the Closed Session. Motion carried.

SELECTION COMMITTEE RECOMMENDATION FOR EXECUTIVE DIRECTOR

Motion by Mary Klein, Selection Committee Chairperson, supported by Judy Nichols, that Kerry Baughman be hired as the new Executive Director for NMCAA. Roll call vote unanimous. Motion carried.

OTHER BUSINESS

None.

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:54 P.M.

Next meeting will be: Thursday February 15, 2018, 12:30 PM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary

MICHIGAN TOWNSHIPS ASSOCIATION
GRAND TRAVERSE COUNTY CHAPTER
02/01/18

The February 1, 2018 meeting of the Grand Traverse County Chapter of the Michigan Townships Association met at noon at the Elk's Lodge, 625 Bay Street, Traverse City, Michigan.

Presentation from Paul Heidbreder, Publisher, Traverse City Record Eagle.

A.) APPROVAL OF MINUTES

Moved by Marv Radtke second by Glen Lile to approve the minutes of the January 4, 2018 meeting as presented. Motion carried.

B.) TREASURER'S REPORT

Jeane Blood Law reported a balance of \$947.39.

C.) REPORTS

1. Grand Traverse County Planning – No representative present.
2. Traverse City Commission – No representative present.
3. Grand Traverse County DPW - Chuck Korn reported that everything is flowing downhill.
4. Grand Traverse County Sheriff – Tom Bensley spoke regarding his department's relationship with the Record Eagle and the Interim County Administrator position.
5. District 8 Representative – Marv Radtke reported on small cell tower legislation, election legislation, lead and copper rules and the annual MTA Conference.
2. Grand Traverse County Road Commission – Jim Cook reported that Marc McKellar is the new chairperson on their board, hiring of a new finance manager and the east/west corridor study.

D.) Brownfield Authority Position

Moved by Lynette Wolfgang second by Ron Popp to nominate Jay Zollinger for the Brownfield Authority representative. Motion carried.

E.) Chapter Booth at MTA Conference

Chairperson Korn is working with TC Tourism to try to share a booth and other resources for the conference.

E.) PUBLIC COMMENT – There was none.

F.) The door prize went to Ron Popp.

G.) ADJOURNMENT – 1:07 PM

Lynette Wolfgang, Secretary

MICHIGAN TOWNSHIPS ASSOCIATION
GRAND TRAVERSE COUNTY CHAPTER
03/01/18

The March 1, 2018 meeting of the Grand Traverse County Chapter of the Michigan Townships Association met at noon at the Elk's Lodge, 625 Bay Street, Traverse City, Michigan.

Presentation from Bonnie Scheele, Grand Traverse County Clerk and Sarah Lutz Grand Traverse County Chief Deputy Clerk on the new election equipment.

A.) APPROVAL OF MINUTES

Moved by Jay Zollinger second by Marv Radtke to approve the minutes of the February 1, 2018 meeting as presented. Motion carried.

B.) TREASURER'S REPORT

Jeane Blood Law reported a balance of \$2,917.39.

C.) REPORTS

1. Grand Traverse County Planning – No representative present.
2. Traverse City Commission – No representative present.
3. Grand Traverse County DPW - Chuck Korn reported that everything is flowing downhill.
4. Grand Traverse County Sheriff – No representative present.
5. District 8 Representative – Marv Radtke reported the state budget, Disabled Veteran's Exemption reimbursement, lead and copper rules and the annual MTA Conference.
6. Grand Traverse County Road Commission – Jim Cook reported that on the East/West Corridor Study, seasonal weight restrictions, and the Airport Rd. project.

D.) Chapter Booth at MTA Conference

Trevor Tkach and Tori Piersante from TC Tourism were in attendance and stated that they will do everything they can to help us promote the area during the Annual MTA conference.

D.) PUBLIC COMMENT – There was none.

E.) The door prize went to Lanie McManus.

F.) ADJOURNMENT – 12:47 PM

Lynette Wolfgang, Secretary

Action Request



Meeting Date:	March 7, 2018		
Department:	County Clerk	Submitted By:	Sarah Lutz
Contact E-Mail:	slutz@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	Appointments to Boards and Committees - Building Authority, EDC & Land Bank Authority		
Estimated Time:	<input style="width: 95%;" type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<small>(in minutes)</small>		

Summary of Request:

Several board appointments need to be updated.

- 1) Appoint Nate Alger, Undersheriff (Interim County Administrator), as County Administrator Designee on the Building Authority for the remainder of the term ending 12-31-2023.
- 2) Appoint Chris Forsyth, Deputy Civil Counsel (Interim County Administrator), as County Administrator Designee on the Economic Development Corporation for the remainder of the term ending 12-31-2020.
- 3) Appoint Dean Bott, Finance Director, as County Administrator Designee on the Land Bank Authority for the term ending 12-31-2019.
- 4) Appoint Heidi Scheppe, County Treasurer, to the Land Bank Authority for the term ending 12-31-2020

Suggested Motion:

Approve the attached Resolution.

Financial Information:

Total Cost:	<input style="width: 95%;" type="text"/>	General Fund Cost:	<input style="width: 95%;" type="text"/>	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	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Human Resources Director	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Civil Counsel	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Administration: Recommended Not Recommended Date:

Miscellaneous:

Attachments:

Attachment Titles:
proposed Resolution

RESOLUTION

XX-2018

Appointments to Boards & Committees

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed a request to ratify several appointments due to changes in staffing; and,

WHEREAS, Nate Alger, Undersheriff (Interim County Administrator), is the County Administrator's Designee on the Building Authority for the term ending 12-31-23; and,

WHEREAS, Chris Forsyth, Deputy Civil Counsel (Interim County Administrator), is the County Administrator's Designee on the Economic Development Corporation for the remainder of the three year term ending 12-31-20; and,

WHEREAS, Dean Bott, Finance Director, is the County Administrator's Designee on the Land Bank Authority for the remainder of the three year term ending 12-31-19; and,

WHEREAS, County Treasurer, Heidi Scheppe is assigned to the Land Bank Authority for the term ending 12-31-20.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY ratifies appointments as identified above.

APPROVED: March 7, 2018

Action Request



Meeting Date:	March 7, 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 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

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

Yard Waste Applications Received:
 Y-2018-10 Hart's Outdoor Maintenance, LLC

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2018

Resource Recovery – 2018 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed requests to approve the Hauler Licenses for 2018 as follows:

Yard Waste Haulers: Hart's Outdoor Maintenance, LLC

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: March 7, 2018

Action Request



Meeting Date:	3/7/2018		
Department:	Central Dispatch/911	Submitted By:	Jason Torrey
Contact E-Mail:	jtorry@grandtraverse.org	Contact Telephone:	231 922 4751
Agenda Item Title:	Intergovernmental Agreement for Next Generation 911 Call Handling System		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The original agreement was approved and signed in September, 2017. After further review, and in follow up discussions between the civil counsel in Emmet and Grand Traverse County's, it was mutually agreed to modify conflicting language in the contract. These modifications do not alter the scope or purpose of the agreement. Mr. Chris Forsyth has participated in the language changes and approves the revised version attached.

Suggested Motion:

Approve revised Intergovernmental Agreement for Next Generation 911 Call Handling System with CCE Central Dispatch Authority.

Financial Information:

Total Cost:	\$0.00	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:

**INTERGOVERNMENTAL AGREEMENT FOR NG 9-1-1
CALL HANDLING SYSTEM PROJECT**

Recitals

WHEREAS, Grand Traverse County and the Charlevoix Cheboygan Emmet Central Dispatch Authority (CCE), hereafter referred to as the “Collaborative Entities”, have agreed to utilize the Intergovernmental Contracts Between Municipalities Act (MCL 124.1 et seq) to create a redundant multi-county 9-1-1 telephone equipment project and to facilitate cost sharing for onsite maintenance and any mutually agreed upon enhancements or upgrades; and

WHEREAS, the Collaborative Entities have selected West’s Viper and Power 911 system for their 9-1-1 call handling equipment. This system has two host locations, one at Grand Traverse Central Dispatch/911 and one at CCE Central Dispatch Authority, herein referred to as the “host sites”. The Host sites will have redundant hardware and provide the ability to serve as alternate/virtual PSAP’s to each other, and add on remote sites. Remote sites will have the compatible hardware and provide their own connection into the Host sites, with the ability to serve as an alternative/virtual PSAP. All host sites and remotes sites then gain the ability to become virtual back up 9-1-1 Centers during policy driven circumstances including, but not limited to, unplanned maintenance downtime, system compromise due to power failure or forced evacuation; and

WHEREAS, the Collaborative Entities have selected Peninsula Fiber Network (PFN) to provide the network to connect participating PSAP’s. This IP network is the pathway for 9-1-1 calls to enter each PSAP as well as the pathway between the host sites and any remote sites. Each 911 center will provide business class internet networking services to provide backup connectivity to the network provided by PFN. In cooperation with PFN, PSAPS may choose their own backup internet provider; and

WHEREAS, a Michigan PSAP interested in joining these Collaborative Entities as a remote site must submit a letter of interest to one of the host sites. This letter must include a current description of the agency’s call handling system, call volume, governance, number of workstations, IT support, current back-up capabilities and failover plans; and

WHEREAS, if the Collaborative Entities accept the letter of interest, the interested PSAP must solicit information from West, INDigital, and PFN to determine the feasibility and cost of becoming a remote site on the network. This information should include any additional hardware or software needed at the host sites and this cost would be the responsibility of the interested PSAP. A representative from one of the Collaborative Counties will advise the interested PSAP if a retainer fee will be required; and

WHEREAS, administrative phone systems are outside of the scope of the network. Information for administrative phone systems that integrate with the West Viper system may be obtained from West; and

WHEREAS, if the interested PSAP chooses to join the Collaborative Entities network, and is accepted, they will be required to sign an intergovernmental agreement and provide a resolution from their appropriate governance;

THEREFORE IT IS AGREED AS FOLLOWS:

I. Purpose and Definitions

A. Each Collaborator provides 911 answering and dispatch services for emergency police, fire and medical requests and related first responder activities within their respective jurisdictions. The Collaborators recognize that cost efficiencies can be achieved by common technology and coordination of certain functions among or between their 911 operations.

B. The Collaborators agree that representatives may meet periodically to discuss additional services, functions, partnerships or positions that could become the subject of additional association to achieve cost efficiencies and service effectiveness in the future.

