

**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS**

Wednesday, April 18, 2018 @ 5:30 p.m.  
Governmental Center, 2<sup>nd</sup> Floor Commission Chambers  
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES OR EXERCISES  
(Pledge of Allegiance)
2. ROLL CALL
3. APPROVAL OF MINUTES  
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
  - a. Minutes of April 4, 2018 (Regular Meeting) ..... 3
  - b. Minutes of April 10, 2018 (Equalization Meeting) ..... 9
  - c. Minutes of April 11, 2018 (Special Meeting) ..... 10

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](http://www.grandtraverse.org).

a.	Receive and File:	
1)	Airport Commission minutes of February 27, 2018 .....	12
2)	Conservation District March Report .....	19
3)	Michigan Township Association minutes of 4-5-18 .....	25
b.	Approvals:	
1)	Approval of Hauler Licenses – April 2018 .....	26
2)	Hauler License Administration – Rescind Resolution .....	28
3)	FY2018 Budget Amendments .....	30
4)	March 2018 Claims Approval .....	35
5)	Administrative Professionals Week Proclamation .....	38
6)	National Correction Officers and Employees Week Proclamation .....	40
7)	National Police Week Proclamation .....	42
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR:	
9.	DEPARTMENTAL ITEMS:	
a.	CIRCUIT COURT:	
1)	New Grade for Circuit Court Administration – Referees .....	44
b.	PROSECUTING ATTORNEY’S OFFICE:	
1)	Karpel/NewWorld Systems Interface.....	47
c.	FACILITIES MANAGEMENT:	
1)	Civic Center Pool Roof Replacement.....	58
2)	Custodial Service Recommendation .....	60
d.	ADMINISTRATION:	
1)	Administrator Update .....	64
2)	Resource Recovery – Dissolution of Contract with Iris.....	66
3)	Animal Control Millage – Ballot Language .....	68
10.	OLD/UNFINISHED BUSINESS:	
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
15.	CLOSED SESSION:	
a.	Discussion regarding Negotiation Strategy	
b.	Jesse Williams v Grand Traverse County	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Regular Meeting  
April 4, 2018

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

OPENING CEREMONIES OR EXERCISES

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

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

EXCUSED: Addison Wheelock, Jr.,

APPROVAL OF MINUTES

Minutes of March 21, 2018 – Regular Meeting

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

PUBLIC COMMENT

**Steve Largent** – spoke in support of Conservation District millage

**DJ Shook** – spoke in support of Conservation District millage

**Michael Estes** – spoke in support of the FishPass and Conservation District millage

**Frank Dituri** – spoke in support of the FishPass and Conservation District millage

**Nate Winkler, Conservation Resource Alliance** – spoke in support of Conservation District millage

**Tom Bousamra** – indicated interest in serving on the Jail Ad Hoc Committee and spoke on counseling work in Jail

**David Shafer, Resource Recovery Manager** – introduced himself to the Board.

**Kristine Erickson, Parks and Recreation Director** – spoke about Earth Day events and Easling Pool fundraising update.

**Thomas Wertz** – read letters from Land Conservancy and Boardman River Clean Sweep in support of the Conservation District millage.

**Mark Spencer** – spoke in support of the Conservation District millage

**Herb Lemcool** – spoke in support of the Conservation District millage

**Susan Petter** – spoke in support of the Animal Control millage

**David Tucker** – spoke in support of the Animal Control millage

**Jennifer Isbel** – spoke in support of the Animal Control millage

APPROVAL OF AGENDA

Move Item 10-C, Commission on Aging Ad Hoc Committee – Recommendation for Appointments, to before Special Orders of Business. Remove Item 9-C, New Grade for Circuit Court Administration – Referees, and place on April 18, 2018 meeting.

Moved by Johnson, seconded by Mair to approve the agenda as amended. 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. Community Action Agency minutes of February 15, 2018
2. Department of Health & Human Services minutes of February 23, 2018
3. Road Commission Report

B. APPROVALS

1. Resolution 47-2018  
Grand Traverse Sheriff's Office  
Surplus Equipment and Bicycles for Auction/Disposal
2. Resolution 48-2018  
Grand Traverse Sheriff's Office  
Michigan Licensing & Regulatory Affairs (LARA)  
Medical Marijuana Grant
3. Resolution 49-2018  
Commission on Aging  
Change in Staffing Plan
4. Resolution 50-2018  
Commission on Aging  
Outside Agency Funding

5. Resolution 51-2018  
Health Department  
Annual Flu Vaccine Purchase

ACTION ON THE CONSENT CALENDAR

The Chief Deputy County Clerk read the Consent Calendar for the record.

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

ITEM 10-C COMMISSION ON AGING AD HOC COMMITTEE – RECOMMENDATION FOR APPOINTMENTS

Moved by Gore Follette, seconded by Johnson to approve appointments of Ross Childs, 1 year, Hettie Molvang, 2 year term, and Jan Camille Bailey and Jim Carruthers, 3 year terms. Also approve appointment of Doris Beery, COA Client, and Jill Case, COA employee. Motion carried.

SPECIAL ORDERS OF BUSINESS

- a. **FISH PASS – Presentation by Great Lakes Fishery Commission Statement of Support for FishPass**

Andrew Muir, Science Director, Dan Zielinski, Computational Engineer, and Marc Gaden, Communications Director, with the Great Lakes Fishery Commission spoke on the FishPass project by Great Lakes Fishery Commission and answered questions.

Moved by Lathrop, seconded by Clous to approve statement of support for FishPass. Motion carried.

DEPARTMENT ACTION ITEMS

- a. **Grand Traverse Conservation District**

1. Millage Request for August 7<sup>th</sup> Ballot

Andy Blodgett, Chair of Grand Traverse Conservation District, and Marsha Clark, Executive Director of Grand Traverse Conservation District, spoke on the Grand Traverse Conservation District request for millage to be place on the August 7, 2018 ballot and answered questions.

Kristine Erickson, Parks and Recreation Director, spoke on the history of collaboration between Parks and Recreation Department and Grand Traverse Conservation District.

**Public Comment**

**Joe Breech** - spoke in support of the Conservation District millage

**Herb Lemcool** - spoke in support of the Conservation District millage

**Marsha Clark** - spoke in support of the Conservation District millage

Resolution 52-2018  
Grand Traverse Conservation District  
Millage Request for August 7, 2018 Ballot

Moved by Mair, second by Johnson, to approve Resolution 52-2018, with the amendment to include language for time period of up to 8 years and up to .1 mills.  
Roll Call Vote: Yes 4, No 2, Excused 1  
Nays: Lathrop and Clous

Commissioners took a break at 7:29 p.m.  
Commissioners resumed the meeting at 7:40 p.m.

**b. Prosecuting Attorney**

1. Approval of Soil Erosion and Sedimentation Control Ordinance  
Robert Cooney, Prosecuting Attorney, reviewed the proposed Soil Erosion and Sedimentation Control Ordinance and answered Commissioners' questions.

Resolution 53-2018  
Soil Erosion and Sedimentation Control Ordinance

Moved by Gore Follette, seconded by Clous to approve Resolution 53-2108.  
Roll Call Vote: Yes 5, No 1, Excused 1  
Nays: Mair

2. Approval of Fee Schedule  
Dan Thorell, Environmental Health Director, reviewed the updated Soil Erosion and Sedimentation Control Fee Scheduled and answered Commissioners' questions.

Resolution 54-2018  
Environmental Health  
Soil Erosion and Sedimentation Control  
Fee Schedule

Moved by Gore Follette, seconded by Johnson to approve Resolution 54-2018.  
Motion carried.

**c. Circuit Court**

1. New Grade for Circuit Court Administration – Referees - *Removed from agenda*

**d. Road Commission**

1. Michigan Transportation Fund Bonds, Series 2018  
Jim Cook, Road Commission Manager, and Dean Bott, Finance Director, reviewed the Road Commission's request for Michigan Transportation Fund Bonds, Series 2018 and answered Commissioners' questions.

Resolution 55-2018  
Road Commission  
Michigan Transportation Fund Bonds, Series 2018

Moved by Gore Follette, seconded by Mair, to approve Resolution 55-2018.  
Motion carried.

**e. Finance**

1. Budget Update – 2017 Year End

Dean Bott, Finance Director, reviewed the status of the 2017 budget at year end and answered Commissioners' questions.

Moved by Gore Follette, seconded by Lathrop to direct staff to provide recommendations for potential utilization of surplus in fund balance.  
Motion carried.

**f. Administration**

1. Expression of Gratitude – Grand Traverse Band of Ottawa & Chippewa Indians

Resolution 56-2018  
Board of Commissioners  
Expression of Gratitude to  
Grand Traverse Band of Ottawa and Chippewa Indians

Moved by Johnson, seconded by Crawford to approve Resolution 56-2018.  
Motion carried.

2. Resolution Supporting the Sale of Whitewater Township Property to the DNR

Resolution 57-2018  
Supporting the Sale of Whitewater Township  
Property to the DNR

Moved by Johnson, seconded by Mair to approve Resolution 57-2018.  
Roll Call Vote: Yes 5, No 1, Excused 1  
Nays: Clous

OLD/UNFINISHED BUSINESS

**a. Reaffirmation of Resolution 116-2014 – Creation of a Criminal Justice Coordinating Committee (CJCC)**

Moved by Gore Follette, seconded by Johnson to reaffirm Resolution 116-2014.  
Motion carried.

**b. Animal Control Ad Hoc Committee - Update**

Moved by Gore Follette, seconded by Mair, to approve request to place a millage for Animal Control on the August 7, 2018 ballot.

Roll Call Vote: Yes 4, No 2, Excused 1  
Nays: Lathrop and Clous

**c. Commission on Aging Ad Hoc Committee – Recommendation for Appointments**  
(Moved to before Special Orders of Business)

**d. Administrator Search – Deputy Administrator**

Commissioner Johnson proposed the idea of hiring the Deputy County Administrator at the same time as the County Administrator and having GovHR assist. Commissioners discussed the idea, recommended further topic discussion at the April 11, 2018 special meeting.

**e. Regional Morgue Ad Hoc – additional members**

Chairwoman Crawford appointed Dr. David Martin to the Regional Morgue Ad Hoc Committee. Commissioner Mair will not be on the Regional Morgue Ad Hoc Committee.

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

Commissioners gave updates on the meetings and events they attended.

NOTICES

None

CLOSED SESSION

None

Meeting adjourned at 8:44 p.m.

\_\_\_\_\_  
Sarah B. Lutz, Chief Deputy County Clerk

\_\_\_\_\_  
Carol Crawford, Chairwoman

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



GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

EQUALIZATION MEETING  
April 10, 2018

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

PRESENT: Ron Clous, Bob Johnson, Tom Mair and Carol Crawford

EXCUSED: Cheryl Gore Follette, Dan Lathrop, and Addison Wheelock, Jr.