C. For purposes of this Agreement, the following terms shall have the following meanings:

- “911 Act” refers to the 9-1-1 Service Enabling Act, MCL §484.1101 et seq.
- “Collaborators” means the entities of Grand Traverse County and CCE initially, and any 911 Center entity that subsequently approves this Agreement and is admitted into the Collaboration as provided herein.
- “Common Benefit” means any tangible equipment or intangible service that provides a shared or joint advantage, including but not limited to a telephone system and virtual backup.
- “911 Board of Directors” refers to each entities’ governing board or body.

D. This agreement does not constitute a consolidation effort, imply lack of local control and decision making powers, or prevent each governing body to act independently or collaboratively with other governing bodies in any other future Agreements for shared services and/or equipment.

II. Name/Nature of Association

A. The Collaborators agree that no joint venture is created by this Agreement and that no separate or independent legal entity is created hereby. Services provided by the holder of the associated position within a particular party shall be considered provided by that Collaborator, regardless of which party has hired, contracted with, or pays the holder of the position.

B. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Collaboration or any of the Collaborators in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by each Collaborator in relation to each party’s responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Collaboration or any of the Collaborators or their employees, respectively, as provided by statute or court decisions.

B. Each of the parties to this Agreement agrees to cooperate with the other parties in the operation of their respective risk management systems. Each party agrees that if an incident occurs and is reported as a part of its respective risk management system, and if the incident report involves activities involved with the Agreement for any participating entity or its respective staff or agency, a copy of said incident report will be immediately delivered to the designated representative of the other parties. It is agreed and understood that said incident reports will be held in the strictest of confidence to the extent permitted by law, and that each party agrees to cooperate fully with the other in the investigation and resolution of the incident or liability exposure revealed as a result of its respective risk management system.

D. This Agreement is not intended to be a third party beneficiary contract and confers no right on anyone other than the parties hereto.

III. **Membership/Duration and Termination**

A. Before a remote site may be added to the Collaboration, all then current Collaborators must vote to approve adding the remote site to the membership and recommend a cost allocation plan for future costs of the membership group if the new party is added. If the entity operating the remote site approves this Agreement and all amendments, and the Collaboration subsequently approves the inclusion of the new party, the new party will become a full member of the Collaboration. Inclusion shall occur only if approved by both hosting member 911 Board of Directors, and at least a majority of the 911 Board of Directors identified as remote sites.

B. Any of the parties to this Agreement may withdraw from the Collaboration by providing the remaining Collaborator(s) with written notice of such withdrawal. The effective date of the withdrawal shall be ninety (90) days after the mailing of the notice through certified mail, return receipt requested to the 911 Directors of the remaining parties. This Agreement shall continue indefinitely unless only one Collaborator remains, in which case the Agreement shall terminate. The parties to the Agreement may also terminate it by mutual consent.

C. If a withdrawing member is hosting a server, microwave or other associated hardware or software, that party may not terminate without at least insuring that the Collaboration have a minimum of 12 months to make the necessary rerouting of 911 circuits and related components. Upon a party's withdrawal from or termination of this entire Agreement, a goal of this Agreement is that each party retain or receive fair compensation of in-kind equipment or services or financial remuneration commensurate with its participation herein. A recognized principle in making that equitable distribution would be to try, where possible, to maintain equipment in the location in which it is installed. In such circumstances, each party, whether remaining in the Collaboration or leaving it, has the right to invoke the dispute resolution mechanism provided in Section VII below related to financial and equipment rights.

D. The promises provided in Section II shall survive the termination of this Agreement. The financial commitments of each party shall continue until the date of its withdrawal or the termination of the Agreement. Any financial commitment accrued during the period in which the party was subject to the terms of this Agreement shall continue despite its withdrawal or the termination of the Agreement.

IV. **Shared Services and Technology**

A. The Collaborators agree that the three areas of shared technology and service that are immediately subject to this Agreement are: 1) a 911 telephone system; 2) technologies that enable the Collaborators to serve as virtual emergency backups to one another if a Collaborator's 911 system experiences a primary system failure; and 3) shared on-site maintenance and system integrity monitoring costs.

B. Subject to the decision-making provisions of Section V, additional technologies and services may be added if the Collaborators determine that the association will realize economic or service efficiencies.

V. **Decision-making**

A. The Collaborators agree that the PSAPs will confer semi-annually at a mutually agreed date and time to discuss operational and funding needs and to present recommendations to the respective entities governing the 911 Centers. Decision-making will be by consensus of the respective 911 Board of Directors.

VI. Cost Allocation

A. The Collaborators agree to actively hold and individually cover costs associated with their respective software subscription, hardware protection, software protection and remote tech support offered and as required by West.

B. The Collaborators agree that an on-site maintenance contract will be maintained by the hosting parties and as mutually agreed by all Collaborators. It is also understood that this may require that each Collaborator will be obligated to have responsible personnel trained to triage issues comparable with their training before engaging the on-site support. Each Collaborator shall contribute to the maintenance and monitoring costs as calculated by each licensed call taking position contributing equally toward the cost of the on-site maintenance and monitoring hardware and services as mutually agreed.

C. To facilitate any common purchasing at a level agreed to by each of the Collaborators, and through their respective internal process, each Collaborator will hold retainer funds in the amount of \$1000.00 that shall be held in trust annually by each Collaborator for the common purpose and interest of the members. If a Collaborator withdraws or this Agreement is terminated, all unpledged or uncommitted portions of that Collaborator's retainer funds shall be retained upon withdrawal and/or termination.

VII. Dispute Resolution

The following shall be the dispute mechanism procedure for resolving any dispute among the Collaborators pertaining to the implementation and/or enforcement of this Agreement:

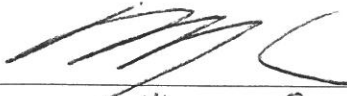
1. The 911 Directors shall participate in a face to face meeting to try to resolve the dispute.
2. If this meeting does not lead to the resolution of the issue, a representative from each of the Collaborators' 911 Board of Directors will meet in a face to face meeting in an effort to resolve the dispute.
3. If this meeting does not resolve the issue, the parties agree to work through a facilitative mediation process with an experienced, neutral mediator.
4. If this process does not lead to the resolution of the issue, any Collaborator may submit a written request to the American Arbitration Association asking it to appoint an arbitrator. Such request must be copied to the other Collaborators and submitted within twenty (20) days of the step three meeting. The costs of the arbitration will be split on an equal basis between the party requesting the arbitration as one party and the remaining Collaborators as the other. The arbitrator shall hold a hearing pursuant to the rules of AAA and the arbitrator's written decision will be binding and a judgment may be entered in accordance with Michigan Court rules in any circuit court within the geographic area covered by the Collaborators in this Agreement.

VIII. Miscellaneous Provisions

1. Nothing in this Agreement shall be interpreted as precluding a party from associating with another 911 collaboration or consolidation in a manner that does not compromise the Common Benefits covered by this Agreement.
2. Any notice to be sent under this Agreement shall be effective when filed with the 9-1-1 Directors and corporation counsel of the other parties at its or their then current addresses.
3. This Agreement may be approved in counterparts.
4. This Agreement shall be effective when approved and executed by the last of the initial two Collaborators to approve it.
5. If any party must resort to judicial proceedings to enforce the terms and conditions of this Agreement, the prevailing party or parties shall be entitled to reimbursement of its or their reasonable attorneys' fees and costs.
6. Failure to enforce a term or condition of this Agreement shall not be construed as a waiver of that term and condition in subsequent enforcement proceedings.
7. If any provision of this Agreement is determined to be invalid, it shall be severed and the remaining provisions shall be deemed valid, binding and enforceable.
8. This Agreement contains the complete expression of the parties' understanding regarding the subjects contained herein. All prior or contemporaneous oral or written agreements are merged herein. This Agreement may not be modified except in writing duly approved and signed by all parties.


Execution

CCE Central Dispatch Authority

By: 

Michael Cane, Chairperson
CCE Central Dispatch Authority

Date: 1-17-, 2018

Attest: 

1-17-2018

Grand Traverse County

By: _____
Chairperson
Grand Traverse County Board of Commissioners

Date: _____, 2018

Attest: _____
Grand Traverse County Clerk

RESOLUTION

XX-2018

Central Dispatch

Intergovernmental Agreement for Next Generation 911 Call Handling System

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed requests to approve the revised Intergovernmental Agreement for Next Generation 911 Call Handling System with CCE Central Dispatch Authority.

WHEREAS, the original agreement was approved in September, 2017; and,

WHEREAS, after further review and discussion by civil counsel in both Emmett and Grand Traverse County, it was agreed to modify conflicting language in the contract; and,

WHEREAS, the attached agreement includes the modifications approved by civil counsel which does not alter the scope or purpose of the agreement and approval is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the revised Intergovernmental Agreement for Next Generation 911 Call Handling System with CCE Central Dispatch Authority.

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: March 7, 2018



Action Request

Meeting Date:	3/7/2018		
Department:	Central Dispatch/911	Submitted By:	Jason Torrey
Contact E-Mail:	jtorry@grandtraverse.org	Contact Telephone:	231 922 4751
Agenda Item Title:	Letters of Amendment, COAM Central Dispatch Supervisory Unit		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Attached are two letters of amendment with our COAM Supervisory Unit. The letters outline an operational change to how we conduct shift assignments (Section 12.5) and vacation scheduling (Section 14.4). These are mutually beneficial changes and do not have an economic impact.

Suggested Motion:

Approve Lettes of Amendment with COAM Central Dispatch Supervisor Unit as presented.

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	<input type="text"/>	<input type="text"/>
Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>

Administration: Recommended Date:

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2018

Central Dispatch

Letters of Amendment, COAM Central Dispatch Supervisory Unit

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed requests to approve the Letters of Amendment with the COAM Central Dispatch Supervisor Unit as presented.

WHEREAS, the letters of amendment are with the COAM Supervisory Unit; and,

WHEREAS, these letters outline an operational change to how we conduct shift assignments and vacation scheduling within this labor unit and are mutually beneficial changes and do not have an economic impact; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the Letters of Amendment with the COAM Central Dispatch Supervisor Unit attached hereto and hereby becoming a part of this resolution.

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: March 7, 2018

LETTER OF AMENDMENT
BETWEEN
GRAND TRAVERSE COUNTY
AND

COMMAND OFFICERS ASSOCIATION OF MICHIGAN
GRAND TRAVERSE CENTRAL SUPERVISORY UNIT

Re: **ARTICLE XIII HOURS OF WORK, PREMIUM PAY AND SHIFT PREFERENCE SECTION 12.5 SHIFT ASSIGNMENTS**

1. The County of GRAND TRAVERSE and the COMMAND OFFICERS ASSOCIATION OF MICHIGAN hereby agree to modify the existing collective bargaining agreement (ARTICLE XIII HOURS OF WORK, PREMIUM PAY AND SHIFT PREFERENCE, Section 12.5 Shift Assignments), to include the new amended language listed below.

Shift assignments shall be made on a semi-annual basis on the employee's preference according to his/her seniority within the bargaining unit. Those eligible must have completed at least 1 one year of service within their classification.

The employer shall grant such requests for shift preference provided that said request shall not be detrimental to the efficient operation of the department. The employer reserves the right to make temporary assignments in mid-period due to extended illnesses, injuries, education and training.

An employee may request a shift preference at the first selection period after he/she has completed the required probationary/trial period.

Shift Bids for the six (6) month period of November 1st through April 30th will be open August 16-31st, and posted no later than September 1st.

Shift bids for the six (6) month period of May 1st-October 31st will be open February 13th -28th, and posted no later than March 1.

LETTER OF AMENDMENT

BETWEEN

GRAND TRAVERSE COUNTY

AND

COMMAND OFFICERS ASSOCIATION OF MICHIGAN

GRAND TRAVERSE CENTRAL SUPERVISORY UNIT

Re: **ARTICLE XIV VACATION, SECTION 14.4 VACATION SCHEDULING**

1. The County of GRAND TRAVERSE and the COMMAND OFFICERS ASSOCIATION OF MICHIGAN hereby agree to modify the existing collective bargaining agreement (ARTICLE XIV VACATION) 14.4 Vacation Scheduling, to include the new amended language listed below.

Vacation requests for November 1st-April 30th will be accepted from August 16th-September 15th, and posted to the schedule no later than October 1st.

Vacation requests for May 1st-October 30th will be accepted February 13th-March 15th, and posted to the schedule no later than April 1st.

Employees shall be permitted to schedule their vacation in conjunction with their regular pass days. Approved requests of two (2) or more vacation days will provide for pass days in conjunction with the request to be considered "vacation" whereas the employee will not be eligible for overtime unless mutually agreed upon, or during an emergency work assignment identified in Section 2.4.

Vacation requests shall be scheduled by Classification Seniority with preference given to multiple day requests of five (5) or more regularly scheduled working days. Employees who request vacation periods encompassing the following holidays: Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day, shall refrain from taking both sets of holidays in the same year. Further, employees shall not take the same holidays (described above) two years consecutively. Any requested change in vacation schedule after notification will require at least thirty (30) days' notice. Exceptions may be made for unusual circumstances.

Only one (1) employee in each classification shall be scheduled for vacation at any one time. Any second request, or any overlapping days of requested vacation by employees shall be subject to management approval based on staffing. The employer shall provide a 60 (sixty) day notice before changing this procedure.

FOR THE COUNTY OF GRAND TRAVERSE

Chair, Board of Commissioners Date

Jason Torrey Date

FOR THE BARGAINING UNIT

Paul D. Postal 2-16-18

Paul D. Postal JR B.A. Date

Jasen Mayersky 2/20/18

Jasen Mayersky, Pres. Date

Action Request



Meeting Date:	3/7/2018		
Department:	Central Dispatch/911	Submitted By:	Jason Torrey
Contact E-Mail:	jtorry@grandtraverse.org	Contact Telephone:	231 922 4751
Agenda Item Title:	Update to Grand Traverse County 911 Central Dispatch Board of Directors Bylaws		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

As a result of the pending dissolution of the Rural Fire Department, The 911 Board of Directors approved the recommendation for updating the 911 Bylaws as reflected in Section IV Governance, Section 4.1, (A)(7). Deputy Civil Counsel, Chris Forsyth, has reviewed and approved this language.

Suggested Motion:

Approve recommended update to Grand Traverse County 911 Central Dispatch Board of Directors Bylaws as presented.

Financial Information:

Total Cost:	\$0.00	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 911 Central Dispatch Central Dispatch Board of Directors

Adopted: April 9, 2015

Section I: Authority

These By-laws are adopted pursuant to Emergency Telephone Service Enabling Act, MCLA 484.1301 et seq.

Section II: Purpose

The Participating Public Safety Agencies desire to centralize the dispatch of emergency service responders including all public service entities. The intent is to create a Central Dispatch Board of Directors to benefit the public and the safety, health, and welfare of the citizens of Grand Traverse County.

Section III: Definitions

As used in these By-laws, the following terms shall have the following meanings:

- 3.1 **Board** means refers to the Board of Directors as described in this Agreement
- 3.2 **Budget** means the annual fiscal plan regarding anticipated expenditures and revenue adopted by the Board of Commissioners.
- 3.3 **County** means Grand Traverse County Board of Commissioners
- 3.4 **Direct Dispatch Method** means a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, decides on the proper action to be taken and dispatches the appropriate available emergency service unit(s).
- 3.5 **Emergency Telephone Service Enabling Act** means 1986 P.A. No. 32, as amended, MCLA 484.1101 et seq.
- 3.6 **Executive Committee** means the chairperson, vice-chairperson and secretary of the Board.
- 3.7 **Fiscal year** shall be the same as the County of Grand Traverse.
- 3.8 **Participating Public Safety Agency (ies)** means a public agency that participates in the Grand Traverse County Central Dispatch system through either the direct dispatch method or transfer method.
- 3.9 **Public Safety Answering Point (PSAP)** means a communications facility operated on a 24-hour basis, assigned responsibility to receive both emergency and non-emergency requests by means of the direct dispatch method, the relay method or the transfer method.

- 3.10 **Relay method** means a method of responding to a request for service whereby a PSAP notes pertinent information and, in accordance with established operating standards and policies, relays it by telephone, radio, or private line to the appropriate public safety agency or other provider of emergency services that has an available emergency service unit in response to the request for service.
- 3.11 **Transfer method** means a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, transfers the call directly to the appropriate public safety agency or other provider of emergency service that has an available emergency service unit in response to the request for service.
- 3.12 **9-1-1 Plan** means the Plan adopted by the County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.

Section IV: Governance

4.1 Board of Directors.

(A) Composition

For the purpose of developing and implementing dispatch policy and procedure, the Grand Traverse County 911 Central Dispatch shall be governed by a Board of Directors. The Board of Directors shall be comprised of 10 members, who shall be appointed by the County, and shall be comprised of a representative from the following departments or local units of government:

- 1. Grand Traverse County Board of Commissioners
- 2. Grand Traverse County Sheriff's Office
- 3. Traverse City Police Department
- 4. Michigan State Police
- 5. Traverse City Fire Department
- 6. Grand Traverse Metro Fire Department
- 7. ~~Grand Traverse Rural Fire Department~~ Township Fire Services Representative (as recommended by the Fire/EMS committee)
- 8. Emergency Management
- 9. Central Dispatch Director
- 10. Emergency Medical Services

(B) Meetings

(1) Organizational Meeting

The Board shall hold an Organizational meeting in January of every year. At the Organizational Meeting, the Central Dispatch Director shall preside until a Chairperson is chosen. As to the first item of business, the Board shall elect a Chairperson from its members, As to the second item of business, the newly elected Chairperson shall assume the chair and proceed with the elections of the Vice-Chairperson and Secretary.

As to the third item of business, the Board shall set the schedule of its regular meetings. The schedule shall include the date, time and place of the regular meetings for the calendar year. The schedule of its regular meetings shall be posted in accordance with the Open Meetings Act, MCLA 15.261, et seq. The Board shall meet at least quarterly, but may meet more frequently as decided by the board. The Board may also consider other items of business at the Organizational Meeting.

(2) Place of Meetings

Meetings of the Board shall be held in the Governmental Center located at 400 Boardman Avenue, Traverse City, Michigan, unless public notice of the meeting states a different location.

(3) Notice of meetings

All notices of the dates, times, and places of regular and special meetings shall be given in accordance with the Open Meetings Act, MCLA 15.261, et seq, as amended.

(4) Change in Meeting Schedule

By a majority vote of the board members appointed and serving, changes may be made to the meeting schedule including time and place or to recess any meeting to a later date. A special meeting of the board shall be held when requested by at least ½ (5) of the members of the Board.

(5) Conduct of Meeting

All meetings of the Board shall be conducted in accordance with all the requirements of the Open Meetings Act, MCLA 15.261, et seq, included but not limited allowing public comment, approving and publishing minutes, and meeting in closed session. The Board shall also follow the latest edition of Robert's Rules of Order Newly Revised unless they are inconsistent with these By-laws or statutes.

(6) Quorum

Five members of the Board shall constitute a quorum to conduct business.

(7) Voting

Each member shall be entitled to one vote. Voice voting shall be the normal method of voting unless a statute requires a roll call vote be taken, or the matter being voted upon requires a 2/3 or greater vote.

(C) Officers

The Board shall consist of the following officers:

Chairperson:

The Chairperson shall preside over meetings and will coordinate activities of the Grand Traverse County Central Dispatch.

Vice Chairperson:

The Vice Chairperson will act as the Chairperson in the Chairperson's absence and can conduct all business that the Chairperson would normally conduct.

Secretary:

The Secretary shall serve as the recording secretary at the meetings of the Board, prepare minutes, and perform other duties assigned by the Board. The Board may appoint someone else other than the Secretary to serve as the recording secretary and prepare the minutes.

(D) Term of Office

The Central Dispatch Board of Directors shall be appointed for a period of two (2) years commencing January 1 of odd years, with the exception of the Grand Traverse County Sheriff, or designee, and the representative of the Michigan State Police who serve as defined by statute. The officers shall serve for a period of one year with their term commencing with their election at the Organizational Meeting.

Section V: Operations

5.1 Personnel:

The civilian director of Grand Traverse Central Dispatch is its chief executive officer and is directly responsible to the County Administrator for maintenance of communications equipment, developing work assignments within the Center, carrying out all policies set forth by the Board of Directors and other duties as may be assigned by the County Administrator. The Director and all such personnel shall be County employees and shall adhere to all rules, regulations, policies and procedures as set forth by the Grand Traverse County Board of Commissioners. Upon vacancy of the Director's position, the Central Dispatch Board of Directors shall appoint up to two members to participate in the hiring process conducted by the County Administrator. The County Administrator retains the final authority on all matters involving Grand Traverse County 911 Central Dispatch.