PUBLIC COMMENT

None

EQUALIZATION

**A. Presentation of Annual Report as required by MCL 211-34**

Chris Forsyth, Civil Counsel, gave a Power Point presentation which explained Headlee and Proposal A in regards to taxing property.

Jim Baker, Equalization Director, explained the 2018 Equalization Report and answered Commissioners' questions.

Resolution 58-2018  
Equalization Report 2018

Moved by Johnson, seconded by Mair to approve Resolution 58-18, the 2018 Equalization report dated April 10, 2018 and authorize Chairperson Crawford to sign the L-4024. Motion carried.

Dean Bott, Finance Director, provided information on the increase and stability of the taxable value in the county.

PUBLIC COMMENT

**Gordie LaPointe** asked questions in regard to properties that currently have tax abatements.

ADJOURNMENT

Meeting adjourned at 5:55 pm.

\_\_\_\_\_  
Bonnie Scheele, County Clerk

\_\_\_\_\_  
Carol Crawford, Chairperson

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

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Special Session  
April 11, 2018

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

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

EXCUSED: Addison Wheelock, Jr.

PUBLIC COMMENT

**Matthew Schoech** read an article regarding a gun control study

GOVHR USA – COUNTY ADMINISTRATOR SEARCH

**a. Discussion Regarding Deputy Administrator Position**

Commissioners discussed the possibility of directly hiring a Deputy Administrator versus allowing the new County Administrator to hire one.

**b. Review and Consideration of Application(s) for Administrator not  
Requesting Confidentiality**

One applicant, Tracey Bowen, did not request that her application remain confidential. Commissioners discussed her application and decided that she did not rank in their top 20 choices so she would not be asked to come for an interview.

**c. Closed Session – Review and Consider Applications for County Administrator**

Moved by Crawford, seconded by Gore Follette to meet in a closed session

At 5:48 p.m. for the purpose of reviewing and considering the contents of applications for employment of County Administrator where the candidates for County Administrator have requested that their applications remain confidential.

Roll Call Vote: Yes 6, Excused 1

Moved by Gore Follette seconded by Johnson to return to regular session at 7:13 p.m. Motion carried.

**d. County Administrator Applications To Schedule for Interviews**

Moved by Crawford, seconded by Clous to request Jaymes Vetraino from GovHR USA to proceed with the next step in the executive search and invite 10 applicants to interview with the Commissioners. Motion carried.

PUBLIC COMMENT

None

ADJOURNMENT

Meeting adjourned at 7:15 pm.

\_\_\_\_\_  
Bonnie Scheele, County Clerk

\_\_\_\_\_  
Carol Crawford, Chairperson

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

NORTHWESTERN REGIONAL AIRPORT COMMISSION  
CHERRY CAPITAL AIRPORT  
REGULAR MEETING  
**MINUTES**  
FEBRUARY 27, 2018  
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrens, Mike Coco, Bob Johnson (via phone), Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Luanne Zak, Dan Sal, Heather Sexton, Clara Kirchhoff, Todd Wodek
Absent		Lee Foerster (excused)

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

C. Review and Approval of the Agenda:

Airport Director Klein requested that item 11 of New Business be removed from the agenda and referred to the next meeting of the Building and Grounds Committee based on a letter received from Randy Chapman's attorney, Mr. Edgar Roy. A copy of Mr. Roy's letter was passed out to Commissioners.

Building and Grounds will also review the Minimum Standards, including the requirement for environmental insurance as it pertains to Minimum Standards at its next meeting and the environmental indemnification language to be included in leases.

Airport Director Klein requested the addition of item 3 under Communications: Presentation of Airport Sponsor of the Year award.

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

D. Public Comment:

Attorney Zeits introduced Clara Kirchhoff. Clara is from Germany and is doing an internship at Sondee, Racine and Doren. She is interested in environmental law and local government.

E. Reading and Approving Previous Meeting Minutes:

1. The organizational meeting minutes of January 23, 2018 were reviewed by the Commission.

It was moved by Commissioner Kern and supported by Commissioner Ahrens to approve the minutes as presented. MOTION PASSED.

2. The regular meeting minutes of January 23, 2018 were reviewed by the Commission.

It was moved by Commissioner Kern and supported by Commissioner Ahrens to approve the minutes as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for January 2018 was received and filed.
2. The 2018 committee assignments were reviewed by the Commission.

It was moved by Commissioner Rushton and supported by Commissioner Ahrens to accept the committee assignments as presented and to support the action discussed at the organizational meeting to appoint the Finance Committee Chair as Treasurer. A roll call vote was taken: Ahrens-yes, Coco-yes, DeYoung-yes, Johnson-yes, Kern-abstain, Rushton-yes. MOTION PASSED.

3. Airport Director Klein presented Chairman DeYoung with the Airport Sponsor of the Year award received from MDOT for the Runway 10 project. Chairman DeYoung thanked everyone for their time and efforts on the project.

G. Reports of Standing Committees: None

H. Reports of Special Committees: None

I. Unfinished Business: None

J. New Business:

1. In 2017 as part of the Small Communities Air Service Development grant, American Airlines, Inc. entered into an Air Service Agreement with the NRAC to provide direct service to Dallas, Texas.

American Airlines is requesting an amendment to the agreement to enable them to utilize a CRJ-700. The one way flight charge for the CRJ-700 will be \$12,294.

Upon recommendation of the Airport Director, it was moved by Commissioner Ahrens and supported by Commissioner Rushton to approve the First Amendment to Air Service Agreement with American Airlines, Inc. MOTION PASSED.

2. The lease with the U.S. General Services Administration, for space used by the TSA, provides the Government with the option to terminate the Lease in whole or in part any time after October 31, 2017 by giving at least sixty (60) days' notice.

The Government has elected to exercise this option and has provided notice that they have vacated the offices located on the second level of the airline terminal.

Upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Rushton to approve the release of space in accordance with the lease terms. MOTION PASSED.

3. The NRAC entered into a Ground Lease with Costco Wholesale Corporation effective May 24, 2016. As part of that agreement, there was to be a final confirmation of lease terms upon reaching the rent commencement date (store opening).

In addition to the final confirmation of terms, Amendment No. 7 also amends the Ground Lease to allow for the option of one annual rental payment or equal monthly rental payments.

As part of the Costco development, new roadways and improvements to some existing roadways were necessary. Some of these necessary improvements were Costco's responsibility and some were the NRAC's. It was determined that it would be most effective if Costco completed all of these road projects as part of their overall development. The NRAC agreed to reimburse Costco for that portion attributable to the NRAC.

Costco has submitted a request for payment of \$1,167,608 as the NRAC share of the completed work. The amount budgeted for the project was \$1,000,000. The majority of the overage is due to a change in the water main.

Upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Rushton to approve Amendment No. 7 to the Ground Lease with Costco Wholesale Corporation, subject to approval as to substance by the Airport Director and as to form by general counsel; and to approve the payment of NRAC roadway costs in the amount of \$1,167,608. MOTION PASSED.

4. The Northwestern Regional Airport Commission Commercial Activity Non-Aeronautical Use Leasing Policy was introduced to the Board for possible enactment at the April 3, 2018 meeting.

Attorney Zeits indicated that this will establish an orderly process for requests to lease property with a non-aeronautical use.

5. The Rates, Charges and Traffic Ordinance of the Northwestern Regional Airport Commission No. 2018-1 was introduced to the Board for possible enactment at the April 3, 2018 meeting.

Airport Director Klein reviewed the changes which included language to address transportation network companies, insurance requirement changes, and rate adjustments.

Airport Director Klein mentioned that as people begin using transportation network companies, airports are seeing a significant loss of parking lot revenue. Transportation network companies are just starting in TVC but this issue will need to be watched closely and kept in mind for the future.

6. An amended calendar of meetings was reviewed by the Commission.

Due to a lack of quorum for the March 20, 2018 meeting, it is proposed to reschedule that meeting to April 3, 2018 at 3:00 p.m.

Based upon the recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Ahrens to approve the amended calendar of meetings as presented. MOTION PASSED.

7. On January 20, 2018, the NRAC advertised for bids to provide law enforcement officer services.

Bids were received as follows:

Madison Security Group	\$20.45/hour	Year 1-3
DK Security	\$28.53/hour	Year 1
	\$29.39/hour	Year 2
	\$30.27/hour	Year 3
Prudential Security	\$20.87/hour	Year 1
	\$21.50/hour	Year 2
	\$22.14/hour	Year 3
U.S. Security Associates	\$20.72/hour	Year 1
	to be negot.	Year 2
	to be negot.	Year 3

Upon recommendation of the Airport Director, based on qualifications and cost, it was moved by Commissioner Kern and supported by Commissioner



Ahrns to award the contract for law enforcement officer services to Madison Security Group in the amount of \$20.45 per hour for years 1 through 3. MOTION PASSED.

8. On January 20, 2018, the NRAC advertised for bids to provide janitorial services in the main airline terminal building.

Bids were received as follows:

HiTec Building Services	\$26,255.00/month; \$315,060.00/annual
Universal Cleaners	\$10,906.65/month; \$130,879.80/annual
CSM Services	\$9,810.00/month; \$117,720.00/annual

CSM Services was the low bidder, however, due to continual problems with the quality of the work provided over the past several years, it is not the recommendation of airport staff to award to the lowest bidder.

Upon recommendation of the Airport Director, based on qualifications and cost, it was moved by Commissioner Johnson and supported by Commissioner Kern to award the contract for janitorial services to Universal Cleaners in the amount of \$10,906.65/month; \$130,879.80/annual. MOTION PASSED.

9. Several of the properties over which avigation easements in connection with the Runway 10 project were acquired already had existing avigation easements from the late 1960s.

In connection with the acquisition of the new avigation easements, a couple of the property owners requested that the existing avigation easements be extinguished, which was agreed to. The two properties are the Aspen Town & Country mobile home park and a property on Boon Street.

The approvals received from Grand Traverse County and Leelanau County to procure the easements included this as part of the complete action. It has also been confirmed with attorney for Grand Traverse County.

Based upon the recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Ahrns to authorize the Chair and Secretary to execute the Termination of Aviation Easement over Aspen Town & Country Associates II, LLC property and that the Northwestern Regional Airport Commission accepts the Avigation Easement from Randall S. Sniff and Sara V. Sniff; both of which are subject to approval as to substance by the Airport Director and as to form by general counsel. MOTION PASSED.