5.2 Director:

The Dispatch Director will:

- Address all personnel issues
- Develop a budget and handle all budgetary issues
- Develop, revise and enforce Policy and Procedures
- Adopt or develop a disciplinary policy and practice
- Develop and interface with Technical Sub-committee when needed
- Provide reports to the Grand Traverse County Board of Commissioners as needed
- Maintain 9-1-1 Plan as required by law
- Any and all other duties deemed necessary by Grand Traverse County

Central Dispatch:

Grand Traverse County Central Dispatch is charged with the responsibility of operating an E-9-1-1 Public Safety Answering Point (PSAP) and Central Dispatch System for participating public service agencies and participating private public safety entities in

Grand Traverse County in compliance with Emergency Telephone Service Enabling Act, P.A. No. 32 as amended, MCLA 484.1101 et seq.

Section VI: Fiscal Administration

6.1 Budget:

In June of each year, the Director shall prepare a budget for the upcoming calendar year and submit it to the Grand Traverse County 911 Central Dispatch Board of Directors for review. Upon approval, but no later than August 15 of each year, the Director shall submit the budget request to the County Administrator for inclusion in the annual budget process. The Director shall represent the department in subsequent budget discussions and notify the Central Dispatch Board of Directors of any significant changes to the budget request during the budget process.

The Director shall ensure compliance with the county's fiscal and purchasing policies and procedures.

6.2 Audit:

In accordance with state statutes and Board of Commissioners policies, funds of the Grand Traverse County 911 Central Dispatch shall be audited on an annual basis.

Section VII: Miscellaneous

7.1 Amendment:

This agreement may be amended upon recommendation of the Grand Traverse County Central Dispatch Board of Directors and approval of Grand Traverse County Board of Commissioners.

7.2 Effective Date:

These By-laws shall become effective immediately following their adoption by the Grand Traverse County Board of Commissioners and by the Central Dispatch Board of Directors which shall be signified by member signatures affixed hereto.



Action Request

Meeting Date:	2/21/2018		
Department:	Commission on Aging (COA)	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	219-2016314
Agenda Item Title:	Approval of COA Advisory Board Bylaws		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Requesting approval from BOC of Commission on Aging Advisory Board Bylaws that have been reviewed by Chris Forsyth.

Suggested Motion:

To approve the attached COA Advisory Board Bylaws

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	<input type="text"/>	<input type="text"/>
Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>

Administration: Recommended Date:

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2018

Commission on Aging Advisory Board

Approval of Bylaws

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed request to approve bylaws for the Commission on Aging Advisory Board.

WHEREAS, these bylaws will govern the Commission on Aging Advisory Board whose membership is anticipated to be finalized in April of 2018; and,

WHEREAS, Civil Counsel has reviewed and approved this language; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the bylaws attached hereby and hereto becoming a part of this resolution for the Central Dispatch Board of Directors.

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: March 7, 2018

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING
ADVISORY BOARD BYLAWS**

Approved by the County Board of Commissioners: __

1. AUTHORITY

These bylaws are adopted in accordance with the Rules and Regulations of the Commission on Aging, as approved by the County Board of Commissioners.

2. MEETINGS

2.1 Open Meetings Act.

Although this is purely an advisory board, it will remain in compliance with the Open Meetings Act, in order to secure public trust in a department that is funded through millage dollars.

2.2 Regular Meetings.

Regular meetings of the Commission on Aging Advisory Board, hereinafter referred to as the GTCOA Advisory Board, shall be held quarterly on the last Tuesday of March, June, September and December at 9:00 a.m.

2.3. Location of Meetings.

All meetings of the GTCOA Advisory Board shall be held at the GTCOA office located at 520 W Front Street, Traverse City, Michigan, unless otherwise indicated in the public notice of the meeting.

2.4. Changes in Meeting Schedule; Recessed Meetings; Special Meetings.

By a majority vote of the members appointed, changes may be made to the meeting schedule including time and place, or to recess any meeting to a later date. All changes in the meeting schedule will comply with the Open Meetings Act, including the following - a special meeting shall be held only when requested by at least one-third (1/3) of the members, the request shall be in writing, shall be addressed to the secretary, and shall specify the time, date, place, and purpose of the meeting, upon the receipt of a request, the secretary, with the assistance of designated staff, shall give notice to each of the members at least eighteen (18) hours prior to the meeting.

2.5. Quorum.

A quorum shall consist of a majority of the members appointed and serving.

2.6. Public Comment.

Public comment shall be allowed at both the beginning and the end of each GTCOA Advisory Board meeting. Each speaker will be allowed three (3) minutes, with additional time allowed for questions from the GTCOA Advisory Board, at the discretion of the GTCOA Advisory Board Chair. Other than removal of an item from the consent calendar, members of the public are limited to speaking only during public comment, unless questioned by the GTCOA Advisory Board. If several members representing an organization or group of individuals wish to speak, the Chairperson may request that the organization or group select an individual to speak on their behalf, and may extend the time period allowed for that representative to ten minutes unless otherwise extended at the GTCOA Advisory Board Chairperson's discretion. Members of the public shall be allowed to speak only once during each public comment period unless otherwise allowed by the GTCOA Board. Topics must be relevant to Commission on Aging business. All persons wishing to address the GTCOA Advisory Board shall provide their name and address prior to speaking.

3. NOTICE OF MEETINGS

3.1. Public Notice.

Designated staff shall provide notice of all meetings of the GTCOA Advisory Board in accordance with the Open Meetings Act. A meeting of the GTCOA Advisory Board shall not be held unless public notice is given as provided in this section. Such notice shall include, but not be limited to, the following:

3.1.A. Regular Meetings.

Designated staff shall post a notice within ten (10) days of the first meeting of the year stating the dates, times and place of the GTCOA Advisory Board's regular meetings.

3.1.B. Agenda for Regular Meetings

The Chairperson, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Advisory Board meetings. Any Advisory Board member, including the Board of Commissioners, desiring to place a matter on the agenda shall notify the Chairperson of such item by 9 a.m., seven

(7) days preceding the next regular meeting of the Commission. Items not received by the Chairperson by the stated deadline shall not be considered by the Advisory Board.

3.1.C.Re-scheduled and Special Meetings.

If there is a change in the schedule of a regular meeting, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times and places of its regular meetings. Except as provided in this subsection, for a rescheduled regular or a special meeting of the GTCOA Advisory Board, a public notice stating the date, time and place of the meeting shall be posted at least eighteen (18) hours before the meeting. Notice of all re-scheduled and special meetings shall be prominently posted on the Commission on Aging website.

3.1.D.Recessed Meetings.

A meeting of the GTCOA Advisory Board, which is recessed for more than thirty-six (36) hours, shall be reconvened only after public notice, which is equivalent to that required under section 3.1.B, has been posted.

3.1.E.Emergency Meetings.

Nothing in this section shall bar the GTCOA Advisory Board from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds (2/3) of the members serving on the GTCOA Advisory Board determine that delay would be detrimental to efforts to lessen or respond to the threat.

3.1.F.Notice to the Media and Others.

Designated staff shall notify, without charge, any newspaper, radio or television station, of the GTCOA Advisory Board's meeting schedule, including notice of any re-scheduled, special or emergency meetings whenever such media establishment has filed with designated staff a written request for such notice. Designated staff shall also notify other individuals or organizations of all regular, re-scheduled, special and emergency meetings upon written request and agreement to pay the County for printing and postage expenses. Designated staff shall mail all such notices required by the rule by first class mail or email.

4. SELECTION OF CHAIRPERSON AND BOARD MEMBERS

4.1. Chairperson and Vice-Chairperson.

The Chairperson of the GTCOA Advisory Board will be the current Director of the GTCOA. The Chairperson shall preside at all meetings of the GTCOA Advisory Board. The Vice-Chairperson will be selected by the Advisory Board at the first meeting and will preside at the meeting if the Chairperson is unable to attend.

4.2. Advisory Board Members.

The Grand Traverse County Board of Commissioners will select the Advisory Board members. The seven members selected will consist of four citizen representatives, one COA client, one COA staff member, and one member of the County Board. The Advisory Board Members will serve only in an advisory capacity to the Board of Commissioners with focus on: Service quality/client satisfaction; Financial oversight, transparency and accountability; Compliance with best practices and legal responsibilities; Healthcare best practices; and Community partnering for senior services.

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4.3. Term.

All Advisory Board members shall serve from March 1 of the year following their selection, and through and including February 28 of the following (2nd) year.

4.4. Attendance Policy.

The intent of this bylaw is to encourage and support full contributions of all board members. Absences are unexcused if the Commission member does not contact the Advisory Board Chairperson or Vice-Chairperson.

An attendance problem occurs if the following take place during regularly scheduled Commission meetings:

1. The member has two (2) unexcused absences in a row.
2. The member misses three (3) meetings (excused or unexcused) in a row.
3. The member misses one third (1/3) of the total number of regularly scheduled Board meetings in a twelve-month period.

.

4.5. Removal from Advisory Board.

A Board Member may be removed from office only upon the vote of two-thirds (2/3) of the members of the Advisory Board appointed and serving. If the Advisory Board does not vote affirmatively to retain a member, then a request will

be submitted to the Board of Commissioners for further action regarding attendance.

5. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern at all meetings of the GTCOA Advisory Board in all cases in which they are applicable and not inconsistent with these bylaws and the Rules and Regulations of the Commission on Aging as adopted by the County Board of Commissioners. The GTCOA Board may adopt or amend rules of order as it sees fit.

6. AMENDMENT

These bylaws may be amended by the GTCOA Board only by a two-thirds (2/3) vote provided that the amendment has been submitted in writing and provided to members at least two (2) weeks prior to the meeting.

7. ATTENDANCE AT MEETINGS; PROXY VOTING NOT ALLOWED

Members may attend the GTCOA Advisory Board via teleconferencing or videoconferencing for good cause and with approval of the GTCOA Advisory Board. Members may cast votes by teleconference but not by speaker phone (there must be video). Proxy voting is not allowed.