10. Staff has met several times to negotiate with the airport maintenance employee bargaining unit. The employees of the bargaining unit have agreed to the following for a new three year agreement:
- Retirement – employees hired after March 1, 2018 shall be covered under the MERS “Defined Contribution Plan Plus”. The employer contribution is 6% of the Medicare taxable wages as reported in Box 5 of Form W-2. The employer will contribute an additional 2% of the Medicare taxable wages to the employee’s MERS DC Plan if the employee contributes 2% (or more) of the Medicare taxable wages to the MERS 457 Plan for a total contribution of 10% (or more) of the Medicare taxable wages. According to this plan, the employee will be 100% vested at the completion of six (6) years. Vesting will be graded as follows: Completion of year 1: 25%; completion of year 2: 50%; completion of year 5: 75%; and, completion of year 6: 100%.
  - Dental/Optical Insurance – plan will change from the Michigan Conference of Teamsters Welfare Fund to a stand-alone policy from Delta Dental with eye care coverage through VSP.
  - Telephone requirement - conventional home telephone service will no longer be required.
  - Sick leave – this leave may be used at the employee’s discretion for sick or personal reasons but may not be used in conjunction with vacation leave. Twenty-four (24) hours’ notice and prior approval by the supervisor is required for general absences, and at least one (1) hour notice prior to the beginning of the shift is required for illness unless the employee can show in writing prior notification was impossible.
  - Crew Leader – increase from \$.25 to \$.75 per hour.
  - Overtime – with reference to employees working reasonable amounts of overtime, employees will receive from the employer the sum of \$35.00 per month towards the employee’s monthly cell phone bill if the employee has and owns a cell phone. The employee shall provide the employer with his/her cell phone number. The employer’s payment hereunder shall be conditioned upon the employee responding to the employer phone call within fifteen (15) minutes of said call.
  - Life insurance – increase coverage from \$20,000 to \$50,000.
  - Uniforms – the employee may elect to participate in a safety shoes/boots allowance up to \$60 per year (12 months) and who have not received such allowance in the prior 12 months.

- Duties –
  - eliminate – collecting landing fees, selling gas and oil
  - eliminate – fueling of commercial airlines etc.
  - change CFR building to ARFF building
  
- Wages – increase 3% year 1, 2.5% year 2, 2.5% year 3

Based upon the recommendation of the Airport Director, it was moved by Commissioner Ahrns and supported by Commissioner Rushton to approve the recommended three year agreement with the bargaining unit employees. MOTION PASSED.

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

L. Public Comment:

Todd Wodek asked why the Commission took away his SIDA badge. Airport Director Klein responded that the Commission did not take away his badge. Mr. Wodek apologized stating that it was the way it was relayed to him.

M. Commissioner Comment: None

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 3:48 p.m.

Respectfully submitted,



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

## Grand Traverse Conservation District March 2018 Report

### CONSERVATION TEAM

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

- Attended regularly scheduled Boardman River Dams Project IT Meeting
- Posted and distributed the vacancy announcement for the seasonal Parkland Assistant position.
- Continued trail planning efforts with TART for the Boardman River Trail from Meadows Pavilion Trailhead through former Boardman impoundment.
- Collaborated with grant writer, Carl Ferguson, to determine necessary items to include in the MNRTF grant proposal for a footbridge over the Boardman River
- Continued solicitation of membership for the NER Advisory Committee.

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

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Cleared by chainsaw several major downfall trees along the trail west of the former Boardman impoundment.
- Fell and removed a hazardous dead ash tree adjacent to the Meadows shed on the NER.
- Removed and treated invasive black locust trees adjacent to Oleson Bridge parking area.
- Took out fencing section at Keystone Rapids Trailhead and parking area.
- Provided snow removal around the Boardman River Nature Center as necessary.
- Replaced damaged kiosk/info station frames and plexi-glass.
- Changed seasonal interpretive posters at all trailhead kiosk stations.

#### **Grants**

- Assisted with the submission of a Michigan Natural Resource Trust Fund grant for a pedestrian footbridge over the Boardman River within the former Boardman Pond impoundment. This will facilitate trail connections on the NER and create universal access into the newly exposed bottomlands for visitors to view up close restoration processes post dam removal.
- Submitted two grant proposals to the NW Michigan Invasive Species Network: 1.) for the re-vegetation of mature plants near Boardman Landing 2.) for the shipping costs associated with the grant received through the Monarch Watch program for the installation of milkweed plugs with the former Boardman Pond impoundment.

#### **Other**

- Continued communication with the Conservation Resource Alliance and AECOM to address two eroding banks just upstream of the Boardman Dam removal project limits.
- Met with Contour Geographic regarding the development of a Drone Monitoring Protocol to be used to monitoring the re-born stretches of Boardman River post-dam removal.
- Continued to work with the IT Team, AECOM and TART to submit a DEQ permit amendment allowing for grading to accommodate the Boardman River Trail that passes through the Boardman Dam removal project limits.
- Met with TCL&P staff at Sabin Dam to assist with disconnecting the power by letting them into the powerhouse building.

## **BOARDMAN RIVER STEWARDSHIP**

- Coordinated and attended a second meeting with Boardman River property owners, Adams Chapter of Trout Unlimited, The Watershed Center, the Grand Traverse Regional Land Conservancy and others to discuss issues related to the management of the river and watershed.
- Conservation Team removed a tree that was reported blocking the river off River Road.
- Prepared and submitted a full-proposal to the USFWS for Great Lakes Fish and Wildlife Restoration Act funding for a proposal titled, “Boardman River: Brown Bridge – Aquatic Habitat Improvement & Bank Stabilization Project Using Wood – Phase-II”.
- Attended monthly Boardman River Dams Project Implementation Team meeting.

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## **ENVIRONMENTAL EDUCATION**

**Nature Center Visitation this Month: 479**  
**Program Participants this month: 384**  
**Drop ins this month: 95**  
**Nature Center Visitation this year: 1,110**

**Nature Center Visitation March 2017: 764**  
**Program Participants March 2017: 660**  
**Drop in March 2017: 104**  
**Nature Center Visitation since 2008: 79,933**

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

- Hosted the 2018 Spring Break Season at the Nature Center serving around 30 children and their families with one-hour programming in the afternoon.
- Over 50 preschoolers and their families were served with our Nature Based Preschool programming happening on Tuesdays and Thursdays.
- Around \$22,000 in camp revenue brought in during the month of March. The total amount of registration fees collected for 2018 is \$45,963.
- Interviewed summer staff and will be finalizing seasonal summer hiring first week of April.
- The Exploration Education boxes were checked out to four teachers serving over 75 students.
- Continued work on Interpretive signage for the Sabin and Fox Den trail loop.
- Final plan for hands-on children's garden was completed for outside the Nature Center. The gardens will include four raised beds for children to tend to along with curriculum for summer camp and preschool programming.
- Submitted two grants to local foundations (Optimist Youth Fund & Oleson Foundation). These grants will be used to fund positions and continue our scholarship fund.

**FORESTRY ASSISTANCE PROGRAM (FAP)**

**Trainings:** Forest Stewardship Certification in Gaylord, 1.5 CFEs earned

**On-Site Visits:**

Grand Traverse County

1. Dunlop, 70 acs., Mayfield Twp.
2. Crimo, 1 ac., Peninsula Twp.
3. Buday, 3 acs., East Bay Twp.
4. Hickory Hills, TC

**Written Forest Management Recommendations:** 0 **OFP Verifications:** 0 **MAEAP/FWH Verifications:** 0

**FAP Referrals to Private Sector:** 2

**FAP Referrals to Public Sector:** 1

**In-office Contacts:** 34 landowners

**Follow-up Contacts:** 50 landowners/qualified foresters

**FAP Promotion/Program Development:**

1. Update website/forester referral lists/landowner email lists
2. Oak Wilt treatment follow-ups at Woodland School and Lee Point
3. GT Humanist presentation on FAP (45 in attendance)
4. Fourth and final class for SAWW Chainsaw Safety Course held
5. GTCD Planting Workshop (16 in attendance)
6. Interview with TC Jr. High students for Nature Change/school project on EAB
7. Manned TC Hunting & Fishing Expo. 3/16-18 – 108 contacts made

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

**Farm Visits: 8 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)**

**Risk Assessments Completed: 8 (Antrim/Grand Traverse), 10 (Benzie/Leelanau)**

**Farms Verified: 2**

**Updates:**

- 2/28-3/2: Michigan Grape and Wine Conference
- 3/5: Earth Day Partner Meeting
- 3/6: Grand Traverse Fruit Growers Council Meeting
- 3/7: Agricultural Labor Day at NWMHRC
- 3/8: Agricultural Review Session – Regional MI Envirothon Event

- 3/12: Benzie-Manistee Farm Bureau Board Meeting
- 3/15: Two Antrim County Reverifications
- 3/15: P45 Meeting
- 3/19: Quarterly Review with Regional Coordinator of Conservation Programs
- 3/19: Antrim Conservation District Board Meeting
- 3/21: Food and Farming Network Annual Summit
- 3/22: Field Day Partner Meeting
- 3/22: Grand Traverse County Verification
- 3/26: NWMC Farm Bureau Board Meeting
- 3/28: U.S. Senate Committee Farm Bill Meeting at NWMHRC

### **Current Projects:**

- Working with:
  - 14 farms in Benzie
  - 14 farms in Leelanau
  - 13 farms in Grand Traverse
  - 15 farms in Antrim
- Risk Assessments Completed in February: 18
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding
- Promoting 2018 cost-share opportunities with growers.
- Collaborating with Northwest Michigan County Farm Bureau on 2018 Conservation Education Grant opportunity to implement local field day for farmers and other parties interested in agriculture. Partnering with GTRLC and USDA-NRCS to plan and execute field day.
- Writing agriculture test for MI Envirothon State Competition.
- Planning 3 Agriculture Container Recycling Program collection dates for the upcoming growing season.