Grand Traverse 9-1-1

Annual Report 2017



Table of Contents

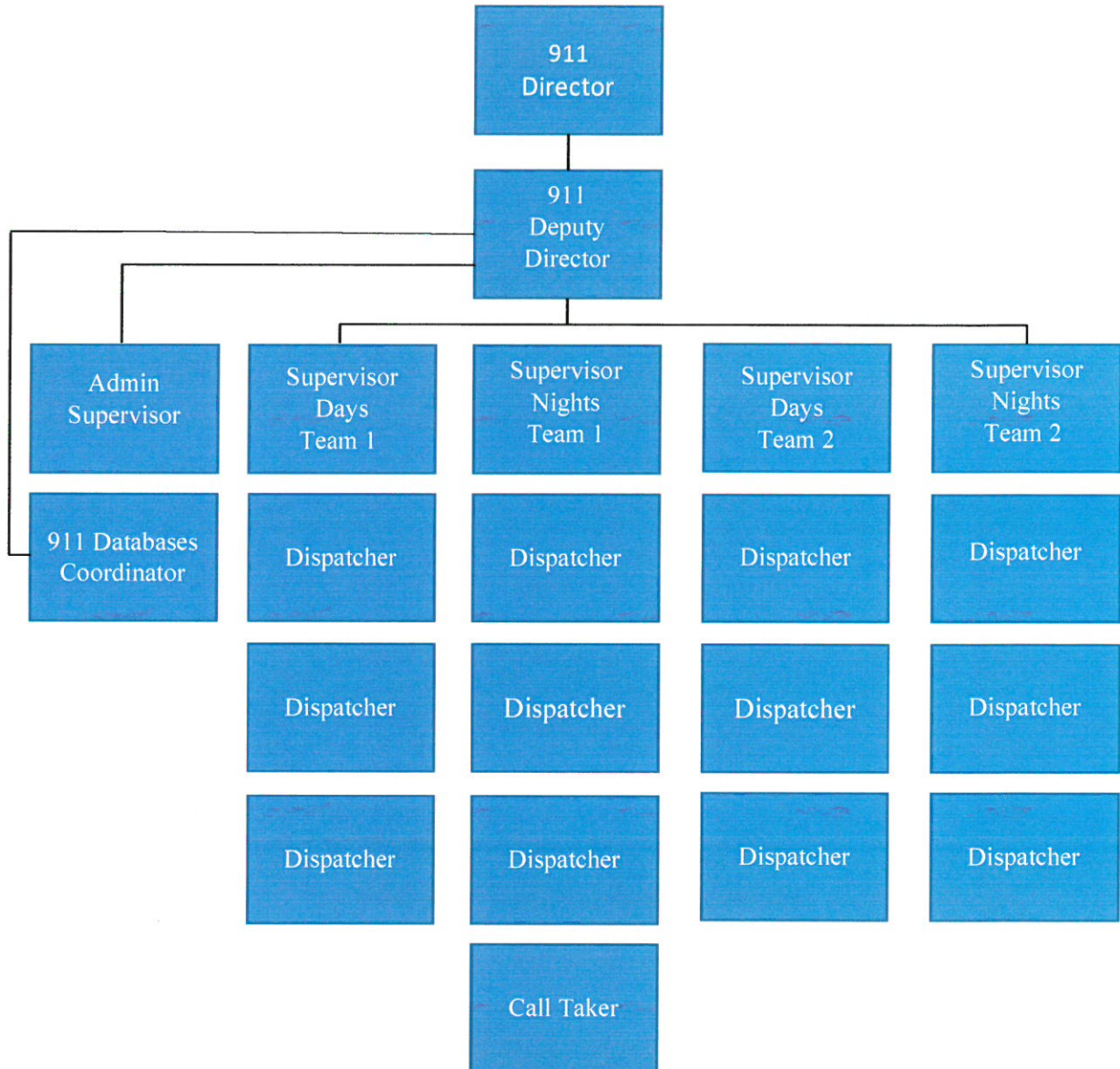
Mission Statement	Page 3
Organization Structure	Page 4
Agencies We Serve	Page 5
2017 Statistics	Page 6-10
Training and Certification	Page 11
Text-To-911	Page 12
Smart911	Page 13
Social Media and Public Education	Page 14
Accomplishments	Page 15
Looking Ahead	Page 16

Mission Statement

To enhance the quality of life of every person in Grand Traverse County, by receiving and processing 9-1-1 emergency calls and non-emergency calls and by dispatching police, fire and emergency medical service units in a prompt, efficient, courteous and professional manner; to help save lives, protect property, and assist the public; making Grand Traverse County a safer community in which to live, work, and visit.

In carrying out our mission, we recognize that service is our one and only product and we share a common, ongoing goal to provide it at the most superior and professional level possible. We also recognize that our strength and success is tied directly to the individual and unique contributions of each of us working in a spirit of cooperation and teamwork with our public safety associates both within and outside the center.

Organizational Structure



***Dispatchers and Supervisors work 12 hour shifts. Minimum Staffing is 3 Emergency Telecommunicators from 7am to 3am, and 2 from 3am to 7am. The Call Taker position is strategically scheduled to target times with highest call volume.**

Agencies We Serve

Grand Traverse Sheriff's Office

Traverse City Police Department

Michigan State Police

Michigan Department of Natural Resources (Fire, Parks, and Conservation)

Grand Traverse County Animal Control

Traverse City Fire Department

Grand Traverse Metro Emergency Services Authority

Grand Traverse Rural Fire Department

Blair Township Fire and EMS Services

Long Lake Fire Rescue

Peninsula Township Fire Department

Green Lake Township Emergency Services

East Bay EMS

Fife Lake EMS

Kingsley EMS

North Flight EMS

Mobile Medical Response (MMR)

Medical Examiner Investigator (MEI)

2017 Telephone Statistics

	2016	2017
911 Calls Received	40,734	39,564
10 Digit Calls Received	62,167	59,658
Outgoing Calls	25,731	26,359
Total Phone Transactions	128,632	125,581

911 Calls Per Class of Service	2016	2016 %	2017	2017 %
Business	3,644	8.95%	3,386	8.74%
CNTX	356	.87%	206	.53%
PBXB	1,151	2.83%	968	2.50%
Residential	3,489	8.57%	2,953	7.61%
VOIP	784	1.92%	878	2.27%
Wireless Phase 1	6,479	15.9%	5,581	14.4%
Wireless Phase 2	24,448	60.02%	24,769	63.92%
Coin	4	.01%	5	.01%
No Class Assigned	379	.093%	814	.2%

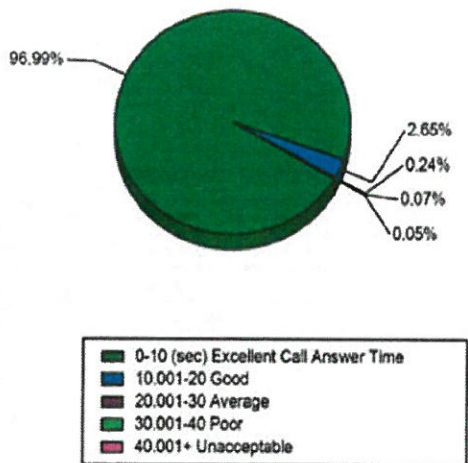
Other Call Related Statistics	2016	2017
Average Incoming Admin Calls per Day	170	163
Average Outgoing Calls per Day	70	72
Average 911 Calls per Day	112	108
Total E911 Hang ups	1385	1572
Total Cell Hang ups	5369	3910
Busiest Month of the Year	July	July
Least Busy Month of the Year	March	February
Busiest Hour of the Day	3pm-4pm	3pm-4pm
Least Busy Hour of the Day	4am-5am	4am-5am

Statistics Continued...

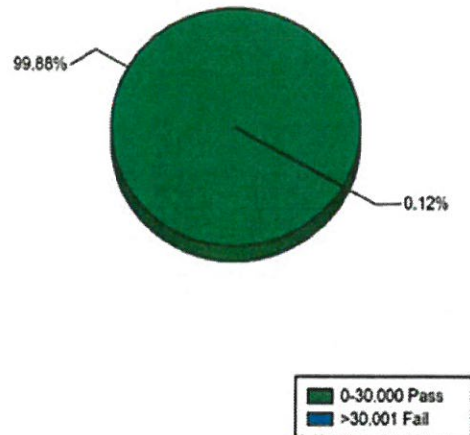
In accordance with the National Emergency Number Association (NENA) standard for 911 Call Answer Time (90% of all 911 calls are to be answered within 10 seconds), Grand Traverse 9-1-1 exceeded this standard by answering 96.9% of calls within 10 seconds. The average answer time for all 911 calls was 3 seconds.

From: 01/01/2017 00:00:00 To: 12/31/2017 23:59:59

Distribution of Incoming Calls per Range of Answer Time



Total Standard Level



99.88% of all 911 Calls were answered within NENA’s “pass” standards. (0-30 seconds)

GRAND TRAVERSE COUNTY

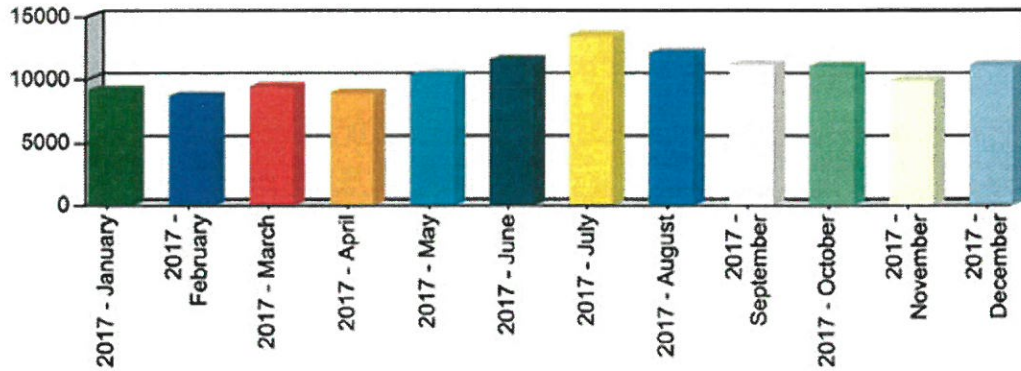


All Phone Transactions per Month

From: 01/01/2017 00:00:00

To: 12/31/2017 23:59:59

Number of Calls : 125,581



GRAND TRAVERSE COUNTY

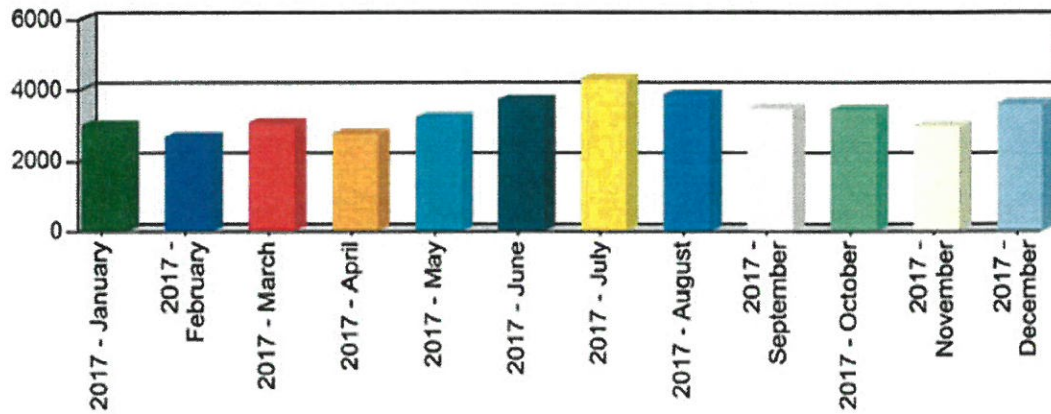


Total 911 Call Volume per Month 2017

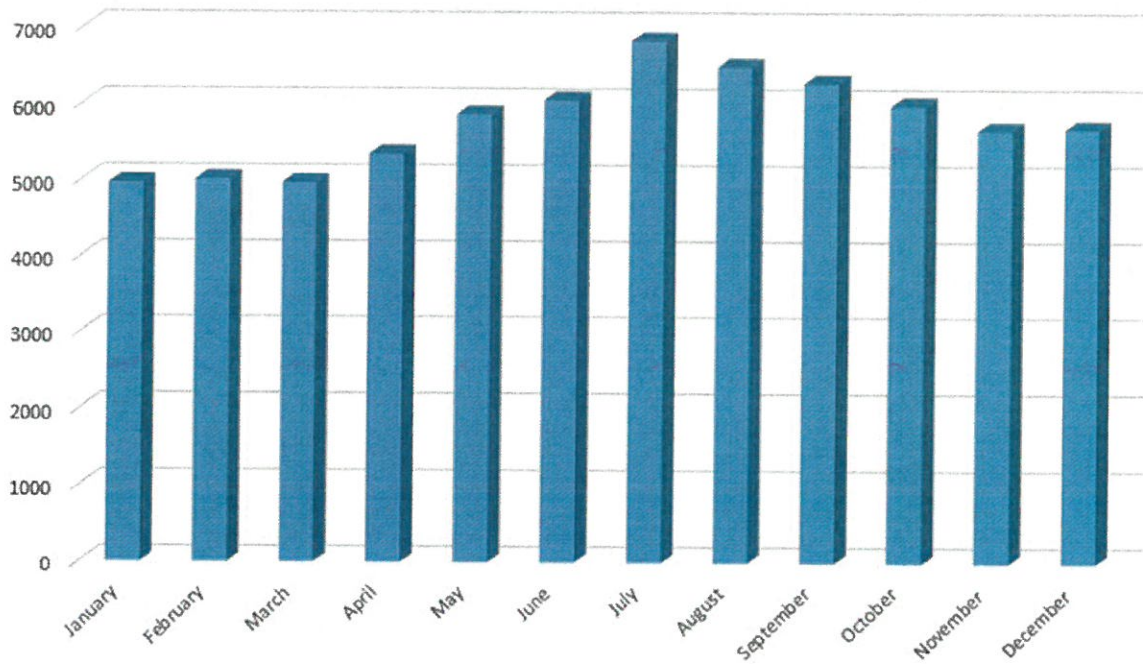
From: 01/01/2017 00:00:00
Trunk Group/Pool: TG - 911

To: 12/31/2017 23:59:59

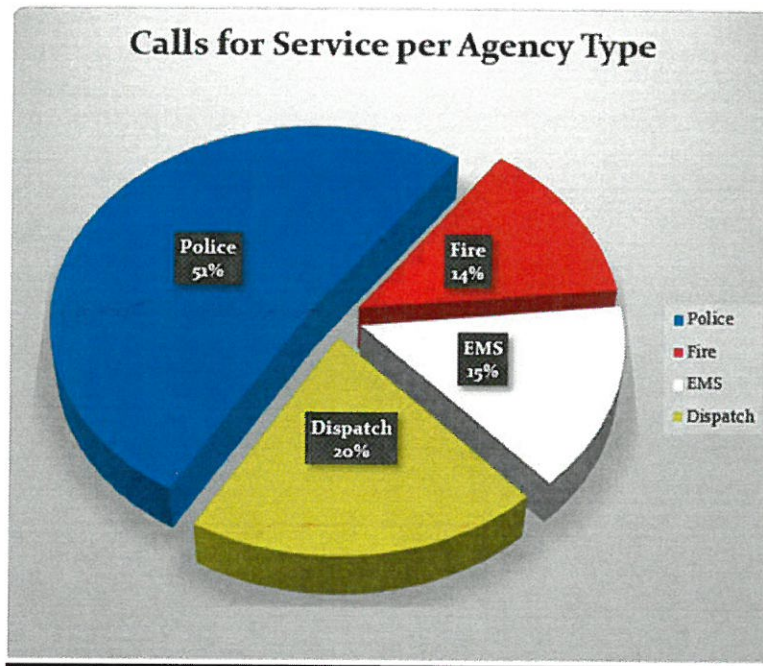
Number of Calls : 39,564



Calls For Service per Month

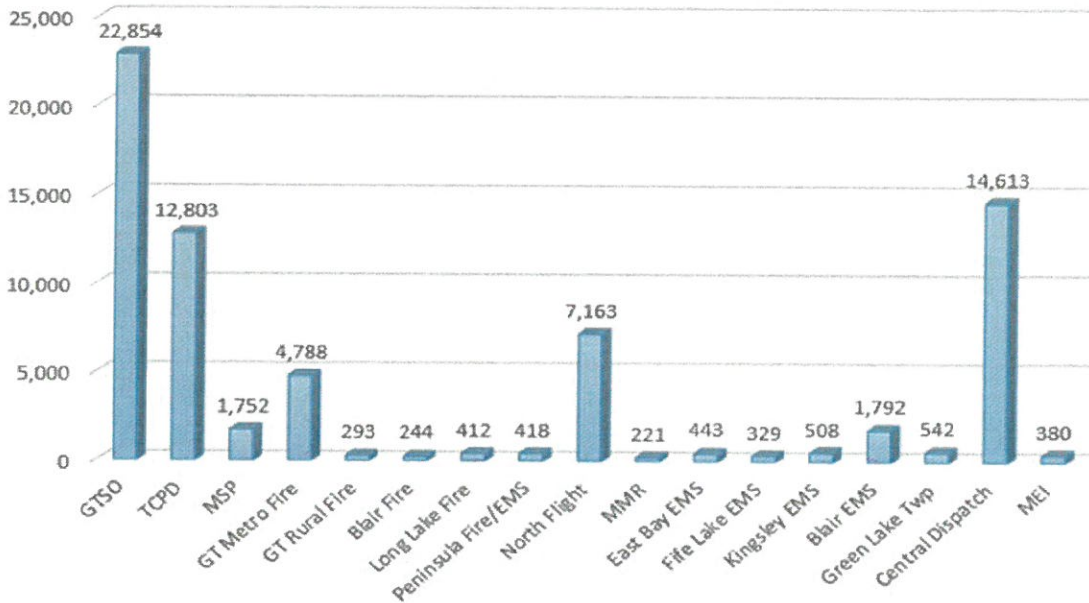


Calls for Service per Agency Type



GT 911 Dispatched 72,773 Calls for Service in 2017,
Compared to 70,423 in 2016.

Incident Numbers by Department



	2016	2017
Grand Traverse County Sheriff's Office	22,806	22,854
Traverse City Police Department	12,209	12,803
Michigan State Police	1,805	1,752
Traverse City Fire	3,142	3,218
Grand Traverse Metro Fire	4,659	4,788
Grand Traverse Rural Fire	436	293
Blair Township Fire	237	244
Long Lake Fire Rescue	392	412
Peninsula Fire/EMS	466	418
North Flight EMS	6,995	7,163
Mobile Medical Response	196	221
East Bay EMS	437	443
Fife Lake EMS	351	329
Kingsley EMS	477	508
Blair EMS	1,704	1,792
Green Lake Emergency Services	416	542
Grand Traverse Central Dispatch	13,695	14,613
Medical Examiner Investigator		380
TOTAL	70,423	72,773

Training and Certifications

The Michigan Public Service Commission and State 911 Committee have set minimum training requirements for dispatchers and call takers in the State of Michigan. Minimum training standards include two 40 hour dispatch schools that include the following topics:

40 Hour Basic Dispatch School:

Public Safety Overview
Telecommunicator Roles and Responsibilities
Legal Aspects of Dispatcher Services
Interpersonal Communications
Public Safety Technologies
Radio Communication
Stress management
Telephone Techniques
Call Classification

40 Hour Advance Dispatch School:

Domestic Violence
Suicide Intervention
911 Liability
Stress Management
Homeland Security

All dispatchers and call takers, not currently in training, are up to date and in compliance with the minimum training standards.

Additional Certifications achieved or maintained in 2017 include:

CPR

Emergency Medical Dispatch (EMD)

Law Enforcement Information Network (LEIN)

LEIN Local Agency Security Officer (LASO)

Leadership

ICS 300-347

Police Legal Sciences (PLS Online Monthly Training)

Center Manager Certification Program (CMCP)

Emergency Number Professional (ENP)

Active Shooter

Customer Service

Tactical Dispatch

Text-to-911

On June 30th, 2017, we were very excited and proud, to launch INDigital's Texty application. Texty allows cell phone users within Grand Traverse County to initiate a Text-to-911 in the event of an emergency. This feature is especially helpful to the deaf and hard of hearing community, areas of limited cellular network availability, and situations where it may not be safe for an individual to make a voice call to 911.

Text-TO-911	2017: 58
Text-FROM-911	2017: 1,751



Smart911 and Rave Facility

We are about to approach our 5 year anniversary with Rave Mobile Safety, and their Smart911 product. To date, there are 4162 safety profiles created for this county, protecting over 12,000 citizens.

Profiles Created in	2016: 559	2017: 387
Safety Profile Pops in	2016: 1244	2017: 1797
Utilizations of Chat Feature:	1588	2017: 342



Sign up today. Because every second counts.

We started promoting Rave Facility this year, and to date, have 13 profile created. We have been working with Interlochen Arts Academy on creating a very detailed profile, and have completed numerous presentations to organizations in the area including: Banks, Human Resource Groups, Township Offices, and local Rotary.

Facility Profiles Created	2016: 13	2017: 16
Facility Profile Pops:	2016: 62	2017: 74



Social Media and Public Education

Grand Traverse 911 Facebook Page

The Grand Traverse 911 Facebook page surpassed 44,000 followers in 2017

January 1, 2016	35,327	January 1, 2017	40,749
<u>December 31, 2016</u>	<u>40,738</u>	<u>December 31, 2017</u>	<u>44,042</u>
5,411 New Likes for 2016		3,293 New Likes for 2017	

Our Facebook page has been a very powerful tool for us to push out vital information to the community in an informative, efficient, and fun way.