### **Upcoming Events:**

- 4/3: Agriculture Technology Night at City Opera House
- 4/3: Leelanau County Reverification
- 4/7: Domestic Well Water Screening Event
- 4/9: CPS Grower Meeting at Blaine-Christian Church – Benzie County
- 4/10: Grand Traverse Fruit Growers Council Meeting
- 4/10: CPS Grower Meeting at NWMHRC
- 4/11: Calibrating Sprayers for Success in Orchard Systems Event – Benzie County
- 4/13: P45 Spring Kickoff
- 4/13: Freshwater Roundtable- Freshwater Summit Planning Meeting
- 4/16: Antrim Conservation District Board Meeting
- 4/17: Institute of Agricultural Technology Advisory Committee Meeting
- 4/17: Benzie County Verification
- 4/18: Benzie Conservation District Board Meeting
- 4/22: RecycleSmart Earth Day Event
- 4/24: Integrated Pest Management Spring Kickoff

## NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

**Public Inquiry Responses: 30**

**Active Contacts: 132**

**Passive Contacts: 14,597**

**Volunteer Hours: 0**

**Volunteers: 0**

**Acres Surveyed: 22**

**Sites Surveyed: 3**

**Acres Treated: 17**

**Sites Treated: 2**

### **Meetings/Presentations:**

- 3/12 - Presented *Habitat Matters* to Green Lk Township
- 3/13 - Participated in TC West Middle School video interviews; 11 contacts
- 3/13 - Attended Hemlock Woolly Adelgid training workshop (Grand Rapids); 12 contacts
- 3/13 - Presented *Habitat Matters* and *GBB* at GTCD Seedling Sale Workshop (12 attendees)
- 3/19 - Presented *Habitat Matters* & *GBB* to Riverview Apartments; 6 attendees

### **Treatments and Surveys:**

- 3/23 - GT site visit (woody invasives info); 5 acres surveyed

### **Other Accomplishments:**

- **New GBB Participants! SEEDS**
- Crew Leader started: Welcome (back) Audrey Menninga!
- [Japanese Barberry Trade-up Day registration is live!](#)
- Submitted EPA GLRI 2015 final report
- Submitted DNR PAP for state lands treatments
- Finalized paperwork for MISGP2017 & USFS Outreach 2017 grants!
- Awarded USFS CWMA 2018 grant!
- Facebook reach: 6,689
- Website reach: 6,795

### **Upcoming Events:**

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

## Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment



MICHIGAN TOWNSHIPS ASSOCIATION  
GRAND TRAVERSE COUNTY CHAPTER  
04/05/18

The April 5, 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 Susan Conrad from the DEQ regarding Floodplain/National Flood Insurance.

A.) APPROVAL OF MINUTES

There being no changes, the minutes are approved.

B.) TREASURER'S REPORT

Jeane Blood Law reported a balance of \$2,899.59.

C.) REPORTS

1. Grand Traverse County Planning – No representative present.
2. Traverse City Commission – No representative present.
3. Grand Traverse County DPW - Chuck Korn had nothing to report.
4. Grand Traverse County Sheriff – No representative present.
5. District 8 Representative – Marv Radtke reported on the Disabled Veterans Exemption reimbursement, small cell tower legislation, the state budget and MTA's annual conference.
6. Grand Traverse County Road Commission – Jim Cook reported that on the East/West Corridor Study.
7. Grand Traverse County Commissioner – Cheryl Follette reported that both the Conservation District and Animal Control may have millage requests on the ballot this year. She also reported that there are 91 applicants for the County Administrator position.

D.) Chapter Booth at MTA Conference

Chuck Korn stated that TC Tourism will be providing a booth and donations from local businesses, and asked for volunteers to man the booth.

D.) PUBLIC COMMENT – Marc McKellar, Chair of the G.T. County Road Commission urged all to get involved in the East/West Corridor Study meetings.

E.) The door prize went to Joshua Green.

F.) ADJOURNMENT – 12:47 PM

Lynette Wolfgang, Secretary

## Action Request



Meeting Date:	April 18, 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 Application Received:  
Y-2018-11 TNT Outdoor Service

Solid Waste Application Received:  
S-2018-11 Padnos - Traverse City

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  Not 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 April 18, 2018 and reviewed requests to approve the Hauler Licenses for 2018 as follows:

Yard Waste Haulers: TNT Outdoor Service

Solid Waste Haulers: Padnos Traverse City

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: April 18, 2018



# Action Request

Meeting Date:	April 18, 2018		
Department:	Administration	Submitted By:	Sarah Adams
Contact E-Mail:	sadams@grandtraverse.org	Contact Telephone:	(231) 922-4622
Agenda Item Title:	Hauler License Administration		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

In 2016, after elimination of the Resource Recovery department, the County Clerk was appointed as the Administrator of Sections 2 and 3 of the Solid Waste Alternative Project Ordinance #17 through resolution 96-2016. With the re-establishment of Resource Recovery through the hiring of a manager, staff is asking the County Board to reappoint the Resource Recovery Manager as the Administrator of hauler licenses effective May 1.

**Suggested Motion:**

Rescind Resolution 96-2016 and appoint the Resource Recovery Manager as the Administrator of Sections 2 and 3 of the Solid Waste Alternatives Project Ordinance #17 effective May 1.

**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: 3/27/18

Miscellaneous:

**Attachments:**

Attachment Titles:

RESOLUTION

**XX-2018**

**Resource Recovery**

**Rescind Resolution #96-2016**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 18, 2018 and reviewed request to rescind resolution #96-2016 regarding the Administration of Hauler Licenses; and,

WHEREAS, In 2016, after elimination of the Resource Recovery Department, the County Clerk was appointed as the Administrator of Sections 2 and 3 of the Solid Waste Alternative Project Ordinance #17 through resolution 96-2016.

WHEREAS, with the reestablishment of Resource Recovery through the hiring of a manager, staff requests the County Board reappoint the Resource Recovery Manager as the Administrator of hauler licenses effective May 1, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY Rescind Resolution 96-2016 and appoint the Resource Recovery Manager as the Administrator of Sections 2 and 3 of the Solid Waste Alternatives Project Ordinance #17, effective May 1, 2018.

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: April 18, 2018



## Action Request

Meeting Date:	April 18, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2018 Budget Amendments		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

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

**Suggested Motion:**

Approve FY2018 budget amendments as presented.

**Financial Information:**

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

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

Reviews:	Signature	Date
Finance Director	Dean Bott	4/12/2018
Human Resources Director		
Civil Counsel		

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

Miscellaneous:

**Attachments:**

Attachment Titles:  
Budget Amendments Fiscal Year 2018

RESOLUTION

**XX-2018**

**Finance Department  
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 18, 2018, and reviewed budget amendments for Fiscal Year 2018 that have been requested by the Director of Finance and are recommended for approval; and,

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

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

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

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

APPROVED: April 18, 2018

**BUDGET AMENDMENTS**  
**FISCAL YEAR 2018**

As requested on April 18, 2018

**101 GENERAL FUND**

**242 County Surveyor & Remonumentation**

Increase Revenue

101-242-543.00	State Grant	6,093.00
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Increase Expenditure

101-242-818.00	Contract Services	6,093.00
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NOTES: To amend Remonumentation budget to actual grant received of \$64,280.

**101 GENERAL FUND**

**400 Planning and Development**

**890 Miscellaneous Contingencies**

Increase Expenditure

101-890-999.00	Transfer Out	100,000.00
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Decrease Expenditures

101-400-701.00	Department Head	71,241.00
101-400-701.01	Per Diem	1000
101-400-705.00	Personal Leave	2,372.00
101-400-715.00	FICA	5,000.00
101-400-716.00	Health, Optical and Dental	13,760.00
101-400-716.02	Short & Long Term Disability	706.00
101-400-718.01	Retirement DC	5,921.00
		100,000.00

NOTES: To amend budget for the portion of the Animal Control appropriation from Planning and Development.

**208 PARKS & RECREATION FUND**

**762 Medalie Park**

Increase Revenue

208-762-582.03	Local Grant - Grand Traverse Band	15,000.00
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Increase Expenditure

208-762-976.01	Improvements	15,000.00
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NOTES: To amend budget for 2% funds received from the Grand Traverse Band for improvements at Medalie Park.



**222 GRAND TRAVERSE COUNTY HEALTH FUND**

**414 Tobacco Dependence Treatment Grant**

Increase Revenue

222-414-582.00 Local Grants 6,835.00

Increase Expenditures

222-414-702.00 Full Time & Regular Part Time 5,000.00

222-414-715.00 FICA 1,250.00

222-414-716.00 Health, Optical & Dental 100.00

222-414-716.02 Short & Long Term Disability 60.00

222-414-717.00 Life Insurance 25.00

222-414-718.01 Retirement DC 75.00

222-414-718.05 Retirement DB 250.00

222-414-719.00 Workers' Compensation 75.00

Total 6,835.00

NOTES: To amend the budget for an increase in Tobacco Dependence Treatment Grant revenue received and to be received from January through September 2018. Approximately \$2,835 is from deferred revenue from 12/31/2017. Additional grant funding to be received from January through September will be \$4,000.

**222 GRAND TRAVERSE COUNTY HEALTH FUND**

**416 Family Planning**

Decrease Revenues

222-416-506.00 Federal Grant 40,000.00

Decrease Expenditures

222-416-729.00 Printing and Binding 1,500.00

222-416-730.00 Postage 150.00

222-416-743.00 Other Supplies 3,800.00

222-416-761.00 Drugs, Pharmaceuticals 18,000.00

222-416-860.00 Travel 1,970.00

222-416-860.01 Conventions & Conferences 11,230.00

222-416-909.00 Advertising 3,350.00

Total 40,000.00

NOTES: To amend Family Planning program revenue and expenditure budgets for additional funding of \$40,000 from the Michigan Department of Health and Human Services through the Health Department's Comprehensive Planning, Budgeting and Contracting (CPBC) grant agreement. A portion of this funding is required to be used for drugs and pharmaceuticals within this program. The additional funding is to be used for promoting the family planning program, purchasing additional family planning drugs and pharmaceuticals, and for education, training, conferences and travel for family planning staff.

**295 ANIMAL CONTROL**

**430 ANIMAL CONTROL**

Increase Revenue

295-430-699.00                      Transfer In    150,000.00

Increase Expenditures

295-430-702.00	Full Time & Regular Part Time	100,000.00
295-430-705.00	Personal Leave	1,000.00
295-430-715.00	FICA	7,650.00
295-430-716.00	Health, Optical and Dental	13,000.00
295-430-716.02	Short & Long Term Disability	200.00
295-430-717.00	Life Insurance	100.00
295-430-718.01	Retirement - DC	5,000.00
295-430-719.00	Workers' Compensation	1,032.00
295-430-727.00	Office Supplies	250.00
295-430-729.02	Copy Machine Use	75.00
295-430-743.00	Other Supplies	857.00
295-430-745.00	Uniforms & Accessories	250.00
295-430-805.02	Contractual Other	10,000.00
295-430-810.01	Dues	75.00
295-430-812.00	IT Charges	2,228.00
295-430-835.00	Health Services/Vaccinations	250.00
295-430-850.00	Telephone	1,285.00
295-430-850.01	Telephone Local and Long Distance	10.00
295-430-850.04	Tele-Cellular Network	1,182.00
295-430-860.01	Conventions & Conferences	1,775.00
295-430-934.00	Vehicle Repairs & Maintenance	1,594.00
295-430-940.00	Building Rent	2,667.00
295-430-941.02	System Software	(480.00)
		<hr/>
		150,000.00

NOTES: To amend budget for additional funding provided to Animal Control.

**297 G. T. COUNTY COMMISSION ON AGING**

**727 Senior Assistance**

Decrease Revenue

297-727-582.00      Local Grants    11,000.00

Decrease Expenditure

297-727-818.91      BASA Support    11,000.00

NOTES: To amend budget for BASA Grant reduction in 2018.



## Action Request

Meeting Date:	April 18, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	March 2018 Claims Approval		
Estimated Time:	Board Packet <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

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

**Suggested Motion:**

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

**Financial Information:**

Total Cost:	\$7,219,232.14	General Fund Cost:	Included in budget: <input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director	Dean Bott	4/12/2018
Human Resources Director		
Civil Counsel		

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

Miscellaneous:

**Attachments:**

Attachment Titles:  
March 2018 Claims Summary

RESOLUTION

**XX-2018**

**Finance Department  
March, 2018 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 18, 2018, and reviewed claims and payroll disbursements for the month of March, 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 disbursements for the month of March, 2018, are hereby approved. (See file for attachments.)

APPROVED: April 18, 2018

AUDIT COMMITTEE

MARCH 2018 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
<b>CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL</b>		
CLAIMS AND ACCOUNTS	3/13/2018	347,102.38
CLAIMS AND ACCOUNTS	3/27/2018	767,019.55
<b>TOTAL CLAIMS &amp; ACCOUNTS</b>		<u>1,114,121.93</u>
IMMEDIATE PAYMENTS	3/1/2018	3,698.38
IMMEDIATE PAYMENTS	3/2/2018	827,054.79
IMMEDIATE PAYMENTS	3/5/2018	3,921.16
IMMEDIATE PAYMENTS	3/7/2018	415,392.18
IMMEDIATE PAYMENTS	3/8/2018	32,109.94
IMMEDIATE PAYMENTS	3/8/2018	1,594.08
IMMEDIATE PAYMENTS	3/9/2018	26,968.04
IMMEDIATE PAYMENTS	3/14/2018	196,704.27
IMMEDIATE PAYMENTS	3/16/2018	71,593.15
IMMEDIATE PAYMENTS	3/19/2018	23,317.85
IMMEDIATE PAYMENTS	3/21/2018	2,006,315.15
IMMEDIATE PAYMENTS	3/21/2018	221.50
IMMEDIATE PAYMENTS	3/21/2018	20,266.54
IMMEDIATE PAYMENTS	3/23/2018	5,252.18
IMMEDIATE PAYMENTS	3/23/2018	15,500.00
IMMEDIATE PAYMENTS	3/26/2018	480.97
IMMEDIATE PAYMENTS	3/27/2018	39,194.79
IMMEDIATE PAYMENTS	3/28/2018	24,594.32
<b>TOTAL IMMEDIATE PAYMENTS</b>		<u>3,714,179.29</u>
<b>TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS</b>		<u>4,828,301.22</u>
<b>CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS</b>		
<b>Health Department Claims:</b>		
HEALTH	3/13/2018	44,282.23
HEALTH	3/26/2018	53,951.26
<b>TOTAL HEALTH CLAIMS</b>		<u>98,233.49</u>
<b>Department of Public Works Check Runs Approved by Board of Public Works:</b>		
DPW Check Runs	3/8/2018	171,109.36
DPW Check Runs	3/14/2018	24,468.69
DPW Check Runs	3/21/2018	10,094.77
DPW Check Runs	3/29/2018	18,775.80
<b>TOTAL DPW CHECK RUNS</b>		<u>224,448.62</u>
<b>TOTAL RECONCILING ITEMS</b>		<u>322,682.11</u>
<b>Total Claims, Immediate Pay, Health &amp; DPW</b>		5,150,983.33
<b>Monthly Check Distribution Summary</b>		5,150,983.33
<b>Difference</b>		<u>0.00</u>
<b>PAYROLL</b>		
PAYROLL	3/9/2018	858,319.52
PAYROLL	3/23/2018	845,243.42
BENEFITS	3/30/2018	364,685.87
<b>TOTAL PAYROLL</b>		<u>2,068,248.81</u>
<b>FOR BOARD APPROVAL:</b>		
<b>TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY &amp; PAYROLL</b>		<u>7,219,232.14</u>

REQUEST APPROVAL

## Action Request



Meeting Date:	April 18, 2018		
Department:	County Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Administrative Professionals Week - April 22-28, 2018		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

(in minutes)

**Summary of Request:**

Administrative Professionals Week is April 22-28, 2018. Please join us in recognizing and thanking those employees in our County family as well as throughout Grand Traverse County for the consistent efforts of those who rise to the occasion on a regular basis to provide outstanding service!

**Suggested Motion:**

Approve proclamation and thank all administrative professionals throughout the County.

**Financial Information:**

Total Cost:	<input type="text"/>	General Fund Cost:	<input 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 type="text"/>	<input type="text"/>
Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>

**Administration:**  Recommended  Not Recommended      Date:

Miscellaneous:

**Attachments:**

Attachment Titles:

PROCLAMATION

**XX-2018**

**DECLARING APRIL 22-28, 2018, ADMINISTRATIVE PROFESSIONALS WEEK  
IN GRAND TRAVERSE COUNTY**

WHEREAS, Administrative professionals play an essential role in coordinating the office operations of business, government, educational institutions and other organizations throughout the County; and,

WHEREAS, The work of Administrative Professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and,

WHEREAS, each day, County Office Professionals provide essential services to the residents in our community through the law and justice system, health and human services and general government and their valuable contributions to the organization and the community are deserving of public praise and recognition.

NOW, THEREFORE, THE GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS, proclaim April 22-28, 2018, Administrative Professionals Week in Grand Traverse County and salute the valuable contributions of administrative professionals in the workplace.

WE FURTHER CALL on all employers to support continued training and development for Administrative Staff, recognizing that a well-trained workforce is essential for the success in today's business world.

APPROVED: April 18, 2018



### Action Request

Meeting Date:	4/18/2018		
Department:	GTSO	Submitted By:	T. Bensley
Contact E-Mail:	tbensley@gtsheriff.org	Contact Telephone:	995-5019
Agenda Item Title:	National Correctional Officers and Employees Week 2018 PROCLAMATION		
Estimated Time:	5 <small>(in minutes)</small>	Laptop Presentation:	no

**Summary of Request:**

National Correctional Officers and Employees Week 2018 is designated as May 6-12, 2018. This proclamation is intended to publicly salute the service of correctional officers and employees in our community for their dedication and hard work.

**Suggested Motion:**

Request review and approval by the Board of Commissioners and the Chair's signature on this proclamation to show our correctional officers and staff that their work and efforts are acknowledged and appreciated.

**Financial Information:**

Total Cost:	\$0.00	General Fund Cost:	\$0.00	Included in budget:	n/a
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This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

<b>Administration:</b>	Recommended	Date:	
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**Attachments:**

Attachment Titles: Proclamation



## **Proclamation for National Correctional Officers and Employees Week 2018**

To recognize National Correctional Officer and Employees Week 2018 and to honor the service of those correctional officers and employees who gave the ultimate sacrifice to the corrections field.

WHEREAS, correctional officers are trained law enforcement professionals dedicated to maintaining secure correctional facilities and ensuring the public safety; and

WHEREAS, correctional facilities across the United States, both civilian and military, public and private are run by highly-qualified and experienced men and women with a deep understanding of the challenges and difficulties within the profession; and

WHEREAS, correctional officers and employees are responsible for the custody, care and reform of thousands of offenders every year as well as the maintenance of safe and secure facilities; and

WHEREAS, correctional officers work in very demanding and stressful conditions, face many challenges and put their lives at risk every day; and

WHEREAS, correctional officers and employees are some of the most resourceful, capable, committed, patient and persistent professionals in criminal justice and in our nation; and

WHEREAS, correctional officers and employees serve admirably in many different capacities, including jail administration, wardens, chaplains, nurses, supervisors, managers and directors; and

WHEREAS, correctional officers and employees teach, train, mentor, counsel and treat thousands of offenders; and

WHEREAS, correctional officers and employees provide offenders with direction, hope and a new focus while preparing them for reentry and life outside of corrections; and

WHEREAS, correctional officers and employees rise to meet most any challenge and serve this honorable profession nobly and admirably; and now

THEREFORE, BE IT RESOLVED that the Grand Traverse County Board of Commissioners formally designates May 6-12, 2018, as Correctional Officers and Employees Week in Grand Traverse County, and publicly salutes the service of correctional officers and employees in our community and in communities across the nation.

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Carol Crawford, Chair  
Board of Commissioners  
Grand Traverse County



### Action Request

Meeting Date:	4/18/2018		
Department:	GTSO	Submitted By:	T. Bensley
Contact E-Mail:	tbensley@gtsheiff.org	Contact Telephone:	995-5019
Agenda Item Title:	National Police Week 2018 PROCLAMATION		
Estimated Time:	5 <small>(in minutes)</small>	Laptop Presentation:	no

**Summary of Request:**

National Police Week 2018 is designated as May 13-19, 2018. This proclamation is intended to publicly salute the service and sacrifice of police officers in our community and nation wide.

**Suggested Motion:**

Request review and approval by the Board of Commissioners and the Chair's signature on this proclamation to show our police officers that their work and sacrifice are acknowledged and appreciated.

**Financial Information:**

Total Cost:	\$0.00	General Fund Cost:	\$0.00	Included In budget:	n/a
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This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

<b>Administration:</b>	Recommended	Date:	
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**Attachments:**

Attachment Titles: Proclamation

## Proclamation for National Police Week 2018

To recognize National Police Week 2018 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 sworn law enforcement officers serving in communities across the United States, including the dedicated members of the Grand Traverse County Sheriff's Office;

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,750 injuries;

WHEREAS, since the first recorded death in 1791, more than 21,000 law enforcement officers in the United States have made the ultimate sacrifice;

WHEREAS, between 140-160 law enforcement officers are killed in the line of duty each year;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial each spring, there are currently more than 21,540 names engraved on the walls of the National Law Enforcement Officers Memorial;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 30<sup>th</sup> Annual Candlelight Vigil, on the evening of May 13, 2018, in Washington, D.C.;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year from May 13-19;

WHEREAS, May 15<sup>th</sup> is designated as National Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that the Grand Traverse County Board of Commissioners formally designates May 13-19, 2018, as Police Week in Grand Traverse County, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

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Carol Crawford, Chair  
Board of Commissioners  
Grand Traverse County

<b>Meeting Date:</b>	April 2, 2018		
<b>Department:</b>	Circuit Court Administrator's Office	<b>Submitted By:</b>	Teri Quinn
<b>Contract Email:</b>	tquinn@grandtraverse.org	<b>Contract Telephone:</b>	231-922-4707
<b>Agenda Item Title:</b>	New pay scale grade for CCAO Hourly Employees/Referee classification request.		
<b>Estimated Time:</b>	15 minutes	<b>Laptop Presentation:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Summary of Request:**

Grand Traverse County is the Fiscal Agent for the 13th Circuit Court. CCAO is asking for a new pay grade of K4 to accommodate an increase in pay for the Circuit Court Referees.

The Circuit Court Referees serve Antrim, Grand Traverse and Leelanau Counties. Each County pays a share of their salary based on caseload percentages. For 2018 these percentages are:

Antrim - 16% Grand Traverse - 75% Leelanau - 9%

The pay scale was agreed upon and documented in a Memo of Understanding between Chief Judge Thomas G. Power and the Interim County Administrator, Jean Derenzy.

A Factor Statement was submitted to and approved by GT Co. HR.

GT Co Finance has analyzed the financial impact to the Personnel budget. The impact is zero due to a Circuit Court Specialist moving from full time to 1/2 time.

**Suggested Motion:**

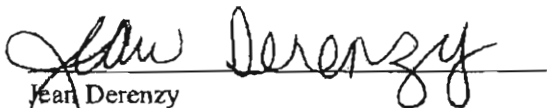
**Financial Information:**

<b>Total Costs:</b>	<b>General Fund Cost:</b> No	<b>Included in budget:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If not included in budget, recommended funding sources:</b>			
<b>This section for Finance Director, Human Resources Director, Civil Counsel and Administration USE ONLY:</b>			
<b>Review:</b>	<b>Signature</b>	<b>Date</b>	
Finance Director			
Human Resources Director			
Civil Counsel			
<b>Administration Recommended: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>			
<b>Miscellaneous:</b>			
<b>Attachments:</b>			
<b>Attachment Titles:</b>			

(revised 9-2016)

MEMO OF UNDERSTANDING

After a discussion between the Interim Grand Traverse County Administrator, Jean Derenzy and the 13<sup>th</sup> Circuit Court Administrator, Teri Quinn an agreement has been reached regarding the classification and salary for the Circuit Court Referees. Currently the Referees are classified at a level K3 on the Circuit Court Association pay scale. It is agreed that effective as of March 1, 2018 the Referee classification shall be a new level of K4, ranging from K4/step 1 @ \$66,649 to K4/step 6 @ \$83,338.



Jean Derenzy  
Interim Grand Traverse County Administrator

Date

2/26/18



Hon. Thomas G. Power  
Chief Judge, 13<sup>th</sup> Circuit Court

Date

2/26/2018

RESOLUTION

**XX-2018**

**Circuit Court Administration**

**New Grade (Classification Plan Amendment)**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 18, 2018 and reviewed request from the Circuit Court Administrator to add a new grade K4 for Circuit Court Referee; and,

WHEREAS, This pay grade would represent an increase in pay to represent the work that is done, the education that is needed and the effect on the County that Referees can have; and,

WHEREAS, a job task responsibility questionnaire was completed and submitted to Human Resources who reviewed it and recommends the creation of a K-4 grade; and,

WHEREAS, the impact to the personnel budget is zero due to a Circuit Court specialist moving from full time to ½ time.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County approve the creation of a K-4 Classification for Circuit Court Referees.

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: April 18, 2018

## Action Request



Meeting Date:	April 18, 2018		
Department:	Prosecutor's Office	Submitted By:	Bob Cooney
Contact E-Mail:	rcooney@grandtraverse.org	Contact Telephone:	(231) 922-4613
Agenda Item Title:	Prosecutor by Karpel/New World Systems Interface		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

Attached is a Memorandum addressed to the Board of Commissioners outlining our request for an interface between our current software (Prosecutor by Karpel) and law enforcement's software (New World Systems).

**Suggested Motion:**

It is requested that this Board approve the Prosecuting Attorney entering into a contract with Karpel Solutions and New World to create an interface between the two systems.

**Financial Information:**

Total Cost:	\$43,000.00	General Fund Cost:	\$43,000.00	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

Monies set aside in the capital improvements fund by Resolution 32-2015 (see attached).

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:

Memorandum dated 04/03/18; Resolution 32-2015; Tyler Technologies Amendment 1206-18A1A





**ROBERT A. COONEY  
PROSECUTING ATTORNEY**

324 COURT STREET  
TRAVERSE CITY, MI 49684-9958  
(231) 922-4600 • FAX (231) 922-4698

MEMORANDUM

TO: Board of Commissioners  
FROM: Bob Cooney, Prosecuting Attorney  
DATE: April 3, 2018  
RE: Prosecutor by Karpel/New World Systems Interface

In March of 2015, the Prosecuting Attorney's Office requested this Board approve funding for either a required upgrade to its ImageSoft/OnBase electronic file storage software (OnBase) or a new electronic filing system. On March 25, 2015, this Board approved resolution 32-2015, designating up to \$120,222 from its capital improvement fund for the project.

In February 2016, the Prosecuting Attorney's Office switched from OnBase to Prosecutor by Karpel case management software (PBK). The contract provided for a phase I initial start-up, and phase II, interface build-out. Phase II included interfaces with both law enforcement agencies TCPD and GTSO and with the District, Probate/Family and Circuit Courts. Phase I was successfully launched in February 2016. The total cost was just under \$70,000 which has been paid, leaving \$52,000 of the original allocation available for Phase II.

The Prosecuting Attorney's Office is now moving forward with the law enforcement interface of Phase II of the project. This interface will allow for the first time the electronic transfer of documents and data from TCPD and the GTSO by creating a smart interface between Central Records Tyler Technologies/New World Systems software (NWS) and PBK. The interface will allow for one step transfer of warrant request documents (police reports and attachments, photos, video and audio media, warrant request form, LEIN and criminal history) to the Prosecuting Attorney. In addition, the interface will push data from NWS to PBK.

The interface will be a substantial improvement over the present procedure which requires law enforcement to print documents and download media for physical transport to the Prosecuting Attorney. The documents are then scanned into PBK by the Prosecuting Attorney and indexed into the system for review and further processing. In addition, data, including suspect, victim and witness personal identifying information (name, address, phone, ss#, date of birth, race, sex, height), charging information, date, time, and jurisdictional data are manually entered into PBK. The interface will eliminate duplicitous entry of such information and eliminate printing of documents and download of media by law enforcement. The interface will not affect the procedure for intake of Michigan State Police, Department of Natural Resources, and special prosecutor complaints which constitute less than 20% of warrant requests.



Implementation of PBK has reduced license and maintenance costs from approximately \$28,000/year to just under \$7,000/year. The addition of the PBK-NWS interface will result in substantial savings in personnel time due to reduced input of data and scanning; reduced printing costs, and reduced police officer/deputy time and expense for transport of warrant requests.

The cost of the PBK-NWS interface is \$32,000 for the NWS side of the interface and \$10,000 for the PBK side of the interface. There is also a \$1,000 annual fee due to PBK for continued maintenance of the interface. The total up front cost of the interface is therefore \$43,000.00.

Although this Board has already approved the allocation of funds for this project, because the cost will exceed \$30,000, Board approval is requested to enter into a contract with PBK and NWS to the interface.

It is requested that this Board approve the Prosecuting Attorney entering into a contract with PBK and NWS to create an interface between the two systems. I will be at the Board's meeting on April [day], 2018 to answer any questions about this.

c: Chris Forsyth, Deputy Civil Counsel  
Nate Alger, Undersheriff  
Dean Bott, Finance Director  
Ming Mays, IT Director

RESOLUTION

**XX-2018**

**Prosecuting Attorney's Office  
Prosecutor by Karpel (PBK)  
Upgrade to File Management System**

WHEREAS, the Prosecuting Attorney's Office presented a proposal to upgrade its file management system in 2015, for which Board approval was received in an amount up to \$120,222; and,

WHEREAS, In February of 2016, the Prosecuting Attorney's Office switched from OnBase to Prosecutor by Karpel (PBK) case management software and Phase I was successfully launched at a cost of just under \$70,000; and,

WHEREAS, the Prosecuting Attorney's Office is now moving forward with the law enforcement interface of Phase II of the project, and,

WHEREAS, the cost of the interface is \$32,000 for the New World Systems side and \$10,000 for the PBK side, with an \$1,000 annual fee due to PBK for continued maintenance of the interface; and,

WHEREAS, The total cost up front of the interface is \$43,000, with the available balance from the original request being \$52,000; and,

WHEREAS, allocation of funding has been approved, but because the cost exceeds \$30,000, Board approval is being requested to enter into contracts with Prosecutor by Karpel (PBK) and New World Systems (NWS) to create the interface between the two systems.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves entering into contracts with Prosecutor by Karpel and New World Systems to move forward with case management software, Phase II, the Interface with Law Enforcement.

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: April 18, 2018

RESOLUTION

32-2015

**Prosecuting Attorney's Office – Upgrade to File Management System**

WHEREAS, the Prosecuting Attorney's Office has presented a proposal to upgrade its existing file management system; and

WHEREAS, the Prosecuting Attorney has delayed implementation of a document imaging software upgrade recommended by County IT for three years due to budget constraints; and

WHEREAS, the Prosecuting Attorneys current file management system has become significantly outdated and a switch to Unity Client in 2014 may cause the current system to become functionally obsolete in the near future, and

WHEREAS, the proposed file management software upgrade will likely reduce costs and save staffing time, and

WHEREAS, this Board has stated in the past that its number one priority is to save money through the use of improved technology; and

WHEREAS, the finance director states that funding is available for the project through its capital improvements fund,

THEREFORE, it is resolved that this Board of Commissioners approve the budgeting of up to \$120,222 to be taken from the capital improvements fund to be used for the Prosecuting Attorney to prepare a contract agreement for the purchase of the software program, Prosecutor by Karpel.

APPROVED: March 25, 2015



1  
AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date") by and between Tyler Technologies, Inc., a Delaware corporation with offices at 840 West Long Lake Road, Troy, MI 48098 ("Tyler") and Grand Traverse County, with offices at 851 Woodmere Avenue, Traverse City, MI 49686-3349 ("Client").

WHEREAS, Tyler and the Client are parties to a License Agreement with an effective date of November 28, 1986 (the "Agreement");

WHEREAS, Grant Traverse County Prosecutor's Office ("Prosecutor's Office") is being added as an authorized agency under the Agreement;

WHEREAS, Tyler and Client now desire to amend the Agreement;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The services set forth in Exhibit 1, and Schedule 1, to this Amendment are hereby added to the Agreement and will be provided to the Prosecutor's Office, an authorized agency of Client. Any additional adjustments to scope not set forth herein must be reflected in another amendment to the Agreement.
2. All invoicing for these services will be sent to Grand Traverse County Prosecutor's Office, 324 Court Street, Traverse City, MI 49686, Attention: Robert A. Cooney, Prosecuting Attorney.
3. The following payment terms, as applicable, shall apply:
  - a. *Requested Custom Software Interfaces*: Requested custom software interfaces are invoiced 100% upon initial delivery of the interface.
  - b. Payment for undisputed invoices is due within forty-five (45) days of invoice date. We prefer to receive payments electronically. Our electronic payment information is:

Bank:	Wells Fargo Bank, N.A.
	420 Montgomery
	San Francisco, CA 94104
ABA:	121000248
Account:	4124302472
Beneficiary:	Tyler Technologies, Inc. – Operating
  - c. Travel expenses shall be invoiced as incurred, if applicable.
4. If Client's license to its software is suspended, or if they stop receiving maintenance and support on that software, Tyler is not responsible for any impact that might have on the Prosecutor's Office or the software and services they are receiving under this Agreement.
5. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement. Should timely payment not be received by the Prosecutor's Office, the Client shall be liable for the fees due and payable under this Agreement.

6. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

Grand Traverse County, MI

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Greg Sebastian

Name: \_\_\_\_\_

Title: President, Public Safety Division

Title: \_\_\_\_\_

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

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

Grand Traverse County Prosecutor's Office, MI

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Exhibit 1  
Investment Summary**



Quoted By: Tricia Hurt  
 Date: 2/7/2018  
 Quote Expiration: 8/3/2018  
 Quote Name: Grand Traverse County Sheriff MI\_KarpeI Interface  
 Quote Number: 2018-23547  
 Quote Description: Grand Traverse County Sheriff MI\_KarpeI Interface

Sales Quotation For  
 Grand Traverse County Sheriff  
 851 Woodmere Ave  
 Traverse City, MI 49686-3349  
 Phone: 2319324550

**Services**

Description	Quantity	Unit Price	Subtotal	Extended Price
One-way XML export of case information from the Case Module	1	\$32,000	\$0	\$32,000
<b>TOTAL:</b>				<b>\$32,000</b>

**Summary**

	One Time Fees	Recurring Fees
Total Tyler Software	\$0	\$0
Total Tyler Services	\$32,000	
Total Other Costs	\$0	
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$32,000</b>	<b>\$0</b>

## Schedule 1

### Customer Requested Standard Software Enhancements and/or Custom Software

#### 1. Definition

We will provide you requested standard software enhancements and/or custom software services as discussed below. You agree to cooperate in limiting the scope of those modifications and enhancements, as described below.

An analysis and assessment to verify the scope of effort for these services will be conducted. A revised estimate for the enhancements/customizations may be provided at the conclusion of the assessment. You may elect to cancel or proceed with the enhancements/customizations based on the revised estimate.

Capabilities included in the initial scope:

#### a) Custom Software/Interface(s)

While we will provide reasonable consultation, you are responsible for obtaining technical contacts and/or technical specifications from the third parties involved.

##### (1) Karpel Interface

1. One-way XML export of case information from the Case Module
2. XML will be passed using web services
  - a. Data to be passed are limited to fields existing in the LERMS Case Module and will include:
    - Incident date/time, number, location
    - ORI
    - Incident Narrative
    - Case subjects and basic details
      - Subjects can include Victims, Defendants and any other configured subject type added to the Subjects tab on the case
      - Details will include:
        - Jacket Type (adult, juvenile, business, etc.)
        - Name (first, middle, last, suffix)
        - Address
        - Demographics (height, weight, hair color, eye color, sex, race)
        - Identifiers (DOB, SSN, SID, DL, Phone Number)
    - Charge information (from the Arrest Charges tab on the case)
      - Count
      - Statute and Statute Description
      - Subject (Arrestee)

Case documents can be passed as part of the export; they will be passed as binary data embedded in the XML Credentials and any certificates will be provided by customer and/or 3<sup>rd</sup> party.

## 2. Methodology to Provide Enhancements and/or Custom Software

### a) Our Responsibility

As part of our delivery of these services, we will:

- (1) Review the required features for the items set forth in paragraph 1, above, with you.
- (2) Prepare a Requirements Document (RD) to include:
  - Detailed description of the required feature
  - menu samples
  - screen samples
  - report samples
- (3) Conduct the programming and programming test.
- (4) Provide the associated in-scope training, testing and/or other support services.

For an enhancement or custom software requiring over seven (7) days of services, we will utilize the design document procedure described below. For enhancements or custom software that require less than seven (7) days of services, we will use a Request For Service (RFS) procedure. Both procedures are reviewed with you at a pre-installation planning meeting. The RFS procedure utilizes a form with a narrative description and supporting documentation if applicable to define the work to be done.

### b) Design and Development Procedure

<u>Activity</u>	<u>Targeted Time Period</u>
(1) We will work with your staff in completing the RD. You agree to be reasonable and flexible in not attempting to design the modifications to be more extensive than called for in the scope (cost and schedule) of this project.	To be determined
(2) We submit completed RD to you.	To be determined
(3) You will review and sign off on the RD. Once you sign off on the RD, any subsequent changes must be documented along with the impact on pricing and schedule, if any. No programming will be done by us until the formal sign-off and your authorization to proceed in writing.	To be determined
(4) We complete programming from RD and provide the associated deliverable to you.	To be determined
(5) You test software modification based on RD.	To be determined



**3. Third Party Responsibilities**

- a)The third-party will provide a documented API that will allow access to required data via a file transfer, web service, or TCP/IP.
- b)We will not be responsible for making any modification in the 3rd party software to support this interface.
- c)The third-party will work with us and you to test the interface.



## Action Request

Meeting Date:	April 18, 2018		
Department:	Facilities/Parks & Recreation	Submitted By:	Joe Berry
Contact E-Mail:	jberry@grandtraverse.org	Contact Telephone:	922-4401
Agenda Item Title:	Civic Center Pool Roof		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

(in minutes)

**Summary of Request:**

At this time a total removal and replacement of the roofing material is required. 3 vendors submitted bids using the following parameters:  
 Total tear off and replacement of current material down to the metal roof deck, R-30 insulation values needed with new roof along with a warranty of at least 15 years as well new flashing and curb seals for deck penetrations.  
 The information below has been compiled from the three bids.  
 \$108,835.00 is the budgeted amount from the building assessment completed in 2017.  
 All 3 vendors have industry standard products and installation techniques. The main difference is with the warranty being offered by the membrane manufacturer.

My recommendation is to select Story Roofing's proposal for \$96,400.00. Although this is the highest of the 3 proposals when you use a cost per year that this is covered under warranty (non-prorated) it is actually the most economical with a yearly cost of \$3856.00

**Suggested Motion:**

Approve contract with Story Roofing, in the amount of \$96,400.00, for removal and replacement of the Civic Center Roof - Easling Pool, with a membrane manufactured by GAF that has a 25 year warranty.

**Financial Information:**

Total Cost:	<input type="text"/>	General Fund Cost:	<input 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 type="text"/>	<input type="text"/>
Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>

**Administration:**  Recommended  Not Recommended      Date:

Miscellaneous:

**Attachments:**

Attachment Titles:  
 Detailed information and price breakdown.

RESOLUTION

**XX-2018**

**Facilities Management  
Story Roofing  
Civic Center Roof Replacement**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 18, 2018, and review recommendation by the Facilities Manager to approve a contract with Story Roofing for removal and replacement of the Civic Center Roof (Easling Pool); and,

WHEREAS, total removal and replacement of the roofing material is required and bids were requested with 3 vendors responding to the request; and,

WHEREAS, All three vendors have industry standard products and installation techniques with the main difference being the warranty offered by the membrane manufacturer.

WHEREAS, the recommendation is to contract with Story Roofing in the amount of \$96,400.00, which, although the highest bid, is actually the most economical when broken down to an annual cost covered by warranty.

WHEREAS, funding is available in the budget from the building assessment completed in 2017.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve entering into a contract with Story Roofing, in the amount of \$96,400.00 for removal and replacement of the Civic Center Roof-Easling Pool, with a membrane manufactured by GAF that has a 25 year warranty.

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: April 18, 2018

## Action Request



Meeting Date:	April 18, 2018		
Department:	County Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	922-4781
Agenda Item Title:	Custodial Services		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

In December of 2017, Administration recommended entering into a one year contract with Porcelain Patrol in the amount of \$449,784.62 beginning January 1, 2018 and expiring December 21, 2018 to allow for time to analyze the overall benefits of having custodial services contracted or being provided by the county and report back to the Board in April 2018.

Since then the following has occurred:

- A review of the overall compliance and adequacy of the existing contract has been completed
- A survey of the Department Heads and Elected Officials has been completed
- A current cost analysis has been done to determine what the cost could be if county employees were to offer the custodial services.

Additional details and cost comparison can be found in the document attached.

**Suggested Motion:**

Staff recommendation is to continue to contract custodial services at this point and to award the remaining two years of the contract to Porcelain Patrol. Our Facilities' Manager will be working with Porcelain Patrol to ensure the contract is being executed in the best interest of the county. This recommendation should be revisited prior to the end of the two year contract to re-assess services and costs for future direction.

**Financial Information:**

Total Cost:	<input type="text"/>	General Fund Cost:	<input 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:		
<b>Reviews:</b>	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"/>
<b>Administration:</b>	<input type="checkbox"/> Recommended	Date: <input type="text"/>
<u>Miscellaneous:</u>		

**Attachments:**

Attachment Titles:

April 12th memo regarding custodial services.



**GRAND TRAVERSE COUNTY  
ADMINISTRATION OFFICE  
BOARD OF COMMISSIONERS**

400 BOARDMAN AVENUE, SUITE 305  
TRAVERSE CITY, MI 49684-2577

ADMINISTRATION 231-922-4780  
BOARD OF COMMISSIONERS 231-922-4797

April 12, 2018

To: County Board of Commissioners  
From: Nate Alger *NA*  
RE: Custodial Services

**SUMMARY OF ITEM TO BE PRESENTED:**

At the Board of Commissioners meeting on November 15, 2017 the Board reviewed bids from five vendors for the providence of custodial services. The Board requested additional information as to why the lowest bid was not being recommended by the Facilities Director. The Administration returned to the Board further evaluation and explanation as to why Porcelain Patrol should be awarded the bid at the December 2017 meeting.

At that meeting, the Administration recommended entering into a one year contract with Porcelain Patrol in the amount of \$449,784.62 beginning January 1, 2018 and expiring December 31, 2018 to allow for time to analyze the overall benefits of having custodial services contracted or being provided by the county and report back to the Board in April 2018.

Since then the following has occurred:

- A review of the overall compliance and adequacy of the existing contract has been completed
- A survey of the Department Heads and Elected Officials has been completed
- A current cost analysis has been done to determine what the cost could be if county employees were to offer the custodial services.

The review of the overall compliance and adequacy of the existing contract as well as a survey of the Department Heads and Elected Officials showed general satisfaction but the service should be better monitored for compliance with the contract. The cost analysis, based on 10 employees (previous level) starting at an entry level wage and realizing full benefits would be approximately \$423,252.00 in wages and benefits.

There would be an additional cost of consumables, estimated at \$72,000 (escalating estimates for consumables of \$60,000 for 12 buildings in 2012 by 3% annually), resulting in a total estimate of \$495,252.00 for the first year. Contracting with Porcelain Patrol would save the county approximately \$45,468 in the first year.

Staff recommendation is to continue to contract custodial services at this point and to award the remaining two years of the contract to Porcelain Patrol. Our Facilities' Manager will be working with Porcelain Patrol to ensure the contract is being executed in the best interest of the county. This recommendation should be revisited prior to the end of the two year contract to re-assess services and costs for future direction.

RESOLUTION

**XX-2018**

**Facilities Management  
Porcelain Patrol  
Contract for Custodial Services**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 18, 2018, and review recommendation to approve continuation of a contract with Porcelain Patrol for custodial services; and,

WHEREAS, In December of 2017, the County entered into a one year contract with Porcelain Patrol in the amount of \$449,784.62; and,

WHEREAS, since that time additional analysis was conducted regarding the overall benefits of contracting for custodial services; and,

WHEREAS, upon review the recommendation is to continue to contract custodial services and to award the remaining two years of the contract to Porcelain Patrol with the Facilities Manager working closely with the contractors to ensure the contract is being executed in the best interest of the County, with the services reassessed at the end of the two years to determine future direction.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve entering into a contract with Porcelain Patrol for custodial services through December 31, 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: April 18, 2018



## Administrator's Update April 2018

1

### Administration

- The County was rewarded 2 percent funds from the Grand Traverse Band of Ottawa and Chippewa Indians. These funds were received by TART trails, Project Cherry Tree, Child Family Services, Easling Pool and the 13th Circuit Court. In total the Band awarded \$139,438.19 in 2 percent funds.

### Household Hazardous Waste (HHW)

- A HHW collection event was held on April 12th. At the time of this report there are over 250 participants registered. The next HHW collection is scheduled for May 10th.

### Parks and Recreation

- **Earth Day:** There is a Earth Day celebration being held at Twin Lakes Park on Sunday April 22 from 11am-4pm. This event will include several educational experiences as well as live music, food and a scavenger hunt. This event is a collaboration between the Resource Recovery Department and the Parks and Recreation department.

### MSU Extension

- **MSU Extension** is bringing a new **Wellness Initiative** to County employees! With the support of the interim administrative team, MSUE Health & Nutrition Supervising Educator Sarah Eichberger, MPH, RDN, is working with a team of County employees to facilitate the "Designing Healthier Environments at Work" process, which will identify areas for improvement related to nutrition and physical activity policies and environmental practices. Once an assessment is completed, the team will review results and identify best practice policies to implement. This will serve as a starting place for robust, sustainable wellness programming throughout the County.

### Senior Center Network

- Senior Center staff and Parks and Recreation administration have been engaged in conversations with City and County Administration regarding the construction plans for the Senior Center building. Currently, quotes are being gathered from three local sources for renovation AND rebuild for comparison purposes. The Senior Center in partnership with the AARP tax assistance program provided free income tax service to over 400 people this tax season.

### Drain Commissioner

- This Department continues to move forward with the **Cass Road Drain Project**. MDEQ permits were submitted for the Cass Road and railroad crossings of Miller Creek. Once we receive those permits we'll submit a request for bids to construct the project, We're on schedule for a Fall, 2018 construction start.



**Health Department**

- **The Michigan Breastfeeding Network awarded Grand Traverse County Health Department the Michigan-Breastfeeding Friendly Workplace Silver Award.** Heather Pineda, WIC Breastfeeding Peer Counselor, spearheaded the effort to submit information needed for award approval. The next step is working with other local employers to educate on the benefits of having the Breastfeeding Friendly designation.
- **Soil Erosion-** The soil erosion program transitioned to the Environmental Health Division on April 9th. All sanitarians in Environmental Health are now cross trained and will be providing soil erosion inspections and permits to county residents.
- **Hepatitis A Response-** Extensive outreach continues with many community partners and offering vaccination clinics to high risk populations. Outreach events in March included: The Northwest Food Coalition Meeting with representatives from area food pantries, local restaurants, churches, Jubilee House, County Jail, Addiction Treatment Services, County Courts, Salvation Army, Safe Harbor, Goodwill Inn and many outreach calls to other community partners. Outreach materials provided included fliers with the extended walk-in hours for the Hepatitis A vaccination clinics at the Grand Traverse County Health Department.

**Prosecuting Attorney**

- Bob Cooney is actively involved in establishing a chapter of Families Against Narcotics in the region. This organization's mission is to remove the stigma associated through education and to inform the community of the growing problem of prescription painkiller abuse among all ages, and the increase use of heroin by young people.

## Action Request



Meeting Date:	April 18, 2018		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@gtsheriff.org	Contact Telephone:	(231) 922-4780
Agenda Item Title:	Resource Recovery – Dissolution of Contract with Iris		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

The Board of Commissioners reinstated the Resource Recovery department through the hiring of a Resource Recovery Manager.

Iris Waste Diversion Specialists was contracted to coordinate household hazardous waste collection and recycling education services.

An addendum was made to the contract to assist in the management of hauler license and enforcement issues.

Now that the Resource Recovery Manager is on board, the County wishes to cancel the contract with Iris Waste Diversion Specialists, Inc. effective May 31.

This date will allow the Resource Recovery Manager and contractor to work collaboratively to ensure continuity of operations and provide sufficient notice for cancellation under the terms and conditions of the contract.

**Suggested Motion:**

Grand Traverse County cancels the contract with Iris Waste Diversion Specialists, Inc. effective May 31 and directs staff to provide notice to contractor.

**Financial Information:**

Total Cost:	<input type="text"/>	General Fund Cost:	<input 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:

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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"/>
<b>Administration:</b>	<input checked="" type="checkbox"/> Recommended	Date: <input type="text"/>
<u>Miscellaneous:</u>		

**Attachments:**

Attachment Titles:

RESOLUTION

**XX-2018**

**Dissolution of Contract with Iris Waste Diversion Specialists**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 18, 2018, and review recommendation cancel the contract with Iris Waste Diversion Specialists, Inc. effective May 31, 2018; and,

WHEREAS, The Board of Commissioners reinstated the Resource Recovery Department through the hiring of a Resource Recovery Manager; and,

WHEREAS, Iris Waste Diversion Specialists was contracted to coordinate household hazardous waste collection and recycling education services with an addendum to assist in the management of hauler license and enforcement issues; and,

WHEREAS, Now that the Resource Recovery Manager is on board, the County wishes to cancel the contract effective May 31, 2018, which will allow time to ensure continuity of operations and provide sufficient notice for cancellation under the terms and conditions of the contract.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County cancels the contract with Iris Waste Diversion Specialists, Inc. effective May 31, 2018, and directs staff to provide notice to contractor.

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: April 18, 2018

## Action Request



Meeting Date:	April 18, 2018		
Department:	County Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4756
Agenda Item Title:	Animal Control Agency Millage Request Language		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Summary of Request:**

Grand Traverse County adopted an ordinance creating an Animal Control Agency, currently assigned to the County's Health Department.

Grand Traverse County residents would like consistent levels of funding of services for the Animal Control Agency.

On April 4, 2018, the Board adopted a resolution requesting to have the voters of the County determine whether or not they desire to raise funds for Animal Control by authorizing a new additional millage of .037 of one (1) mill for the period of three (3) years, 2018 through 2020, inclusive.

The proposal attached will be submitted to the voters of Grand Traverse County at the election to be held on Tuesday, August 7, 2018.

**Suggested Motion:**

Approval of Ballot Proposal for Animal Control Agency Millage.

**Financial Information:**

Total Cost:	<input type="text"/>	General Fund Cost:	<input type="text"/>	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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Human Resources Director	<input type="text"/>	<input type="text"/>
Civil Counsel	<input type="text"/>	<input type="text"/>
<b>Administration:</b>	<input type="checkbox"/> Recommended	Date: <input type="text"/>
<u>Miscellaneous:</u>		

**Attachments:**

Attachment Titles:  
Resolution.

RESOLUTION

**XX-2018**

**PROPOSED RESOLUTION FOR  
ANIMAL CONTROL AGENCY MILLAGE BALLOT PROPOSAL**

WHEREAS, the Grand Traverse County Board of Commissioners is authorized pursuant to MCL 46.11 and MCL 287.289a, to provide animal control services to its residents;

WHEREAS, the Grand Traverse County Board of Commissioners has adopted an ordinance creating an Animal Control Agency, which is currently assigned to the County's Health Department; and

WHEREAS there is a desire by Grand Traverse County residents to provide consistent levels of funding of services for the Animal Control Agency in Grand Traverse County; and

WHEREAS, at its April 4, 2018 regular meeting, the Board of Commissioners adopted a resolution requesting to have the voters of Grand Traverse County determine whether or not they desire to raise funds for funding the Grand Traverse County Animal Control Agency's animal control programs, facilities, personnel, and necessary expenses by authorizing a new additional millage of 0.037 of one (1) mill for a period of three (3) years, 2018 through 2020, inclusive.

NOW THEREFORE, the Grand Traverse County Board of Commissioners resolves as follows:

That the following proposal be submitted to the voters of the County of Grand Traverse at the election to be held in said County on Tuesday, August, 7, 2018.

**GRAND TRAVERSE COUNTY ANIMAL CONTROL AGENCY MILLAGE  
PROPOSAL**

This proposal is for the purpose of authorizing a new additional millage to fund the animal control programs, facilities, personnel, and necessary expenses of the Grand Traverse County Animal Control Agency in the amount of 0.037 mill beginning with the December 2018 tax levy. The estimated cost to a household having a property with a taxable value of \$100,000 would be \$3.70 per year.

Shall the constitutional limitation upon the total amount of taxes which may be levied against all taxable property within Grand Traverse County be increased, and shall Grand Traverse County be authorized to levy, up to 0.037 mill (\$0.037 per \$1,000 of Taxable Value) for a period of three (3) years, 2018 through 2020 inclusive for the purpose of funding animal control programs, facilities, personnel and necessary expenses of the Grand Traverse County Animal Control Agency? If approved and levied in full, this millage will raise an estimated \$170,000 for providing funds for Animal Control Agency purposes in the first calendar year of the levy based on taxable value.

By law, tax increment revenues from this millage will be distributed to governmental units within Grand Traverse County that capture property taxes, which are the City of Traverse City Downtown Development Authority, Grand Traverse County Brownfield Redevelopment Authority, Village of Kingsley Downtown Development Authority, Village of Fife Lake Downtown Development Authority, and Interlochen Downtown Development Authority.

Should the proposal be adopted?

Yes        \_\_\_\_\_

No         \_\_\_\_\_