Public Education

We participated in numerous events throughout the year promoting 911 education, Smart911, and Rave Facility. Highlights Include:

- 2 Active Shooter Presentations with The Grand Traverse Sheriff's Office
- Metro Fire Open House
- Traverse City Fire Department Open House
- Lowe's Safety Days
- Northern Michigan Visually Impaired Group
- TBA Career Tech Center
- Boy Scout of America Visits to Dispatch
- 911 Goes To Lansing
- Traverse Area Association of Realtors
- Grand Traverse Children's Museum

Accomplishments

- In June, 2017 – Grand Traverse 911 launched Texty, an application which allows citizens to Text 911 in the event they unable to make a voice call. Text to 911 also provides the direct access to 911 for our deaf and hard of hearing community.
- Grand Traverse 911 staff continued to strengthen their skillset and stay sharp with advanced call taking and dispatching best-practices, totaling over 850 hours of continuing education in 2017.
- Continued the transition to Next Generation 911, built upon an updated, redundant, and survivable IP network. Not only is the network more stable, which will minimize downtime, but it also establishes a foundation to allow for future devices and applications that wish to access 911 services.
- Participated in the annual “911 Goes to Washington” and “911 Goes to Lansing” events, where we met with congressional leaders to discuss issues important to 911 and our community.
- Young Hero Award recipient Connor Sokolski and Dispatcher Tina Shoemaker were recognized at the 2017 Michigan NENA Conference for their roles in the 911 call that saved the life of 7 year old Connor Sokolski’s father.
- Director Torrey and Deputy Director Hornacek completed the National Emergency Number Association’s Center for Management Certification Program.
- Deputy Director Hornacek earned her designation as an Emergency Number Professional (ENP).
- Worked with several local entities to provide assistance with legislative changes to the Multi-Line Telephone Service. These new requirements allow for increased accuracy in location information with every 911 call, which ultimately provides for a more effective response.

Looking Ahead

2018 is shaping up to be another busy year for your 911 team. Here are just some of the things we are looking forward to in the coming year:

- Major Computer Aided Dispatch (CAD) upgrade that will provide for enhanced map functionality, increased information sharing with fire/EMS services, and a more reliable server environment to minimize downtime.
- Update Message Switch, a major component to the effective communication between CAD and Mobile Data Terminals in all patrol vehicles.
- Due to the national recognition of our Grand Traverse 911 Facebook Page, Deputy Director Leah Hornacek will be speaking at the National NENA Conference on how to keep communities engaged with 911 and public safety.
- Region 7 Tactical Dispatch Teams will continue to develop and train to deploy with the Northern Michigan Mutual Aid Emergency Response Teams during potentially dangerous situations, including barricaded subjects, armed stand-offs, and high-risk warrant arrests. Tactical Dispatch Teams will provide accurate, efficient documentation of events during these critical incidents.
- After two years on the Michigan Public Safety Communication System we will be revisiting our radio communication processes to ensure efficiencies and expectations are being met.
- Continue working with regional 911 Centers on a Continuity of Operations plan to ensure every 911 call is answered and processed by a trained Emergency Telecommunicator.

Action Request Form



Meeting Date:	March 7, 2018		
Department:	Information Technology	Submitted By:	Ming Mays
Contract Email:	mmays@grandtraverse.org	Contract Telephone:	231.922.4787
Agenda Item Title:	Recommendation Vendor for SAN Replacement		
Estimated Time:	10 minutes	Laptop Presentation:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Summary of Request:

- SAN Replacement is the first major item on the Phase 1 IT Action Plan
- Current SAN Issues
 - Reached maximum capacity
 - No redundancy
 - Aged/Aging hardware
- Goal & Purpose for Replacement
 - Increase efficiency
 - Provide redundancy
 - Support pending projects
 - Prepare infrastructure for future growth
 - Provide a robust and reliable system
- The IT department posted the RFP for Virtual Environment Hardware Refresh and Migration on the MITN site
 - Posted on January 24, 2018, Deadline on February 8, 2018 at 4pm.
- Received responses from five vendors with nine proposals
- Recommendation vendor "Access Interactive"
 - Lowest Bid, 39% discount rate, Oakland County G2G Contract
 - Annual lease cost approximately \$76,619.85 for the next five years with \$1 buy out at the end of the leasing term

Phase 1 Action Plan IT Projects (2018)	Est. Cost	Term
Storage Area Network Replacement (Leasing) <ul style="list-style-type: none"> Hosted approximately 80 different servers Service for the entire GTC and City of TC Reaching capacity to support future projects such as upgrading Tyler (Public Safety) software, Phone and ERP 	\$80,000	Annual

***Action Plan was presented on November 9, 2017 to the board and approved by board for RFP.

Suggested Motion:

Requesting Board approval to award recommended vendor at an annual lease cost of approximately \$76,619.85 at 0.2167% lease factor rate for the next five year with \$1 buy out at the end of the lease term, total cost is \$383,099.30.

Financial Information:

Total Costs: \$ 383,099.30 (\$76,619.85 per year, 2018-2022)	General Fund Cost: No	Included in budget: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>(Yr. 2018 CIP Fund)</small>
--	------------------------------	--

If not included in budget, recommended funding sources:

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

Review:	Signature	Date
Finance Director	<i>Jean Pott</i>	3-1-18
Human Resources Director		
Civil Council		
Administration Recommended: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>AL Oley</i>	3-1-18

Miscellaneous:

Attachments:

Attachment Titles:

(revised 9-2016)



Memorandum

**Grand Traverse County
Information Technology**
400 Boardman Avenue
Traverse City, MI 49684
P. (231) 922-6880
F. (231) 922-4636

TO: Grand Traverse County Board of Commissioners
FROM: Ming Mays, Director of Information Technology
DATE: March 7, 2018
SUBJECT: Request for Board Approval – Vendor Award Recommendation for
SAN Replacement Project (Action Plan Phase I)

The Grand Traverse County (GTC) IT department provides information technology services and support to all GTC Departments as well as the City of Traverse City, the 86th District Court and the 13th Circuit Court. The stability and availability of all information systems under GTC management is vital to the daily operations of all entities that utilize the GTC IT infrastructure. Currently the GTC SAN has reached maximum capacity and is unable to support any future projects, including the following pending upgrades; Enterprise upgrade Tyler (Public Safety), Phone system upgrade and the City and County ERP system.

On January 24, 2018, the IT department posted the RFP for the Virtual Environment Hardware Refresh and Migration on the Michigan Technology Network (MITN) website. A pre-proposal conference was held on Wednesday, January 31, 2018 with a full proposal submittal deadline of 4pm on Thursday, February 8, 2018. Focus areas of the RFP include:

- Upgrade and migrate to a new hardware source to more efficiently handle the current workload.
- Provide redundant computer server hardware and fault tolerant infrastructure.
- Provide increased capacity for planned growth over the next five years.
- Provide a robust and reliable network infrastructure to be able to support not only the current systems, but also to provide support for future projects ahead.

The IT department received responses from five vendors with nine proposals. The responses followed the sealed-bid process along with specifications submitted by the vendors.

- Reviewed by Interim County Administrators and Finance Director.
- Reviewed by Ming Mays, Director of Information Technology and Jon Wilson, Server Admin to determine technical specifications.
- Determinations by all nine respondents met the County's needs, technical requirements and specifications.

- Evaluation of the nine respondents' solutions: Following the review, there was agreement that one vendor's hardware, pricing, and overall solution outperformed others in addition this vendor comes with outstanding references and highly recommendation by other State of Michigan government agencies and colleges.
- Evaluated and verified vendors' references.

The attached Rate Comparison provides a summary of the evaluation which was completed. Pricing ranged from \$362,220 - \$566,128 and lease factor rate ranged from 0.15% - 0.22%. The recommended vendor is **Access Interactive** at an annual lease cost of approximately \$76,619.85 at 0.2167% lease factor rate for the next five years with \$1 buy out at the end of leasing term, total cost of \$383,099.30. Funds are available in the FY2018 Capital Improvement Plan fund.

Phase 1 Action Plan IT Projects (2018)	Est. Cost	Term
Storage Area Network Replacement (Leasing) <ul style="list-style-type: none"> • Hosted approximately 80 different servers • Service for the entire GTC and City of TC • Reaching capacity to support future projects such as upgrading Tyler (Public Safety) software, Phone and ERP 	\$80,000	Annual

***Action Plan was presented on November 9, 2017 to the board and approved by board for RFP.

This solution will provide a significant improvement to the support capability and overall efficiency for all departments and agencies that rely on support from GTC's IT department. Approval of this contract will provide necessary infrastructure to support suitable network capacity, and will continue to move GTC's technology forward.

Vendor Bid Rate Comparison

Department: Information Technology

RFP: Virtual Environment Hardware Refresh and Migration (RFP-IT-2018.01)

Description of Charges	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<i>Equipment or Service(s) being evaluated</i>	Avalon (Option 1. VX Rail)	Avalon (Option 2. Nutanix)	Avalon (Option 3. VSAN All Flash)	Access Interactive (Option 1. VSAN All Flash)	Access Interactive (Option 2. VSAN Hybrid)	Access Interactive (Option 3. Expanded Configuration All Flash)	CDW- Government (Datrium)	GovConnecti on (HP)	Data-Strategy (Nutanix)
Server Hardware Cost	\$ 464,890.00	\$ 367,460.00	\$ 340,770.00	\$ 267,406.26	\$ 181,323.78	\$ 323,590.44	\$ 254,950.00	\$ 342,400.52	\$ 377,007.64
VMWare Licensing	\$ 41,613.00	\$ 41,613.00	\$ 41,616.00	\$ 33,079.96	\$ 33,079.96	\$ 33,079.96	\$ 39,992.00	\$ -	\$ 79,534.36
Storage Licensing	\$ -	\$ -	\$ 76,900.00	\$ 52,056.12	\$ 52,056.12	\$ 52,056.12	\$ -	\$ -	\$ -
Switch Hardware Cost	\$ 26,430.00	\$ 26,430.00	\$ 26,430.00	\$ 29,050.82	\$ 29,050.82	\$ 29,050.82	\$ 36,730.00	\$ 67,774.98	\$ 50,949.04
Professional Services	\$ 33,195.00	\$ 33,195.00	\$ 33,195.00	\$ 57,570.00	\$ 57,570.00	\$ 57,570.00	\$ 27,450.00	\$ 45,144.00	\$ 54,108.00
Network Monitor	\$ -	\$ -	\$ -	\$ 495.00	\$ 495.00	\$ 495.00	\$ 5,449.55	\$ -	\$ -
\$1 dollar buy out at the end of lease term	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ -	\$ -
5 Yr. TOTALS:	\$ 566,129.00	\$ 468,699.00	\$ 518,912.00	\$ 439,659.16	\$ 353,576.68	\$ 495,843.34	\$ 364,572.55	\$ 455,319.50	\$ 561,599.04
Annual Leasing Cost:	\$ 122,603.73	\$ 101,503.80	\$ 112,378.18	\$ 95,214.79	\$ 76,619.85	\$ 107,382.31	\$ 77,194.59		
Lease Factor Rate:	0.21670%	0.2167%	0.2167%	0.2167%	0.2167%	0.2167%	0.1535%	Not Provided	Not Provided

RESOLUTION

XX-2018

Information Technology

SAN Replacement

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed recommendation to approve contract award to Access Interactive for SAN Replacement at an annual lease cost of approximately \$76,619.85 at 0.2167% lease factor rate for the next five year with \$1 buy out at the end of the lease term, with the total cost being \$383,099.30.

WHEREAS, SAN replacement is the first major item on the Phase 1 IT action Plan; and,

WHEREAS, an RFP was posted and five (5) vendors responded by the February 8th deadline with nine (9) proposals; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve contract award to Access Interactive for SAN Replacement at an annual lease cost of approximately \$76,619.85 at 0.2167% lease factor rate for the next five year with \$1 buy out at the end of the lease term, with the total cost being \$383,099.30.

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: March 7, 2018

Action Request Form



Meeting Date:	March 7, 2018		
Department:	Information Technology	Submitted By:	Ming Mays
Contract Email:	mmays@grandtraverse.org	Contract Telephone:	231.922.4787
Agenda Item Title:	Action Plan Phases for Network Replacement - Stage 1,2,3		
Estimated Time:	5 minutes	Laptop Presentation:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Summary of Request:

- Network Replacement RFP (three stages)
 - Phase 1 (Yr. of 2018)
 - Phase 2 (Yr. of 2019)
 - Phase 3 (Yr. of 2020)
- Recommendation: Allow the Phase 1 awarded "Network Replacement" vendor to be sole source for Stage 2 and 3, contingent upon upcoming budgets.
- Goal date for RFP posting: 1st week of April
- Bring for board approval: 2nd Board meeting of May

Phase 1 Action Plan IT Projects (2018)	Est. Cost	Term
Network Replacement <ul style="list-style-type: none"> GTC network infrastructure covers 20 buildings More than half of GTC network devices are at the end of support with many nearing their end of service Creating potential vulnerability for cyber-attack / data breach Required to meet HIPAA, FBI CJIS, IRS 1075 compliant 	\$200,000	Stage 1
Phase 2 Action Plan IT Project (2019)		
Network Replacement	\$150,000	Stage 2
Phase 3 Action Plan IT Project (2020)		
Network Replacement	\$100,000	Stage 3

Suggested Motion:

Request Board approval to allow the "Network Replacement" Phase 1 vendor to be the vendor for Phase 2 (Yr. of 2019) and 3 (Yr. of 2020). Phases 2 and 3 will be contingent upon the budget during those years.

Financial Information:

Total Costs:	General Fund Cost:	Included in budget:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>(Yr. 2018 CIP Fund)</small>
If not included in budget, recommended funding sources:			

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

Review:	Signature	Date
Finance Director	<i>Hean Pott</i>	2/28/18
Human Resources Director		
Civil Counsel		
Administration Recommended: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>AL Oku</i>	2-28-18

Miscellaneous:

Attachments:
Attachment Titles:

(revised 9-2016)

RESOLUTION

XX-2018

Information Technology

Action Plan Phases for Network Replacement

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed request from the Director of Information Technology to allow the Phase I vendor for “network replacement” be the vendor for Phases 2 (2019) and 3 (2020).

WHEREAS, The county infrastructure cover 20 buildings with more than half of the network devices at or near the end of support/service creating potential vulnerability for cyber-attach/data breach; and,

WHEREAS, an RFP will be posted in April for Network Replacement in three stages which will take place in 2018, 2019 and 2020, contingent upon upcoming budgets; and,

WHEREAS, the RFP requires the vendor to be HIPAA, FBI CJIS, IRS 1075 compliant.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County grants approval to allow the Phase I vendor for “network replacement” also be the vendor for Phases 2 (2019) and 3 (2020).

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: March 7, 2018

Action Request Form



Meeting Date:	March 7, 2018		
Department:	Information Technology	Submitted By:	Ming Mays
Contract Email:	mmays@grandtraverse.org	Contract Telephone:	231.922.4787
Agenda Item Title:	OnBase Upgrade and Date Encryption		
Estimated Time:	5 minutes	Laptop Presentation:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Summary of Request:

Overview of ImageSoft/OnBase

- Sole Source Software
- Document Image System
- Utilized in 15 departments
- Backbone for the Courts paperless system

OnBase Upgrade from Version 13 to Version 17

- In order to upgrade our current OnBase to the latest version, it is required to rewrite the existing scripts to support the new version
- The Core to Unity Conversion
- One Time Cost of \$29,750.00
- No Ongoing Cost for conversion

OnBase Data Encryption

- Provide data encryption that would meet the requirement of HIPAA, CJIS, IRS 1075 and financial systems compliance
- One Time Cost of \$19,345.08
- Ongoing Support Cost will be \$3,224.18 per year

Phase 1 Action Plan IT Projects (2018)	Est. Cost
OnBase Upgrade V.13 to V.17	\$29,750.00
OnBase Data Encryption	\$20,000.00

Suggested Motion:

Request Board approval of a contract agreement with ImageSoft in the amount of \$29,750.00 (Conversion of the upgrade) and \$19,345.08 (Data Encryption).

Financial Information:

Total Costs: \$29,750 (Conversion of Upgrade) \$19,945.08 (Data Encryption)	General Fund Cost: No	Included in budget:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>(Yr.2018 CIP Fund)</small>
If not included in budget, recommended funding sources:			

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

Review:	Signature	Date
Finance Director	<i>[Signature]</i>	2/28/18
Human Resources Director		
Civil Counsel		
Administration Recommended: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>[Signature]</i>	2-28-18

Miscellaneous:

Attachments:
Attachment Titles:

(revised 9-2016)

RESOLUTION

XX-2018

Information Technology

On Base Upgrade and Date Encryption

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 7, 2018 and reviewed request to approve a contract agreement with ImageSoft in the amount of \$29,750 (conversion of the upgrade) and \$19,345.08 (data encryption); and,

WHEREAS, ImageSoft/On Base is a Sole Source Software provider for our document imaging system which is used by 15 departments and is the backbone for the court's paperless system; and,

WHEREAS, In order to upgrade our current OnBase to the latest version, it is required to rewrite the existing scripts to support the new version at a one-time cost of \$29,750.00; and,

WHEREAS, To provide the data encryption that would meet the requirement of HIPAA, CJIS, IRS 1075 and financial systems compliance the one-time cost is \$19,345.08, with ongoing support costs of \$3,224.18 per year; and,

WHEREAS, funding is in the 2018 Budget (CIP Fund) for this purpose.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County grants approval of a contract agreement with ImageSoft in the amount of \$29,750 (conversion of the upgrade) and \$19,345.08 (data encryption); and,

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: March 7, 2018



Action Request

Meeting Date:	March 7, 2018		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@gtsheriff.org	Contact Telephone:	231-342-6002
Agenda Item Title:	Resource Recovery Manager		
Estimated Time:	10 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

We have identified a candidate for the Resource Recovery Manager position. Dave Shaffer is the current director of the Benzie County Solid Waste and Recycling Department. The Benzie County program is recognized as a state leader for rural recycling and was one of four counties in Michigan to gain attention from the capital as a model program. He has held that position for the past 2 years. Previous to accepting the position as the department director, Mr. Schaffer was an active member of the Solid Waste Advisory Committee. It was clear in our interviews with Mr. Schaffer that he is very knowledgeable and up to date in all aspects of the Resource Recovery field.

Dave's experience includes Solid Waste Plan implementation, site procurement (leases, insurance, etc.), public education through news outlets and school presentations, special collections (Household Hazardous Waste, Electronics, Scrap Tires, etc), grant writing, web page and social media management. Dave is versed in working with and reporting to state regulatory agencies and is up to date on local, state and federal policy. Dave has a history of working with local units of government to include negotiating contracts, budget creation and implementation.

We offered the position to Dave conditionally at step K2 (\$54,263.00) and are waiting Board of Commissioners approval and the conclusion of a reference check. If approved we anticipate Dave starting April 1, 2018.

Suggested Motion:

To approve Administration to the offer the position of Resource Recovery Manager to Dave Shaffer upon a successful reference check.

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 checked="" type="checkbox"/> Recommended	Date:	March 2, 2018
Miscellaneous:		

Attachments:

Attachment Titles:

Action Request



Meeting Date:	2/21/2018		
Department:	Road Commission	Submitted By:	Jim Cook
Contact E-Mail:	jcook@gtcrc.org	Contact Telephone:	922-4848
Agenda Item Title:	South Airport Road		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Summary of Request:

The Board of County Road Commissioners of Grand Traverse County respectfully requests the Board of Commissioners to assist in obtaining bonding for the improvement of South Airport Road between Veterans Drive and US-31. This section of road is planned for a total reconstruction of its full width of five lanes. The existing road is over an existing road bed. The base material is a mixture of asphalt, concrete and other materials that must be removed. The project will extend between the curbed sections and will be a challenge. Easements, both temporary and permanent will need to be obtained. It is our intent to bid this project early to obtain favorable pricing. We estimate the project to cost approximately \$3 to 4 million. To complete this project with millage and other regular funding options would deplete more than our annual allocation leaving other necessary and emergency repairs without funds. Therefore, we respectfully present the following suggested motion.

Suggested Motion:

The Board of County Commissioners of Grand Traverse County authorizes its Finance Department to immediately begin the process of obtaining bonding for the South Airport Road Project and possibly other minor projects in the amount of \$4 million to be allocated in full to the Grand Traverse County Road Commission, and the Grand Traverse County Road Commission will assume all associated costs with the bonding process.

Financial Information:

Total Cost:	\$4,000,000.00	General Fund Cost:	\$0.00	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

Costs for the bonding and the bonding dollars will be borne in full by the Grand Traverse County Road Commission.

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: