

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, July 18, 2018 @ 5:30 p.m.

Governmental Center, 2nd Floor Commission Chambers

400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES OR EXERCISES
(Pledge of Allegiance)

2. ROLL CALL

3. APPROVAL OF MINUTES
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)

- a. Minutes of June 20, 2018 (Regular Meeting) 3
- b. Minutes of June 27, 2018 (Special Meeting) 8

4. FIRST PUBLIC COMMENT

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

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

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

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

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

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

- a. Receive and File:
 - 1) Department of Health & Human Services (Minutes of January 25, 2018) 9
 - 2) Department of Health & Human Services (Minutes of February 22, 2018) 11
 - 3) Department of Health & Human Services (Minutes of April 26, 2018)..... 13
 - 4) Department of Health & Human Services – Pavilions (Minutes of May 25, 2018) 15
 - 5) Northwestern Regional Airport Commission (Minutes of May 29, 2018) 18
 - 6) Road Commission Report for July 18, 2018 Meeting 27
 - 7) Grand Traverse County Conservation District June 2018 Report 28

b.	Approvals:	
1)	Area Agency on Aging of Northern Michigan (AAANM) Annual Implementation Plan.....	33
2)	Blair Township – Agreement to Manage Floodplain Development.....	39
3)	Michigan Natural Resources Trust Fund Grant Acceptance – TF17-0095 Boardman Lake Loop.....	43
4)	Michigan Natural Resources Trust Fund Grant Acceptance – TF17-0096 Boardman Lake Loop.....	57
4)	Sanitary Landfill/Transfer Station Designation Agreement – Manistee County Sanitary Landfill.....	69
5)	2018-2020 Contract for Wood & Brush Grinding and Removal Services	75
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7)	FY2018 Budget Amendments	86
8)	June 2018 Claims Approval	93
9)	June Financial Report – Budget to Actual Revenue and Expenditure Report	118
10)	Ratify Appointments to Boards & Committees (Administrator, Natural Education Reserve, Brownfield Redevelopment Authority, Criminal Justice Coordinating Committee)	123
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	FINANCE:	
1)	Audit Presentation (Peter Haefner, Auditor, will present the audit results)	127
2)	Deficit Elimination Plan	130
b.	ADMINISTRATOR:	
1)	Maintenance Agreement for the Boardman Lake Loop.....	138
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:	
	Current Job Openings	167
15.	CLOSED SESSION:	
a)	K. Wolfe v Grand Traverse County (to consult with attorney regarding trial or settlement strategy in connection with pending litigation)	
b)	Carlson v Grand Traverse County (to consult with attorney regarding trial or settlement strategy in connection with pending litigation)	
c)	Zerafa (to meet with attorney to consider the attorney’s written opinion)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
June 20, 2018

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

OPENING CEREMONIES OR EXERCISES

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

PRESENT: Bob Johnson, Dan Lathrop, Tom Mair, Addison Wheelock, Jr.,
Cheryl Gore Follette (arrived 6:30 p.m.), and Carol Crawford (left 7:21 p.m.)

EXCUSED: Ron Clous

APPROVAL OF MINUTES

Minutes of June 6, 2018 – Regular Meeting
Minutes of June 7, 2018 – Special – Community Forum
Minutes of June 8, 2018 – Special Meeting

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

PUBLIC COMMENT

Tom Bensley, Grand Traverse Sheriff, spoke in opposition of the needle exchange program.

APPROVAL OF AGENDA

Administrator Contract Approval to be presented when Bob Cooney arrives.

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

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Northwestern Regional Airport Commission (NRAC) of April 24, 2018
2. Community Collaborative Meeting of May 24, 2018

3. Michigan Township Association (MTA) minutes of June 7, 2018
4. Road Commission Report
5. Treasurer's Quarterly (1st quarter of 2018) and Annual Report (2017)

B. APPROVALS

1. Resolution 100-2018
Commission on Aging
Change to Staffing Plan
2. Resolution 101-2018
Resource Recovery
2018 Clean Sweep Grant Administration
3. Resolution 92-2018 (Amended)
Equalization
2018 L-4029
4. Resolution 102-2018
Treasurer
Foreclosure Fund Excess Proceeds
5. Resolution 103-2018
Finance
FY2018 Budget Amendments
6. Resolution 104-2018
Finance
May 2018 Claims Approval

ACTION ON THE CONSENT CALENDAR

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

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

SPECIAL ORDERS OF BUSINESS

Michigan State University Extension (MSUE) Annual Report

Jennifer Berkey, MSU Extension, presented MSUE annual report and answered Commissioners' questions.

ITEMS REMOVED FROM CONSENT CALENDAR

None

OLD/UNFINISHED BUSINESS

- a) **Administrator's Contract Approval** (Prosecuting Attorney arrived, item moved up)
Bob Cooney, Prosecuting Attorney, reviewed proposed administrator's contract terms and answered Commissioners' questions.

Moved by Lathrop, seconded by Wheelock, to approve administrator's contract as written with additions requested by Nate Alger, and remove "not" before professional organization membership fees.
Motion carried.

Amended contract will be provided to the Clerk by Prosecuting Attorney Cooney.

DEPARTMENT ACTION ITEMSa. **Community Correction**

- 1) 2019 Annual Grant Application & Acceptance (MDOC/OCC)
Sherise Shively, Manager of Community Corrections, reviewed annual grant applications and answered Commissioners' questions.

Resolution 105-2018
Community Corrections
2019 Annual Grant Application & Acceptance

Moved by Johnson, seconded by Wheelock to approve Resolution 105-2018.
Motion carried.

b. **Health Department**

- 1) Medical Examiner Annual Report (presented by Dr. Joyce deJong)
Wendy Hirschenberger, Health Officer, and Dr. Joyce deJong, Medical Examiner, presented medical examiner annual report and answered Commissioners' questions.
- 2) Mitchell & McCormick dba Harris Public Health Solutions
Wendy Hirschenberger, Health Officer, reviewed request for approval of annual renewal of health information software.

Resolution 106-2018
Health Department
Mitchell & McCormick

Moved by Wheelock, seconded by Johnson to approve Resolution 106-2018.
Motion carried.

- 3) Quality Improvement Policy
Wendy Hirschenberger, Health Officer, reviewed Quality Improvement Policy and answered Commissioners' questions.

Resolution 107-2018
Health Department
Quality Improvement Policy

Moved by Johnson, seconded by Mair to approve Resolution 107-2018. Motion carried.

- 4) Harm Reduction Resolution (presented by Dr. Michael Collins)
Dr. Michael Collins, Medical Director, presented on Opioid Crisis and Harm Reduction Resolution, and answered Commissioners’ questions.

Pam Lynch, Harm Reduction Michigan, presented on harm reduction and safe disposal of used syringes.

Commissioner Gore Follette arrived at 6:30 p.m.

Public Comment

- Michelle Howard, spoke in support of the resolution
- Maya Doe-Simkins, spoke in support of the resolution
- Dave Martin, spoke in support of the resolution
- Nichole Precord, Fife Lake, spoke in support of the resolution
- Matt Schoech, spoke in opposition of the resolution

Resolution 108-2018
Health Department
Harm Reduction

Moved by Gore Follette, seconded by Mair to approve Resolution 108-2018. Motion carried.

Moved by Crawford, seconded by Wheelock to appoint Commission Lathrop as temporary chair for the remainder of the meeting. Motion carried.

Chairwoman Crawford left at 7:21pm

c. Information Technology (IT)

- 1) Renewal of Onix Agreement for Google Apps & Vault
Nate Alger, Undersheriff, reviewed Onix Agreement for Google Apps & Vault and answered Commissioners’ questions.

Resolution 109-2018
Information Technology Department
Onix Agreement for Google Apps & Vault

Moved by Wheelock, seconded by Gore Follette to approve Resolution 109-2018. Motion carried.

d. Administrator

1) Corrective Action Plan for OPEB/Retiree Health Plan

Nate Alger, Undersheriff, reviewed proposed corrective action plan for OPEB/Retiree Health Plan and answered Commissioners' questions.

Moved by Wheelock, seconded by Gore Follette to table discussion of Corrective Action Plan. Motion carried.

NEW BUSINESS

a) Animal Control Ad Hoc Committee – Recommendation to form Advisory Board

Commissioners discussed the option of forming an advisory board for Animal Control, consensus was to not move forward with forming the advisory board.

PUBLIC COMMENT

Tom Mair – spoke on the upcoming August 7, 2018 primary.

COMMISSIONER/DEPARTMENT REPORTS

Commissioner Wheelock gave an update on the Jail Ad Hoc Committee.

Commissioner Gore Follette gave an update on the Regional Forensic Pathology Facility.

NOTICES

None

CLOSED SESSION

a) K. Wolfe v Grand Traverse County

Moved by Wheelock, seconded by Mair to go into closed session for the purpose of discussion regarding pending litigation, K. Wolfe v Grand Traverse County.

Roll Call Vote: Yes 5 No 0 Excused 2

Commissioners went into Closed Session at 7:50 p.m.

Moved by Wheelock, seconded by Johnson to return to regular session at 8:06 p.m. Motion carried.

Meeting adjourned at 8:06 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Special Session
June 27, 2018

Vice Chairman Clous called the meeting to order at 5:30 p.m. at the Governmental Center.

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

EXCUSED: Carol Crawford

PUBLIC COMMENT

None

COUNTY ADMINISTRATOR CONTRACT – REVIEW AND RATIFY CORRECTED
CONTRACT

Moved by Gore Follette seconded by Wheelock to ratify the corrected County Administrator
contract between Grand Traverse County and Nathan Alger.

Roll Call Vote: Yes 5, No 1, Excused 1

Nay: Mair

PUBLIC COMMENT

None

ADJOURNMENT

Meeting adjourned at 5:37 p.m.

Bonnie Scheele, County Clerk

Ron Clous, Vice Chairman

APPROVED: _____
(Date) (Initials)

**GRAND TRAVERSE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BOARD MEETING MINUTES
JANUARY 25, 2018**

PRESENT: Ralph Soffredine, Chair
 Rodetta Harrand, Vice-Chair
 Kristine Lagios, Director

ABSENT: John Rizzo, Member
 Carol Crawford, County Commissioner

The regular meeting of the Grand Traverse County Department of Human Services was **called to order at 9:07 a.m.** by Chair Soffredine in the First Floor Conference Room, Traverse City State Office Building, 701 South Elmwood Avenue, Traverse City, Michigan.

PUBLIC COMMENT: None.

REVIEW AND FILE:

- A. Green Book** – Assistance Data – November 2017
- B. Trend Report** – Fiscal Years 2015, 2016, 2017

APPROVAL OF AGENDA – Chair Soffredine asked if there were any additions, changes, or corrections to agenda. Motion to approve agenda as presented made by Harrand, seconded by Soffredine. Motion carried.

APPROVAL OF MINUTES - The minutes from the December 28, 2017 meeting were reviewed. Motion to approve the minutes made by Harrand, seconded by Soffredine. Motion carried.

FINANCIAL

- A.** The Financial Report for December 2017 was reviewed. Kris Lagios brought up the item of a self defense class for workers. Motion to approve \$275 for the self defense class was made by Harrand, seconded by Soffredine. Motion carried. Motion to accept the financial report made by Harrand, seconded by Soffredine. Motion carried.

NEW BUSINESS

A. Personal Updates

- Grand Traverse will be filling a Children’s Protective Services vacancy with a transfer from Kalamazoo County.

B. Director Updates

- Monday, 01/29/18, begins the new revised Assistance application which is much shorter.
- Update on the Universal Caseload process.
- Trauma training – secondary trauma plan provided by Dr. James Henry from Western Michigan University Trauma Assessment Center.

CONTRACT

- A. COUN18-Various** – Counseling services which include clinical, group, and ancillary. Reviewed and approved by the board members.

PUBLIC COMMENT: None

NEXT BOARD MEETING – February 22, 2018

ADJOURNMENT – The meeting was adjourned at 9:34 a.m.

Ralph Soffredine, Chair

Kristine Lagios, Director

Date: _____

_____ Approved
_____ Corrected and Approved

**GRAND TRAVERSE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BOARD MEETING MINUTES
FEBRUARY 22, 2018**

PRESENT: Ralph Soffredine, Chair
 Rodetta Harrand, Vice-Chair
 John Rizzo, Member
 Carol Crawford, County Commissioner
 Kristine Lagios, Director

The regular meeting of the Grand Traverse County Department of Human Services was **called to order at 9:04 a.m.** by Chair Soffredine in the First Floor Conference Room, Traverse City State Office Building, 701 South Elmwood Avenue, Traverse City, Michigan.

PUBLIC COMMENT: Carol Crawford, County Commissioner, reported there is a plan in place regarding a temporary county administrator and the search process has begun. There was approval of the parks master plan and the loan for Food For Thought was approved.

REVIEW AND FILE:

- A. Green Book** – Assistance Data – December 2017
- B. Trend Report** – Fiscal Years 2015, 2016, 2017

APPROVAL OF AGENDA – Chair Soffredine asked if there were any additions, changes, or corrections to agenda. Chair Soffredine asked to add concerns regarding food assistance and Mr. Rizzo asked to add privatization of Medicaid. Motion to approve agenda made by Rizzo, seconded by Harrand. Motion carried.

APPROVAL OF MINUTES - The minutes from the January 25, 2018 meeting were reviewed. Motion to approve the minutes made by Harrand, seconded by Rizzo. Motion carried.

FINANCIAL

- A.** The Financial Report for January 2018 was reviewed. Motion to accept the financial report made by Rizzo, seconded by Harrand. Motion carried.
- B.** Food Assistance Program – Chair Soffredine stated he read that the president is proposing to save money by giving low income families a box of government-picked, nonperishable foods every month instead of the bridge card. Kristine Lagios reported she had not heard of this proposal.

NEW BUSINESS

- A. Personal Updates** – Kristine Lagios reported Grand Traverse is still in the process of hiring one additional Children’s Protective Services worker.

B. Director Updates

- No updates.

C. Medicaid and Long-Term Care – Mr. Rizzo reported that Michigan is moving toward a plan to place Medicaid nursing home and long-term care services under a managed care program. Nursing home officials and senior advocates have expressed concern that moving Medicaid funding for long-term care to managed health plans could affect patients and quality of care.

PUBLIC COMMENT: None

NEXT BOARD MEETING – March 22, 2018

ADJOURNMENT – The meeting was adjourned at 9:37 a.m.

 Ralph Soffredine, Chair

 Kristine Lagios, Director

Date: _____

_____ Approved
 _____ Corrected and Approved

**GRAND TRAVERSE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BOARD MEETING MINUTES
APRIL 26, 2018**

PRESENT: Ralph Soffredine, Chair
Rodetta Harrand, Vice-Chair
John Rizzo, Member
Carol Crawford, County Commissioner
Cindy Ooley, DHHS AP Program Manager

ABSENT: Kristine Lagios, DHHS Director

GUEST: Rachel Steelman, DHHS Assistance Payments Specialist

The regular meeting of the Grand Traverse County Department of Human Services was **called to order at 9:02 a.m.** by Chair Soffredine in the First Floor Conference Room, Traverse City State Office Building, 701 South Elmwood Avenue, Traverse City, Michigan.

PUBLIC COMMENT: Carol Crawford, County Commissioner commented on the candidates running for county commissioners; seven candidates for county administrator, the new roof on the Easling pool and refurbishments by Friends of the Pool; and the 2017-17 finances looking good.

REVIEW AND FILE:

- A. Green Book** – Assistance Data – January, February 2018
- B. Trend Report** – Fiscal Years 2016, 2017, 2018

APPROVAL OF AGENDA – Chair Soffredine asked if there were any additions, changes, or corrections to agenda. Cindy Ooley asked to add the Disability Determination Contract. Motion to approve agenda as amended was made by Harrand, seconded by Rizzo. Motion carried.

APPROVAL OF MINUTES - The minutes from the February 22, 2018 meeting were reviewed. Motion to approve the minutes as presented made by Rizzo, seconded by Harrand. Motion carried.

FINANCIAL

- A.** The Financial Reports for February and March 2018 were reviewed. Motion to accept the financial reports made by Rizzo, seconded by Harrand. Motion carried.
- B.** Movie Ticket Expenditure – The purpose for this request was explained to the board members. Motion to approve \$300 for twelve \$25 tickets was made by Harrand and seconded by Rizzo. Motion carried.

NEW BUSINESS

- A. Universal Caseload Presentation – Rachel Steelman** – A summary of the universal caseload was given to the board. The workers will no longer have a caseload but will have specific tasks. There will be a call center in each GeoGroup (a group of counties) which will provide more customer service. Meetings are being held with core teams to prepare for the rollout in August for our region. Board members voiced concerns regarding the older population falling through the cracks as a result of not understanding the process. Presentations can be made at local community partners that service the senior population.

- B. Personal Updates** – It was reported there are four Children’s Protective Services, one Foster Care, and one Administrative Support vacancy at this time. Interviews are being held for the Services positions at this time.

- C. Director Updates**
 - No updates.

CONTRACT

- A. DDS – Stephen L. Morgan (180000004055)** – Disability Determination Physician Services in Grand Traverse County. Contract was reviewed and approved without comment by board members.

PUBLIC COMMENT: None

NEXT BOARD MEETING – May 24, 2017

ADJOURNMENT – The meeting was adjourned at 9:47 a.m.

Ralph Soffredine, Chair

Cindy Ooley, AP Program Manager, for
Kristine Lagios, Director

Date: _____

_____ Approved
_____ Corrected and Approved

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD
1000 Pavilions Circle, Traverse City, MI 49684**

MINUTES OF THE MAY 25, 2018 MEETING

PRESENT: Ralph Soffredine, Rodetta Harrand, John Rizzo Board
Kory Hansen, Rose Coleman, Robert Barnes, Darcey Gratton Staff
Carol Crawford Commission

ABSENT:

GUESTS:

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:00 a.m. by Board Chair Ralph Soffredine in the Board Room at the Grand Traverse Pavilions.

Public Comment/Input – None

Approval of Agenda – Chair Soffredine asked if there were additions, changes or corrections to the agenda. Rizzo requested to add 6. A. (5) Family Council Meeting Minutes. Motion was made by Harrand to approve the Agenda with presented changes, seconded by Rizzo and carried unanimously.

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

REVIEW AND FILE

- (1) Minutes of the 04/27/18 Board Meeting
- (2) Aspen Resident Council minutes of 03/27/18
- (3) Birch Resident Council minutes of 03/28/18
- (4) Cherry Resident Council minutes of 03/29/18
- (5) Dogwood Resident Council minutes of 03/28/18
- (6) Elm Resident Council minutes of 03/29/18
- (7) Weaver Thank You
- (8) Haldaman Thank You
- (9) Nichols Thank You
- (10) Gleason Thank You
- (11) Edson Thank You
- (12) Knudsen Thank You
- (13) Coughenour Thank You
- (14) McNamara Thank You
- (15) The Compass – May
- (16) P.E.P. Talk Employee Newsletter – May
- (17) Media Report – April

Motion was made by Rizzo to approve the Consent Calendar as presented. Motion seconded by Harrand and carried unanimously.

Items Removed From Consent Calendar – none

Public Comment/Input – 9:01 am - Crawford, 4755 Springbrook Drive, Williamsburg, MI 49690. Crawford stated that the new County Administrator will be hired within the next two weeks. A public forum is scheduled on June 7 to meet the two candidates and the Commissioners will meet on June 8 for their final interview to make a decision on who will be the next County Administrator. Crawford stated the county's financial status is doing very well and believes that the county is not in a financial crisis. Rizzo inquired about a company who contacted Commissioner Clous regarding their interest in the Pavilions. Crawford stated Clous has not contacted anyone regarding this topic and believes this company contacted him due to his name being in the paper about the Pavilions. Clous immediately passed on the information to administration who then contacted Hansen. Hansen noted that it was found that this particular company has contacted multiple county facilities.
End 9:06 am

Director Presentation – Deb Allen, Foundation Executive Director Manager - (Verbal) – Allen shared that the Pavilions made some positive news on the front page of the Record Eagle with a picture of Robert Barnes and his dad at the dedication of our "Military Honor Wall". The idea to honor our veterans originated through an employee's application for a Board Advised Grant. Once others became aware of this project the idea snowballed into a fully funded project by multiple donors from our community. Allen reviewed her 2018 Development Plan and noted that the events are listed for the Board members to add to their calendars. Allen also reviewed the Beautification project and stated so far there has been a wonderful show of support. Allen stated that there are bricks still available to purchase for the fountain project. The 20th anniversary is on June 21 and the upcoming Legacy newsletter will tell our story. To be more environmental friendly, the Foundation and Marketing team are collecting emails for future communication and publications to be able to save on paper and postage. Allen reviewed the progress of the Capital Campaign. Outstanding grant requests have gone out to the Weinberg Foundation for \$1 million and to Impact100 for \$123,500 to support the cost of two buses for PACE. Another cultivation event is scheduled at the home of Foundation Board member, Agnes Hayden on June 29 to watch the pre-show of the Blue Angels. Allen stated that the Concerts on the Lawn are coming up with the first concert schedule on June 8.
Allen out 9:21 am

Outpatient Therapy Recertification - Hansen reported that we received a letter of recertification based on the April 30 inspection of our Out-Patient Therapy program which takes place every seven years. Hansen stated the inspection went well with one surveyor for two days and no written report was issued. Certification continues to remain in effect for the next seven years.

PACE Update – Hansen reported that the building is on budget and on schedule. After a delay due to the snow, the exterior site work is now in progress. The interior walls are primed and painted. Soffredine inquired when the sidewalk begins. Hansen stated they are pouring the concrete within the week and the concrete pad is ready for the dumpster. Medical Director, Dr. Mark Jackson will be transitioning into that role for PACE North. The Center Manager and Quality Assurance positions were posted with interviews already scheduled. Hansen reported that the National Cooperative Bank (NCB) Line of Credit is still outstanding. Sharon Essi continues to reach out to contract with and create the provider network. Essi is also working on furniture and fixtures with the building set to be completed by September 1.

Medical Director Update – Hansen reported that iNDIGO interviewed two candidates for the Medical Director position. The position was offered and accepted by Dr. Philip Eisenburg.

Grand Traverse County Department of Health and Human Services Board
May 25, 2019
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Hansen stated Dr. Eisenburg comes to us from the downstate area with experience with post-acute care through Team Health, the largest physician group in the country. Dr. Jackson will be here until the first week of July with Dr. Vial serving as interim and temporary physician until Dr. Eisenburg starts. Harrand stated that we are fortunate to have someone new with experience and it's great to continue working with Dr. Jackson through PACE.

Chief Executive Officer Report – Hansen reviewed his written report and stated as pointed out earlier, progress continues with PACE. Hansen stated we were recorded by 7&4 news for their Circle of Kindness program. Our Foundation office is working with a landscaping group on donated services for the Pavilions Plaza and Fountain area as part of our beatification project. The Marketing department is working on a virtual tour for our website. Hansen stated that 236 of the 285 eligible employees completed Action Step #1 of the 2018 Employee Wellness Initiative, for a participation rate of 83%. Hansen stated that the Pavilions will be participating in Traverse City's Smart Commute Week by hosting a commuter breakfast on June 5. Hansen stated that in early April the Pavilions portion of the County audit was completed. To our knowledge, the financial data and internal controls of the Pavilions were found to be in proper order.

Family Council Meeting Minutes – Rizzo inquired about the minutes he received from family council and asked to discuss concerns raised in the April and May's minutes and wanted to make sure Hansen was aware. Coleman stated her and Hansen received the minutes a few days ago but have not had a chance to respond yet. She will address any of the issues discussed and will share those responses with the Board. Soffredine noted that the Board is willing to attend if invited to these meetings.

Financial Report - Hansen reviewed the financial report for April 2018. Hansen reviewed the voucher review for April 2018 and found no exceptions. The Social Accountability was reviewed for April 2018 which totaled \$1,568,291 in uncompensated care and services year-to-date provided by Grand Traverse Pavilions. Motion made by Harrand to accept the financial report for April as presented. Motion seconded by Rizzo and carried unanimously.

Grand Traverse Pavilions Announcements -

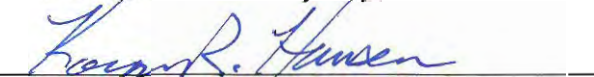
- (1) April Star Award - Hansen reviewed weekly winners

Meeting adjourned at 10:02 a.m.

Signatures:



Ralph Soffredine - Chair
Grand Traverse County Department of Health and Human Services Board



Korvyn R. Hansen, Assistant-Secretary

Date: June 22, 2018

Approved
Corrected and Approved

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
May 29, 2018
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung (via telephone)
	Commissioners	Dan Ahrns, Mike Coco (via telephone), Lee Foerster, Bob Johnson, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Luanne Zak, Dan Sal, Heather Sexton, Mark Eckhoff, Susan Olson, Trina Edwards, Joe Meszaros, Eric Nuffer, Bill Birch, Randy Chapman, Kat Paye, Zach Boivin
Absent		None

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

C. Review and Approval of the Agenda:

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

D. Public Comment:

Airport Director Klein introduced Mr. Zach Boivin, the new Air Traffic Manager for TVC.

E. Reading and Approving Previous Meeting Minutes:

1. The regular meeting minutes of April 24, 2018 were reviewed by the Commission.

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

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for April 2018 was received and filed.
2. A letter from Senator Peters was received and filed.
3. Airport Director Klein presented former Commissioner Eckhoff with an aerial photo of the airport in appreciation of his years of service to the Northwestern Regional Airport Commission.

G. Reports of Standing Committees:

The Finance Committee report was presented by Committee Chairman Kern.

Commissioner Kern reported that the Committee received the audit as presented by Trina Edwards of Dennis, Gartland & Niergarth for the year ending December 31, 2017. Discussion followed.

Commissioner Kern reported the Committee recommended NRAC acceptance of the audit.

At this time, Trina Edwards of Dennis, Gartland & Niergarth presented a brief overview of the audit to the Commission. There is an unmodified opinion on the financial statements, PFC's and single audit. DGN did not note any findings.

The Committee reviewed the budget study through April. Discussion followed. The budget is currently in a deficit as is typical coming out of the winter months. Sizable reimbursements will be coming on 2018 grant dollars that were paid in advance on the Runway 10 project.

It was moved by Commissioner Ahrns and supported by Commissioner Foerster to accept the audit for the year ending December 31, 2017. MOTION PASSED.

It was moved by Commissioner Ahrns and supported by Commissioner Kern to accept the report of the Finance Committee. MOTION PASSED.

H. Reports of Special Committees:

The Personnel Committee report was presented by Committee Chairman Rushton.

Airport Director compensation package and 2017 performance evaluation. Chairman Rushton offered Airport Director Klein the choice to go into closed session since there would be discussion of the 2017 performance evaluation. Mr. Klein requested that the matter be discussed in closed session.

The Committee entered closed session at 11:07 a.m.

The Committee returned to open session at 12:25 p.m.

The Personnel Committee continued the review of the Airport Director's contract and compensation package.

The Airport Director left the meeting at 12:27 p.m.

The Committee discussed the Airport Director's compensation package request.

After extensive review, the Personnel Committee offered a compensation package to Airport Director Klein for a three-year Employment Agreement commencing on January 1, 2018.

Discussion took place with the Airport Director. Airport Director Klein was in agreement with the proposal offered and looks forward to the approval by the full Board.

The Committee reviewed proposed updates to the Personnel Policies and Procedures Manual covering non-bargaining unit personnel. The completion of the collective bargaining unit agreement brought forth some updates necessary to the Manual to bring the two documents in sync with regard to some benefit changes that have occurred.

- Temporary and/or Seasonal Employee – update to: “a duration not to exceed one hundred eighty (180) work days”. Currently allows 90 days.
- Funeral Leave – update to: “...granted on the day requested by the employee for the purpose of attending the service of up to three (3) consecutive days, or up to five (5) consecutive days if the service is more than 200 miles from Cherry Capital Airport so long as the service occurs within fourteen (14) days of death. Bereavement leave shall be with pay only at such employee's base hourly rate for his/her normal work day.”
- Sick time – add paragraph: “(4) 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. At least twenty-four (24) hours advance 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 that prior notification was impossible.”
- Life insurance – update to: \$50,000. Currently \$20,000 (“as the Commission so determines”

- Longevity – add language: “All full-time employees hired after March 1, 2018 shall receive a longevity bonus payable as a separate check in December in accordance with the following schedule: After such employee’s successful completion of five (5) years of service a lump sum of \$50.00 shall be paid, and another \$50.00 shall be paid thereafter for each and every additional successful year of service by such employee; these longevity lump sum payment(s) shall be paid on or before the first pay period in December of each year.”
- Holidays – add: Veteran’s Day
- Retirement – add language: “Employees hired after March 1, 2018 shall be covered under the Michigan Municipal Employees Retirement System “Defined Contribution Plan Plus”. The Employer’s contribution is 6% of the employee’s Medicare taxable wages. The Employer will contribute an additional 2% of the employee’s Medicare taxable wages to the employee’s MMERS DC Plan if the employee contributes 2% (or more) of the employee’s Medicare taxable wages to the MMERS 457 plan, for a total contribution of 10% (or more) of the employee’s Medicare taxable wages. According to this plan, the employee will be 100% vested at the completion of six (6) years of service. Vesting will be graded as follows:
 - (a) Completion of year one (1): 25%
 - (b) Completion of year two (2): 50%
 - (c) Completion of year five (5): 75%
 - (d) Completion of year six (6): 100%”
- Overtime – add language: “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 promptly provide the Employer with his/her cell phone number. The Employer’s payment hereunder shall be conditioned upon the employee responding to the Employer’s phone call within fifteen (15) minutes of such call.”

Delete: voluntary plans “A” and “A+”.

The Committee recommends approval of the proposed updates to the Personnel Policies and Procedures Manual to the full board.

Airport Director Klein informed the Committee that Steven Baldwin Associates exceeded the amount approved for Task #3 – Employment Agreement by \$4,641.25. This task was based on time and materials and was audited by the Airport Director as consistent to the demonstrated work.

The Committee accepted the invoice based on time and materials submitted by Steven Baldwin Associates on Task #3-Employment Agreement.

It was moved by Commissioner Kern and supported by Commissioner Ahrns to approve the resolution approving the Airport Director's employment agreement as recommended by the Personnel Committee and subject to review by legal counsel. Attorney Zeits noted that the resolution makes clear that it was the intent of the Commission when it discussed a new employment agreement with the Airport Director in November 2017 that the employment agreement would commence on January 1, 2018. Attorney Zeits noted that the agreement will look a bit different than the terms as laid out by the Personnel Committee to avoid a retroactive issue and to further effectuate the intent of the Commission that the agreement begin January 1, 2018. A roll call vote was taken: Ahrns-yes, Cocco-yes, DeYoung-yes, Foerster-yes, Johnson-yes, Kern-yes, Rushton-yes. MOTION PASSED.

It was moved by Commissioner Kern and supported by Commissioner Ahrns to accept the report of the Personnel Committee. MOTION PASSED.

I. Unfinished Business:

1. In December, Todd Gokey of Northland Aviation, LLC presented his hangar development concept, starting in the west t-hangar area, to the Board. The Board approved of Mr. Gokey's concept and directed staff to negotiate lease terms.

Mr. Gokey was presented with a lease and has signed the lease as proposed. The lease has a 20 year term with an option to renew for an additional 20 years. The rate is \$.24 per square foot. Prein & Newhof is preparing the preliminary survey to determine the square footage. A survey will also be completed when construction is completed to establish the area of occupancy.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Rushton to approve the lease with Northland Aviation, LLC. MOTION PASSED.

2. The Northwestern Regional Airport Commission adopted amended Minimum Standards for Aeronautical Activities that went into effect July 7, 2015.

On April 24, 2018, the NRAC reviewed necessary revisions to Minimum Standards and sent out the proposed revisions for review by tenants and other users. Comments were received from Avflight, Giving Wings, and Randy Chapman.

At this time, those wishing to comment could do so with full discussion taking place at the Building and Grounds Committee meeting to be held at a later date.

Joe Meszaros, Avflight, commented on the facility specifications and fuel truck specifications.

Eric Nuffer, Giving Wings, questioned the change in insurance requirements. Attorney Zeits gave an overview of how the new requirements were developed.

Bill Birch, Northwest Aviation Specialties, asked if it would be possible for the Airport to purchase a policy to cover all tenants and then charge back a portion to each tenant.

Randy Chapman commented on the insurance requirements and would like the airport to get a policy to cover all tenants.

Based upon recommendation of the Airport Director, it was moved by Commissioner Rushton and supported by Commissioner Kern that comments be referred to the Building and Grounds Committee for further review before adoption of amended Minimum Standards. MOTION PASSED.

3. On April 24, 2018, the Northwestern Regional Airport Commission reviewed proposed indemnification language to be included in leases. The proposed language was sent out for review by tenants and other users. Comments were received from Avflight.

At this time, those wishing to comment could do so with full discussion taking place at the Building and Grounds Committee meeting to be held at a later date.

Joe Meszaros, Avflight, noted that their comment was mainly for clarification purposes.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Rushton that the comments be referred to the Building and Grounds Committee for further review before adoption by the Commission. MOTION PASSED.

J. New Business:

1. Aircraft for the Cherry Festival airshow use the Cherry Capital Airport facilities. To clarify and formalize the arrangement between the Cherry Festival and the Airport, the Cherry Festival is requesting a Consent to Operate Agreement.

Ms. Kat Paye from the Cherry Festival gave a brief overview of this year's festival and presented sponsorship bags to commissioners.

Based upon recommendation of the Airport Director, it was moved by Commissioner Rushton and supported by Commissioner Ahrns to approve the Consent to Operate Agreement with the Cherry Festival subject to review and

acceptance of substance by the Airport Director and review and acceptance of form by Airport Counsel. MOTION PASSED.

2. The 29th Annual Bell's Beer Iceman Cometh Challenge series of events will be held on November 3, 2018. Several activities will also take place the Friday before the races. Over 5,400 men and women as well as 300 children will take part in the events.

The Bell's Iceman Cometh Challenge is a 30-mile point-to-point cross-country mountain bike race from Kalkaska to Traverse City. The Meijer Slush Cup and Sno-Cone events add an 8-mile course for beginning riders as well as a race for children 10 & under. An estimated 12,000 spectators line the courses.

Registration for the event is expected to sell-out all 5,000 available spaces in March. Approximately 5,700 athletes from 38 states will ultimately participate.

Advertising benefits would include:

- Two (2):30-second spots on CBS Sports Network; Iceman also plans to partner with TV 9 & 10 to re-broadcast, including TVC's current non-stop markets in addition to those under consideration (Charlotte, D.C., Boston).
- Editorial introduction in *Glacier Gazette* newspaper, which will be distributed to past participants as well as regional cycling shops. A printing of 20,000 applications/newspapers is anticipated.
- A four-color full-page advertisement in the *Glacier Gazette*.
- Linked year-round to Iceman's interactive website via logo placement on their home page. There will also be a rotating 728 x 90 banner ad on the iceman.com website.
- Five (5):30-second ads during the Iceman webcast that will also be displayed on their Jumbo Tron at the finish line.
- TVC may incorporate its affiliation with the Iceman in its own advertising and promotion for the duration of the contract, with written approval by Iceman.
- Core-plast banners & soft fencing will be hung at the Start Line in Kalkaska and at the Finish Line at Timber Ridge Resort as well as the Celebration Zone.
- Inclusion in a media outreach plan to TVC non-stop fly markets including New York City (Newark & LaGuardia), DFW, Atlanta, Denver, Minneapolis, Chicago, and Detroit.
- Inclusion in media relations effort that will include national and Midwest sports writers, as well as radio and television sports directors. Results historically in more than two million exposures annually.
- Race day hospitality area (20'x20') at Timber Ridge Resort (the finish line venue).
- Promotional materials may be distributed in the racers' packets.

- Additional cross-promotional and leveraging opportunities are encouraged and may be facilitated by Iceman Promotions.
- Iceman will provide a detailed post-event ROI recap analysis including documentation of sponsorship benefits.
- Named as an additional insured on Iceman liability insurance policy.

Susan Olson, Grand Bay Promotions, indicated that there will be additional re-runs in the Dallas market.

Based upon recommendation of the Airport Director, it was moved by Commissioner Ahrns and supported by Commissioner Foerster to partner with the Iceman Cometh Challenge series of races to promote TVC airport with an investment of \$10,000 from cash reserves. MOTION PASSED.

3. The Yankee Air Force, Inc. does business as Yankee Air Museum, a charitable organization. Their B-17 Yankee Lady has been invited to participate in the National Cherry Festival.

In conjunction with the Festival, the Yankee Air Force would like to offer rides and sell self-guided tours of the aircraft along with souvenirs when the plane is not flying. These activities directly support the operation of this World War II aircraft and the Museum. They also request any landing or other fees be waived in consideration of their charitable purpose.

Commissioner Coco inquired whether the Airport had a policy regarding waiving landing fees. The Airport Director noted that requests to waive landing fees were infrequent but noted that a policy could be developed. Commissioner Coco indicated that as requests were infrequent, there was no need to develop a policy at this time.

The Yankee Air Force will work with the National Cherry Festival staff and airport staff to ensure that all insurance, security, escorts and safety procedures are followed and in place for these activities.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Ahrns to approve the Yankee Air Force to offer rides, self-guided tours and souvenirs and to waive landing and ramp overnight fees while they are here, June 29-July1. 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:

Eric Nuffer, Giving Wings, commented that GA renovation continues to be on the list. He was told 2018 would be the year for this project and this was a couple of years ago. Mr. Nuffer asked what is going to happen on it this year. Airport Director Klein explained that the focus for capital improvement funding has been on the Runway 10 project. The airport did not get all of the funding needed for the project and had to fund some it on its own which will cause some projects to be delayed due to how the funds flow. The main focus of this project will be on the removal of the blast walls, removal of the GA building, utilities in conjunction with the tower, and the roadway corridor.

Randy Chapman asked when the Building and Grounds Committee will be meeting. Airport Director Klein responded that it has not been scheduled yet and he will be notified.

M. Commissioner Comment:

Commissioner DeYoung thanked Commissioner Johnson for chairing the meeting.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:22 p.m.

Respectfully submitted,



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



*"Our mission is to upgrade and maintain
a safe and efficient road system."*

TO: Chair – Board of Commissioners
FROM: Jim Cook, Manager
DATE: July 9, 2018
SUBJECT: **REPORT FOR THE JULY 18, 2018 MEETING
AT 5:30 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: Board of County Road Commissioners

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

1. **Independent Audit of 2017** - Vreveld Haefner presented the results of their independent audit. GTCRC received a "clean" report and compliments on its staff's cooperation.
2. **East-West Corridor Consultant** – The Board amended the scope/fee of the consultant's contract. MDOT's traffic demand information will not be available until late 2019. To keep the study on track, our consulting team will prepare the data.
3. **Radio Tower Agreement** - GTCRC is developing an agreement with Garfield Township for the placement of our radio equipment on their tower near Grand Traverse Mall.
4. **Cass Road Right-of-Way Development Agreement** - The Board reviewed the third amendment, but took no action.
5. **Temporary/Portable Traffic Signals** - The Board awarded the purchase of temporary portable traffic signals for traffic control on our projects.
6. **Installation of Traffic Signal Progression Equipment** - Top Line was awarded the installation of the radio equipment for interconnecting the South Airport Road traffic signals to improve traffic progression along this corridor.
7. **East Duck Lake Road Culvert Replacement** - A MOU with the Tribe was approved for removal/replacement of the culvert/timber bridge on East Duck Lake Road.
8. **Crack Sealing Cost Share** - Our Local Match Contribution Policy was revisited and now includes crack sealing by requiring a 60% contribution.
9. **Human Resource Items** - The Board established a subcommittee to establish the position and retain a Human Resource Manager. We will investigate an employee assistance program.
10. **Fees for Communication Equipment** - Following a public hearing, the Board amended its Fee Schedule to include rates for various communication equipment installations.

Grand Traverse Conservation District
June 2018 Report

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

- Contacted County Deputy Civil Counsel Chris Forsyth and Parks and Recreation Director Kristine Erickson regarding a rope swing over the river near Oleson Bridge. At their direction the rope swing was cut down.
- Coordinated and attended the NER Advisory Committee meeting, for which draft agendas and minutes were prepared.
- Provided updates to the NER Advisory Committee meeting as necessary.
- Purchased dog dispenser for Meadows Pavilion Trailhead and dog bags for all trailheads.

Routine Monitoring and Maintenance

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Mowed and pruned along NER trails and trailheads.
- Cleared by chainsaw several major downfall trees along the trails in vicinity of Keystone Rapids and Beitner parking lot.
- Monitored and cleaned Beitner Park outhouse as necessary.
- Fixed several hazardous boardwalk planks along the Sabin Pond loop trail.
- Removed a rope swing deemed a hazard in vicinity of Oleson Bridge on the NER.
- Cleared and limbed hazardous trees in the river for safe watercraft passage through the NER.
- Changed seasonal posters at information stations.

Grants

- GTCD Staff and Kristine Erickson met with DNR Grant Coordinator Tamara Jorkasky on-site to conduct a MNRTF grant site visit for the proposed Lone Pine Pedestrian Bridge
- GTCD staff and volunteers planted ~2,850 milkweed plugs within the Boardman Dam removal project site (awarded through Monarch Watch grant program).
- GTCD staff and volunteers planted ~500 trees donated by Grand Traverse Band of Ottawa and Chippewa Indians.
- Attended a pre-bid meeting for contractors bidding to repair two high bank erosion sites on the NER.

Other

- Continued working with AECOM to address “High Bank Erosion Sites”. GTCD staff attended the on-site pre-bid meeting, as well as the bid opening.
- Developed an alternative route to Jack’s Creek for Nature Center educational programs once Sabin Dam removal activities commence.
- Continued the coordination of contractors (Wildlife and Wetland Solutions) on the treatment of high priority invasive plant species on the Boardman Pond bottomlands, funded in behalf of Conservation Resource Alliance
- Collaborated with TART for a Boardman River Trail work bee event held to remove vegetation within the section of trail just north of Cass Rd. bridge.
- Attended monthly Boardman River dams removal Implementation Team meeting.

BOARDMAN RIVER STEWARDSHIP

- Cleared river from Forks to Ranch Rudolf
 - Prepared for and tended a booth at the Adams Fly Festival in Kingsley
 - Assisted Sarah U'Ren (WSC GT Bay) on a hike along Kids Creek at Garfield Township's Kids Creek Park as part of the WSC's Kids Creek Week.
 - Attended a Township Association Meeting.
 - Assisted a property owner with a downed branch in the river.
 - Prepared paddling description of the river for the front desk.
 - Cut large white pine along the edge of the river at Ranch Rudolf that was beginning to tear the bank away.
 - Assisted Chief Parker and emergency personnel during the monitoring efforts after a truck hauling paint rolled over near a tributary to the Boardman off Garfield Road.
 - Attended Boardman River Dams Implementation Team meeting.
 - Met a group of University of Michigan students that are interning with FLOW (Liz Kirkwood) at the East Overlook at Brown Bridge to discuss dam removal and other issues facing the Boardman River and its watershed.
 - Met a group of NMC Biology students (Dr. Tamara Coleman) at the Oleson Pavilion to discuss dam removal and watershed issues.
-

ENVIRONMENTAL EDUCATION**Nature Center Visitation this Month: 946****Program Participants this month: 625****Drop ins this month: 321****Nature Center Visitation this year: 3,125****Nature Center Visitation June 2017: 2,018****Program Participants June 2017: 1,128****Drop in June 2017: 890****Nature Center Visitation since 2008: 81,975****Program Participation & Program Planning:**

- **Nature Day Camp started on June 18th. In the two weeks that day camp has ran, we have served 324 camper days. To compare in 2014 we served 84 camper days and in 2015 we served 311.**
 - **Six total summer camp staff were trained to ensure that our State of Michigan Licensing is followed, and the safest camp experience is provided for our patrons.**
 - **We finished up our NEST programs for the season serving a little over 1,000 students in the span of four weeks.**
 - **We were awarded \$10,000 from the Oleson Family Foundation to support FY 19 Nature Education Programming.**
 - **The Nature Center hosted an Invasive Species Paper Making Event for the public and an art reception for a local artist featured in the nature center**
-

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 7 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)

Risk Assessments Completed: 3 (Antrim/Grand Traverse), 2 (Benzie/Leelanau)

Farm System Verifications: 7

Updates:

- 6/4-6/5: MACD Conference in Bay City
- 6/6: Antrim IPM Meeting
- 6/8: Antrim County Reverification
- 6/12: Leelanau and Grand Traverse IPM Meetings
- 6/13: Antrim and Benzie IPM Meeting
- 6/15: Grand Traverse Fruit Growers Council Picnic
- 6/15: Leelanau County Verification
- 6/18: Quarterly Review with Regional Coordinator of Conservation Programs
- 6/19-6/20: Agrichemical Container Recycling Program Collection
- 6/19: Leelanau and Grand Traverse IPM Meetings
- 6/20: Antrim and Benzie IPM Meetings
- 6/20: Food and Farming Network End of Year Celebration
- 6/22: Farmer Field Day (Phase 1)
- 6/26: Leelanau and Grand Traverse IPM Meetings
- 6/27: Antrim and Benzie IPM Meetings
- 6/29: Benzie County Verification
- 6/29: Grand Traverse County Reverification

Current Projects:

- Working with:
 - 14 farms in Benzie
 - 14 Farms in Leelanau
 - 14 Farms in Antrim
 - 14 Farms in Grand Traverse
- Risk Assessment Completed in June: 5
- Working with NRCS to help growers pursuing MAEAP get EQIP funding.
- Promoting 2018 cost-share opportunities with growers.
- Promoting the Agrichemical Container Recycling Program Collection dates for the upcoming growing season.
- Planning upcoming Phase 1 events in Antrim and Benzie counties.
- Working on session proposal for 2019 Northern Michigan Small Farms Conference.

Upcoming Events:

- 7/3: Leelanau Conservation District Board Meeting
- 7/10: Antrim County Verification
- 7/16: Antrim Conservation District Board Meeting
- 7/18: Forest, Wetlands, and Habitat Training – Oceana County

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)**Public Inquiry Responses: 54****Active Contacts: 253****Passive Contacts: 40,051****Volunteer Hours: 15****Volunteers: 12****Acres Surveyed: 130 and 25 road miles****Sites Surveyed: 100****Acres Treated: 111****Sites Treated: 93****Meetings/Presentations:**

- 6/1 - Conducted GT Site visit, Slabtown Beach; 2 acres surveyed
- 6/1 - Hosted Jane Kramer gallery opening at BRNC; 6 present
- 6/2 - Hosted Jane Kramer papermaking workshop at BRNC; 10 attendees
- 6/3 - Held booth at Stand Up for our Great Lakes Flotilla event; 10 active, 20 passive contacts
- 6/7 - Hosted Partner/Volunteer ID Training; 25 attendees
- 6/11 - Co-hosted Kid's Creek workbee w/ TWC; 3 volunteers, 3 volunteer hours
- 6/11 - Presented *Habitat Matters* to village of Kingsley; 13 attendees
- 6/12 - ISN Steering Committee meeting
- 6/14 - Hosted MISC Core Team meeting; 10 attendees
- 6/16 - Hosted Grand Traverse JB Trade-up; 19 contacts, 129 plants
- 6/19 - Led hike for NMU Bio 110 class on NER; 18 students

Treatments, Restoration, and Surveys:

- **Garlic mustard Dumpsters: Frankfort: 11+6+6 bags, 3 acres, 4 contacts; GT: 4 bags, 0.5 acres, 1 contact; Benzie Long Lake: 7 bags**
- **New GBB Participant:** GT private landowner
- Additional site visits: 9 visits, 6 acres
- Removed yellow flag iris; 1 site, 0.25 acres
- EDR: Responded to report of [black swallow-wort](#) in Kingsley (GT County); CONFIRMED.
 - Surveys: 6 acres, 2 sites
- Crew: pulled 5 sites, 8 acres of garlic mustard
- Crew: pulled 1 site (0.25 acres) Early Detection [Oregon grape](#)
- Crew: treated 28.5 acres, 73 sites of knotweed in 4 counties
- Crew: treated 0.5 acre, 1 site leafy spurge (GT)

Other Accomplishments:

- **Submitted 2 Michigan Invasive Species Grant Program pre-proposals**
- Sent 50 email invites for JK trainings
- Drafted (prospective) swallow-wort ordinance for village of Kingsley
- Participated in National Pollinator Week on Facebook (6/18-6/22)
- Facebook reach: 12,703
- Website reach: 10,278

Upcoming Events:

- Baby's breath workbees July-August
- August 6: [An Evening of Conservation: The Status of Invasive Species](#)
- Aquatic Invasive Species Awareness Week is July 2-8!

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
GTCDD	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



Action Request

Meeting Date:	July 18, 2018		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	231-9224688
Agenda Item Title:	Recommendation of approval of AAANM Annual Implementation Plan		
Estimated Time:	5 min <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Review of Annual and Multi-year Implementation Plan describing priorities set by AAANM used to obtain funding from State and Federal Governments. AAANM is seeking approval from the GTC BOC to approve.

Suggested Motion:

Motion to approve the AAANM Annual and Multi-year implementation Plan.

Financial Information:

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:



GRAND TRAVERSE COUNTY
COMMISSION ON AGING
520 W. FRONT STREET, SUITE B
TRAVERSE CITY, MI 49684-2237
(231) 922-4688 • (231) 929-1645
E-MAIL ADDRESS: gtcoa@grandtraverse.org
HOMEPAGE: www.gtcoa.org

TO: Executive/Finance Committee

FROM: Cindy Kienlen, Commission on Aging Director

MEETING DATE: July 18, 2018

RE: 2019 Area Agency in Aging Annual Implementation Plan

BACKGROUND:

Each year, Area on Aging of Northwest Michigan (AAANM) sends a formal action request to the Grand Traverse Board of Commissioners (GTBOC) requesting the review and approval of the AAANM Annual and Multi-year Implementation Plan (AIP). The purpose of the AIP is to describe priorities set by AAANM used to obtain funding from the State and Federal Governments.

The AAANM must request approval of their final IAP by June 30, 2018. Deadline for approval by the GTBOC is August 1, 2018. If the approval is not received by August 3, 2018, the AIP is deemed passively approved. The AAANM must notify Aging and Adult Services Agency (AASA) whether the approval was formally approved, passively approved or disapproved.

Five Program Goals and Objectives are listed in the AIP:

1. More communities in Region 10 will conduct an aging-friendly community assessment and apply for recognition from AASA as a Community for a Lifetime (CFL). The objective is to have at least one community in the region qualify for distinction of CFL by 9/31/19.
2. Identify and implement strategies to ease the shortage of direct care workers within Region 10. By promoting training opportunities and an atmosphere of professionalism, there will be an increase in recruitment and retention of direct care workers.
3. Continue to build relationships between the aging network and the medical community to increase referrals to long term care support services and awareness of the availability of services through the aging network.
4. Maintain a “no wrong door” approach to the provision of Information and Assistance and Options Counseling Services in Region 10. This will be accomplished by providing a forum for collaboration, training and information sharing and promoting and supporting the geo-routed (Aging and Disability Resource Center) ADRC telephone lines that guide individuals needing help.
5. Strengthen regional capacity to identify, assess and support caregivers and Individuals with dementia and other cognitive impairments. This will be accomplished by expanded training opportunities for organizational staff along with direct caregivers.

Of important note, AAAM plans to obtain NCQA accreditation by May 2019.

BUDGET:

NA

OTHER:

Commission on Aging review and recommendation for approval is requested by the BOC.

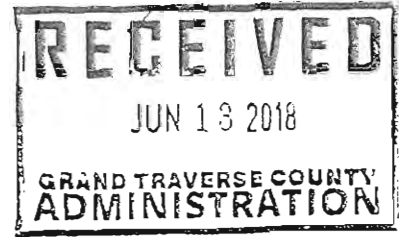
RECOMMENDATION:

Recommend that the Grand Traverse Board of Commissioners approve the Area on Aging of Northwest Michigan 2019 Annual Implementation Plan.

AREA AGENCY ON AGING

of Northwest Michigan

June 11, 2018



County Board of Commissioners:

The Area Agency on Aging of Northwest Michigan (AAANM) is seeking approval of their Fiscal Year 2019 Annual Implementation Plan (AIP), which, once approved by the State, will go into effect on October 1, 2018. As part of the preparation of this document, the State requires that all Area Agencies on Aging (AAA) must request approval of the AIP from each County Board of Commissioners within their respective planning and service area.

Enclosed is a complete copy of the FY 2019 AIP for you to review and comment upon. AAANM has also summarized some of the major content of the AIP as it impacts the counties in the AAANM service area.

Pursuant to State requirements and in order to respond to the Michigan Aging and Adult Services Agency (AASA) in a timely manner, AAANM requests your county's written or e-mail (gustineh@aanm.org) response no later than August 1, 2018. In that light, we have provided a copy of a resolution that can be used for convenience in responding to this request. We appreciate your efforts in this regard.

Thank you for taking the time to review the FY 2019 AIP. We welcome your comments. If you have questions, please contact me. A representative of AAANM will be made available to answer any questions you or other members of the Board might have.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert C. Schlueter".

Robert C. Schlueter, Executive Director
Area Agency on Aging of Northwest Michigan

Multi-Year Plan and Annual Implementation Plan (AIP) Updates

Area agencies on aging (AAAs) are required under the Federal Older Americans Act to develop a 3-year plan or Multi-Year Plan (MYP), which describes the objectives of the AAA with regard to the provision of services to older adults and their caregivers. AAAs report annually on progress made toward MYP objectives and provide updates about plan changes in the second and third years of the MYP through Annual Implementation Plans (AIPs).

Who We Are

Part of an Aging Network:

- **Federal:** The Administration on Aging (AoA) awards funds for nutrition and supportive home and community-based services to 56 State Units on Aging based primarily on the number of persons 60 years of age and over in the state.
- **State:** The State Units on Aging (SUA) award funds to 629 Area Agencies on Aging.
- **Local:** The Area Agencies on Aging (AAAs) determine the needs of older persons locally and work to address those needs through the funding of local services and through advocacy. AAAs are required to prioritize funding for those with greatest social and/or economic need with particular attention to low-income minority individuals.

The Area Agency on Aging of Northwest Michigan (AAANM):

- A private, nonprofit agency
- Designated as an Area Agency on Aging in 1974 by the SUA, Michigan Office of Services to the Aging (OSA), now known as the Aging and Adults Services Agency (AASA)
- One of 16 AAAs in Michigan
- Serves ten counties located in Northwest Lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties (Region 10).
- Operates under the framework of the Federal Older Americans Act and the State Older Michiganians Act.

The mission of AAANM is to serve and advocate for older persons, adults with disabilities and caregivers by supporting their independence, dignity and quality of life.

What We Do

Provide Services Directly: AAANM has a staff of approximately 35, consisting of an Executive and 2 Associate Directors, Information Specialists, Registered Nurses, Social Workers, Transition Specialists, a Housing Coordinator, Office Administration, Accounting, Data Entry, Long-Term Care Ombudsman, and Medicare/Medicaid Assistance Program Coordinator. AAANM provides the following services directly with its staff:

- Information and Assistance
- Options Counseling
- Caregiver Support and Education
 - Tailored Caregiver Assessment & Referral Program
- Veteran’s Directed Home and Community-Based Services
- Medicare/Medicaid Assistance Program (MMAP)
- Long-Term Care Ombudsman

RESOLUTION

XX-2018

Area Aging on Aging FY2019 Annual Implementation Plan

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 18, 2018, reviewed recommendation of the Director of the Commission on Aging, and took the following action:

BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County has reviewed the Fiscal Year 2019 Annual Implementation Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in Region 10.

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

APPROVED: July 18, 2018

Action Request



Meeting Date:	7-18-18		
Department:	Administration/Construction Code	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	231-922-4781
Agenda Item Title:	Floodplain Management Intergovernmental Agreement - Blair Twp.		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

On May 23, we approved similar agreements for Long Lake and East Bay Townships. These intergovernmental agreements reaffirm the current arrangement whereby the Grand Traverse County Construction Code Division enforces floodplain management regulations on behalf of the Township.

These documents are created by the Michigan DEQ and the townships are obligated to have both in place prior to August 28, 2018 date of the new Flood Insurance Rate Maps for the Township.

Bruce Remai, our Building Official, has affirmed that the construction code office is aware of and complying with the terms of these agreements which are provisions of the State Construction Code.

Blair Township passed their resolution on June 12, 2018.

Suggested Motion:

Approve Intergovernmental agreement with Blair Township to manage floodplain development for the National Flood Insurance Program per the State Construction Code.

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 Date:

Miscellaneous:

Attachments:

Attachment Titles:

MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL
AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT
FOR THE NATIONAL FLOOD INSURANCE PROGRAM

WHEREAS, Blair Township currently participates in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
 - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
 - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act", Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document or an existing historical agreement dated June 12, 2018, Grand Traverse County Construction Code Division agrees on behalf of Blair Township to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, and the Michigan Rehabilitation Code for Existing Buildings to all development within Blair Township's political boundaries, and

WHEREAS, Blair Township and Grand Traverse County Construction Code Division enforce floodplain regulations of the construction code act, and Blair Township wishes to ensure that the administration of that code complies with requirements of the NFIP, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. Blair Township and Grand Traverse County Construction Code Division agree that Grand Traverse County Construction Code Division is officially designated enforcing agency for the construction code act, Grand Traverse County Construction Code Office, be directed to administer, apply, and enforce on Blair Township's behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
 - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
 - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
 - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Grand Traverse County Construction Code Division shall implement the following applicable codes according to their terms:
 - i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
 - ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
 - iii) Appendix G of the current Michigan Building Code.
 - iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
 - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
 - e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.
 - f. Advising FEMA of any changes in community boundaries, including appropriate maps, and

- g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
- 2. Blair Township and Grand Traverse County Construction Code Division assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure Blair Township's compliant participation in the program.
- 3. Blair Township further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

FURTHER BE IT RESOLVED, both communities declare their understanding that, until this resolution is rescinded or Blair Township makes other provision to enforce the construction code act:

- 1. Grand Traverse County Construction Code Division must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
- 2. For Blair Township to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

Blair Township		Date Passed: June 12, 2018
Officer Name:	Nicole Blonshine	Title: Supervisor
Signature:	_____	Date: _____
Witness Name:		Title:
Signature:	_____	Date: _____
Grand Traverse County Construction Code Division		Date Passed:
Officer Name:		Title:
Signature:	_____	Date: _____
Witness Name:		Title:
Signature:	_____	Date: _____

Action Request



Meeting Date:	July 18, 2018		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	231-922-4781
Agenda Item Title:	Michigan Natural Resources Trust Fund Grand TF17-0095 Boardman Lake Loop		
Estimated Time:	5 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Requesting acceptance of the MNRTF Grant TF17-0095 in the amount of \$300,000 to be used for the Boardman Lake Loop components of a pedestrian bridge, access pathway, lighting, landscaping, bench, signage, and seawall or shoreline stabilization. The matching funds for MNRTF Grant TF17-0095 will be covered by the Brownfield Authority funds so there will not be an impact on the general fund.

Resolution 27-2017 supported the grant application to the MNRTF.

Suggested Motion:

Accept the Michigan Natural Resources Trust Fund Grant TF17-0095.

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: <input type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
MNRTF Grant TF17-0095 and Resolution 27-2017

At a Regular Meeting of the Grand Traverse County Parks and Recreation Commission, held on the 12th day of July 2018, at 5 p.m., with 9 members present, the following resolution was proposed:

Motion by: Commissioner Albers

Supported by: Commissioner Grans

**Grand Traverse County Parks and Recreation Commission
RESOLUTION 05-2018**

**A RESOLUTION IN SUPPORT OF ACCEPTANCE OF THE TERMS OF THE
MICHIGAN NATURAL RESOURCES TRUST FUND TF17-0095 and TF17-0096 GRANT AGREEMENTS
BY THE GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS**

WHEREAS, for nearly 30 years, the community has supported the vision of a trail circling Boardman Lake, now known as the "Boardman Lake Loop Trail;"

WHEREAS, since 2002, nearly three miles have been completed, providing trail users on the east side of the lake with a special opportunity to escape the urban bustle of Traverse City and enjoy a forested path for walking, running, bicycling, and relaxation and the benefits of an economic development asset alongside the lake, which is home to new businesses, single-family homes, and condominium developments;

WHEREAS, the western portion of the Boardman Lake Loop Trail began in 2015, when Grand Traverse County was awarded a Coastal Zone Management grant, matched with Brownfield dollars, that funded the conceptual design of the west side of the trail;

WHEREAS, since 2015, the subject of the Boardman Lake Loop has been brought to the Parks and Recreation Commission and the Board of Commissioners for informational purposes, requests for various resolutions of support, and for approval of grant requests;

WHEREAS, Grand Traverse County Parks and Recreation Commission has identified trails as an important part of its Strategic Plan, calling for continued partnership with TART Trails and other entities to provide further countywide connectivity through non-motorized and multi-modal trails;

WHEREAS, the *2018-2023 Grand Traverse County Parks and Recreation Plan* supports the development of non-motorized trails and connected trail networks, and specifically names the Boardman Lake Loop Trail with Grand Traverse County's Medalie Park as a designated trailhead;

WHEREAS, the western segment of the trail will connect 14th Street within the city limits to the existing trail, which currently ends at Medalie Park in Garfield Township, and will connect to South Airport and Cass Roads;

WHEREAS, construction of the western segment of the trail (including improvements to Medalie Park) is being/will be funded by the various grants, several of which have been administered by the County:

- Grand Traverse Band of Ottawa and Chippewa Indians awarded \$15,000, which is being applied to design engineering for Medalie Park as a trailhead
- two Michigan Natural Trust Fund Grants in the amount of \$300,000 each have been awarded

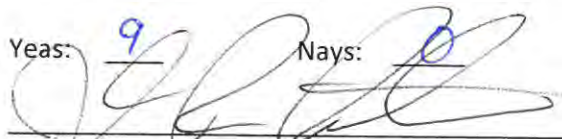
- a Land and Water Conservation Fund grant application for \$300,000 has been submitted
- a Coastal Zone Management grant application for \$60,000 has been submitted

WHEREAS, thanks to tremendous community support, organizational partnerships, grant dollars, and private donations, closing the trail loop around Boardman Lake is very close to becoming a reality; and

THEREFORE, LET IT BE RESOLVED that the *Grand Traverse County Parks and Recreation Commission* recommends and supports acceptance by the Grand Traverse County Board of Commissioners of the terms of the Michigan Department of Natural Resources TF17-0095 and TF17-0096 Grant Agreements, as received from the Michigan Department of Natural Resources (hereinafter referred to as "Department"), and to:

1. appropriate all funds necessary to complete the project during the project period and to provide \$690,000 to match the TF17-0095 grant and \$4,419,400 to match the TF17-0096 grant authorized by the Department
2. maintain satisfactory financial accounts, documents, and records to make them available to the Department for auditing at reasonable times.
3. construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement
4. regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms
5. comply with any and all terms of said Agreement

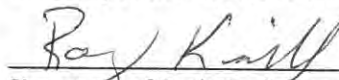
Yeas: 9 Nays: 0 Absent: 1



 Signature of John Roth, President, Grand Traverse County Parks and Recreation Commission

CERTIFICATION

I, Rod Kivell, Secretary of the of the Grand Traverse County Parks and Recreation Commission, County of Grand Traverse , State of Michigan, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Grand Traverse County Parks and Recreation Commission during the Regular Meeting of the Grand Traverse County Parks and Recreation on the 10th day of May 2018.



 Signature of Rod Kivell, Secretary, Grand Traverse County Parks and Recreation Commission

RESOLUTION

27-2017

RESOLUTION OF SUPPORT FOR THE MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR THE BOARDMAN LAKE TRAIL – BRIDGES, ETC.

WHEREAS, The Michigan Natural Resources Trust Fund (MNRTF) was established to provide funding for public acquisition and development of lands for conservation and public outdoor recreation; and

WHEREAS, Grand Traverse County is increasingly known for its accessible parks, trails and opportunities for outdoor public recreation; and

WHEREAS, Public outdoor spaces and recreation strengthen our local economy and improve our quality of life; and

WHEREAS, Parks and outdoor recreation enhance the community's ability to attract residents, businesses and tourists; and

WHEREAS, Grand Traverse County's Master Plan recognizes the value of non-motorized transportation and interconnected regional trail systems; and

WHEREAS, Grand Traverse County, Garfield Township and the City of Traverse City have worked collaboratively to realize a completed Boardman Lake Trail connected with the regional trail system; and

WHEREAS, Grant application to the MNRTF will be utilized for two (2) Pedestrian bridges, lighting, landscaping and shore stabilization and trail; and

WHEREAS, Completing this segment of the West Boardman Lake Trail will close the loop around Boardman Lake and connect these trails to regional trails to the North and South.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, that Grand Traverse County supports the development of the final segment of the West Boardman Lake Trail project, endorses the County's 2017 application for \$300,000 of funding from the Michigan Natural Resources Trust Fund and commits \$300,000 of local funds pledged from the Grand Traverse County Brownfield Authority as local match.

APPROVED: March 15, 2017



Michigan Department of Natural Resources - Grants Management

**Michigan Natural Resources Trust Fund
Development Project Agreement**

Project Number : TF17-0095

Project Title : Boardman Lake Loop Trail - Medalie Park

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the Grand Traverse County IN THE COUNTY OF Grand Traverse County ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In PA **165 of 2018**, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by **08/04/2018**.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number **TF17-0095** (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is **06/05/2018 through 06/30/2020**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management. All reports, documents, or actions required of the GRANTEE shall be submitted through the MiRecGrants website unless otherwise instructed by the DEPARTMENT.
4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).
5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.
 - Pedestrian Bridge
 - Access Pathway 6" wide or more
 - Lighting
 - Landscaping
 - Bench
 - Signage
 - Seawall or Shoreline Stabilization
6. The DEPARTMENT agrees as follows:
 - a. To grant to the GRANTEE a sum of money equal to **Thirty-One (31%) Percent of Nine**

Hundred Ninety Thousand (\$990,000.00) dollars and Zero Cents, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed Three Hundred Thousand (\$300,000.00) dollars and Zero Cents.

- b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
- i. Payments will be made on a reimbursement basis at Thirty-One (31%) Percent of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiRecGrants website, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE agrees as follows:

- a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide Six Hundred Ninety Thousand (\$690,000.00) dollars and Zero Cents in local match. This sum represents Sixty-Nine(69%) Percent of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.
- c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the

DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.

- iii. Upon written DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon written DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$2,500 and \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and to submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended.
 - vii. Bury all new telephone and electrical wiring within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. To operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
 - e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
 - f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. To separately account for any revenues received from the project area which exceed the

demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.

- h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. To erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color, and design of this sign shall be in accordance with DEPARTMENT specifications.
 - k. To conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning January 1, 2018 and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a written progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than 09/30/2020. If the GRANTEE fails to submit a complete final request for reimbursement by 09/30/2020, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before

implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.

11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.
12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - b. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
 - a. The GRANTEE agrees that the project area or any portion thereof will not be converted to other than public outdoor recreation use without prior written approval by the DEPARTMENT and the BOARD and implementation of mitigation approved by the DEPARTMENT and the BOARD, including but not limited to replacement with land of similar recreation usefulness and fair market value.

- b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT and the BOARD .
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
- a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
- a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;

or

- b. If any portion of the project area is a facility, documentation that Department of Natural Resources-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the MNRTF Board with no reimbursement made to the GRANTEE.
 23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
 24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
 25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
 26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
 27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
 28. Upon breach of the Agreement by the GRANTEE the DEPARTMENT, in addition to any other remedy provided by law, may:
 - a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the

Michigan Natural Resources Trust Fund and the Land and Water Conservation Fund; and/or

- d. Require repayment of grant funds already paid to GRANTEE.
 - e. Require specific performance of the Agreement.
29. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
30. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
33. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
34. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.
35. The Agreement may be executed separately by the parties. This Agreement is not effective until:
- a. The GRANTEE has signed the Agreement and returned it together with the necessary attachments within 60 days of the date the Agreement is issued by the DEPARTMENT, and

b. The DEPARTMENT has signed the Agreement. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, on this date.

Approved by resolution (true copy attached) of the _____,
date

_____ meeting of the _____
(special or regular) (name of approving body)

GRANTEE

SIGNED:

By: _____

Print Name: _____

Title: _____

Date: _____

Grantee's Federal ID#
38-6004852 _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT

SIGNED:

By: _____
Dan Lord

Title: Manager, Grants Management

Date: _____

RESOLUTION

XX-2018

Michigan Natural Resources Trust Fund Grant #TF17-0095

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 18, 2018 and accepted the Michigan Natural Resources Trust Fund Grant #TF17-0095; and,

WHEREAS, Grand Traverse County does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and hereby agrees to provide matching funds in the amount of \$300,000 through the Brownfield Redevelopment Authority as required; and,

WHEREAS, this grant funding will be used for the Boardman Lake Loop components of a pedestrian bridge, access pathway, lighting, landscaping, bench, signage, and seawall or shoreline stabilization; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County accepts Michigan Natural Resources Trust Fund Grant TF17-0095 for the Boardman Lake Loop in the amount of \$300,000.

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: July 18, 2018



Action Request

Meeting Date:	July 18, 2018		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	231-922-4781
Agenda Item Title:	Michigan Natural Resources Trust Fund Grant TF17-0096 Boardman Lake Loop		
Estimated Time:	5 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Requesting acceptance of the MNRTF Grant TF17-0096 in the amount of \$300,000 to be used for the Boardman Lake Loop components of a trail (6 feet wide or more), Boardwalk, overlook or observation deck, fence, landscaping, lighting, seawall or shoreline stabilization, signage, and bench. The matching funds for MNRTF Grant TF17-0096 will be covered by the Brownfield Authority funds so there will not be an impact on the general fund.

Resolution 28-2017 supported the grant application to the MNRTF.

Suggested Motion:

Accept the Michigan Natural Resources Trust Fund Grant TF17-0096.

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: <input type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
MNRTF Grant TF17-0096 and Resolution 28-2017

RESOLUTION

28-2017

RESOLUTION OF SUPPORT FOR THE MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR THE BOARDMAN LAKE TRAIL – BOARDWALK, ETC.

WHEREAS, The Michigan Natural Resources Trust Fund was established to provide funding for public acquisition and development of lands for conservation and public outdoor recreation; and

WHEREAS, Grand Traverse County is increasingly known for its accessible parks, trails and opportunities for outdoor public recreation; and

WHEREAS, Public outdoor spaces and trails strengthen our local economy and improve our quality of life; and

WHEREAS, Parks, trails and outdoor recreation enhance the community's ability to attract residents, businesses and tourists; and

WHEREAS, Grand Traverse County's Master Plan recognizes the value of non-motorized transportation and interconnected regional trail systems; and

WHEREAS, Grand Traverse County, Garfield Township and the City of Traverse City have worked collaboratively to realize a completed Boardman Lake Trail connected with the regional trail system; and

WHEREAS, Grant application to the MNRTF will be utilized for benches, bike racks, boardwalk, signage, overlook/observation decks and trail; and

WHEREAS, Completing this segment of the West Boardman Lake Trail will close the loop around Boardman Lake and connect these trails to regional trails to the North and South.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS that Grand Traverse County supports the development of the final segment of the West Boardman Lake Trail project, endorses the County's 2017 application for \$300,000 of funding from the Michigan Natural Resources Trust Fund and commits \$300,000 of local funds pledged from the Grand Traverse County Brownfield Authority as local match.

APPROVED: March 15, 2017



Michigan Department of Natural Resources - Grants Management

**Michigan Natural Resources Trust Fund
Development Project Agreement**

Project Number : TF17-0096

Project Title : Boardman Lake Loop Trail

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the Grand Traverse County IN THE COUNTY OF Grand Traverse County ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In PA **165 of 2018**, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by **08/04/2018**.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number **TF17-0096** (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is **06/05/2018 through 06/30/2020**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management. All reports, documents, or actions required of the GRANTEE shall be submitted through the MiRecGrants website unless otherwise instructed by the DEPARTMENT.
4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).
5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.
 - Trail 6' wide or more
 - Boardwalk
 - Overlook or Observation Deck
 - Fence
 - Landscaping
 - Lighting
 - Seawall or Shoreline Stabilization
 - Signage
 - Bench

Bike Rack
Trash Bin(s)

6. The DEPARTMENT agrees as follows:
- a. To grant to the GRANTEE a sum of money equal to **Seven (7%) Percent of Four Million Seven Hundred Nineteen Thousand Four Hundred (\$4,719,400.00) dollars and Zero Cents**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Three Hundred Thousand (\$300,000.00) dollars and Zero Cents**.
 - b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at **Seven (7%) Percent** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiRecGrants website, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.
7. The GRANTEE agrees as follows:
- a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Four Million Four Hundred Nineteen Thousand Four Hundred (\$4,419,400.00) dollars and Zero Cents** in local match. This sum represents **Ninety-Three(93%) Percent** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
 - b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.
 - c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The

- Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
- ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon written DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon written DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$2,500 and \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and to submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended.
 - vii. Bury all new telephone and electrical wiring within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. To operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
- e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

- f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. To separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
 - h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. To erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color, and design of this sign shall be in accordance with DEPARTMENT specifications.
 - k. To conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning January 1, 2018 and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a written progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than 09/30/2020. If the GRANTEE fails to submit a complete final request for reimbursement by 09/30/2020, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and

require full repayment of grant funds by the GRANTEE.

10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.
12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - b. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:

- a. The GRANTEE agrees that the project area or any portion thereof will not be converted to other than public outdoor recreation use without prior written approval by the DEPARTMENT and the BOARD and implementation of mitigation approved by the DEPARTMENT and the BOARD, including but not limited to replacement with land of similar recreation usefulness and fair market value.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT and the BOARD.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
- a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide

documentation to the DEPARTMENT that indicates either:

- a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
or
- b. If any portion of the project area is a facility, documentation that Department of Natural Resources-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.

- 22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the MNRTF Board with no reimbursement made to the GRANTEE.
- 23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
- 24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
- 25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
- 26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
- 27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
- 28. Upon breach of the Agreement by the GRANTEE the DEPARTMENT, in addition to any other remedy provided by law, may:

- a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund and the Land and Water Conservation Fund; and/or
 - d. Require repayment of grant funds already paid to GRANTEE.
 - e. Require specific performance of the Agreement.
29. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
30. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
33. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
34. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.
35. The Agreement may be executed separately by the parties. This Agreement is not effective until:
- a. The GRANTEE has signed the Agreement and returned it together with the necessary attachments within 60 days of the date the Agreement is issued by the DEPARTMENT, and

b. The DEPARTMENT has signed the Agreement. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, on this date.

Approved by resolution (true copy attached) of the _____,
date

_____ meeting of the _____,
(special or regular) (name of approving body)

GRANTEE

SIGNED:

By: _____

Print Name: _____

Title: _____

Date: _____

Grantee's Federal ID#

38-6004852 _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT

SIGNED:

By: _____
Dan Lord

Title: Manager, Grants Management

Date: _____

RESOLUTION

xx-2018

Michigan Natural Resources Trust Fund Grant #TF17-0096

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 18, 2018 and accepted the Michigan Natural Resources Trust Fund Grant #TF17-0096; and,

WHEREAS, Grand Traverse County does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and hereby agrees to provide matching funds in the amount of \$300,000 through the Brownfield Redevelopment Authority as required; and,

WHEREAS, this grant funding will be used for the Boardman Lake Loop components of a trail (6 feet wide or more), Boardwalk, overlook or observation deck, fence, landscaping, lighting, seawall or shoreline stabilization, signage, and bench; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County accepts Michigan Natural Resources Trust Fund Grant TF17-0096 for the Boardman Lake Loop in the amount of \$300,000.

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: July 18, 2018



Action Request

Meeting Date:	7/18/2018		
Department:	Resource Recovery	Submitted By:	David Schaffer
Contact E-Mail:	dschaffer@grandtraverse.org	Contact Telephone:	231-995-6075
Agenda Item Title:	Sanitary Landfill/Transfer Station Designation Agreement		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Summary of Request:

Per County ordinance No. 17, to receive materials generated in Grand Traverse County, you are required to have a Designated Facility Agreement. Since April of 1993, The Manistee County Sanitary Landfill has been a Grand Traverse County Designated Facility. The agreement presented to the board will continue that designation through December 31st. 2021.

Suggested Motion:

Authorize the County Clerk and the Chair of the BOC to sign the attached Sanitary Landfill/Transfer Station Designation Agreement as approved by the Office of the County Prosecutor and the Resource Recovery Department Manager.

Financial Information:

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

N/A

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

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

Attachments: N/A

Attachment Titles:

**SANITARY LANDFILL/TRANSFER STATION
DESIGNATION AGREEMENT
(Manistee County Sanitary Landfill)**

This Designation Agreement made by and between the Grand Traverse County Board of Commissioners, 400 Boardman Ave., Traverse City, Michigan 49684 (BOC) and Manistee County Landfill located at 3890 Camp Road, Manistee MI 49660 (Company).

Recitals

Whereas Grand Traverse County adopted Ordinance No. 17 regulating the collection, transportation, delivery and disposal of solid waste, yard waste, and recyclable materials and designating the BOC administrator of the Ordinance, and

Whereas the BOC's has from time to time adopted rules and regulations for Ordinance No. 17 and in Section 5.2b said regulations require Designated Facilities authorized to receive Grand Traverse County materials, to collect a "volume based surcharge" on Grand Traverse County waste which is delivered to the designated facility, and

Whereas the Grand Traverse County Board of Commissioners adopted a \$1.50 per ton "volume based surcharge" on December 22nd, 2015 which may be further extended and/or modified by the Board of Commissioners at their discretion and

Whereas Company wishes to become a Designated Facility authorized to accept Grand Traverse County waste and is willing to collect the surcharge established by the Board of Commissioners and pay it over to Grand Traverse County as provided in this Agreement.

Now, Therefore, the Parties Agree as follows:

1. Designation

BOC hereby designates Company's landfill located at 3890 Camp Road, Manistee MI 49660 a "Designated Facility" pursuant to Grand Traverse County Ordinance No. 17 and the regulations adopted by the BOC pursuant thereto. The Designated Facility is hereby authorized to accept Grand Traverse County waste including garbage, rubbish, ashes, incinerator ash, incinerator residue, street cleanings, municipal sludge, solid commercial and industrial waste, and animal waste excluding separated recyclables and yard waste, all generated within Grand Traverse County (herein "Grand Traverse County Solid Waste").

2. Term and Effective Date

This agreement shall become effective as of the effective date and shall end December 31, 2021.

3. Conditions

All facility designations are non-exclusive and granted on the same terms and conditions. Any amendment shall be offered on equal terms. No facility other than a Designated Facility is authorized to accept Grand Traverse County waste. The facility will be open on an equal basis for use by all BOC licensed haulers at published rates. Such an agreement is available to any qualified facility on equal terms. All Grand Traverse County licensed waste haulers are authorized to deliver Grand Traverse County waste to this facility. Neither party to this agreement is obligated to deliver or accept any minimum quantity of waste by virtue of this Agreement.

4. Collection of Surcharge

Company shall collect the surcharge established by Grand Traverse County on Grand Traverse County solid waste delivered to its facility at the rate of \$1.50 per ton. It is agreed that the County may adjust the rate and such adjustment shall be effective prospectively the later of ten days from the date of written notice to Company or the effective date of the rate adjustment mailed first class mail with postage prepaid to Company's address as set forth above. Payments shall be due quarterly within fifteen (15) days of each calendar quarter. Nothing in this Agreement prohibits any person from identifying the surcharge established by this Agreement in invoices or statements as a cost component of the service provided. Company's duty to determine the county of origin of solid waste accepted from haulers with whom Company is not affiliated shall be limited to making reasonable inquiry of such haulers.

5. Reporting

Company shall accompany the payment provided in Paragraph 4 above with a monthly report identifying the name of the company, the designated facility for which the report is made, and the total volume of Grand Traverse County waste received during the period divided into residential, small business/retail, and industrial/other categories expressed in both cubic yards and tons. Company shall not be held responsible for the accuracy of any information obtained from third parties for reporting purposes. Company shall annually, on or before January 15, advise the BOC of the estimated remaining capacity to receive Grand Traverse County Sold Waste as of the end of the preceding calendar year.

6. Audit

The BOC shall have the right, at its own cost, from time to time, to cause an audit to be made of Company's records for the purpose of verifying the correctness of surcharge payments made by Company. BOC shall not record or abstract any information concerning Company's operations not necessary for that determination. Any adjustment required as the result of such audit shall be refunded to Company or paid over to the BOC, as the case may be, within thirty (30) days of completion of the audit.

7. On Site Analysis

Company agrees, with advance notice, to permit BOC or its agents to conduct, at BOC's expense, an analysis of Grand Traverse County Solid Waste (excluding waste received from another Designated Facility) as received at Company's facility for a period not to exceed twenty (20) working days in each year. Such on site analysis shall be conducted so as to minimize interference with Company's operations and BOC shall appear for, defend, and hold Company harmless from any liability arising out of damage to person or property attributable to BOC's analysis.

8. Non-Discrimination

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, handicapped status or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

9. Transfer or Assignment

This Facility Designation Agreement is not transferable or assignable by the Company without the written consent of the BOC which shall not be unreasonably withheld. A requirement that the

assignee or transferee agree in writing to be bound by the terms of this Facility Designation Agreement shall not be deemed unreasonable. The BOC may assign its rights or responsibilities to any other agency of the County without the written consent of the Company. If the BOC seeks to transfer or assign this agreement to any other political body or entity that is not an agency of the County, it must first obtain the written consent of the Company which shall not be unreasonably withheld.

10. Maintenance of Licenses

Revocation or loss of any state or local license necessary to operate the Landfill shall be sufficient grounds for termination of this Facility Designation Agreement provided that Company shall be given a written thirty-day notice to cure before the termination is effective.

11. Termination

This Agreement may be terminated by Company only with cause upon thirty (30) days written notice to BOC. This agreement may be terminated by BOC only with cause upon thirty (30) days written notice to Company. Cause shall include but not be limited to a pattern of violation of the terms of Ordinance No. 17 and regulations adopted pursuant thereto by Company. Establishment of a pattern of violation shall not require that Company shall have been convicted of such violations in a court of law.

12. Amendments to Solid Waste Plan and Ordinance No. 17

If Grand Traverse County shall amend its Solid Waste Plan or Ordinance No. 17, or both, and the effect of such amendment is to materially alter the regulations applicable to the activities which are the subject matter of this Agreement, then for a period of ninety (90) days following the effective date of such amendment, each party shall have the right to terminate this Agreement upon written notice to the other party. The effective date of termination shall be as specified in the notice but in no event sooner than thirty (30) days following the date of the notice.

13. Modifications

No modification, alteration, or amendment to this Agreement shall be binding unless in writing and signed by both parties to the Agreement.

14. Whole Agreement

This Agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this Agreement. None of the prior and contemporaneous negotiations, preliminary drafts, or prior versions of the agreement leading up to its signing and not set forth in this Agreement shall be used by any of the parties to construe or affect the validity of this Agreement. Each party acknowledges that no representations, inducement or condition not set forth in this Agreement has been made or relied upon by either party.

15. Governing Law and Severability

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan. In the event any provision of this Agreement is in conflict with any statute or rule of any law in the State of Michigan or is otherwise unenforceable for any reason whatsoever, then that provision shall be deemed severable from or enforceable to the maximum extent permitted by law, as the case may be, and that provision shall not invalidate any other provision of this Agreement. Venue for any action brought under this Agreement shall lie in Grand Traverse County, Michigan.

16. Notices

Notices of any kind required or permitted under this Agreement shall be deemed duly delivered if delivered by person or if mailed by certified mail, return receipt requested, postage prepaid to the appropriate party as follows:

For the County:

Resource Recovery Department Manager
2650 LaFranier Rd.
Traverse City, Mi. 29686

For Company:

Todd Harland
3890 Camp Rd.
Manistee MI 49660

17. No Third Party Beneficiaries

The parties do not intend to confer any benefits on any person, firm, or corporation other than the BOC and Company, themselves.

18. Effective Date

This Agreement shall become effective as of the date it has been executed by both parties.

For Grand Traverse County, BOC

Date: _____

By: _____

Carol Crawford, Chairman
Grand Traverse County
Board of Commissioners

Date: _____

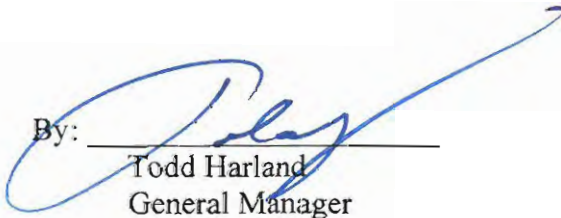
By: _____

Bonnie Scheele
Grand Traverse County
County Clerk

For Manistee County Landfill

Date: 6/7/18

By: _____



Todd Harland
General Manager

RESOLUTION

xx-2018

Sanitary Landfill/Transfer Station Designation Agreement

Resource Recovery - Materials Facility Designation Agreement Renewal

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 18, 2018 and reviewed request to approve the Designated Facility Agreement for with Manistee County Sanitary Landfill; and,

WHEREAS, Per County Ordinance No. 17, to receive materials generated in Grand Traverse County, companies are required to have a Designated Facility Agreement; and,

WHEREAS, Manistee County has been a designated facility since April of 1993 and this renewal will continue their designation through 2021; and,

WHEREAS, the agreement has been reviewed by the Resource Recovery Manager and Civil Counsel and is recommended for approval.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approve renewal of the Designated Facility Agreement with Manistee County Sanitary Landfill.

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: July 18, 2018



Action Request

Meeting Date:	7/18/2018		
Department:	Resource Recovery	Submitted By:	David Schaffer
Contact E-Mail:	dschaffer@grandtraverse.org	Contact Telephone:	231-995-6075
Agenda Item Title:	2018-2020 Contract for Wood & Brush Grinding and Removal Services		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Summary of Request:

The Grand Traverse County Resource Recovery Department manages a brush drop off site located at 2471 N. Keystone Rd. in Traverse City. Area business and residents are allowed to drop off wood and brush for a fee. The material that is too large to be composted, must be ground up and hauled off of the site. 2017 marked the final year of the previous brush grinding contract. A Request for Bids was made available to the public on May 30, 2018. On June 14, 2018, Deering Tree Services was selected as the contractor for a three year period.

Suggested Motion:

Authorize the County Clerk and the Chair of the BOC to sign the attached 2018-2020 Brush Grinding and Removal Contract as approved by the Office of the County Prosecutor and the Resource Recovery Department Manager.

Financial Information:

Total Cost:	up to \$20,000/year	General Fund Cost:	N/A	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

N/A

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

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

Attachments: N/A

Attachment Titles:

WOOD AND BRUSH GRINDING AND REMOVAL SERVICES

SERVICE AGREEMENT

This Contract is made by and between the Grand Traverse County, with offices at 400 Boardman Avenue, Traverse City, MI 4968 (“the County”) and DTS Holdings, Inc., DBA Deering Tree Service, a Michigan Corporation with offices at 12776 S. Maple City Rd., Maple City, MI 49664 (“Contractor”).

Recitals

- A. The Grand Traverse County Resource Recovery Department (RRD) currently operates a brush drop-off site within Grand Traverse County; and
- B. The County made a Request for Bid for Wood and Brush Grinding and Removal Services on May 30, 2018 (Exhibit D) and Contractor submitted a bid in response to the RFB (Exhibit E), and
- C. The County and Contractor have arrived at an agreement for the provision of services pursuant to the Contractor’s Bid Response, attached as Exhibit E, and wish to memorialize their agreement in writing.

Therefore, the Parties agree to the following:

1. Contract Documents

This Contract consists of the text of this Contract and the attached Exhibits. Those exhibits are as follows: the services to be performed by contractor provided in Exhibit A, “Contractor’s Service Specifications”; the compensation to be paid to Contractor provided in Exhibit B, “Contractor’s Compensation”; the reporting format to be used by Contractor provided in Exhibit C, “Contractor’s Reporting Format”; the Request for Bid released May 30, 2018 by the RRD attached as Exhibit D; Contractor’s Bid in response thereto dated June 13, 2018 attached as Exhibit E. In the event of a conflict between the text of this Contract and the Exhibits, the text of this Contract shall govern.

2. Term

This Contract shall be made effective July 18, 2018 and shall terminate December 31, 2020, unless extended pursuant to Paragraph 3, below.

3. Extension of Term

The County shall have the option to extend the Contract for up to two (2) additional one year terms. If the County chooses to extend the term of the Contract, it shall do so by providing written notice to Contractor 30 days prior to the termination date of the existing Term of the Contract.

4. Early Termination

Either Party may terminate this Agreement prior to the end date as set forth above in Paragraph 2., term, by giving 90 days written notice of termination to the other Party for any reason (including the convenience of any Party), and without penalty. In the event of a termination, the Party shall pay for any services rendered in accordance with the contract terms, which were rendered prior to the date of the termination of the contract.

5. Contractor’s Services

Contractor shall in compliance with applicable local, state and federal laws, rules and regulations, grind, load and remove applicable brush and wood waste stockpiled at the County’s Brush Drop-off Site located at 2471 N. Keystone Rd., Traverse City, MI 49686 for the County. The services to be provided by the Contractor are detailed in Exhibit A, “Contractors Service Specifications”. Contractor agrees to meet the terms and conditions of this Contract and Exhibit A, and acknowledges that a failure to do so is a breach of this Contract.

6. Contractor’s Compensation

Contractor shall be paid a cost per cubic yard of grind product for wood and brush grinding and removal services performed at the Keystone Brush Drop-off Site located at 2471 N. Keystone Rd. as set forth in Exhibit B. Price per cubic yard shall be inclusive of all labor, equipment, materials, fees, permits, supplies, transportation, disposal and any other cost directly or indirectly relating to the work to be performed.

The Contractor shall submit invoice statements for payments for services rendered, along with required reporting as specified in in Exhibit C, said statements and reports to be submitted to the Grand Traverse County Resource Recovery Department or designee following the cost structure as specified in Exhibit B, “Contractor’s Compensation” and the format as specified in Exhibit C, “Contractor’s Reporting Format.”

7. Risk Allocation

To the fullest extent possible, Contractor agrees to defend, indemnify and hold the County, including its officers, elected and appointed officials, employees, agents, and volunteers harmless from any and all claims, liabilities, losses, damages, causes of action, or liability attributable to Contractor’s acts or omissions in connection with or arising out of Contractor’s performance or breach of this Contract. This paragraph is not intended to waive the defense of governmental immunity that may be asserted by the County.

Contractor agrees to acquire and keep in force at its own expense at least the following insurance coverage during the term of this Contract and County shall be identified as an additional insured except as to worker’s compensation:

Coverages

Limits of Liability

Workers’ Compensation

Statutory

Employer's Liability	\$500,000
Commercial General Liability	\$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
Excess Liability Coverage	\$1,000,000 each occurrence

The contractor must provide these property and liability insurance coverages on an "Occurrence Basis". Coverages shall include the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

The contractor further agrees that it shall assume all risk, and voluntarily releases, discharges, waives, and relinquishes all causes of action against the County, including its elected and appointed officials, employees, agents, and volunteers for personal injury, property damage or wrongful death that may occur from loading material into the grinder and grinding the material.

Contractor shall provide to the County documentation of the above insurances satisfactory to the County prior to execution of contract and shall maintain the same in full force and effect at all times during the term of this Contract.

8. General Provisions

(a). Integration

This Contract, together with any affixed schedules and exhibits, constitutes the entire understanding between the parties with respect to the subject matter of this Contract and supersedes any prior discussions, negotiations, agreements, and understandings. It may be amended only in a written instrument signed by both parties.

(b). Choice of law

This Contract will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity, and construction. The parties stipulate that venue in the Grand Traverse County Circuit Court is convenient.

(c). Notices

All notices and other communications required or permitted under this Contract when given in writing will be deemed given when delivered personally or by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County Grand Traverse County Resource Recovery Dept.
2650 Lafranier Road
Traverse City, Michigan 49686
Attention: Resource Recovery Manager

If to Contractor Pat Deering
Deering Tree Service
12776 S. Maple City Road
Maple City, Michigan 449664

(d). Non-waiver

Either party's failure to exercise a right or remedy or acceptance of a partial or delinquent performance will not operate as a waiver of any of the rights of that party to require full and timely performance by the other party.

(e). Severability

Whenever possible, each provision of this Contract will be interpreted in such a way as to be effective and valid under applicable law. If a provision is prohibited by or invalid under applicable law, it will be ineffective only to the extent of such prohibitions or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Contract.

(f). Assignment

No assignment of this Contract or of any right or obligation under this Contract will be made by either party without the prior consent of the non-assigning party. Notwithstanding the foregoing, either party may assign this Contract as part of a merger, acquisition, or other reorganization.

(g). Counterparts

This may be executed in one or more counterparts, each of which will be deemed an original agreement, but all of which will be considered one instrument and will become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other.

(h). Injunctive relief

The parties acknowledge that irreparable injury will result from the failure of either party to comply with the terms of this Contract. In the event of any actual or threatened default or breach of any of the provisions of this Contract, the aggrieved party will have the right to specific performance or injunctive relief, as well as monetary damages and any other appropriate relief.

(i). Survival

The obligation of Contractor to hold the County harmless from liability shall survive termination of this Contract with respect to occurrences during the term of this Contract.

(j). Force Majeure

Neither party will be deemed to be in default or otherwise responsible for delays or failure in performance resulting from acts of God; acts of war or civil disturbance; epidemics; governmental action or inaction (excluding action or inaction by Grand Traverse County); fires; earthquakes; unavailability of labor, materials, power, or communication; or other causes beyond the reasonable control of that party.

(k). Titles

Titles and heading to articles, sections, or paragraphs in this Contract are inserted for convenience of reference only and are not intended to affect the interpretation or construction of the Contract.

(l). Attorney review

The parties represent that they have carefully read this Contract and have consulted with their attorneys. The parties affirmatively state that they understand the contents of this Contract and sign this Contract as their free act and deed.

(m). Third-party beneficiaries

This Contract will not confer any rights or remedies on any third party, other than the parties to this Contract and their respective successors and permitted assigns.

(n). Civil Rights

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age sex, height, weight, handicapped status or marital status.

Parties:

Grand Traverse County Board of Commissioners

By: _____
Its Chairperson, Carol Crawford

Date: _____

Grand Traverse County

By: _____
It's County Clerk, Bonnie Scheele

Date: _____

DTS Holdings, Inc. DBA Deering Tree Service
A Michigan Corporation

By: _____
Its Owner, Patrick Deering

Date: _____

RESOLUTION

xx-2018

Resource Recovery – Wood & Brush Grinding & Removal Services

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 18, 2018 and reviewed request to approve a Brush Grinding & Removal Contract with Deering Tree Services; and,

WHEREAS, Resource Recovery manages a brush drop off site located at 2471 N. Keystone Road in Traverse City; and,

WHEREAS, Area businesses and residents are allowed to drop off wood and brush for a fee but the material that is too large to be composted must be ground up and hauled off of the site; and,

WHEREAS, The previous contract ended in 2017 and bids were accepted with Deering Tree Services being the successful bidder for up to \$20,000 per year; and,

WHEREAS, the agreement has been reviewed by the Resource Recovery Manager and Civil Counsel and is recommended for approval.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approve contract agreement with Deering Tree Services for Brush Grinding & Removal, in an amount NTE \$20,000/year for 2018-2020.

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: July 18, 2018



Action Request

Meeting Date:	7/18/2018		
Department:	GTSO	Submitted By:	R. Fewless
Contact E-Mail:	rfeless@gtsheriff.org	Contact Telephone:	995-5036
Agenda Item Title:	Crime Lab Camera Equipment		
Estimated Time:	5 <small>(in minutes)</small>	Laptop Presentation:	no

Summary of Request:

Attached is a list of outdated camera equipment that has been stored in our crime lab and out of service for many years. Detective Polzien spoke with the Camera Shop who indicated that the only items of any value are those listed under B, and that they would take it in on trade and give us a \$500 credit toward the purchase of a new camera. The Camera Shop indicated that the items listed under A, and C, have no resale value. We would like the Board's approval to trade in the items under B, toward the purchase of a new camera and dispose of the items under A, and C, appropriately.

Suggested Motion:

Request review and approval by the Board of Commissioners to trade the items listed under B, to the Camera Shop toward the purchase of a new camera and to dispose of the items listed under A, and C, in an appropriate manner.

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		
Administration:	Recommended	Date:

Attachments:

Attachment Titles: *Out-dated / Out-of-Service Crime Lab Camera Equipment*

Out-dated / Out-of-Service Crime Lab Camera Equipment

A. Photogenic Photomaster Pro 400 W/S Lighting Kit - includes:

PM04 400 W/S Power Pack

(2) PM10 Flash Heads

Light Stands

Sync Cord & Hard Case (Co ID# 04982)

B. Mamiya camera and equipment- includes:

Mamiya medium format camera, model 645 Pro TL, serial #RL1233

Mamiya power grip 2, serial #RG1488

Mamiya film back 120, serial #RG1140, County ID #000179

Mamiya 35mm film back 135, serial #229801

45mm Mamiya AF Lens, f2.8 - f22, serial #28492

150mm Mamiya AF Lens, f3.5 - f32, serial #37024

Vivitar 283 Flash, serial #9011112, County ID #06777

Metz 45 CL-1 Flash, serial #839834, County ID #06776

Tundra brand hard case w/foam insert County ID#06780

80mm Mamiya AF Lens, f2.8 - f22, serial #514605

Tiffen Close-Up Lens Set. 58mm

C. Polaroid MP- 3A land camera and equipment- includes:

Polaroid MP-3A Micro camera

Triangle support for camera

Polaroid freeze frame video recorder

Blue base w/ light bulbs, County ID# 02776

RESOLUTION

xx-2018

GTSO – Surplus Crime Lab Camera Equipment

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 18, 2018 and reviewed request from the Grand Traverse County Sheriff's Office to trade in or dispose of outdated camera equipment from their crime lab; and,

WHEREAS, The attached list of outdated camera equipment has been stored in the crime lab and out of service for many years; and,

WHEREAS, The Camera Shop indicated that the only items of any value are listed under B, and they would take in on trade and give us a \$500 credit toward the purchase of a new camera ; and,

WHEREAS, The remainder of the items listed have no resale value and would be declared surplus and disposed of per department policy; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approves of trade-in and/or disposal of the attached list of property as identified herein.

APPROVED: July 18, 2018



Action Request

Meeting Date:	July 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 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	7/9/2018
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2018



**GRAND TRAVERSE COUNTY
Budget Amendment Request**

Department: Central Dispatch/911

Submitted by: Dean Bott

Budget Number: 26612

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form.
Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		207-308-627.00	911 Telephone Surcharge	7,000.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		207-308-932.04	911 Equipment Repairs & Maintenance	7,000.00

7,000.00

Check Figure

Summary:

Adjustment to cover cost of 911 work station replacement and repairs.

Signature: Dean Bott

Date: 6/26/2018

Accountant Approval: C.A. Wolf

Date: 7/9/18

Finance Director Approval: Dean Bott

Date: 6/26/2018

Board of Commissioner Meeting Approval Date: 7/18/18



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Brownfield Administration

Submitted by: Heidi Scheppe

Budget Number: 26636

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form. Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease			Account Name	Amount
Account Number					
101	174	699.00		Transfer In	7,500.00

7,500.00

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease			Account Name	Amount
Account Number					
101	174	626.00		Charges for Services	7,500.00

7,500.00

Check Figure -

Summary:

To record Land Bank contribution for Brownfield Administration costs incurred through June 2018, including Jean's and Karen's hours.

Signature: <u>Heidi Scheppe</u>	Date: <u>7/9/2018</u>
Accountant Approval: <u>C. A. Wolf</u>	Date: <u>7/9/18</u>
Finance Director Approval: <u>Jean Bok</u>	Date: <u>7/9/18</u>
Board of Commissioner Meeting Approval Date: <u>7/18/18</u>	



**GRAND TRAVERSE COUNTY
Budget Amendment Request**

Department: Land Bank

Submitted by: Heidi Scheppe

Budget Number: 26635

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form. Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		620 000 999.00	Transfer Out	7,500.00

7,500.00

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	Account Number	Account Name	Amount
		620 000 992.00	Contingency	7,500.00

7,500.00

Check Figure -

Summary:

To record Land Bank contribution for Brownfield Administration costs incurred through June 2018, including Jean's and Karen's hours.

Signature: Heidi Scheppe

Date: 7/9/2018

Accountant Approval: C.A. Woy

Date: 7/9/18

Finance Director Approval: Jean Pelt

Date: 7/9/18

Board of Commissioner Meeting Approval Date: 7/18/18



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Brownfield Administration

Submitted by: Heidi Scheppe

Budget Number: 26634

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form. Please use whole dollar amounts only.

*Requires board approval

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease			Account Name	Amount
Account Number					
101	174	626.00		Charges for Services	102,500.00
					102,500.00

<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease			Account Name	Amount
Account Number					
101	174	702.00		Full Time & Regular Part Time	58,565.00
101	174	705.00		Personal Leave	2,427.00
101	174	715.00		FICA	4,757.00
101	174	716.00		Health, Optical & Dental	10,080.00
101	174	716.02		Short & Long Term Disability	429.00
101	174	717.00		Life Insurance	212.00
101	174	718.05		Retirement DB-UAL	16,894.00
101	174	719.00		Workers' Compensation	95.00
101	174	727.00		Office Supplies	650.00
101	174	729.00		Printing and Binding	200.00
101	174	729.02		Copy Machine Use	500.00
101	174	730.00		Postage	191.00
101	174	810.01		Dues	1,500.00
101	174	812.00		IT Charges	3,000.00
101	174	860.00		Travel	1,500.00
101	174	860.01		Conventions & Conferences	1,500.00
					102,500.00

Check Figure -

Summary:

To record reduction in Brownfield Administration costs for 2018 (General Fund appropriation).

Signature: <u>Heidi Scheppe</u>	Date: <u>7/9/2018</u>
Accountant Approval: <u>C.A. Wolf</u>	Date: <u>7/9/18</u>
Finance Director Approval: <u>Kevin Post</u>	Date: <u>7/9/18</u>
Board of Commissioner Meeting Approval Date: <u>7/18/18</u>	



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Parks & Recreation

Submitted by: Dean Bott

Budget Number: 26658 & 26620

Budget Adjustment Option:

- A Increase an expenditure and decrease an expenditure
- B* Increase an expenditure and increase a revenue
- C* Decrease an expenditure and decrease a revenue
- D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form. Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease			Account Name	Amount
Account Number					
208 752	401.00			Fund Balance Forward	4,000.00
208 756	401.00			Fund Balance Forward	9,000.00
					13,000.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease			Account Name	Amount
Account Number					
208 752	930.00			Building Repairs & Maintenance	4,000.00
208 756	930.00			Building Repairs & Maintenance	5,800.00
208 756	976.01			Improvements	3,200.00
					13,000.00

Check Figure -

Summary:

Parks & Recreation Commission use of fund balance for office, lobby and pool area carpeting and the balance of funds for pool improvements.

Signature: Dean Bott Date: 6/26/2018

Accountant Approval: _____ Date: _____

Finance Director Approval: Dean Bott Date: 6/26/2018

Board of Commissioner Meeting Approval Date: 7/18/18

RESOLUTION

XX-2018

Finance Department - Budget Amendments

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 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: July 18, 2018



Action Request

Meeting Date:	July 18, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	June 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 June 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 June 2018.

Financial Information:

Total Cost:	\$9,036,056.77	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	7/9/2018
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:
June 2018 Claims Summary

AUDIT COMMITTEE

JUNE 2018 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	6/1/2018	1,396,693.49
CLAIMS AND ACCOUNTS	6/12/2018	1,565,291.11
CLAIMS AND ACCOUNTS	6/26/2018	1,082,399.12
TOTAL CLAIMS & ACCOUNTS		4,044,383.72
IMMEDIATE PAYMENTS	6/1/2018	14,452.13
IMMEDIATE PAYMENTS	6/1/2018	353.00
IMMEDIATE PAYMENTS	6/4/2018	13,181.50
IMMEDIATE PAYMENTS	6/5/2018	52,560.00
IMMEDIATE PAYMENTS	6/6/2018	440,434.60
IMMEDIATE PAYMENTS	6/8/2018	8,879.68
IMMEDIATE PAYMENTS	6/13/2018	4,267.87
IMMEDIATE PAYMENTS	6/13/2018	119,300.67
IMMEDIATE PAYMENTS	6/13/2018	1,762.37
IMMEDIATE PAYMENTS	6/14/2018	18,998.36
IMMEDIATE PAYMENTS	6/15/2018	586,460.79
IMMEDIATE PAYMENTS	6/15/2018	58,009.18
IMMEDIATE PAYMENTS	6/20/2018	126,617.20
IMMEDIATE PAYMENTS	6/21/2018	363.00
IMMEDIATE PAYMENTS	6/22/2018	53,482.94
IMMEDIATE PAYMENTS	6/27/2018	41,093.69
IMMEDIATE PAYMENTS	6/28/2018	17,907.36
IMMEDIATE PAYMENTS	6/29/2018	5,248.36
IMMEDIATE PAYMENTS	6/29/2018	46,611.43
TOTAL IMMEDIATE PAYMENTS		1,609,984.13
TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS		5,654,367.85
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	6/12/2018	60,195.23
HEALTH	6/26/2018	63,063.99
TOTAL HEALTH CLAIMS		123,259.22
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	6/1/2018	20,834.14
DPW Check Runs	6/6/2018	53,240.20
DPW Check Runs	6/15/2018	125,503.56
DPW Check Runs	6/20/2018	30,248.52
DPW Check Runs	6/27/2018	23,219.75
TOTAL DPW CHECK RUNS		253,046.17
TOTAL RECONCILING ITEMS		376,305.39
Total Claims, Immediate Pay, Health & DPW		6,030,673.24
Monthly Check Distribution Summary		6,030,673.24
Difference		0.00
PAYROLL		
PAYROLL	6/1/2018	886,647.92
PAYROLL	6/15/2018	882,915.10
PAYROLL	6/29/2018	863,665.23
BENEFITS	6/30/2018	372,155.28
TOTAL PAYROLL		3,005,383.53
FOR BOARD APPROVAL:		
TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY & PAYROLL		9,036,056.77

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
JUNE 2018**

<u>Payee Name</u>	<u>Amount</u>
GRAND TRAVERSE COUNTY Total	\$ 2,093,231.02
PRIORITY HEALTH Total	\$ 801,778.29
GARFIELD CHARTER TOWNSHIP Total	\$ 552,861.60
THE GIBBS FIRM IOLTA Total	\$ 497,943.39
LAFONTAINE CHRYSLER DODGE Total	\$ 197,320.00
EAST BAY CHARTER TOWNSHIP Total	\$ 195,707.06
TRAVERSE CITY TREASURER Total	\$ 105,344.57
* Confidential * Total	\$ 88,797.98
STATE OF MICHIGAN Total	\$ 81,374.61
ACME TOWNSHIP Total	\$ 76,336.00
MICHAEL & SHERYL HEDDEN Total	\$ 52,560.00
ELMWOOD TOWNSHIP Total	\$ 49,810.22
CH2M HILL INC. Total	\$ 47,845.20
CITY OF TRAVERSE CITY Total	\$ 47,553.79
DELTA DENTAL Total	\$ 40,200.31
MOTOROLA, INC. Total	\$ 38,639.76
CONSUMERS ENERGY Total	\$ 37,704.63
TRAVERSE CITY LIGHT & POW Total	\$ 36,221.10
PORCELAIN PATROL SERVICE Total	\$ 34,833.84
FIFTH THIRD BANK Total	\$ 30,376.90
SHELL CREDIT CARD CENTER Total	\$ 29,948.74
PENINSULA TOWNSHIP Total	\$ 27,941.57
JULIA A. DORNAN Total	\$ 26,613.14
SQS INC Total	\$ 25,376.62
TOTAL COURT SERVICES Total	\$ 24,347.52
MUTUAL OF OMAHA INSURANCE Total	\$ 23,701.42
SPICER GROUP Total	\$ 20,577.17
DUHADWAY, KENDALL & ASSOCI Total	\$ 19,010.65
VENTURE TEC LLC Total	\$ 18,850.00
CHERRYLAND ELECTRIC Total	\$ 15,686.43
ARAMARK Total	\$ 15,439.24
GLAXOSMITHKLINE PHARMACEU Total	\$ 15,404.81
LAKESIDE FOR CHILDREN Total	\$ 14,822.96
KERR PUMP AND SUPPLY, INC Total	\$ 14,688.60
VREDEVELD HAEFNER LLC Total	\$ 13,000.00
MUSKEGON RIVER PATHWAY OF Total	\$ 12,062.14
FERGUSON'S LAWN EQUIPMENT Total	\$ 11,274.73
EAGLE VILLAGE, INC. Total	\$ 10,787.28
IRIS WASTE DIVERSION SPEC Total	\$ 10,627.33
GOVERNMENTJOBS.COM INC Total	\$ 10,395.00
ATT MOBILITY Total	\$ 9,591.59
DOUGLAS A KING Total	\$ 9,350.00

Payee Name	Amount
ENGINEERED PROTECTION SYS Total	\$ 9,303.55
MISSAUKEE COUNTY Total	\$ 9,029.40
VARIPRO BENEFIT ADMINISTR Total	\$ 8,329.48
MATTHEW CONNOLLY Total	\$ 8,100.00
GRAND HOTEL Total	\$ 8,075.00
AQUATIC RENOVATION SYSTEM Total	\$ 7,908.90
CYNTHIA ANN CONLON Total	\$ 7,853.00
KANE & ASSOCIATES, PLC Total	\$ 7,791.85
OFFICE DEPOT,INC Total	\$ 7,590.97
DTE ENERGY Total	\$ 7,489.17
ENTERPRISE FM TRUST Total	\$ 7,273.92
GRAFF, GRAFF & HELVESTON Total	\$ 7,019.16
MUSKEGON RIVER YOUTH HOME Total	\$ 6,916.72
TRAVERSE CITY FLEET REPAI Total	\$ 6,724.11
LIGHTHOUSE INSURANCE Total	\$ 6,576.25
NORTHWEST MICHIGAN COMMUN Total	\$ 6,487.55
KLM LANDSCAPE Total	\$ 6,176.00
THOMSON REUTERS - WEST Total	\$ 6,003.11
LINCOLN NATIONAL LIFE INS Total	\$ 5,876.41
HYDRO METER SERVICE, INC. Total	\$ 5,616.15
PROGRESSIVE AE, INC Total	\$ 5,533.90
SHAWN WORDEN Total	\$ 5,450.00
POOL EQUIPMENT LLC Total	\$ 5,272.60
ADVANCED TURF SOLUTIONS Total	\$ 5,187.34
LEELANAU COUNTY Total	\$ 5,095.46
TELE-RAD, INC. Total	\$ 4,658.16
CALHOUN COUNTY Total	\$ 4,650.00
D & W AUTO Total	\$ 4,344.82
JANET M MISTELE Total	\$ 4,206.50
MERCK & CO., INC. Total	\$ 4,112.63
MICHAEL P COLLINS Total	\$ 4,090.62
ADDICTION TREATMENT SERVI Total	\$ 4,049.00
TEEKAY INVESTMENTS LLC Total	\$ 4,000.00
KENDALL ELECTRIC INC Total	\$ 3,989.66
POLLARD WATER Total	\$ 3,923.56
NEALIS ENGINEERING, INC. Total	\$ 3,920.00
NORTHWESTERN MICHIGAN COL Total	\$ 3,877.80
BAY AREA TRANSPORTATION A Total	\$ 3,860.00
GREAT WOLF LODGE Total	\$ 3,824.96
NEIL WEAVER PHOTOGRAPHY Total	\$ 3,776.00
MISSAUKEE WILDERNESS YOUT Total	\$ 3,696.00
AMERICAN WASTE Total	\$ 3,630.00
OLSON, BZDOK & HOWARD PC Total	\$ 3,449.80
FLOOR COVERING BROKERS Total	\$ 3,247.00
BRETT C BAIRD Total	\$ 3,118.00
NICHOLS Total	\$ 3,060.09

Payee Name	Amount
HEATHER R BLANTON-DYKSTRA Total	\$ 3,055.00
NEXUS FAMILY SERVICES INC Total	\$ 3,020.00
YORK RISK SERVICES GROUP, Total	\$ 2,999.38
AT&T GLOBAL SERVICES Total	\$ 2,984.39
PREVENTION INSPECTIONS Total	\$ 2,975.00
JASON A RAZAVI . Total	\$ 2,875.00
PITNEY BOWES Total	\$ 2,862.60
SHEREN PLUMBING AND HEATI Total	\$ 2,851.00
TRUE NORTH COMPANY INC Total	\$ 2,831.24
NORTHERN OFFICE EQUIPMENT Total	\$ 2,805.73
FAMILY COURT RECORDS Total	\$ 2,773.65
PRIORITY HEALTHCARE DISTR Total	\$ 2,737.14
VINCENT J MALONEY Total	\$ 2,616.25
CIRCUIT COURT RECORDS Total	\$ 2,542.00
BOWERS HARBOR YACHT CLUB Total	\$ 2,500.00
CRIME POINT INC. Total	\$ 2,500.00
ROBERT A MICKEVICIUS Total	\$ 2,450.00
MOLD MATTERS, INC. Total	\$ 2,413.13
CONFLICT RESOLUTION SERVI Total	\$ 2,400.00
VERIZON WIRELESS Total	\$ 2,357.96
NORTHERN A-1 KALKASKA Total	\$ 2,341.50
LAW OFFICE OF MATTIAS JOH Total	\$ 2,325.00
TRAVERSE CITY RECORD EAGL Total	\$ 2,312.14
MARK A RISK Total	\$ 2,300.00
AMERICAN LEGION HALL Total	\$ 2,270.00
4FRONT CREDIT UNION Total	\$ 2,258.18
CHIEF SUPPLY CORPORATION Total	\$ 2,238.00
PAUL T. JARBOE PLC Total	\$ 2,237.00
DANA LYNN POTOCKI Total	\$ 2,187.46
SMITH MEDICAL PARTNERS Total	\$ 2,171.66
EAST BAY LEGAL Total	\$ 2,140.00
BETHANY CHRISTIAN SERVICE Total	\$ 2,137.76
CHILD & FAMILY SERVICES Total	\$ 2,074.05
GOVERNMENTAL BUSINESS SYS Total	\$ 2,062.89
RECOLLECT SYSTEMS INC. Total	\$ 2,041.00
MGT OF AMERICA CONSULTING Total	\$ 2,000.00
MICHIGAN STATE POLICE - B Total	\$ 1,991.00
86TH DISTRICT COURT Total	\$ 1,931.00
LINDA E WASIELEWSKI Total	\$ 1,904.89
PAUL HUBBELL Total	\$ 1,875.00
TRAVERSE AREA SUPPORT SER Total	\$ 1,872.00
PARAGARD DIRECT Total	\$ 1,865.76
WARREN WAHL Total	\$ 1,850.00
CRYSTAL FLASH Total	\$ 1,848.40
HUB INTERNATIONAL MIDWEST Total	\$ 1,840.00
ELIZABETH ELLEN LAJKO Total	\$ 1,838.00

Payee Name	Amount
MUNSON MEDICAL CENTER Total	\$ 1,827.34
GREAT LAKES BUSINESS SYST Total	\$ 1,783.82
TITLE CHECK LLC Total	\$ 1,776.36
KYLE B TREVAS Total	\$ 1,750.00
REANN R GORTON Total	\$ 1,750.00
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,742.50
ELMER'S CRANE & DOZER Total	\$ 1,712.50
ROSS HICKMAN Total	\$ 1,625.00
ALLEN SUPPLY Total	\$ 1,615.15
BRANDY HANSEN Total	\$ 1,600.00
LAND INFORMATION ACCESS A Total	\$ 1,597.50
WOMEN'S RESOURCE CENTER Total	\$ 1,570.00
CHERRY CAPITAL CAB, LLC Total	\$ 1,565.00
TRAVERSE BODY & PAINT CEN Total	\$ 1,511.00
FRED KROPP Total	\$ 1,508.00
MICRO-TEL CENTER Total	\$ 1,496.00
TRAVERSE CITY PRINT & COP Total	\$ 1,488.50
KEVIN A. ELSENHEIMER Total	\$ 1,432.80
LEONARDO'S TREE SERVICE Total	\$ 1,415.00
VANBELKUM COMPANIES LLC Total	\$ 1,362.92
D/LT. DANIEL KING Total	\$ 1,354.92
FISH WINDOW CLEANING Total	\$ 1,311.00
SCHMELTZER LAW PLLC Total	\$ 1,310.00
KENNEDY INDUSTRIES, INC. Total	\$ 1,275.00
CUTTIN IT CLOSE OUTDOOR Total	\$ 1,250.00
SCHNEIDERMAN & SHERMAN Total	\$ 1,250.00
MICHIGAN PIPE & VALVE Total	\$ 1,213.50
MCGOUGH'S INC Total	\$ 1,188.00
TENURGY LLC Total	\$ 1,173.35
GREGORY G NORTH PHD PC Total	\$ 1,150.00
DEPARTMENT OF TREASURY Total	\$ 1,125.64
CMP DISTRIBUTORS Total	\$ 1,119.50
CHARLES B COVELLO Total	\$ 1,099.11
DAVID G GRUNST Total	\$ 1,090.00
ARTHUR H. LANDAU Total	\$ 1,034.18
SCHMUCKAL OIL CO Total	\$ 1,023.30
CATHOLIC CHARITIES WEST M Total	\$ 1,023.04
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 1,000.00
EASTWOOD CUSTOM HOMES Total	\$ 1,000.00
STADIUM DRIVE PROPERTIES Total	\$ 1,000.00
INTERSTATE BILLING SERVIC Total	\$ 960.18
DELTA COLLEGE Total	\$ 950.00
STEPHEN DALY Total	\$ 949.81
DOUBLETREE HOTEL Total	\$ 948.15
USA BLUE BOOK Total	\$ 943.91
A BROOKS DARLING Total	\$ 920.50

Payee Name	Amount
WHITEWATER TOWNSHIP Total	\$ 915.47
CONCEPT2 INC Total	\$ 895.00
SAFARILAND LLC Total	\$ 895.00
INTERPHASE INTERIORS Total	\$ 886.85
HAVILAND CONSUMER PRODUCT Total	\$ 881.80
HEALTH/SAFETY TRAINING & Total	\$ 880.00
THOMAS J SEGER Total	\$ 875.00
CHRISTINE SHOMIN Total	\$ 866.93
CINTAS CORP #729 Total	\$ 859.27
MAGNET FORENSICS Total	\$ 850.00
DEWEESE HARDWARE Total	\$ 838.57
MILLER CANFIELD PADDOCK & Total	\$ 832.00
MICHIGAN RURAL WATER ASSN Total	\$ 825.00
DAVID J CLARK Total	\$ 825.00
SOS LEARNING LAB LLC Total	\$ 825.00
OTIS ELEVATOR COMPANY Total	\$ 812.50
BRIDGET THUENTE Total	\$ 798.59
NATIONAL RESTAURANT ASSOC Total	\$ 780.92
REDWOOD TOXICOLOGY LABORA Total	\$ 772.59
BEVERLY A MORRISON Total	\$ 758.93
JAMES M LINDSAY Total	\$ 750.00
LESLEY'S LANDSCAPING Total	\$ 735.00
ECOLAB FOOD SAFETY SPECIA Total	\$ 727.93
NYE UNIFORM CO., INC Total	\$ 701.08
AGACL Total	\$ 695.00
KIRSTEN KEILITZ Total	\$ 685.19
MAX'S SERVICE Total	\$ 684.95
CDM MOBILE SHREDDING LLC Total	\$ 675.00
MICHIGAN SHERIFFS ASSOCIA Total	\$ 675.00
MICHIGAN STATE UNIVERSITY Total	\$ 675.00
ROSCOMMON COUNTY Total	\$ 672.00
NORTHERN BUILDING SUPPLY Total	\$ 658.95
KELLI J. CLAXTON Total	\$ 650.00
CAROL STOCKING Total	\$ 638.74
LONG LAKE MARINA Total	\$ 633.71
NORTHERN MICHIGAN SUPPLY Total	\$ 611.64
ARK OF SALVATION CHURCH Total	\$ 600.00
ISAIAH WUNSCH Total	\$ 590.00
H.M. DAY SIGNS Total	\$ 580.00
TRI-GAS DISTRIBUTING CO. Total	\$ 574.44
BILL MARSH AUTO RENTALS Total	\$ 566.90
BRIAN WILSON Total	\$ 563.96
WALMART COMMUNITY CARD Total	\$ 559.96
JENTEES CUSTOM SCREEN PRI Total	\$ 554.02
TCR CARE LLC Total	\$ 550.00
SCOTT TETER Total	\$ 548.00

Payee Name	Amount
ELITE FABRICARE Total	\$ 539.10
MATTHEW A FERGUSON Total	\$ 529.74
MARGARET DRURY Total	\$ 522.62
SITEONE LANDSCAPE SUPPLY Total	\$ 500.30
AARON COLBY Total	\$ 500.00
BRAKEL CONSTRUCTION INC Total	\$ 500.00
FIFE LAKE HARDWARE & AUTO Total	\$ 500.00
GEOFFREY M PIERICK Total	\$ 500.00
LEELANAU CONSTRUCTION Total	\$ 500.00
LTD CONSTRUCTION Total	\$ 500.00
MARIE WALKER, PLLC Total	\$ 500.00
MICHIGAN COMMUNICATIONS D Total	\$ 500.00
MUSTANG BUILDERS Total	\$ 500.00
ORBIS PARTNERS INC. Total	\$ 500.00
PETER PROUTY Total	\$ 500.00
PHIL AND JENNIFER MEEKER Total	\$ 500.00
SCOTT NORRIS CONSTRUCTION Total	\$ 500.00
THEODORE BOEVE Total	\$ 500.00
WOLLAM LLC Total	\$ 500.00
DAVID A. DOBREFF Total	\$ 497.25
NORTHWEST SERVICE SOLUTIO Total	\$ 485.00
SAULT TRIBE YOUTH FACILIT Total	\$ 480.00
LEXISNEXIS RISK DATA MANA Total	\$ 472.67
LASER PRINTER TECHNOLOGIE Total	\$ 472.65
CHARLES M HAMLYN Total	\$ 469.85
PRIME TIME NEWS & OBSERVE Total	\$ 465.00
JULIE DODSON Total	\$ 464.66
WILLIAMS CHEVROLET Total	\$ 462.14
JOSEPH G MOLLICA Total	\$ 460.00
GRAND TRAVERSE INDUSTRIES Total	\$ 459.56
MCKESSON MEDICAL SURGICAL Total	\$ 456.18
KYLE ATTWOOD Total	\$ 442.60
ANNETTE F LEECK Total	\$ 438.00
KAITLIN GLEASON Total	\$ 434.00
ROBERT D ROBBINS Total	\$ 427.42
SERVPRO OF GRAND TRAVERSE Total	\$ 419.00
VICTOR SINEWAY Total	\$ 415.33
CHARTER COMMUNICATIONS Total	\$ 414.95
BAY AREA PET HOSPITAL Total	\$ 405.98
LEAH HORNACEK Total	\$ 404.16
TOP LINE ELECTRIC LLC Total	\$ 402.39
JASON &/OR JERRY FRANCISC Total	\$ 400.00
LESLIE ANN WILSON Total	\$ 400.00
STACY DOBREFF Total	\$ 397.65
RHONDA YANSKA Total	\$ 395.07
PARSHALL TREE SERVICE LLC Total	\$ 385.00

Payee Name	Amount
MICHIGAN COMMUNITY COLLEG Total	\$ 375.00
THE ROSSOW GROUP Total	\$ 375.00
JACQUELINE CORBETT Total	\$ 373.70
TOBY'S INSTRUMENT SHOP Total	\$ 371.00
PREMIER OUTDOORS Total	\$ 370.00
DALE ALAN ABFALTER Total	\$ 367.50
PRESIDIO NETWORKED SOLUTI Total	\$ 360.00
ARTS AUTO & TRUCK Total	\$ 354.45
MIKE PETRUCCI Total	\$ 354.00
RUDOLPH MANICK Total	\$ 353.00
EAST BAY HARBOR COMPANY Total	\$ 351.43
BLAIR TOWNSHIP Total	\$ 351.40
REYNOLDS-JONKHOFF FUNERAL Total	\$ 350.00
GRAND TRAVERSE RADIOLOGIS Total	\$ 345.00
TARA AYLSWORTH Total	\$ 342.92
SARAH & NICK COBB Total	\$ 342.50
JC PENNEY Total	\$ 340.00
VISITORS MEDIA LLC Total	\$ 330.00
IMAGE360 Total	\$ 329.41
JEFFREY A. O'BRIEN Total	\$ 321.00
CONTROL SOLUTIONS Total	\$ 316.93
GLOBAL PROTECTION CORP. Total	\$ 313.96
DAVID M AKERS Total	\$ 308.35
SARA FISHER Total	\$ 301.00
CHERRY HILL HAVEN AFC Total	\$ 300.00
CLARE SVEC Total	\$ 300.00
FAMILY VIDEO Total	\$ 300.00
FINAL TOUCH CLEANING SERV Total	\$ 300.00
HOGARTH'S PEST CONTROL CO Total	\$ 300.00
KONRAD MOLTER Total	\$ 300.00
LA PROFESSIONAL CLEANING Total	\$ 300.00
LIFE STORY FUNERAL HOME Total	\$ 300.00
MICHIGAN LAND TITLE ASSOC Total	\$ 300.00
SCHMUCKAL OIL Total	\$ 300.00
WORKERS COMP FUND MI MUNI Total	\$ 300.00
NORTHWOOD PAINT & SUPPLY Total	\$ 297.50
BRENDA VOIGHT Total	\$ 294.35
CCH INCORPORATED Total	\$ 293.87
LINNEA RACHEL DELAHANTY Total	\$ 290.61
NANCY ICKES Total	\$ 289.40
PAKOR INC - NW8935 Total	\$ 286.07
ADMIRAL PETROLEUM CO Total	\$ 285.20
NATASHIA BOWEN Total	\$ 278.61
RYAN COLLEY Total	\$ 278.00
SPENCER J BISHOP Total	\$ 278.00
LISA MCNAIR Total	\$ 277.36

Payee Name	Amount
STATE FARM INSURANCE CO. Total	\$ 276.10
JAMES DANEK Total	\$ 275.18
THOMAS RAMSEY Total	\$ 275.18
NORTHERN MI. MECH. & PLG. Total	\$ 275.00
DEBORAH STERNAMAN Total	\$ 274.52
PINE REST CHRISTIAN MENTA Total	\$ 273.00
SUZANNE BORSOS Total	\$ 270.15
BRITTANY B SAMPLE Total	\$ 267.98
CLARISSA FASEL Total	\$ 267.82
LISA PHILO Total	\$ 267.10
LESLIE ANNE SNELLER Total	\$ 265.08
ELECTRONIC MONITORING SYS Total	\$ 263.50
US BANK EQUIPMENT FINANCE Total	\$ 262.86
STACEY TRUESDELL Total	\$ 262.29
PAUL MALESKI Total	\$ 262.00
JOHN R. SABATINI, JR. Total	\$ 258.88
MELISSA ZENNER Total	\$ 257.14
COPY CENTRAL Total	\$ 256.38
TRAVERSE CITY AREA PUBLIC Total	\$ 255.98
NORTHWOODS PRINTERS/OFFIC Total	\$ 255.10
LARK LAWN & GARDEN INC. Total	\$ 254.24
CHUCK HILL Total	\$ 250.00
KENMAR COMPANY Total	\$ 250.00
MICH ASSOC OF COUNTY CLER Total	\$ 250.00
KAREN ZENNER Total	\$ 249.94
CHRISTOPHER FIELDHOUSE Total	\$ 242.20
PJ RESTAURANT Total	\$ 240.00
ASHLEY JUSTICE Total	\$ 235.44
JUNIORS DISCOUNT TIRE Total	\$ 234.95
ACTION INDUSTRIAL SUPPLY Total	\$ 234.63
CENTURYLINK Total	\$ 231.80
JENNY ROBLES Total	\$ 229.01
MARY URYASZ Total	\$ 228.90
LESLEY HOLLYDAY Total	\$ 225.53
BLARNEY CASTLE OIL CO. Total	\$ 225.00
TNT OUTDOOR SERVICES LLC Total	\$ 225.00
CADILLAC GARAGE DOOR, INC Total	\$ 224.75
CARRIE SORENSEN Total	\$ 217.62
DEAN BOTT Total	\$ 217.00
D & W MECHANICAL Total	\$ 213.00
CENTRE STREET CAFE Total	\$ 210.00
JESSICA PARENT Total	\$ 209.84
MENARDS Total	\$ 209.24
MICHELLE NEWMAN Total	\$ 208.00
KAREN M HAMPEL Total	\$ 207.86
BRAMER AUTO Total	\$ 206.85

Payee Name	Amount
NORTHWOOD ANIMAL HOSPITAL Total	\$ 205.92
B & B PRINTING Total	\$ 205.00
SAMARITAS Total	\$ 205.00
ALICIA THAYER Total	\$ 204.37
ALCOTEC PENSION FUND Total	\$ 203.39
WILLIAMS & BAY PUMPING SE Total	\$ 202.50
MICHAEL LAHEY Total	\$ 202.07
BAY AREA RECYCLING FOR CH Total	\$ 200.00
RAYMELL L ENGLISH Total	\$ 200.00
ROBERT GODZIEBIEWSKI Total	\$ 200.00
SCHMIDT REALTOR Total	\$ 200.00
TOM'S FOOD MARKET Total	\$ 200.00
WESTFIELD INSURANCE Total	\$ 200.00
WILLIAM & MARY POLLARD Total	\$ 200.00
GRAND TRAVERSE VETERINARY Total	\$ 198.50
HEMOCUE AMERICA Total	\$ 198.00
JONATHAN GENE ULLERY-SMIT Total	\$ 196.40
BAILEY LAW OFFICE, PLLC Total	\$ 195.00
WALMART Total	\$ 195.00
CRIME VICTIMS SERVICES CO Total	\$ 190.00
WATKINS PHARMACY & SURGIC Total	\$ 188.05
BENJAMIN MCMANUS Total	\$ 186.00
DAVID SUHY Total	\$ 186.00
MICHAEL SHEA Total	\$ 186.00
OAKWOOD VETERINARY HOSPIT Total	\$ 186.00
RANDY FEWLESS Total	\$ 186.00
TRAVIS A HORN Total	\$ 186.00
DASH MEDICAL GLOVES INC Total	\$ 183.70
DIANA BROUSSARD Total	\$ 183.02
TARGET INFORMATION Total	\$ 182.40
CYNTHIA ANN KOTT Total	\$ 181.93
ACE WELDING & MACHINE, IN Total	\$ 180.00
KEITH FRENCH Total	\$ 180.00
MEIJER, INC Total	\$ 180.00
BAY SUPPLY & MARKETING, I Total	\$ 179.20
SUSAN FAYE MIHATSCH Total	\$ 177.39
JESSICA JAYNES Total	\$ 176.98
TOTAL ACCESS GROUP, INC. Total	\$ 173.53
MICHIGAN JUDGES ASSOCIATI Total	\$ 170.00
GREEN LAKE TOWNSHIP Total	\$ 169.86
DOJE'S INCORPORATED Total	\$ 169.34
THE HARTFORD INSURANCE Total	\$ 165.95
LANGUAGE LINE SERVICES Total	\$ 162.75
CHARLES L CLAPP Total	\$ 162.50
JOANNE KELLY Total	\$ 162.37
JENNY LYNN GRIST Total	\$ 160.73

Payee Name	Amount
CRESTLINE SPECIALTIES CO Total	\$ 160.52
JILL L. CASE Total	\$ 159.79
CHERYL MARIE FLETCHER-SAN Total	\$ 159.78
TRAVERSE REPRODUCTION & S Total	\$ 159.62
WRIGHT EXPRESS FLEET SERV Total	\$ 157.94
LINDA & EDWARD HORN Total	\$ 153.22
EMILY RICE Total	\$ 152.27
JANE FLAGLER FOCHTMAN Total	\$ 151.71
ALLSTATE INSURANCE COMPAN Total	\$ 150.00
CHEMICAL BANK Total	\$ 150.00
HORIZON BOOKS, INC. Total	\$ 150.00
KATHLEEN A GEST Total	\$ 150.00
MR & MRS DON HESS Total	\$ 150.00
PROFILE Total	\$ 150.00
SINGING HEART TO HEART Total	\$ 150.00
ZACHARY JABOUR Total	\$ 150.00
E&J SUPPLY, INC. Total	\$ 149.58
JACQULYN ROSE BURFIELD Total	\$ 149.15
STACY LIN HOWE Total	\$ 148.37
ANNAMARIE DITURI Total	\$ 146.08
KRIS RANDALL Total	\$ 145.93
LEE A STORCH Total	\$ 144.39
ANDREA HOLCZMAN Total	\$ 144.00
DANIELLE MEINZINGER Total	\$ 144.00
MINDY KAVANAUGH Total	\$ 144.00
TINA SHOEMAKER Total	\$ 144.00
MARGARET GRACE BURNS Total	\$ 143.13
STAPLES Total	\$ 142.54
ANIMAL MEDICAL CENTER Total	\$ 142.25
TEBOE FLORIST & Total	\$ 140.98
THE COPY SHOP Total	\$ 140.90
APPLIED IMAGING Total	\$ 140.63
TIFFANY SKOWRONSKI INTERP Total	\$ 140.31
MICHIGAN UNIFORMS AND APP Total	\$ 140.20
TC RENTALS Total	\$ 140.00
MELISSA MARIE LUNDY Total	\$ 139.80
CORY KIMBER Total	\$ 139.27
KAITLYN THOMAS Total	\$ 137.61
THE HOME DEPOT CRC Total	\$ 137.36
ACE HARDWARE Total	\$ 135.22
SERGEI SHUMASTER Total	\$ 135.00
TRAVERSE NARCOTICS TEAM Total	\$ 135.00
ALLISON MCKENNA SCHNEIDER Total	\$ 134.81
GRAND BAY MARINE Total	\$ 134.51
CINCINNATI INSURANCE COMP Total	\$ 134.05
PREMIER SAFETY Total	\$ 132.56

Payee Name	Amount
STEPHEN SEND Total	\$ 132.50
BRIAN T. RICHARDS Total	\$ 130.00
MECRA Total	\$ 130.00
DAVID A SCHAFFER Total	\$ 129.83
ZORO TOOLS INC Total	\$ 129.80
NATHAN DANIEL KRAUSE Total	\$ 128.00
OPTUM Total	\$ 126.73
HABITEC SECURITY, INC. Total	\$ 126.15
CHRISTOPHER DAILEY Total	\$ 125.35
DIANA MACK Total	\$ 125.00
DOUGLAS ANSTEY Total	\$ 125.00
MARK ROBERTS Total	\$ 125.00
NANCY GONZALEZ Total	\$ 125.00
STERICYCLE INC Total	\$ 124.63
LAUREN ARTHUR VAUGHN Total	\$ 122.93
MARY WENGER-TOWNSEND Total	\$ 122.08
COLLEEN VANKLOMPENBERG Total	\$ 120.00
JIM OR MARCIA SERVIS Total	\$ 120.00
MARK AYERS PLOWING Total	\$ 120.00
PERFECT FENCE CO. Total	\$ 120.00
QDOBA MEXICAN GRILL Total	\$ 120.00
NOEL TIMOTHY SCHROEDER Total	\$ 118.30
PEOPLE MAGAZINE Total	\$ 118.26
SHERWIN-WILLIAMS Total	\$ 115.85
LYNN PEAVEY COMPANY Total	\$ 115.00
TRANSUNION RISK AND ALTER Total	\$ 115.00
JENNY LYNN MCNAIR Total	\$ 114.00
KATHERINE ANN MCDONALD Total	\$ 114.00
JASON TORREY Total	\$ 113.00
FEMALE HEALTH COMPANY Total	\$ 112.00
JENNIFER PEDROZA Total	\$ 111.18
AMICAL Total	\$ 110.00
JOHN DAVIS Total	\$ 109.91
VERN BOWLING Total	\$ 109.26
PROPERTY RECORDS INDUSTRY Total	\$ 108.75
INSTITUTE OF CONTINUING L Total	\$ 108.50
KELLEY RIEDEL Total	\$ 107.90
EMILY ROUND Total	\$ 107.06
MONICA ANTOINETTE CROCKET Total	\$ 106.12
NICKERSON TOWING Total	\$ 105.50
BENJAMIN DAVID CLARK Total	\$ 105.30
WILLIAMS GROUP Total	\$ 104.88
SMILEMAKERS, INC. Total	\$ 104.85
PATTI BAKER Total	\$ 104.15
STEPHEN & ANDERSON, PLC Total	\$ 104.00
AUTUMN BRE DROSTE Total	\$ 103.80

Payee Name	Amount
JOHN B WOLF SR Total	\$ 102.25
SCOTT STEPHEN BIRCH Total	\$ 101.93
BAY WEST ANIMAL CLINIC Total	\$ 101.50
MARCIE MONTGOMERY Total	\$ 100.23
AIR SERVICES, INC. Total	\$ 100.00
BENJAMIN JAMES Total	\$ 100.00
CHRIS DOYAL Total	\$ 100.00
ENCOMPASS INSURANCE Total	\$ 100.00
GOURDIE-FRASER, INC Total	\$ 100.00
HAWTHORNE VINEYARDS Total	\$ 100.00
HENRY GORDON FIELDS Total	\$ 100.00
KENT GRAY & BROOKE BORGES Total	\$ 100.00
LAKEVIEW COUNSELING PC Total	\$ 100.00
MANCINO'S PIZZA Total	\$ 100.00
MICAMP Total	\$ 100.00
NALY SIPHENGPHET Total	\$ 100.00
PEPSI BOTTLING GROUP Total	\$ 100.00
RENT A CENTER RETAIL SERV Total	\$ 100.00
SET SEG INSURANCE Total	\$ 100.00
TBAISD Total	\$ 100.00
TCTA Total	\$ 100.00
TRAVERSE AREA PEDIATRIC A Total	\$ 100.00
JOHN C. HORTON Total	\$ 99.00
BRANDON BELL Total	\$ 98.00
HOWARD JOHN SCHIEVENIN Total	\$ 98.00
ROBERT PORTER Total	\$ 98.00
SHELLY ANN EASTON Total	\$ 97.69
MARCEL SCOTT LENZ Total	\$ 97.50
MARGARET E ALLEN Total	\$ 97.50
WENDY COREY Total	\$ 97.50
SHERISE SHIVELY Total	\$ 94.83
DALE BRINK Total	\$ 94.60
JANET MCGEE Total	\$ 94.00
MEIJER, INC. Total	\$ 93.75
PEGGY ANN KLOCK Total	\$ 92.97
JEREMIAH PRIEST Total	\$ 92.65
SEAN GRIFFARD Total	\$ 92.00
THOMAS BENSLEY Total	\$ 92.00
JAMES WILLIAM GAUTHIER Total	\$ 91.10
SPARTAN DISTRIBUTORS Total	\$ 90.88
QUESTYME USA Total	\$ 90.78
LAURA JOHNSON Total	\$ 90.00
OLD TOWN PSYCHOLOGICAL SE Total	\$ 90.00
GAYE LEE GRONLUND Total	\$ 89.95
FRED TANK Total	\$ 89.38
KRISTEN LAMBERT Total	\$ 89.35

Payee Name	Amount
ANDREW ROBERT FLES Total	\$ 88.80
DAKOTAH GENE TARRANT Total	\$ 88.00
THIRLBY AUTOMOTIVE Total	\$ 87.79
INDIANA SAFETY CO. INC Total	\$ 87.55
CLARKE-EVERETT DOG & CAT Total	\$ 87.50
SHIRLEY BOWMAN Total	\$ 87.50
KAREN LYNN SEND Total	\$ 87.00
POTTERS FINE PASTRIES Total	\$ 86.94
ELIZABETH STANICHUK Total	\$ 86.76
SANDRA LEE MYERS Total	\$ 86.50
JAMES BAKER Total	\$ 86.42
JENNIFER MARRS Total	\$ 86.04
APPRISS SAFETY Total	\$ 85.00
KEVIN CONRADY Total	\$ 85.00
STATE FARM Total	\$ 85.00
STAPLES BUSINESS ADVANTAG Total	\$ 83.28
ROY'S GENERAL STORE Total	\$ 83.18
PURE WATER WORKS Total	\$ 82.00
ROSE MARIE SELKIRK Total	\$ 80.75
CYNTHIA GREEN Total	\$ 80.65
LA EXPRESS SERVICES Total	\$ 80.00
DAVID AUSTIN DUNVILLE Total	\$ 79.60
SUSAN OLMAN Total	\$ 78.45
MARK AARON WEBER Total	\$ 78.00
MATTHEW JOSEPH JAMES Total	\$ 77.88
RYAN WALSH Total	\$ 76.96
KATHERINE LESLIE-GREEN SO Total	\$ 76.15
TERRIE JO CADY Total	\$ 76.15
SHEILA CORNER Total	\$ 75.21
CYNERGYCOMM.NET INC Total	\$ 75.03
ALEXANDER BRAJAK Total	\$ 75.00
ECONOLODGE Total	\$ 75.00
EDIE EKINS DEVENEAU Total	\$ 75.00
JULIE WHITE Total	\$ 75.00
MERRILL LYNCH Total	\$ 75.00
PERFECT FIT LLC Total	\$ 75.00
SHANE A MARQUETTE Total	\$ 75.00
SOCIAL SECURITY ADMINISTR Total	\$ 75.00
VONDA RAE STEFFES Total	\$ 75.00
LINDA MARIE DEGROW Total	\$ 74.97
LINDSAY KING Total	\$ 74.67
GORDON FOOD SERVICE Total	\$ 72.05
MOORE & MARSH, ATTORNEY A Total	\$ 71.50
REBECCA NOONAN Total	\$ 70.85
MARSHA JOHNSON Total	\$ 70.48
ANGELIQUE COTRIGHT Total	\$ 70.00

Payee Name	Amount
IN-HOME HEALTHCARE SERVIC Total	\$ 70.00
SUSAN BOWEN Total	\$ 70.00
TOM ROEN Total	\$ 70.00
HANOVER INSURANCE COMPANY Total	\$ 69.21
JULIE A. ARENDS Total	\$ 69.09
EVELYN LIVINGSTON Total	\$ 68.53
ANSWER UNITED Total	\$ 68.31
FASTENAL COMPANY Total	\$ 68.26
FARM BUREAU INSURANCE GRO Total	\$ 67.50
GENE ARNOLD BOWDEN Total	\$ 67.50
NORTHWESTERN BANK Total	\$ 67.50
JOAN CARMEN ATTWOOD Total	\$ 67.31
LONG LAKE ANIMAL HOSPITAL Total	\$ 67.25
ERIC JACKSON Total	\$ 66.00
LYNNE STOCKWELL Total	\$ 65.94
BRICKYARD TOWING Total	\$ 65.00
KERRI LYNN DEMOULPIED Total	\$ 65.00
EAST BAY ANIMAL HOSPITAL Total	\$ 64.75
MCCARDEL CULLIGAN WATER C Total	\$ 64.00
MICHIGAN DEPARTMENT OF ST Total	\$ 64.00
SUPERFLEET MASTERCARD PRO Total	\$ 63.70
EMBROIDME Total	\$ 63.00
JACALYN MONEY-BRUNO Total	\$ 62.69
CORPORATE SETTLEMENT SOLU Total	\$ 60.97
PETER FORTON Total	\$ 60.71
GRAND TRAVERSE PERSONAL P Total	\$ 60.00
J COLE TRANSPORTATION Total	\$ 60.00
JENNIFER L. WHITTEN Total	\$ 60.00
LILY NGUYEN Total	\$ 60.00
PETER MONAHAN Total	\$ 60.00
SOS ANALYTICAL Total	\$ 60.00
WEST SHORE PUBLICATIONS, Total	\$ 59.87
BEATRIZ CRUZ Total	\$ 58.98
JOHN WALTER PULCIPHER Total	\$ 58.00
COMPANION ANIMAL HOSPITAL Total	\$ 57.50
MARLA JEAN HUTSON Total	\$ 57.20
KATHLEEN & MICHAEL SHEEAN Total	\$ 56.89
DANTE NARTOLOMEO Total	\$ 56.22
THOMAS FRANK EORY Total	\$ 55.50
BEN WESTON Total	\$ 55.00
DAWN DUNHAM Total	\$ 55.00
HENRY MUSE Total	\$ 55.00
CHERRY CAPITAL MOBILE PET Total	\$ 54.50
DAVID EARL LOVEJOY Total	\$ 54.00
OSTERMAN JEWELERS Total	\$ 54.00
TRISHA MOORE Total	\$ 53.79

Payee Name	Amount
SHIRLEY ANN LAFOND Total	\$ 53.00
JENNIFER WESLING Total	\$ 52.50
KAYLA CHRISTINE ADKINS Total	\$ 52.50
ROXANNE ELIZABETH JOHNSON Total	\$ 52.50
BONNIE SCHEELE Total	\$ 52.34
BENJAMIN WIGGINS Total	\$ 50.50
ALOYSIUS MARK PEPLINSKI Total	\$ 50.00
AMANDA M WEBSTER Total	\$ 50.00
B&T APPLIANCE Total	\$ 50.00
BONNIE JEAN WATTELET Total	\$ 50.00
BURDCO INC Total	\$ 50.00
DAVE BRAYTON Total	\$ 50.00
DESIRAE KINSMAN Total	\$ 50.00
DIANA S HOLCOMBE Total	\$ 50.00
GALLAGHER BASSETT SERVICE Total	\$ 50.00
JOSEPH GEROVAC Total	\$ 50.00
LARRY O SAWALLICH Total	\$ 50.00
MARINA SILKOVSKYY Total	\$ 50.00
MARK SMITH Total	\$ 50.00
MML Total	\$ 50.00
RICHARD COOPER Total	\$ 50.00
ROBERT PANTER Total	\$ 50.00
ROSE M BELLES Total	\$ 50.00
SUNIL NAIR Total	\$ 50.00
SVEC INVESTMENTS Total	\$ 50.00
TWIN BAY GLASS, INC. Total	\$ 50.00
FRONTIER COMMUNICATIONS Total	\$ 49.61
MARTHA THORELL Total	\$ 49.60
NORTHERN GARAGE DOORS Total	\$ 48.19
CHRISTY SUE KLEIN Total	\$ 47.50
CYNTHIA LORRAINE LADY Total	\$ 47.50
ROBIN LYNN DEBUSCA Total	\$ 47.50
ROBYN DORiot Total	\$ 47.50
TERRY JAMES COMER Total	\$ 47.50
NAOMI CYNTHIA CALL Total	\$ 47.00
AMY DENISE STRUCK Total	\$ 46.85
JOSEPH LAKE Total	\$ 46.50
JEAN ANN CASE Total	\$ 46.00
SHARON ANN DAY Total	\$ 45.70
SHIRLEY IRENE GRAHAM Total	\$ 45.70
BRIAN MCCALL Total	\$ 45.50
RICHARD NELSON SPENCER Total	\$ 45.50
CHERI YOUMANS Total	\$ 45.00
GAIL ANNE VANDERNOOT Total	\$ 45.00
MIROSLAVA GUILLEN Total	\$ 45.00
SIMPLE CREDIT, INC. Total	\$ 45.00

Payee Name	Amount
BATTERIES PLUS Total	\$ 44.95
JAIME CROEL Total	\$ 44.62
TALINA MARIE PANTALL Total	\$ 44.55
ASHLEY ANN HOMANT Total	\$ 44.50
JANELLE NICOLE DEE Total	\$ 44.50
AMY VISWAT MCKEAN Total	\$ 43.50
DARREN FRANCIS MOONEY Total	\$ 43.50
LISA ANN NADLICKI Total	\$ 43.50
GARY ALLAN HOOVER Total	\$ 43.40
AARON NEIL EBLING Total	\$ 42.50
BRIT LUNDQUIST Total	\$ 42.50
CHERYL ANN OSLUND Total	\$ 42.50
KAREN E ARMSTRONG Total	\$ 42.50
PAMELA SUE MCMANUS Total	\$ 42.25
SUSAN ROSINSKI Total	\$ 42.25
DANIEL FREDERICK LADD Total	\$ 42.00
TIMOTHY PAUL BURZYNSKI Total	\$ 42.00
CHELSEA A BRANT Total	\$ 41.96
KEVIN RANDY CONLEY Total	\$ 41.10
LISA MARIE LUCSY Total	\$ 41.10
THOMAS WILLIAM DAVIS Total	\$ 41.10
RHONDA BUIE Total	\$ 41.00
SHELDON CIVIL PROCESS SER Total	\$ 40.80
DILLON PATRICK LIZENBY Total	\$ 40.50
CHRISTOPHER HOBSON Total	\$ 40.00
GERALD KRAJENKE Total	\$ 40.00
THOMAS ANSEL WOOTERS Total	\$ 40.00
WASH-N-GO CARWASH Total	\$ 40.00
LINDA WASIELEWSKI Total	\$ 39.95
REBECCA SUE MCDANIEL Total	\$ 39.95
WADE DOUGLAS BOYD Total	\$ 39.95
CHRISTOPHER FORSYTH Total	\$ 39.67
CHEYENNE KINNEE Total	\$ 39.50
DANELLE ANN EICHENBERG Total	\$ 39.50
RICHARD CHARLES DORMITZER Total	\$ 39.50
CATHLEEN ANNE MARROW Total	\$ 39.38
PAM BLUE Total	\$ 39.24
RAQUEL SMITH Total	\$ 39.00
MICHAEL LEWIS Total	\$ 38.98
JAY R FELDMAN Total	\$ 38.50
JULIE ANN THWING Total	\$ 38.50
KAISCHA NICOLE SMITH Total	\$ 38.50
LORI S WELLS Total	\$ 37.87
BRACE KERN Total	\$ 37.65
REBECCA REYNOLDS Total	\$ 37.65
RICHARD K STINER Total	\$ 37.50

Payee Name	Amount
BAY BREAD COMPANY, INC Total	\$ 37.45
DEBORAH STANNARD Total	\$ 36.80
DANIEL CUELLAR Total	\$ 36.50
EDWARD J MCDERMOTT Total	\$ 36.50
JENNIFER MARIE HARCOURT Total	\$ 36.50
NICHOLAS JAMES CAMPBELL Total	\$ 36.50
JANE HART SAYLES Total	\$ 36.00
JOHN DAVID GALATOCKY Total	\$ 35.93
SPENCER E ROSS Total	\$ 35.93
THOMAS G. POWER Total	\$ 35.80
CYNTHIA LYNN ALEXANDER Total	\$ 35.35
CYNTHIA S RAYMOND Total	\$ 35.35
JEREMY WILLIAM ALLEN Total	\$ 35.35
NOAH STEPHEN MORGAN Total	\$ 35.35
ALICJA POWER Total	\$ 35.00
BASA Total	\$ 35.00
KIMBERLY SHERIDAN Total	\$ 35.00
NMAVA Total	\$ 35.00
CHRISTINA BOLINSKI Total	\$ 34.20
JAMES PATRICK FOLEY Total	\$ 34.20
KERRY CROUSE Total	\$ 34.20
NICOLE DEANN-TABERSKI WES Total	\$ 34.20
ROBERT BRUCE BROWNE Total	\$ 34.20
JEFFREY STELLWAGEN Total	\$ 34.08
GAIL MILDRED BAKER Total	\$ 33.63
DAWN PLAMONDON Total	\$ 33.53
JAMES MCKIAN Total	\$ 33.53
THE LEELANAU ENTERPRISE Total	\$ 33.45
KEN ENGELKING Total	\$ 33.34
JARED ALLEN KOZERA Total	\$ 33.33
JOSEPH LAUB Total	\$ 33.33
MICHAEL J HARTY Total	\$ 33.05
PENNY CHARLOTTE CHIMEO Total	\$ 33.05
ETNA SUPPLY COMPANY Total	\$ 32.75
BRAD ALAN COLE Total	\$ 31.90
JOLA MICHAELA PEPELLASHI Total	\$ 31.90
NICHOLAS JAMES ARMSTRONG Total	\$ 31.90
CHERYL M GOODWIN Total	\$ 31.17
ANN DYKSTRA Total	\$ 31.00
MICHELE ANN PAXTON Total	\$ 30.75
SANDRA MIMNAUGH Total	\$ 30.75
PHILIP PARKER Total	\$ 30.26
SEAN O'CONNOR Total	\$ 30.26
ANDREW JAMES WARREN Total	\$ 30.00
DAVID LYLE MOORE Total	\$ 30.00
KEVIN JAMES EARL Total	\$ 30.00

Payee Name	Amount
LONNY EINSIEDEL Total	\$ 30.00
MICHELLE MERCER Total	\$ 30.00
TRAVERSE AREA DISTRICT LI Total	\$ 30.00
KEVIN EARL-MARCEL LINDSAY Total	\$ 29.60
ELKE STEPHENS Total	\$ 29.17
JACOB STEINHOFF Total	\$ 29.17
LINDA SPEARS Total	\$ 29.17
TIMMY LEE ROSE Total	\$ 29.03
DEBRA A MIKOWSKI Total	\$ 28.61
KATHRYN MORIARTY RAFTERY Total	\$ 28.45
TARA BAESCH Total	\$ 28.45
EDWARD RUFFLEY Total	\$ 28.08
DANIEL JAMES WESTOVER Total	\$ 27.88
GEORGIA JEAN UBL Total	\$ 27.88
JAMES FRANCIS TENBUSCH Total	\$ 27.88
LOIS ELLEN COUNTERMAN Total	\$ 27.30
PAUL DANIELSON Total	\$ 27.30
WAYDE SCOTT CAIRNS Total	\$ 27.30
JOSEPH PAUL BULGER Total	\$ 26.73
STEVEN BRUCE RANDELL Total	\$ 26.73
THOMAS MULLER Total	\$ 26.65
KOORSEN FIRE & SECURITY, Total	\$ 26.29
THOMAS PHILLIPS JR Total	\$ 26.15
SHANDY SPENCER Total	\$ 25.90
STEPHEN SCOTT Total	\$ 25.90
WYATT SMITH Total	\$ 25.90
HOLLY AMBER FAY Total	\$ 25.58
JOHN MARK LARSON Total	\$ 25.58
LISA JOY THOMAS Total	\$ 25.58
ASHLEY ANN ARVON Total	\$ 25.00
AUTO OWNERS INSURANCE Total	\$ 25.00
ELIZABETH FRITZ Total	\$ 25.00
FREDERICK SWAFFER Total	\$ 25.00
FRIEND OF THE COURT Total	\$ 25.00
GANDER MOUNTAIN Total	\$ 25.00
GARY ELLIOTT Total	\$ 25.00
JAMES & JANICE GAC Total	\$ 25.00
JAMES WEMIGWANS Total	\$ 25.00
JANELLA SCHNEPT Total	\$ 25.00
KIM MILWARD Total	\$ 25.00
MARJORIE SPENCE Total	\$ 25.00
NICHOLAS FERGUSON Total	\$ 25.00
ODIN SOFFREDINE Total	\$ 25.00
SARAH CAVENDISH Total	\$ 25.00
SHAWNA BROWN Total	\$ 25.00
VILLAGE GLEN APARTMENTS Total	\$ 25.00

<u>Payee Name</u>	<u>Amount</u>
VIRGINIA SOLTOW Total	\$ 25.00
WEST MICHIGAN STAMP & SEA Total	\$ 24.60
RONALD ALLAN ARMSTRONG J Total	\$ 24.50
NORTHWEST LOCK INC Total	\$ 24.00
THE TROPHY TROLLEY Total	\$ 24.00
JENIFER NICOLE HAMLET Total	\$ 23.75
JACQUELINE STALLMAN Total	\$ 23.72
LIANNE SOMERVILLE Total	\$ 23.72
SHIRLEY ZERAFA Total	\$ 23.11
JOSEPH LEE ROKOS Total	\$ 22.50
MEGAN LEE HENIGE Total	\$ 22.50
SHOBA SOSALE BERKUCHEL Total	\$ 22.50
MARJORIE STEIMEL Total	\$ 22.09
MICHAEL JOHN COUTURIER Total	\$ 22.00
JAMES MEYER Total	\$ 21.54
WILLIAM O'NEILL Total	\$ 21.54
SHELLY MARIE DREW Total	\$ 21.50
SHELL STATION Total	\$ 21.39
JASON ATWOOD Total	\$ 21.25
MICHAEL RAY CHICHA Total	\$ 21.00
GAIL MARIE DALLOLMO Total	\$ 20.50
NICOLE RENEE GRAF Total	\$ 20.50
ROBERT LARRY MACK Total	\$ 20.50
MICHELLE FOLKERSMA Total	\$ 20.38
MATHEW PAUL VOICE Total	\$ 20.25
ALEXANDER JAMES KELP Total	\$ 20.00
CATHERINE LOUISE BRAWLEY Total	\$ 20.00
CYNTHIA PURVIS Total	\$ 20.00
GERALD DEGRAZIA Total	\$ 20.00
JAMES DALE KNUDSEN JR Total	\$ 20.00
JANICE DUSTIN Total	\$ 20.00
JOSHUA PAUL TAFELSKY Total	\$ 20.00
ROBERT JEFFREY BEYER Total	\$ 20.00
RUFUS A BLAYLOCK Total	\$ 20.00
TERRI LEE LIDAK Total	\$ 20.00
KEVIN JAMES ROUSH Total	\$ 19.50
STEVEN MARK KRATKY Total	\$ 19.50
ANDREW-TREY SHANE JEURINK Total	\$ 19.40
ADAM COLLETT Total	\$ 19.36
MARK MIEZO Total	\$ 19.36
SARA ELIZABETH SALISBURY Total	\$ 19.25
BENJAMIN ALLEN ADAMS Total	\$ 19.00
DONNA EVONNE CURTIS Total	\$ 19.00
GRACE ANNE HANNON Total	\$ 19.00
RANDY DALE LYONS Total	\$ 19.00
ROBYN HEATHER KOUCHNERKAV Total	\$ 19.00

Payee Name	Amount
SQUARE DEAL COUNTRY STORE Total	\$ 18.98
NORTHERN MICHIGAN JANITOR Total	\$ 18.95
MARGARET WILSON Total	\$ 18.75
MICHAEL E HANBURY Total	\$ 18.75
TIMOTHY JOHN ODETTE Total	\$ 18.75
KATHRYN MARIE KOHLER Total	\$ 18.50
WEST MARINE PRO Total	\$ 18.48
JENNIFER MIDDLETON Total	\$ 18.27
CHERRYLAND HUMANE SOCIETY Total	\$ 18.25
GREGORY JOHN BROWN Total	\$ 18.00
MICHAEL EDWARD VERVILLE Total	\$ 18.00
SCOTT HERZBERG Total	\$ 18.00
JENNY EVANS Total	\$ 17.73
FIFE LAKE TRUE VALUE HARD Total	\$ 17.71
ASHLEY BLAHNIK Total	\$ 17.50
CHARLES MCCLERREN Total	\$ 17.50
MARY SMITH Total	\$ 17.50
NOAH FRIED Total	\$ 17.50
SUSAN MAXEY TOWNSEND Total	\$ 17.50
TERRY LEE APPS Total	\$ 17.50
STEVEN MAXWELL Total	\$ 17.36
MICHAEL DURANSEAU Total	\$ 17.25
KATIE STAUDACHER Total	\$ 17.18
AMBER LYN WOOD Total	\$ 17.00
ERIN PRASSE GARTLAND Total	\$ 17.00
JONATHAN LEE SAYLOR Total	\$ 17.00
LEON JESSE VIETZKE Total	\$ 17.00
ALICIA MASON Total	\$ 16.78
ANDREA ANGOVE Total	\$ 16.50
MARTHA LYNN FLUELLING Total	\$ 16.50
MARY STEIN Total	\$ 16.50
TERRI JEAN OLESNAVAGE Total	\$ 16.50
JAMIE GEER Total	\$ 16.25
JOANNE TANTON FLITTON Total	\$ 16.00
KARLIN GROCERY & DELI Total	\$ 16.00
KRISTEN THOMPSON Total	\$ 16.00
TAMELA LYNN RUBIN Total	\$ 16.00
ALLISON WEST Total	\$ 15.75
NICHOLAS VAN AGOSTINELLI Total	\$ 15.75
THE EBCO COMPANY LLC Total	\$ 15.70
ELISABETH LEANNE URBAN Total	\$ 15.50
JABIN DEWEY REINHOLD Total	\$ 15.50
MARK STEVEN DAMEROW Total	\$ 15.50
CAROL DAY Total	\$ 15.00
GILBERTS SERVICE OIL CO Total	\$ 15.00
GRAND TRAVERSE COUNTY HEA Total	\$ 15.00

Payee Name	Amount
GREGORY BRIAN BUCKEL Total	\$ 15.00
KRISTIN KILWAY Total	\$ 15.00
TRICIA WESTON Total	\$ 15.00
NANCY LYNN HOLTOM Total	\$ 14.00
BOND FLUIDAIRE INC. Total	\$ 13.98
UNITED PARCEL SERVICE Total	\$ 13.88
JONATHON SCHOLTEN Total	\$ 13.75
SHERRI KIM FARRER Total	\$ 13.75
ANDREW GREGORY GERALDS Total	\$ 12.50
CHRIS BALLARD Total	\$ 12.50
HUNTINGTON NATIONAL BANK Total	\$ 12.50
MARVIN PETER NORDEEN Total	\$ 12.50
SUZANNE MARIE HEUFT Total	\$ 12.50
ZACHARY RYAN EGERER Total	\$ 12.50
THE BEHLER-YOUNG COMPANY Total	\$ 12.25
AMANDA STEELE Total	\$ 12.00
VALERIE LYNN WATKINS Total	\$ 12.00
SPARTAN NASH Total	\$ 11.99
ATTORNEYS TITLE AGENCY Total	\$ 11.53
PEGGY KELLOGG Total	\$ 11.40
ANNA M WEESE Total	\$ 11.15
PAUL SCOTT Total	\$ 10.64
DEERING'S MARKET Total	\$ 10.00
MARC RYAN Total	\$ 10.00
MATTHEW MITCHELL Total	\$ 10.00
NW CONSUMERS FEDERAL CRED Total	\$ 10.00
CARLA BLOOM Total	\$ 9.99
LAURA SUTHERIN . Total	\$ 8.89
DONNA GERHARD Total	\$ 8.51
GT RUBBER SUPPLY, INC. Total	\$ 8.24
MOLLY RONDEAU Total	\$ 8.00
THOMAS KLINGLER Total	\$ 8.00
MISTY DAWN MCGRATH Total	\$ 7.60
JOSIE POWELL Total	\$ 7.00
OFFICIAL PAYMENTS CORPORA Total	\$ 5.95
ALL ANIMAL VETERINARY CEN Total	\$ 5.00
ART VAN FURNITURE Total	\$ 5.00
GJ'S Total	\$ 5.00
GRAND TRAVERSE TITLE AGEN Total	\$ 5.00
SWANNY'S MARKET Total	\$ 5.00
THE HABERDASHERY Total	\$ 3.33
VINTAGE DU JOUR Total	\$ 3.33
FIRST ADVANTAGE BACKGROUN Total	\$ 3.32
ALEX ALGER Total	\$ -
ANDREW WENTWORTH Total	\$ -
BOB ROELOFS Total	\$ -

Payee Name	Amount
KATHRYN JOSEPHINE GWIZDAL Total	\$ -
LANA JO PAYNE Total	\$ -
MICHIGAN FAMILY SUPPORT Total	\$ -
PAMELA JEANNE GRAVES Total	\$ -
PASQUALE MUOIO, JR. Total	\$ -
RICHARD MELSTROM Total	\$ -
SARA RINVELT Total	\$ -
SERENA BECKNER Total	\$ -
VIKKI LYNN KLINGELSMITH Total	\$ -
TASHA MOLSKI Total	\$ (7.10)
NAOMI LUCILLE SCHAVEY Total	\$ (7.60)
KELLIE WILSON Total	\$ (7.90)
ANDREW JOHN HORVATH Total	\$ (8.00)
MITCHELL ALLAN PELKY Total	\$ (11.40)
CODY LINN KELLEY Total	\$ (13.25)
BRANDON MICHAEL COUTURIER Total	\$ (13.50)
GRETA LYNNE PECK Total	\$ (13.50)
MICHELLE LYNN EICHENBERG Total	\$ (13.80)
WALTER DALE SCOTT Total	\$ (14.00)
SANDRA LYNN CLARK Total	\$ (14.50)
BRIAN WAYNE ANDERSON Total	\$ (15.00)
MICHELLE LYNN SEMAN Total	\$ (18.50)
REFEREES' ASSOCIATION OF Total	\$ (25.00)
JOHN MOLENHOUSE Total	\$ (29.62)
NATHANIEL JOHN ROSE Total	\$ (54.00)
Grand Total	\$ 6,030,673.24

RESOLUTION

XX-2018

Finance Department – June, 2018 Claims Approval

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

APPROVED: July 18, 2018



**GRAND TRAVERSE COUNTY
FINANCE DEPARTMENT**

400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR
DEPUTY FINANCE DIRECTOR
FAX

(231) 922-4680
(231) 922-4682
(231) 922-4636

DATE: July 11, 2018
TO: Grand Traverse County Board of Commissioners
FROM: Dean Bott, Finance Director
RE: Budget to Actual Revenue and Expenditure Report (Unaudited)

Please find attached the Budget to Actual Revenue and Expenditure Reports for the County's General Fund and other Governmental Funds for the period ending June 30, 2018.

The activity reflected in this report is actual year to date activity as of June 30, 2018 reported on the cash basis of accounting.

The General Fund performance for revenues is less than the amended budget for six months due to the fact that property tax revenues are not received until after June 30. Expenditures are within budget at approximately 44.7% through six months when I adjust for the second quarter appropriations that are not included and the fact that payroll expenditures on the cash basis do not include the final week of June.

Please do not hesitate to contact me with any questions or for additional information.

GRAND TRAVERSE COUNTY
 FISCAL YEAR 2018
 BUDGET TO ACTUAL
 REVENUE REPORT (UNAUDITED)
 FOR THE PERIOD ENDING JUNE 30, 2018

GENERAL FUND

REVENUE SOURCE	FY17 AMENDED BUDGET	FY17 ACTIVITY AS OF 12/31/2017	FY18 AMENDED BUDGET	YTD ACTIVITY AS OF 6/30/2018	AVAILABLE BALANCE	% BUDGET USED
Taxes	22,968,526	24,382,630	24,405,179	(31,491)	24,436,670	0%
Licenses and Permits	199,000	219,780	52,587	47,158	5,429	90%
Federal Grants	73,200	91,440	180,005	73,336	106,669	41%
State Grants	3,620,069	3,639,231	3,591,809	1,362,466	2,229,343	38%
Local Unit Contributions	1,775,056	1,672,019	1,781,922	836,462	945,460	47%
Charges for Services	4,512,104	4,242,998	4,294,639	1,829,308	2,465,331	43%
Fines and Forfeitures	111,000	97,463	110,100	41,694	68,406	38%
Interest and Rents	687,930	732,658	704,002	215,363	488,639	31%
Other Financing Sources	2,621,003	2,704,721	2,218,744	2,031,412	187,332	92%
Transfers In	2,883,246	2,851,698	714,676	-	714,676	0%
Use of Surplus	2,904,860	-	-	-	-	0%
TOTAL REVENUES	42,355,994	40,634,638	38,053,663	6,405,708	31,647,955	17%

GRAND TRAVERSE COUNTY
FISCAL YEAR 2018
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING JUNE 30, 2018

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY17 AMENDED BUDGET	FY17 ACTIVITY AS OF 12/31/2017	FY18 AMENDED BUDGET	YTD ACTIVITY AS OF 6/30/2018	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
LEGISLATIVE								
101	Board of Commissioners	255,800	234,177	253,875	112,400	141,475	44%	1%
	SUBTOTAL	255,800	234,177	253,875	112,400	141,475	44%	1%
JUDICIAL								
147	Jury Commission	46,260	41,262	49,787	24,903	24,884	50%	0%
148	Probate Court	738,000	700,737	806,803	392,402	414,401	49%	2%
149	Family Court-Juvenile Division	1,589,037	1,512,835	1,643,967	841,119	802,848	51%	4%
	SUBTOTAL	2,373,297	2,254,834	2,500,557	1,258,424	1,242,133	50%	7%
GENERAL GOVERNMENT								
155	ART Grant	101,626	60,310	41,316	1,092	40,224	3%	0%
172	Administrator/Controller	379,182	367,573	385,239	90,861	294,378	24%	1%
174	Brownfield Administration	164,104	143,974	43,953	36,275	7,678	83%	0%
191	Elections	66,648	46,037	122,854	19,933	102,921	16%	0%
201	Finance	494,975	492,009	525,648	227,186	298,462	43%	1%
215	County Clerk	905,502	899,956	923,758	416,670	507,088	45%	2%
225	Equalization	560,056	512,524	560,740	254,595	306,145	45%	1%
226	Human Resources	429,804	409,922	553,139	185,905	367,234	34%	1%
229	Prosecuting Attorney	1,697,427	1,632,754	1,796,724	817,078	979,646	45%	5%
230	Equalization/East Bay	162,603	157,097	174,307	80,505	93,802	46%	0%
236	Register of Deeds	360,602	347,983	389,019	179,170	209,849	46%	1%
242	County Surveyor	58,187	53,640	64,280	3,342	60,938	5%	0%
253	County Treasurer	408,144	394,493	430,230	193,826	236,404	45%	1%
257	Cooperative Extension	258,421	251,430	266,305	125,942	140,363	47%	1%
259	MSU Extension-Grant Funded	-	-	-	-	-	#DIV/0!	0%
261	Building Authority-Rent	1,299,319	1,298,869	1,333,969	830,734	503,235	62%	4%
265	Facilities Management	792,143	652,406	800,367	337,854	462,513	42%	2%
275	Drain Commission	25,506	21,738	26,833	10,717	16,116	40%	0%
276	Soil Erosion & Sedimentation	186,395	178,982	58,650	55,119	3,531	94%	0%
280	Soil Conservation	27,500	27,500	27,500	5,000	22,500	18%	0%
400	Planning & Development	154,576	139,910	45,619	12,690	32,929	28%	0%
402	GIS	-	1,509	-	-	-	0%	0%
	SUBTOTAL	8,532,720	8,090,616	8,570,450	3,884,494	4,685,956	45%	23%
PUBLIC SAFETY								
307	Central Records	825,183	812,104	884,929	385,095	499,834	44%	2%
308	Central Dispatch	225,307	47,341	298,582	-	298,582	0%	1%
311	Sheriff-Special Investigation	132,194	104,191	127,607	54,149	73,458	42%	0%
312	Sheriff-County Investigation	1,117,033	1,100,479	1,196,140	559,836	636,304	47%	3%
314	Sheriff-County Patrol	5,910,388	5,837,998	6,102,106	2,804,010	3,298,096	46%	16%
315	Off Road Vehicle-GTSSO	-	-	-	-	-	0%	0%
316	Secondary Road Patrol	109,789	103,979	112,478	37,727	74,751	34%	0%
325	Sheriff-Administration	650,979	641,966	653,512	296,632	356,880	45%	2%
327	Snowmobile Enforcement	19,769	14,235	36,955	20,660	16,295	56%	0%
331	Sheriff-Marine Law Enforcement	152,803	143,442	138,392	44,417	93,975	32%	0%
348	Medical Marijuana Grant 2016	27,235	27,038	29,536	21,086	8,450	71%	0%
351	Sheriff-Corrections	5,488,025	5,300,126	5,631,607	2,381,672	3,249,935	42%	15%
352	Corrections-Interim Services	60,000	47,923	70,000	53,832	16,168	77%	0%
435	Emergency Management	-	-	33,105	32,705	400	0%	0%
	SUBTOTAL	14,718,705	14,180,822	15,314,949	6,691,821	8,623,128	44%	40%
HEALTH & WELFARE								
631	Substance Abuse	349,286	349,286	358,429	78,196	280,233	22%	1%
651	Ambulance	25,000	25,000	25,000	25,000	-	100%	0%
682	Veterans	-	-	-	-	-	0%	0%
	SUBTOTAL	374,286	374,286	383,429	103,196	280,233	27%	1%
OTHER								
865	Insurance & Bonds	677,860	737,737	777,523	-	777,523	0%	2%
890	Miscellaneous Contingencies	2,707	-	210,531	37,500	173,031	18%	1%
891	Appropriations to Non-Profit	682,200	682,200	682,200	341,100	341,100	50%	2%
894	Pension Stabilization Appropriation	4,892,234	4,892,234	-	-	-	#DIV/0!	0%
	SUBTOTAL	6,255,001	6,312,171	1,670,254	378,600	1,291,654	23%	4%

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY17 AMENDED BUDGET	FY17 ACTIVITY AS OF 12/31/2017	FY18 AMENDED BUDGET	YTD ACTIVITY AS OF 6/30/2018	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
TRANSFERS								
965	County Law Library Fund	-	-	-	-	-	0%	0%
968	Health Department Fund	1,269,000	1,474,000	1,314,000	353,500	960,500	27%	3%
970	Child Care Fund	698,602	578,220	796,255	199,064	597,191	25%	2%
971	Department of Human Services	33,365	32,500	49,445	32,500	16,945	66%	0%
974	Parks & Recreation Fund	350,664	350,664	315,183	78,796	236,387	25%	1%
975	Friend of the Court Fund	384,813	213,610	262,432	57,489	204,943	22%	1%
978	County Facilities Fund	1,662,623	1,662,623	1,662,623	415,656	1,246,967	25%	4%
979	CIP Fund	876,270	876,270	450,000	112,500	337,500	25%	1%
982	Circuit Court Fund	1,581,805	1,477,503	1,507,502	496,706	1,010,796	33%	4%
983	District Court Fund	2,988,532	2,941,485	2,926,469	871,395	2,055,074	30%	8%
986	Community Corrections Fund	-	-	76,240	19,060	57,180	0%	0%
SUBTOTAL		9,845,674	9,606,875	9,360,149	2,636,666	6,723,483	28%	25%
GENERAL FUND TOTAL APPROPRIATIONS		42,355,483	41,053,781	38,053,663	15,065,601	22,988,062	40%	
GENERAL FUND REVENUES		42,355,994	40,634,638	38,053,663	6,405,708	31,647,955	17%	
PROJECTED SURPLUS (DEFICIT)		511	(419,143)	-	(8,659,893)			
BEGINNING FUND BALANCE		12,345,701	12,345,701	11,926,587	11,926,587			
Authorized Use of Surplus		(2,904,860)	-	-	-			
ENDING FUND BALANCE		9,441,352	11,926,558	11,926,587	3,266,694			

GRAND TRAVERSE COUNTY
FISCAL YEAR 2018
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING JUNE 30, 2018

SUMMARY BY FUND

FUND	FUND NAME	FY17 AMENDED BUDGET	FY17 ACTIVITY AS OF 12/31/2017	FY18 AMENDED BUDGET	YTD ACTIVITY AS OF 6/30/2018	AVAILABLE BALANCE	% BUDGET USED
101	GENERAL FUND	42,355,483	41,053,781	38,053,663	15,065,601	22,988,062	40%
131	13TH CIRCUIT COURT	2,067,407	1,902,509	2,018,004	962,702	1,055,302	48%
132	LCVR	13,000	9,171	13,000	500	12,500	4%
136	86TH DISTRICT COURT	4,148,012	3,758,750	4,010,621	2,029,363	1,981,258	51%
202	COUNTY SPECIAL PROJECTS	9,000	9,000	-	-	-	0%
207	CENTRAL DISPATCH/911	2,490,107	2,386,952	2,615,937	1,522,211	1,093,726	58%
208	PARKS AND RECREATION	730,471	643,854	1,109,383	265,237	844,146	24%
209	MAPLE BAY DEVELOPMENT	-	-	500	-	500	0%
215	FRIEND OF THE COURT	2,191,488	2,079,026	2,226,175	1,003,473	1,222,702	45%
222	HEALTH DEPARTMENT	6,696,928	6,269,711	6,769,345	3,129,263	3,640,082	46%
251	VETERANS' TRUST FUND	50,200	11,691	-	-	-	
252	VETERANS' MILLAGE	627,389	472,152	658,027	251,510	406,517	38%
256	REGISTER OF DEEDS AUTOMATION	178,100	100,099	174,500	83,428	91,072	48%
260	COMMUNITY CORRECTIONS PA511	816,913	842,615	854,390	401,919	452,471	47%
261	COUNTY LAW LIBRARY	15,500	-	6,500	-	6,500	0%
262	FEDERAL EQUITABLE SHARING	-	-	50	-	50	0%
263	CONCEALED PISTOL LICENSING	24,105	21,540	39,000	11,448	27,552	29%
264	CORRECTIONS OFFICERS TRAINING	63,500	47,618	66,000	11,001	54,999	17%
266	CRIMINAL JUSTICE TRAINING ACT	14,000	12,097	13,000	5,305	7,695	41%
269	MITCHELL CREEK WATERSHED	-	-	-	-	-	0%
278	HOUSING TRUST	73,000	-	72,500	-	72,500	0%
279	CDBG	309,066	357,814	50,350	6,488	43,862	13%
280	NEXT MICHIGAN	64,300	51,025	51,400	9,788	41,612	19%
281	EDC	33,083	61	59,500	33,035	26,465	56%
287	TNT FORFEITURE FUND	125,220	82,265	53,094	23,641	29,453	45%
288	TNT GRANT	129,400	112,445	87,200	41,826	45,374	48%
292	CHILD CARE FUND	1,633,500	1,305,938	1,946,510	555,274	1,391,236	29%
295	ANIMAL CONTROL	133,068	138,623	283,960	86,503	197,457	30%
297	COMMISSION ON AGING	3,630,270	3,020,611	2,994,135	1,171,358	1,822,777	39%
298	SENIOR CENTER	610,539	547,917	602,870	271,525	331,345	45%
471	COUNTY FACILITIES	1,981,223	1,689,811	1,990,890	826,148	1,164,742	41%
472	CAPITAL IMPROVEMENT PROJECTS	1,179,413	249,400	1,535,000	320,157	1,214,843	21%
TOTAL APPROPRIATIONS		72,393,685	67,176,476	68,355,504	28,088,704	40,266,800	41%



Action Request

Meeting Date:	July 18, 2018		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	231-922-4797
Agenda Item Title:	Appointments to Boards & Committees		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Appointments to several Boards and Committees need to be taken care of this month.

1) The County Administrator (or his/her designee) is automatically assigned to the following committees: Building Authority - Per Article IV, Section I of Articles of Incorporation dated April 23, 2013, Criminal Justice Coordinating Committee per Resolution 116-2014 dated September 24, 2014, and Economic Development Corporation per Resolution 94-2017 dated August 16, 2017.

2) The Parks & Recreation Commission has the responsibility of making recommendations to you regarding membership on the Nature Education Reserve Board. That membership roster has been updated and is attached.

3) One of the members of the Brownfield Redevelopment Authority is a Township Representative. Earlier this year, Rob Manigold resigned his position and the Township Association is recommending that Jay Zollinger replace Rob on the BRA Board.

4) Interviews were held for the citizen position on the Criminal Justice Coordinating Committee. The Ad Hoc Committee recommends Diana Bauer to be the Citizen Representative. Also, we reached out once again to the the Court Appointed Attorneys that we contract with and recommend that Janet Mistele be confirmed as the representative for the defense attorney position.

Suggested Motion:

(attached)

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 Date:

Miscellaneous:

Attachments:

Attachment Titles:

2018 Membership roster for NER and Resolution for approval.

Suggested motion for the appointments to Boards and Committees:

Appoint Nate Alger, County Administrator, to the Building Authority, Criminal Justice Coordinating Committee and Economic Development Corporation;

ratify community member appointments of Chris Garrock, Judy Reich, Kenneth Gregory, James Chrestensen, Jeri LeRoi and Jack Robbins to the Nature Education Reserve Board as well as Bill Mouser, Parks & Recreation Representative and Chuck Korn, Garfield Township Supervisor, per the recommendation of the Parks & Recreation Board;

ratify the appointment of Jay Zollinger as recommended by the Township Association as their representative on the Brownfield Redevelopment Authority;

And, appoint Diana Bauer as the Citizen Representative and Janet Mistele as the Court Appointed Defense Attorney representative on the Criminal Justice Coordinating Committee.

(Terms, etc. are identified in the resolution attached.)

**Natural Education Reserve
Advisory Committee – Term Expiration
2018**

Community Members

Chris Garrock (Chair)
mcgovernk74@gmail.com
October 2020

Judy Reich
jlr.tvc@gmail.com
October 2018

Ken Gregory
kengregory@chartermi.net
October 2020

James Chrestensen
1291 McRae Hill Rd
jimmycjeeep@hotmail.com
October 2019

Jeri LeRoi
lightwish2@gmail.com
October 2019

Jack Robbins (Vice Chair)
231-409-9360
October 2018

Representatives

Bill Mouser: GT County Parks and Recreation, Commissioner
wmouser@gtcrc.org

Chuck Korn: Charter Township of Garfield, Supervisor
ckorn@garfield-twp.com

City of Traverse City

RESOLUTION

XX-2018

Appointments to Boards & Committees

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 18, 2018, and received a request from to approve/ratify the following appointments to various Boards and Committees in Grand Traverse County; and,

WHEREAS, Nate Alger, as County Administrator, is approved to serve on the Building Authority, Criminal Justice Coordinating Committee and Economic Development Corporation; and,

WHEREAS, per the recommendation of the Parks and Recreation Committee, the following membership on the Natural Education Reserve Board is ratified: Chris Garrock and Ken Gregory through October 2020, Judy Reich and Jack Robbins through October 2018, James Chrestensen and Jeri LeRoi through October 2019 as well as Bill Mouser and Chuck Korn; and,

WHEREAS, per the recommendation of the Township Association, Jay Zollinger's appointment to the Brownfield Redevelopment Authority through December 31, 2019, as replacement for Rob Manigold who resigned, is ratified; and

WHEREAS, the assigned Ad Hoc Committee, recommends appointment of Diana Bauer as the Citizen Representative and Janet Mistele as the Court Appointed Defense Attorney Representative on the Criminal Justice Coordinating Committee through December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve appointments to Boards and Committees, as presented.

APPROVED: July 18, 2018



Action Request

Meeting Date:	July 13, 2018		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	231-922-4680
Agenda Item Title:	Audit Report and Presentation		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Our Auditor, Peter Haefner, will be here to present the Comprehensive Annual Financial Reports for the year ended December 31, 2017, and answer any questions you may have.

This information was sent to commissioners on June 28th and a hard copy of the Audit will be distributed at the meeting.

The full audit is also available on the county's web site:
<http://www.co.grand-traverse.mi.us/Archive.aspx?AMID=45>

Suggested Motion:

Receive and file.

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:



Vredeveld Haefner LLC

CPAs and Consultants
10302 20th Avenue
Grand Rapids, MI 49534
Fax (616) 828-0307

Douglas J. Vredeveld, CPA
(616) 446-7474
Peter S. Haefner, CPA
(616) 460-9388

June 22, 2018

To the Board of County Commissioners
Grand Traverse County, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Grand Traverse County, Michigan (the County) for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 8, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Results

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in Note 1 to the financial statements. The County adopted Governmental Accounting Standards Board Statements No. 74 and 75 both related to financial reporting for post-employment benefits other than pensions during the year. We noted no transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

The useful lives of capital assets, the allowance for uncollectible accounts receivable and the valuation of pension and other post-employment benefit plan obligations.

Management's estimate of the useful lives and uncollectible accounts is based on historical results and future expectations and the estimate of pension and other post-employment benefit plan obligations is based on an actuarial valuation of each of the plans. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 22, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to County’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as County’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI), as itemized in the table of contents, that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the transmittal letter or statistical section, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of Board of Commissioners and management of the County and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Uredaxeld Haefner LLC

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Board of Commissioners

FROM: Dean Bott, Finance Director

FOR MEETING DATE: July 18, 2018

SUBJECT: Request for Improvement - Corrective Action Plan
Deficit Elimination Plan

SUMMARY OF ITEM TO BE PRESENTED:

The attached Request for Improvement of Deficiencies – Corrective Action Plan and Notice of Intent to Withhold State Payments Letters have been received from the Michigan Department of Treasury in response to our 2017 Audit Submission. I have provided my response to the budget variances that were reported in our audit report. This will serve as our Corrective Action Plan. It is not uncommon to have budget variances at year end. Although we try to avoid this situation based on our review of the actual expenditure in all funds prior to year-end, we can still have these variances due to information that we receive subsequent to year end.

I have also attached a Deficit Elimination Plan for the Building Authority Funds that ended 2017 with a fund deficit. These deficits are the result of bonds that were paid off early to realize budget savings in the General Fund. The Woodmere Fund deficit has been eliminated in 2018 and the LaFranier Fund deficit will be eliminated in 2020. These deficits are eliminated when the scheduled lease payments between the County and the Building Authority are fully satisfied or paid.

RECOMMENDATION:

Discussion and approval of the Deficit Elimination Plan



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

June 28, 2018

**Request for Improvement
of Deficiencies -
Corrective Action Plan**

Fiscal Year: 2017

Municipality Code: 280000

Report ID Number: 79681

Sent Via Email

Grand Traverse County
dbott@grandtraverse.org

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.

The matters described above are either violations of State statute or are deficiencies of the local unit that may impede the local unit's ability to comply with State statute. Therefore, please submit to us, within **30 days** from the date of this letter, a detailed Corrective Action Plan to resolve the above-mentioned matters including other deficiencies noted in your audit report. Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Please submit your Corrective Action Plan by logging into the department's online filing site at: [Michigan Department of Treasury/online report](#). You must request local unit user access if one does not already exist.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

If you have any questions, contact the audit review staff at (517) 373-3227 (option 0) or email questions to LAFD_Audits@michigan.gov.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

June 29, 2018

**Notice of Intent To
Withhold State Payments**

Municipality Code: 280000
APR Form ID Number: 51747
Report ID Number: 79702

Sent Via Email

Chief Administrative Officer
County of Grand Traverse
dbott@grandtraverse.org

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in Treasury Website (Numbered Letter 2016-1).

The Community Engagement and Finance Division received an audit report from your local unit for the fiscal year ending 2017. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Building Authority - LaFranier	-\$715,000.00
Woodmere	-\$240,000.00

If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by

12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

Except where indicated "No Plan Necessary," please upload a deficit elimination plan for all funds listed above and a certified resolution online at Treasury Website (<http://www.michigan.gov/MunicipalFinance>) within 30 days from the date of this letter. Should a plan not be filed within 30 days, we may withhold 25% of the local unit's State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you have any questions, contact the Municipal Finance Section at (517) 373-3227 (option 0) or email questions to Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in cursive script that reads "Harlan Goodrich".

Harlan Goodrich, Municipal Finance Manager
Community Engagement and Finance Division



DEAN W. BOTT
DEPUTY ADMINISTRATOR, DIRECTOR OF FINANCE

GRAND TRAVERSE COUNTY
FINANCE DEPARTMENT

GOVERNMENTAL CENTER • 400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577 • (231) 922-4680

State of Michigan
Department of Treasury

July 12, 2018

Corrective Action Plan for 2017 Audit Report

State ID Number 280000

Issue Identified:

Auditing Procedures Report

Actual expenditures exceeded the amounts authorized in the budget

Four budget variances (excess of expenditures over appropriations) were reported for 2017. Procedures are in place to review all expenditures prior to year-end to be certain we do not have expenditures that exceed the amounts authorized in the budget. For 2018 and subsequent years I will plan on doing a more thorough review at year-end to be sure we have considered all expenditures that will be incurred and recorded for the year to determine if additional budget adjustments are necessary.

Sincerely,

Dean Bott, CPA, CPFO
Finance Director

**Grand Traverse County
Deficit Elimination Plan**

Woodmere

	2018	2019	2020
Unassigned Fund Deficit	\$ (240,000.00)	\$ -	\$ -
Transfer In - Lease Payment	\$ 240,000.00	\$ -	\$ -
Unassigned Fund Deficit	\$ -	\$ -	\$ -

Building Authority LaFranier

Unassigned Fund Deficit	\$ (715,000.00)	\$ (490,000.00)	\$ (250,000.00)
Transfer In - Lease Payment	\$ 225,000.00	\$ 240,000.00	\$ 250,000.00
Unassigned Fund Deficit	\$ (490,000.00)	\$ (250,000.00)	\$ -

RESOLUTION

XX-2018

Deficit Elimination Plan

WHEREAS, Grand Traverse County reported deficits in one or more funds in the audit report submitted to the Michigan Department of Treasury for the fiscal year ending 2017; and

WHEREAS, Public Act 140 of 1971, Section 21(2), requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners adopts the following Deficit Elimination Plans:

Woodmere

	2018	2019	2020
Unassigned Fund Deficit	\$ (240,000.00)	\$ -	\$ -
Transfer In - Lease Payment	\$ 240,000.00	\$ -	\$ -
Unassigned Fund Deficit	\$ -	\$ -	\$ -

**Building Authority
LaFranier**

Unassigned Fund Deficit	\$ (715,000.00)	\$ (490,000.00)	\$ (250,000.00)
Transfer In - Lease Payment	\$ 225,000.00	\$ 240,000.00	\$ 250,000.00
Unassigned Fund Deficit	\$ (490,000.00)	\$ (250,000.00)	\$ -

BE IT FURTHER RESOLVED, that the Grand Traverse County Board of Commissioners directs the Finance Department to submit the Deficit Elimination Plans to the Michigan Department of Treasury for certification.

Approved: July 18, 2018

Action Request



Meeting Date:	July 18, 2018		
Department:	Administration	Submitted By:	Nate Alger
Contact E-Mail:	nalger@grandtraverse.org	Contact Telephone:	922-4781
Agenda Item Title:	Maintenance Agreement for the Boardman Lake Loop		
Estimated Time:	10 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

This This agreement will establish the Boardman Lake Loop Maintenance Advisory Committee consisting of members from the county of Grand Traverse, Garfield Township, Traverse City, TART, the Joint Recreation Authority and the Community Foundation. This agreement will dictate who decides what maintenance will be done on the loop annually. This agreement also describes how the annual maintenance is paid for and describes what will occur if maintenance costs are less than the Endowment amount and what will happen if maintenance costs exceed the endowment amount. This agreement also dictates that the City of Traverse City Will provide the trail maintenance on the entire loop until an alternative agreement is reached or March 31, 2021, when trail management will be the responsibility of the Joint Recreation Authority or will be bid out.

Suggested Motion:

To enter into the Maintenance Agreement for the long term maintenance of the Boardman Lake Loop Trail.

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:

Maintenance Agreement and prior Board activity on this topic.

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

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

Attachments:

Attachment Titles:

At a Regular Meeting of the Grand Traverse County Parks and Recreation Commission, held on the 12th day of July 2018, at 5 p.m., with 9 members present, the following resolution was proposed:

Motion by: Commissioner Albers

Supported by: Commissioner Zerafa

**Grand Traverse County Parks and Recreation Commission
RESOLUTION 04-2018**

A RESOLUTION IN SUPPORT OF EXECUTING THE BOARDMAN LAKE LOOP TRAIL MAINTENANCE AGREEMENT AND PLAN BY THE GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

WHEREAS, since 2002, nearly three miles of the Boardman Lake Loop Trail in Grand Traverse County have been completed;

WHEREAS, since 2015, the subject of completing the Boardman Lake Loop and details about the Boardman Lake Loop Trail project have been brought to the Parks and Recreation Commission and the Board of Commissioners for informational purposes, requests for various resolutions of support, and for approval of grant requests;

WHEREAS, Grand Traverse County Parks and Recreation Commission has identified trails as an important part of its Strategic Plan, calling for continued partnership with TART Trails and other entities to provide further countywide connectivity through non-motorized and multi-modal trails;

WHEREAS, the *2018-2023 Grand Traverse County Parks and Recreation Plan* supports the development of non-motorized trails and connected trail networks, and specifically names the Boardman Lake Loop Trail with Grand Traverse County's Medalie Park as a designated trailhead once the trail has been completed;

WHEREAS, thanks to tremendous community support, organizational partnerships, grant dollars, and private donations, closing the trail loop around Boardman Lake is very close to becoming a reality, with construction beginning as early as spring 2019 and plans for maintenance of the trail underway;

WHEREAS, in response to this project, the Boardman Lake Loop Management Advisory Committee, composed of one member each from the County, Garfield Township, Traverse City, and TART Trails was formed, and a proposed *Boardman Lake Loop Trail Maintenance Agreement*, which includes the *Boardman Lake Loop Trail Maintenance Plan*, has been developed;

WHEREAS, Garfield Township has agreed to enter into an agreement to establish a Boardman Lake Loop Endowment with the Grand Traverse Regional Community Foundation in the amount of \$800,000 for the purpose of supporting ongoing maintenance of the Boardman Lake Loop Trail; and

THEREFORE, LET IT BE RESOLVED THAT the *Grand Traverse County Parks and Recreation Commission* supports the County Board of Commissioners' approval of fully executing the Boardman Lake Loop Trail Maintenance Agreement by all parties, including Grand Traverse County.

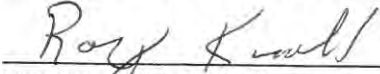
Yeas: 9 Nays: 0 Absent: 1



Signature of John Roth, President, Grand Traverse County Parks and Recreation Commission

CERTIFICATION

I, Rod Kivell, Secretary of the of the Grand Traverse County Parks and Recreation Commission, County of Grand Traverse , State of Michigan, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Grand Traverse County Parks and Recreation Commission during the Regular Meeting of the Grand Traverse County Parks and Recreation on the 10th day of May 2018.



Signature of Rod Kivell, Secretary, Grand Traverse County Parks and Recreation Commission

RESOLUTION

105-2017

Memo of Understanding – Boardman Lake Trail Loop

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on September 20, 2017, and reviewed request to authorize the County Administrator to execute a Memorandum of Understanding (MOU) with the City of Traverse City, Garfield Township and Traverse Area Recreation and Transportation Trails for the Boardman Lake Trail Loop, which commits each party to tasks to mutually achieve goals to build and finish the Boardman Lake Trial Loop; and,

WHEREAS, the memorandum, while not binding, commits the City of Traverse City, Garfield Township and TART Trails (The Group) to certain tasks in an effort to mutually achieve goals to build and finish the Boardman Lake Trail Loop; and,

WHEREAS, the role and duties that Grand Traverse County has identified within the MOU has no cash match, nor commitment of dollars but the County, through the Community Development Department, has submitted four grant applications, which, if awarded, would run through the finance office with grant administration through Community Development; and,

WHEREAS, the Boardman Lake Trail Loop is contained within the Boardman Lake Brownfield Plan and an eligible activity for reimbursement for building the trail.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County authorizes the County Administrator to execute a Memorandum of Understanding with the City of Traverse City, Garfield Township and Traverse Area Recreation and Transportation Trails for the Boardman Lake Trail Loop, which commits each party to tasks to mutually achieve goals to build and finish the Boardman Lake Trial Loop

APPROVED: September 20, 2017

**Memorandum of Understanding
Boardman Lake Loop Project Partners**

Between:

Grand Traverse County

City of Traverse City

Charter Township of Garfield

Traverse Area Recreation & Transportation (TART) Trails, Inc.

This is a Memorandum of Understanding ("Memorandum") between TART Trails, Inc. ("TART") located at 148 E. Front St, Ste. 201 Traverse City, MI 49684, and the Charter Township of Garfield ("Township"), located at, 3848 Veterans Drive, Traverse City, MI 49684, and The City of Traverse City ("City"), located at, 400 Boardman Avenue, Traverse City, MI 49684, and Grand Traverse County ("County"), located at, 400 Boardman Avenue, Traverse City, MI 49684. The Parties enter into this Memorandum on the basis of the following:

- A. The Parties share a common desire to move forward with funding, construction engineering, construction, and long-term maintenance of the segment of the Boardman Lake Loop Trail ("Loop") connecting 14th Street to Medaille Park, including a transportation connection to Cass Street near the Bay Area Transportation Authority (BATA) facility. This Memorandum outlines the elements necessary to fund, engineer, construct, and maintain this segment of the Loop.
- B. The Loop is incorporated in adopted plans for the City, County, Township, Brownfield Redevelopment Authority (BRA) and TART.
- C. The City holds all easements secured to date for the existing, completed segments of the Loop. TART has been working in partnership with the City to secure the easements needed for the remaining segment of the Loop.
- D. The Brownfield Redevelopment Authority has funding eligible for the planning, engineering and construction for this segment of the Loop.

While it is the express intention of the Parties that this document is not a binding contract and cannot be used to compel action of any of the Parties in a court of law or otherwise, the Parties are committed to tasks listed below in order to achieve their mutual goal to build the Loop for the benefit of the public:

1. TART Shall:
 - a. Provide leadership in easement negotiation efforts associated with the Loop;
 - b. Provide lead role in public engagement process and communicate public input to construction engineering contractor and project management team;
 - c. Provide lead role in organizing and facilitating the project management team responsible for leading the construction engineering process ;
 - d. Conduct private fundraising for Loop construction, and maintenance;
 - e. Provide lead communication for the project and coordinate media outreach regarding news of the Loop's development;
 - f. Open up the Loop to the TART's Ambassador program- supporting maintenance of the constructed Loop as part of regular volunteer activities;
 - g. Recognize partnership roles in published materials and media outreach related to the Loop;
 - h. Work with City, Township and County to identify a funding strategy and sources for construction;
 - i. Work with City, Township and County to develop an inter-governmental maintenance agreement that includes a funding strategy and identifies sources of funding;

- j. Provide access to spokesperson(s) who can share information about the Loop.
2. The City shall:
 - a. Provide legal support for and ownership of City-held Loop easements;
 - b. Develop and facilitate RFP and consultant selection process for Loop construction engineering and administration with input from project management team;
 - c. Provide staff to sit on project management team and participate in the construction engineering (including consultant selection) and construction of the Loop;
 - d. Administer contract and provide oversight of consultant selected for construction engineering and administration;
 - e. Provide final sign-off on construction engineering documents;
 - f. Designate Brownfield Funding for construction engineering and construction;
 - g. Contract with TART to provide lead role in organizing and facilitating the project management team responsible for leading the construction engineering process
 - h. Provide funding for Loop construction with payment and schedule approved by Commission;
 - i. Apply for MDOT Rail permit for Loop;
 - j. Work with TART, Township and County to identify a funding strategy and sources for construction;
 - k. Work with TART, Township and County to develop an inter-governmental maintenance agreement that includes a funding strategy and identifies sources of funding;
 - l. Recognize partnership roles in published materials related to the Loop;
 - m. Support TART's outreach by providing access to spokesperson(s) who can share information about project efforts and the City's commitment to the Loop. Provide public access to TART's website to provide public information on Loop process;
 3. The Township shall:
 - a. Provide staff to sit on project management team and participate in the design (including consultant selection) and construction of the Loop;
 - b. Provide final sign-off on construction engineering documents;
 - c. Provide staff support for obtaining required easements within Garfield Township;
 - d. Work with TART, City and County to identify a funding strategy and sources for future construction;
 - e. Work with TART, City and County to develop an inter-governmental maintenance agreement that includes a funding strategy and identifies sources of funding;
 - f. Recognize partnership roles in published materials related to the Loop;
 - g. Support TART's outreach by providing access to spokesperson(s) who can share information about project efforts and the Township's commitment to the Loop. Provide public access to TART's website to provide public information on Loop process;
 4. The County shall:
 - a. Serve as fiduciary for public grant funding opportunities and administer successful grants;
 - b. Provide staff to sit on project management team and participate in the design aspect of construction engineering (including consultant selection) and provide final sign-off on construction engineering;
 - c. Work with TART, City and Township to identify a funding strategy and sources for future construction;

- d. Work with TART, Township and City to develop an inter-governmental maintenance agreement that includes a funding strategy and identifies sources of funding,
- e. Recognize partnership roles in published materials related to the Loop;
- f. Support TART's outreach by providing access to spokesperson(s) who can share information about project efforts and the County's commitment to the Loop. Provide public access to TART's website to provide public information on Loop process;

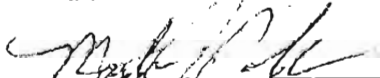
The parties have executed this Memorandum on the date indicated below:

Traverse Area Recreation & Transportation


Trails, Inc.:


 Julie Clark, Executive Director 6/21/17
 Date

The City of Traverse City:


 Martin A. Colburn, Manager _____
 Date

The Charter Township of Garfield:


 Chuck Korn, Supervisor _____
 Date

Grand Traverse County


 Vicki Uppal, Administrator 9-29-17
 Date

#1
7-9-18

**MAINTENANCE AGREEMENT BETWEEN
GARFIELD TOWNSHIP, CITY OF TRAVERSE CITY, TART TRAILS, INC., AND
GRAND TRAVERSE COUNTY
FOR THE
LONG TERM MAINTENANCE OF THE BOARDMAN LAKE LOOP TRAIL**

This Maintenance Agreement (the "Agreement") is between the Charter Township of Garfield ("Township"), located at, 3848 Veterans Drive, Traverse City, MI 49684, The City of Traverse City ("City"), located at, 400 Boardman Avenue, Traverse City, MI 49684, TART Trails, Inc., ("TART") located at 148 E. Front St, Ste. 201 Traverse City, MI 49684, and Grand Traverse County ("County"), located at, 400 Boardman Avenue, Traverse City, MI 49684 (referred collectively herein as the "Parties"). The Parties enter into this Agreement based on the following:

- A. The Parties worked collaboratively on the design, engineering, construction, and funding of the Boardman Lake Loop Trail ("Loop") for recreation and transportation purposes with the goals of supporting and improving the community's economy, health and fitness, and environment.
- B. The Parties acknowledge that the City, as the owner of the trail easements around Boardman Lake, has ultimate management and maintenance responsibility of the Loop. It is the goal of the Parties to seek a long-term, cross-jurisdictional approach for the long-term maintenance and phased replacement of the Loop, and to facilitate quality public non-motorized transportation and recreation opportunities along the Loop.
- C. The purpose of this Agreement is to establish the respective obligations of the Parties in order to achieve the common goal of the permanent, equitable and responsible maintenance of the Loop.
- D. Looking to the future, it is the intent of the Parties to encourage the Joint Recreational Authority, formed in 2003 by the City of Traverse City and Garfield Township, to include the maintenance of the Boardman Lake Loop trail as part of its mission and responsibilities.

Therefore, the Parties mutually agree as follows:

1. DEFINITIONS

- a) "Capital Asset" means the land upon which the Boardman Lake Loop (trail) is sited, including any easements and/or physical improvements situated on such land.
- b) "Capital Improvements" means a permanent structural change to the Loop (as defined in **Attachment A**), or the restoration of a component of the Loop that will extend the useful life of the asset beyond the original estimated useful life, or increases the capability or capacity of an asset.
- c) "Endowment" means the fund held at the Grand Traverse Regional Community Foundation that supports the ongoing maintenance of the Boardman Lake Loop (trail) in perpetuity.
- d) "Maintenance Plan" means the Boardman Lake Loop Trail Maintenance Plan as adopted by the Parties and as may be amended in writing by the Parties from time to time (**Attachment A**).

- e) “Boardman Lake Loop Management Advisory Committee means a standing advisory committee comprised of one (1) representative each of the Parties and one (1) from the Joint Recreational Authority, charged with oversight of the ongoing maintenance and management of the Loop. One (1) Community Foundation staff will be the alternate member of the Committee if the Joint Recreational Authority cannot or will not appoint a representative.

2. OWNERSHIP OF CAPITAL ASSET

City of Traverse City will hold the easements obtained for the purpose of developing the Loop around Boardman Lake and Garfield Township will hold the easements obtained for developing the trail along Cass Road as depicted on **Attachment B**.

3. INSURANCE

Insurance on the Loop infrastructure within each jurisdiction (City or Township) shall be carried by the respective jurisdiction that owns the capital asset.

Any entity that performs compensated maintenance work on the Loop shall provide a certificate of insurance evidencing workers compensation insurance in the statutory limits for the State of Michigan and comprehensive general liability insurance in the amount of \$1 million per occurrence, along with an endorsement to the comprehensive general liability policy which names the City of Traverse City and the Charter Township of Garfield as additional insured. Contractor shall provide such evidence to the City Clerk and the Garfield Township Clerk.

4. MAINTENANCE FUNDING SOURCES

- a) A permanent endowment (“Endowment”), as authorized by PA 38 of 2017 (the “Michigan Community Foundation Act”) will be established by the Township and held by the Grand Traverse Regional Community Foundation (GTRCF) with an initial investment of \$800,000 by the Township to cover the operations and maintenance of the Loop as described in the Maintenance Plan (**Attachment A**). Upon execution of this Agreement, the Township will authorize payment(s) to the Endowment totaling \$800,000, which payment(s) shall be deposited upon completion of construction of the Loop, but no later than December 15, 2019. The Endowment grant funding shall be used for the purpose(s) described below and for no other purpose.
 - i. For the purpose of maintenance of the Loop according to the Maintenance Plan.
 - ii. In the event that the amount of the annual Endowment grant exceeds the cost of annual maintenance and operations under the Maintenance Plan, the excess funding will be used or held for future capital repairs and/or replacement of the Loop infrastructure.
 - iii. In the event that the amount of the annual Endowment grant is insufficient to perform the annual maintenance under the Maintenance Plan, funds from prior years held for future capital repairs and/or replacement may be used to supplement the annual the Endowment grant per the approval of the Boardman Lake Loop Management Advisory Committee.
 - iv. In the event that the amount of the annual Endowment grant is insufficient to perform the annual maintenance under the Maintenance Plan, and there

are no funds available in the Temporary Fund or the Committee chooses not to use funding from the Temporary Fund, then the planned maintenance will either be prioritized by the Boardman Lake Loop Management Advisory Committee so as to stay within the annual amount available for maintenance, or the Parties may choose to perform the maintenance and split the additional costs equally between the City, Township, and County.

- v. Administration of the Maintenance Plan is an allowable expense for use of the Endowment grant. Furthermore, in the event that the Parties seek an independent outside entity to perform the operation and maintenance activities identified in the Maintenance Plan, then administrative expenses associated contract administration will be considered an allowable expense.
- b) Future costs for capital improvements and non-routine and/or emergency repairs outside the annual maintenance costs that exceed the available funds (Endowment and Temporary Fund) will be split equally between the City, County, and Township per the recommendation of the Boardman Lake Loop Management Advisory Committee.

5. MAINTENANCE PLAN

- a) TART, as part of their in-kind contribution for construction of the Loop, shall develop the Maintenance Plan using the Michigan Recreation & Parks Association Trail Maintenance Manual as a guide, and in close coordination with City, Township, and County staff. The Maintenance Plan shall identify annual maintenance needs for the Loop as well as long-term, preventative maintenance activities, and a schedule of expected life cycle and replacement costs for trail elements.
- b) The Maintenance Plan shall be finalized and approved by the Boardman Lake Loop Management Advisory Committee before construction of the Loop begins.
- c) The approved Maintenance Plan shall be reviewed annually by the Boardman Lake Loop Management Advisory Committee and updated at least every five years by the Parties. The Parties will have the right to participate in the development of future updates to the original Maintenance Plan. Any amendments to the Maintenance Plan shall be adopted by all the Parties by concurrent resolutions in order to be used as the basis for future maintenance of the Loop.

6. TRAIL MANAGEMENT

- a) Maintenance of the Loop shall be performed in accordance with the most current approved Maintenance Plan.
- b) Oversight of the performance of the tasks in the approved Maintenance Plan shall be by the Boardman Lake Loop Management Advisory Committee. Subject to the provisions of this Agreement, the City shall perform annual maintenance of the entire Loop until such time as an alternative long-term agreement for maintenance has been approved in writing by all Parties, but no longer than March 31, 2021.
- c) TART shall develop and submit an annual work plan as the basis for the annual funding request to the Endowment. The City (or future contractor) shall submit an annual report of work completed to TART for review by the Boardman Lake Loop Management Advisory Committee. The annual report may be shared with project donors, volunteers, grantors, or other interested parties.

- d) If the Joint Recreational Authority agrees to the responsibility for Management and Maintenance of the Loop, the Parties shall assign the Trail Management responsibilities in this Agreement to the Joint Recreational Authority. No later than March 31, 2021, if the Joint Recreational Authority has not committed to assuming the responsibility for management and maintenance of the Loop, then the City will seek competitive bids for such annual maintenance, with the contract for such work to be held by the City. Bids may be sought on a single year or multiple year basis, using the most current approved Maintenance Plan as the basis for the Scope of Work, with review of bids and approval of the selected bidder by the Boardman Lake Loop Management Advisory Committee before submitting a recommendation to the City Commission for final approval.
- e) TART may perform additional management and/or maintenance activities along the Loop that are consistent with the Maintenance Plan and existing agreements with the individual Parties at no cost to the Parties.

7. EFFECTIVE DATE

The Effective Date of this Agreement will be upon completion of construction of the Boardman Lake Loop Trail, such that it forms a single continuous loop around Boardman Lake.

8. TERM

It is the intent of the Parties that maintenance of the Loop be provided in perpetuity in accordance with the requirements of grants awarded in order to construct the Loop. To that end, this Agreement will remain in full force and effect until terminated in writing by the Parties as provided herein. This section will survive any amendments to the Maintenance Plan.

9. TERMINATION

- a) The Parties may terminate this Agreement by providing a written "Request to Terminate" to the other Parties a minimum of ninety days prior to the proposed termination date. The Parties shall take the "Request to Terminate" to their respective governing boards for consideration at a public meeting within thirty (30) days of the date of the request. A "super-majority" vote of the governing boards, defined as one vote more than necessary for a majority vote, shall be required in order for a motion recommending the termination of this Agreement to pass. If a minimum of four of the five Parties to this Agreement vote in favor of termination, then this Agreement shall be deemed to be terminated, with an effective date to be sixty (60) days following the date that the third vote in favor of termination occurred.
- b) In the event this Agreement is terminated, the County, City and Township will retain compliance responsibility for any respective state or federal grant(s) obtained by them for trail development and maintenance purposes.

10. NON-DISCRIMINATION

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.

11. THIRD PARTY BENEFICIARIES.

This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

12. AMENDMENTS.

This Agreement may be modified from time to time, but such modifications shall be in writing and signed by all parties and must be approved by concurrent resolutions of the respective boards of the parties.

13. INTERPRETATION.

This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of the parties, or if a person of masculine or feminine gender joins in this Agreement on behalf of the parties, such words shall be interpreted to be in the plural, masculine or feminine as the sense requires. In the event that any term, clause or provision of this Agreement conflicts with any term, clause, or provision contained in any attachments to this Agreement, this Agreement's terms shall prevail.

14. VENUE.

Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

15. DISPUTE RESOLUTION.

If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the parties agree to meet and confer to negotiate a resolution of the dispute. They further agree if they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.

16. NO WAIVER.

No waiver by any party of any default by another party in the performance of any portion of this Agreement shall operate or be construed as a waiver of any future default, whether like or different in character.

17. ENTIRE AGREEMENT.

This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein.

18. AUTHORITY TO EXECUTE.

The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to this Agreement.

The Parties have executed this agreement on the date indicated below:

For the City of Traverse City:

James Carruthers, Mayor Date

Benjamin Marentette, City Clerk Date

For the Charter Township of Garfield:

Chuck Korn, Supervisor Date

For Traverse Area Recreation & Transportation Trails, Inc.

Julia Clark, Executive Director Date

For Grand Traverse County:

Nathan Alger, Administrator Date

2
7-9-18

Attachment A
Boardman Lake Loop Trail Maintenance Plan
2019 - 2025

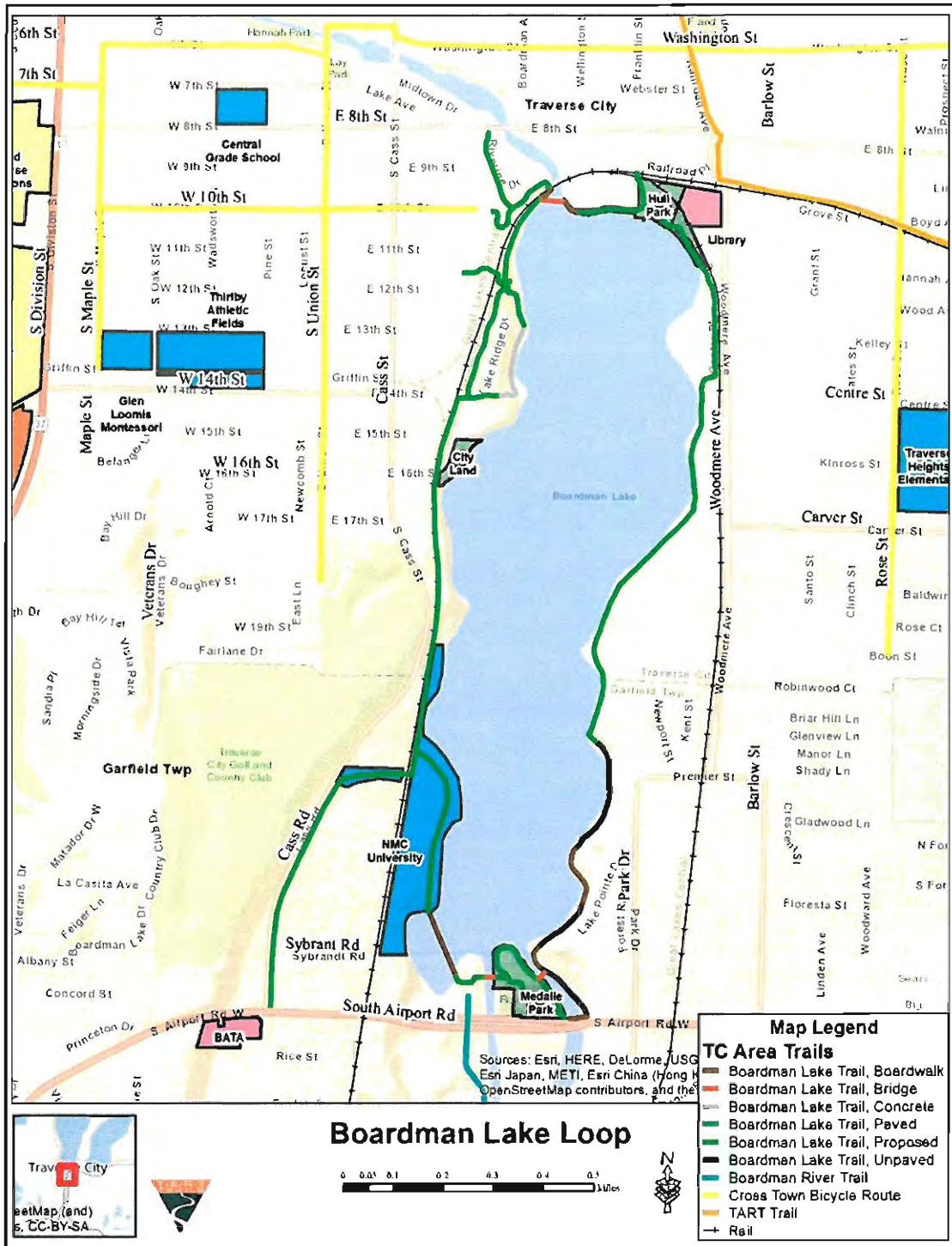


Prepared by: TART Trails Inc., Garfield Township, City of Traverse City, and Grand Traverse County
January 2018

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Boardman Lake Loop Map



Introduction

This document was developed to fulfill the desire of multiple governmental units and other stakeholder groups to provide

sustainable transportation alternatives and recreational opportunities and to provide an enjoyable user experience on the Boardman Lake Loop trail. It is intended for use as a guideline for the ongoing annual maintenance of the Boardman Lake Loop trail for a 10 year long-range planning period. This Maintenance Plan informs the City of Traverse City, Garfield Township, Grand Traverse County, and TART Trails as the Trail managers about what needs to be done and how often it needs to be done. To maintain best practices, this plan should be reviewed and updated every five years, in conjunction with the review of the 5 year Recreation Plan.

Management Parties

The Charter Township of Garfield, The City of Traverse City, TART Trails, Inc., and Grand Traverse County are part of this collaborative effort, and are referred to collectively herein as the “Parties”.

Summary

The Parties worked collaboratively on the design, engineering and construction of the Boardman Lake Loop Trail (“Loop”) for recreation and transportation purposes with the goals of supporting the local economy and health and fitness of the community. It is the objective of the Parties to develop a long term maintenance approach for the trail, and to facilitate passive public recreation and non-motorized transportation on the Boardman Lake Loop. The purpose of this Maintenance Plan is to establish specific maintenance tasks as intended in the Maintenance Agreement and to achieve the common goal of the permanent and responsible management of the Boardman Lake Loop. This Maintenance Plan may be amended or replaced upon mutual written agreement of the Parties.

The Parties will have equal representation in the development of annual work plans used to implement the goals/tasks of the Maintenance Plan and to request funding from the Grand Traverse Regional Community Foundation (GTRCF) Boardman Lake Loop Trail Endowment Fund. Initially, the City of Traverse City will perform maintenance activities on the entire Loop until such time as an alternative long-term agreement for maintenance is in place. TART Trails will conduct annual monitoring visits of the Loop, and provide guidance on yearly work plans, and other maintenance issues or strategies to utilize in the annual request to the maintenance Fund, as well as ensure compliance with any related grant agreements. Results of these monitoring activities may be shared with project donors, volunteers, grantors, or other interested parties. TART Trails may conduct maintenance activities along the Loop that are consistent with the Maintenance Plan and existing agreements with the Parties at no cost to the other Parties.

- Boardman Lake Loop Management/Advisory Committee is a standing advisory committee comprised of one representative each from Garfield Township, City of Traverse City, Grand Traverse County, and TART Trails, charged with oversight of the ongoing maintenance and management of the Loop. Regular maintenance will be completed by the City or a third party maintenance contractor. TART Trails will provide monitoring on the Trail for continued personal safety, contribute to maintenance efforts through its Ambassador Program, and help evaluate maintenance effort to ensure success.

Boardman Lake Loop Infrastructure

The Boardman Lake Loop is situated half in the Traverse City Limits and half in Garfield Township for a total length of 6.1 miles of trail and is comprised of the following facility types:

Facility Type	Distance
Asphalt	4.9 Miles
Boardwalk	0.5 Miles
Concrete	0.2 Miles
Aggregate	0.5 Miles
Bridges	550 Feet

Trail Infrastructure Inventory

Item	Quantity	Location
Mile Marker	5?	Per 1 mile
Bench	3?	
Kiosk	0?	
Donor Plaza	0	
Feepipes	0	
Toilets	2	
Drinking water	1	
Parking	2?	
Fencing	3,570'	
Modular wall		
Bicycle Racks	1?	
Culverts	0	

The Boardman Lake Loop is situated mostly on a 20' easement from the intersecting private properties. The City of Traverse City of Traverse City holds the following trail easements
 Garfield Township holds the following trail easements:

Maintenance Implementation

Routine maintenance items are identified below and are eligible for annual funding through the Boardman Lake Loop Trail Endowment Fund that is administered by the Grant Traverse Regional Community Foundation and the Management/ Advisory Committee.

TART Ambassadors

Ambassadors perform various levels of maintenance and are available to work with or assist in performing routine maintenance items including tree branch/bush/brush trimming, storm damage cleanup, boardwalk surface cleaning, gardening, and spring and fall cleanup work bees. TART ambassadors and volunteers will follow City, Township, and County tree cutting and other maintenance policies and procedures. TART Trails maintains Volunteer Accident Insurance with specific limitations. The purpose of the policy is to provide benefits for any accidental death or dismemberment and excess medical expense coverage to volunteers injured while participating in a scheduled, sponsored or supervised activity including direct travel to or from the activity.

TART Trails Ambassadors can assist with the following maintenance tasks to help ensure trail condition and experience and help reduce maintenance costs:

- Frequent Trail monitoring to help identify maintenance issues that require help.

Trimming/cutting vegetation that is encroaching, leaning, or blocking established clear zones.
Boardwalk deck scrubbing
Litter collection
Leaf blowing
Aggregate leveling and compacting
Asphalt edging
Invasive species removal
Supplemental snow shoveling

Routine Maintenance

The following maintenance tasks will be performed, and are guided by the schedule described later in this document:

- Mowing trail shoulders
- Snow clearing of trail
- Trimming/cutting vegetation to maintain clear zones
- Downed tree clearing and removal
- Tree root cutting/trenching
- Asphalt crack sealing and small asphalt repairs
- Periodic board replacement and staining(?) (pressure treated lumber?) on timber boardwalks
- Periodic addition of aggregate material, level, and compact
- Periodic way finding sign purchase and replacement
- Clean and/or repair trail vandalism
- Bridge Monitoring/Minor Repair

Mowing

To maintain 2-4' clear zone along Trail, monthly mowing is required to keep the adjacent grass and small vegetation height between 2-10". Trail shoulders will be mowed each month May through October.

Vegetation Trimming

Vegetation management is the dominant operation of maintaining the Boardman Lake Loop. Preserving vegetation along the trail is important to maintain the trail's character. Vegetation must be maintained for trail user's safety, to preserve the trail infrastructure and aesthetic. A clear zone of 2-4' lines either side adjacent to the trail. As mentioned above, the clear zone is kept clear at ground level by being mowed and above ground level the vegetation is trimmed. A vertical clearance of at least 10' is maintained overhead along the trail. On either sides of the trail, woody vegetation of 4" or less is to be kept clear for up to 5' from either side of the trail (see Figure 1). Where land ownership/easement allows, the 50'/50' rule maintains clear vision at intersections. Species of plants should be thoughtfully considered prior to planting along the trail. The plant's root system and its potential bushiness determine required maintenance.

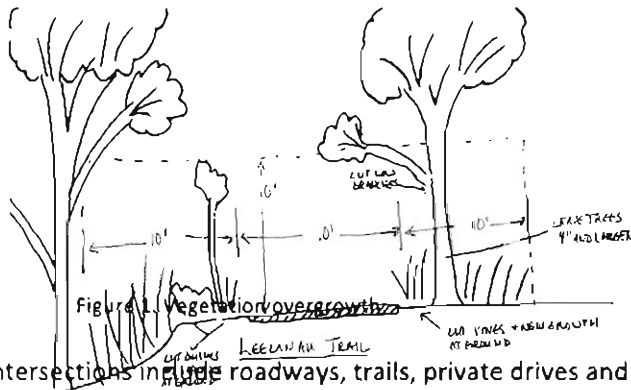


Figure 1. Vegetation overgrowth

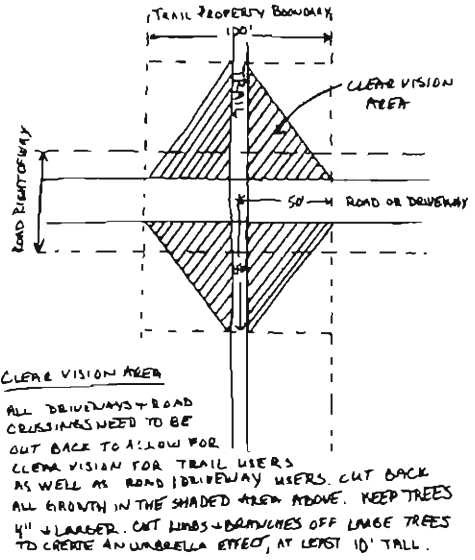


Figure 2. Clear vision area

Intersections include roadways, trails, private drives and agricultural crossings. For safety, intersections must maintain clear vision for safe crossings between vehicles and trail users. In order to maintain clear vision this policy applies to vegetation and structures that can impede vision such as parked cars or fences.

For safety, intersections must be kept clear from overgrowth of vegetation or any other type of visual obstruction such as a vehicle parking, privacy fence, or large sign. Clear vision is to be maintained on all sides of the intersection (see Figure 2; up to 50' where property/easement allows).

Invasive Species

Invasive species are plants and animals that are not native to the area. Such species tend to dominate their environment due to lack of predators. The Department of Natural Resources and Grand Traverse Conservation Districts along with TART Trails Invasive Species Specialist Ambassadors provide professional expertise in regards to best management practices of invasive species. Only native plants should be planted along the trail. The trail provides a corridor that can increase the spreading of invasive species.

Medians and Gardens

Medians and gardens located along the trail or at roadway intersections, may be adopted on an annual basis and planted at a higher maintenance level and cared for by the adopter. If areas are not adopted, landscaping will be grass or City approved landscaping elements.

Tree Clearing

Following heavy wind and snow storms, trees and branches will fall on the Trail and require cutting, removal from the Trail, and hauling away or chipping. TART Ambassadors who have the required safety training may assist with tree clearing after storm events.

Trail Surface

The Boardman Lake Loop is predominantly 10' wide asphalt, but also includes sections of aggregate, timber boardwalk, and bridges with lpe decking. The four sections of boardwalk on the southeast side of the Lake have a treated timber decking surface. Asphalt requires the most maintenance compared to other surface types due to it being the dominant surface type and due to the material. Wooden bridge decking requires annual monitoring and repairs. Concrete requires little to no annual maintenance but requires replacement after an estimated 30 year life-span.

Asphalt is a porous surface which requires routine annual maintenance. The average lifespan for an asphalt trail is 17 years. Asphalt which receives preventative maintenance can last for 20 years or longer (source: *Rails-to-Trails*).

Crack-sealing repairs a crack in the asphalt by filling the crack with sand (if necessary) and pouring a hot rubberized liquid substance over it to seal. It is a common way to perform preventative maintenance and it is usually necessary to perform on an annual basis along identified sections of the trail. Crack sealing protects trail users from potential harm by hitting cracks and it prevents debris build-up in the cracks which helps prevent continued deterioration of the asphalt. Crack sealing also prevents water from entering the trail base and sub-base.

Sinkholes are created in the asphalt due to activity on the surface of the trail or deterioration of the material below the trail. Heavy equipment, soil erosion, vegetation, culverts, burrowing animals such as ants and water can create sinkholes. Sinkholes can be a serious safety issue and should be addressed immediately. For safety, until the hole is filled, the sinkhole should be marked and cornered-off temporarily. It can be made visible with spray paint and an orange safety cone placed around or on top of it. A steel plate can be used to temporarily 'patch' the hole. Its heavy weight makes it unlikely to be stolen and a slim design and tread makes it safe for users. The long term and permanent solution is an infrared repair to the affected area.

Root Trenching

One of the most common causes of trail damage is tree roots growing under and then up through asphalt creating linear cracks and mounds or domed bumps. The most effective preventative measure found to date is regular vibratory plow trenching along the edge of pavement to sever roots and prevent trail damage. For long term prevention, trenching should occur every 5-7 years. A yearly phased approach is advisable as cost is distributed across several years.

Signage

Signage is categorized as regulatory, wayfinding, sponsorship or interpretive. The City/Contractor is responsible for maintaining adequate regulatory and wayfinding signage.

Vandalism

Vandalism is the destruction of property. Fortunately, it does not occur on a regular basis along the Boardman Lake Loop. Litter and graffiti are the most common occurrences.

Bridges

Three span bridges with concrete supports are located on the Loop (see Appendix map for locations). For structural safety bridges should be monitored each year in the spring. Maintenance should be performed immediately. Anticipate irregular maintenance in the spring, summer and fall to repair deck boards and railings as need be. Stainless steel screws are recommended for hardware rather than nails.

Snow Removal

For four months ranging from mid-November to Mid-March the trail is expected to experience snow events. An estimated 35 clearings was used to determine the season's maintenance costs, which averages to over 2 clearings a week. See *Table 1. Maintenance Schedule* for total hours.

Maintenance Schedule

Table 1: Annual Maintenance Schedule. See Routine Maintenance for an explanation of each activity.

Activity	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total Hours	Total Cost
Mowing	8							8	8	8	8	8	48	\$1,584
Trimming	8							8	8	8	8	8	56	\$1,848
Storm Clearing	8	4	4	4	4	4	4	8	4	4	4	4	56	\$1,848
Asphalt	40							40					80	\$2,640
Snow Removal			20	80	80	80	20						280	\$9,240
Split rail fencing							8					8	16	\$528
Signage	4						4						8	\$264
Vandalism	4	4	4	4	4	4	4	4	4	4	4	4	48	\$1,584
Benches								4				4	8	\$264
Total Hours (Minus Volunteer)	72	8	28	88	88	88	52	68	24	24	24	36	600	
Bridge Inspections														\$1,500
Trenching & Preventative														\$1,200
Total Cost	\$2,376	\$264	\$924	\$2,904	\$2,904	\$2,904	\$1,716	\$2,244	\$792	\$792	\$792	\$1,188		\$22,500

Long-term Maintenance Schedule and Estimated Costs

Consider ceasing preventative maintenance in lieu of replacement when the trail's surface is predominantly cracked or deteriorated within a specific area, or is considered "Poor" or "Very Poor" using the modified PASER rating. When replacing asphalt consider grinding/milling and repaving because it does not require re-berming or re-seeding. If using this technique, add at least a 1.25" course of asphalt.

Table 2: Costs for Long-term Maintenance Expense Calculations

Activity	Frequency	Estimated Cost
Asphalt Overlay/Resurfacing	15 years	\$60,000 / mile
Asphalt Reconstruction	25 years	\$90,000 / mile
Root Trenching	7 years	\$0.20 linear ft of trail
Signage	5-10 years	3,500/ mile



community foundation

ANTRIM · BENZIE · GRAND TRAVERSE · KALKASKA · LEELANAU

BOARDMAN LAKE LOOP TRAIL ENDOWMENT FUND AGREEMENT

1. This Agreement dated December 11, 2017 establishes a Grand Traverse Regional Community Foundation (*Community Foundation*) Designated Endowment.

2. **Title.** The Fund shall be known as the Boardman Lake Loop Trail Endowment, referred to as the "Fund."

3. **How Invested.** Investments are in accordance with the approved policy of the Community Foundation Board of Directors.

4. **Purpose of Fund:** The purpose of the Fund shall be to support the ongoing maintenance of the Boardman Lake Loop Trail, as shown on the attached map (Attachment A). If additional funds are available beyond the current needs for maintenance, replacement needs may be addressed.

5. **Foundation Mission.** The Community Foundation was established to receive and administer funds for various charitable, scientific, literary, or education purposes in the Grand Traverse Region, including Antrim, Benzie, Grand Traverse, Kalkaska and Leelanau Counties, and the purposes of the Fund fall within its mission.

6. **Component Fund.** The Fund will be established as a component fund of the Community Foundation. The assets of the Fund are not segregated, but are part of one or more Investment Pools, as described in section seven below.

7. **Investments.** The Permanent Endowment Funds are pooled in the Foundation's investment portfolio, which is managed by one or more professional advisors for purposes of stability and inflation protection over many years, recognizing that grant disbursements are intended to be made from the fund at least annually.

8. **Fund Advisors.** The Community Foundation Board of Directors will oversee grant disbursements from the Fund, in accordance with the stated purpose of the Fund. An Advisory Committee will include representatives from the Community Foundation, Garfield Township, the City of Traverse City, TART Trails, and Grand Traverse County.

9. **Property of the Fund.** The Community Foundation shall accept property, given by the Donor or other person or entity, for inclusion in the Fund. Such property may be transferred from any source permitted by law, subject to acceptance by the Community Foundation. In the event the Community Foundation refuses to accept any gift, the Community Foundation shall inform the donor of the reason for such refusal.

10. **Status of the Fund.** The Fund (1) shall be the property of the Foundation; (2) shall be held in its corporate capacity; and (3) shall not be deemed a trust fund held by it in a trustee capacity.

It is understood and agreed that all assets held in the Fund shall be subject to the policies, Articles of Incorporation and the Bylaws of the Foundation, including the power of the Board of Directors of the Foundation, to modify, through exercising its variance powers, any restrictions or conditions for the distribution of grant funds for any specified charitable purposes, if in its sole judgment, such restrictions become, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable need of the area served by the Foundation.

Certain terms and conditions including, but not limited to, administrative fees, grant disbursement rate and schedule, investment policy, and fund reporting may be modified or withdrawn at any time. The Board of Directors of the Community Foundation has full authority and responsibility over the control of all assets. Component funds are not trust, depository, custodial, or split-interest accounts or investment vehicles. The Community Foundation does not guarantee asset values, earnings, or disbursement regularity beyond the legal and regulatory requirements. Gifts are not considered investments per State and Federal Securities laws.

11. **Notification and Acknowledgment of Gifts.** Using its discretion, the Foundation shall acknowledge and publicize gifts to the Fund and distributions from the Fund in accordance with Foundation policies. Foundation shall notify the Fund Advisor(s) at least annually of all gifts to the Fund and distribution made from the Fund to 501(c)3 charitable or governmental organizations.

12. **Disbursements from the Fund.** The Community Foundation Board of Directors will oversee grant disbursements from the Fund, in accordance with the stated purpose of the Fund. All grant disbursements will be made in accordance with the approved Spending Policy of the Community Foundation Board of Directors. Grant disbursements can begin once a minimum of \$25,000 in restricted gifts to the Fund have been received.

13. **Publicity.** The Foundation may use materials submitted by the Fund Advisors and/or the agency designated to benefit from the Fund, and may use the name of the Fund in the Foundation's promotional efforts and printed materials.

14. **Fees.** The Foundation will charge an annual administrative fee for the Fund in accordance with the Foundation's Administrative Fee Policy. The fee will be assessed at the end of each quarter. In addition, the Fund will pay a pro-rata share of the investment fees incurred by the Foundation.

15. **Dissolution.** If for any reason, the Foundation dissolves, the net assets of the Fund shall be delivered, after payment of any liabilities properly chargeable to the Fund, to an entity designated by the Community Foundation or its successor, provided that such entity qualifies as exempt from taxation under Section 501(c)(3) of the Internal Revenue Code (IRC).

16. **Representation of the Foundation.** The Foundation represents that it is a non-profit organization described in Section 170 (b) (1) (A) (vi) and Section 509 (a) (1) of the IRC as amended, and further will use its best efforts to continue to qualify as a tax exempt organization under Section 501 (c) (3) of the IRC.

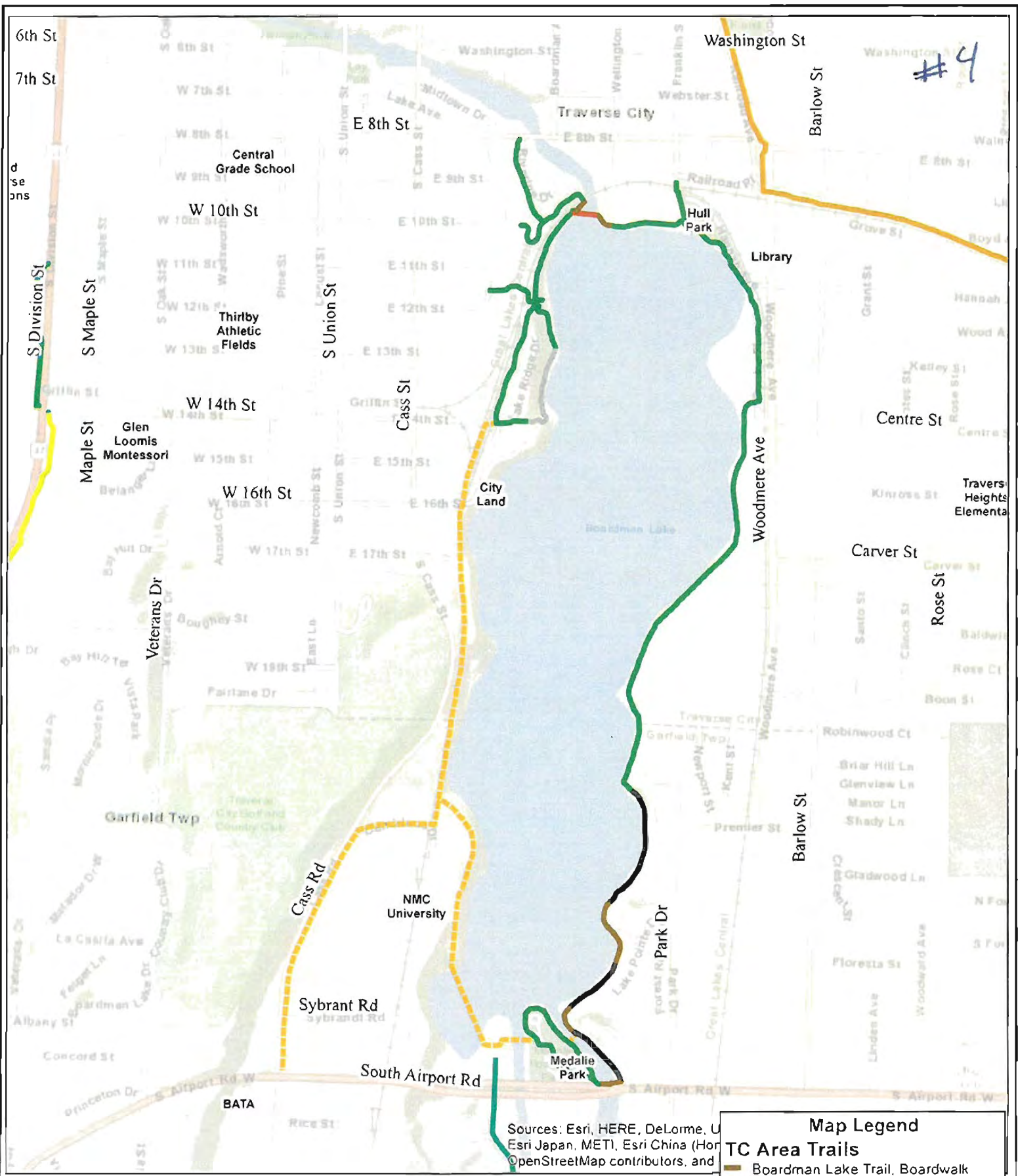
Phil Ellis
Grand Traverse Regional Community Foundation

Date: _____

Chuck Korn
Garfield Township

Date: _____

#4

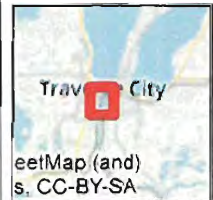
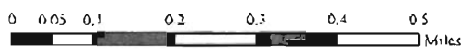


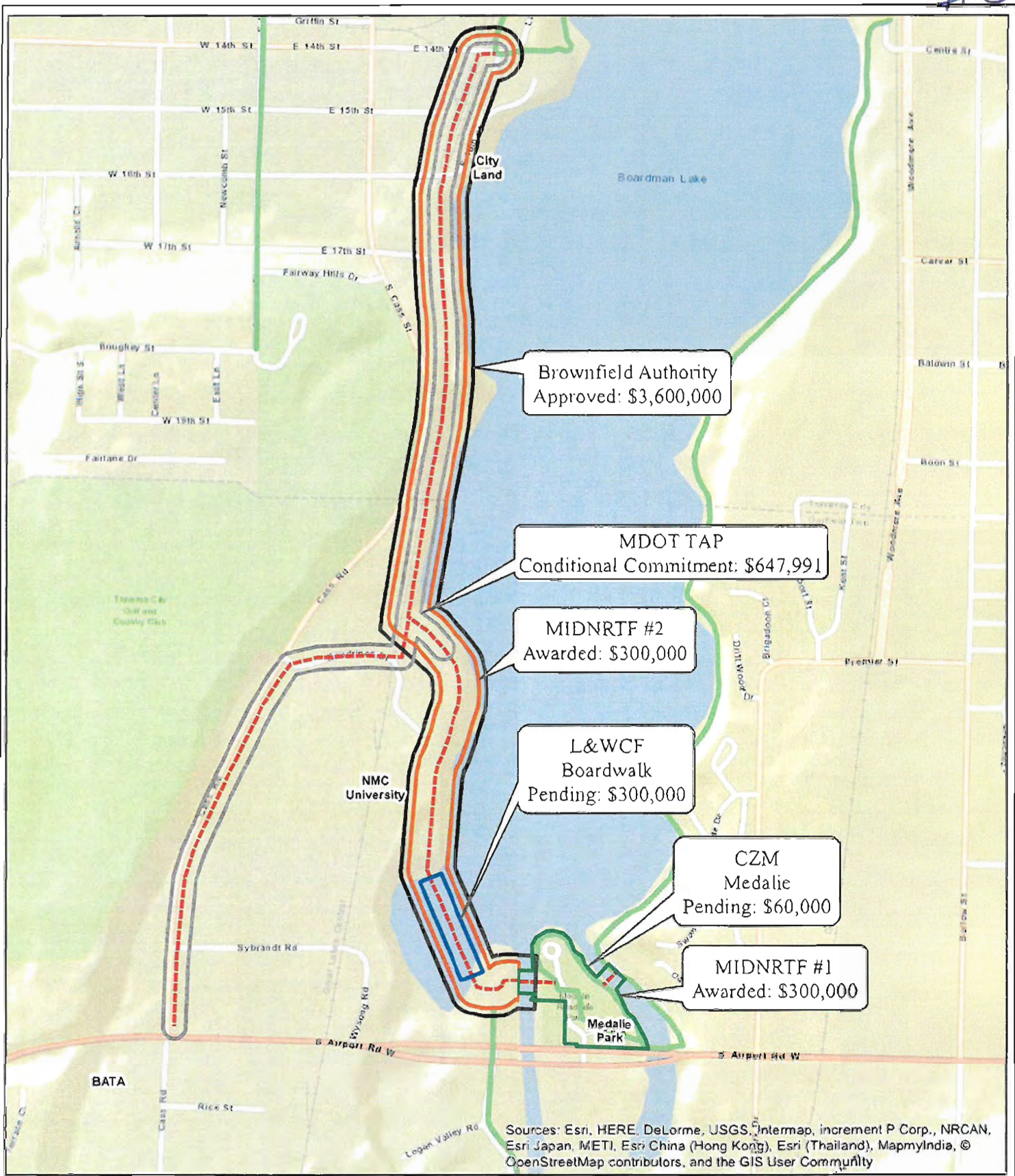
Sources: Esri, HERE, DeLorme, U
Esri Japan, METI, Esri China (Hon
OpenStreetMap contributors, and

Map Legend

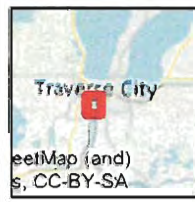
- TC Area Trails**
- Boardman Lake Trail, Boardwalk
 - Boardman Lake Trail, Bridge
 - Boardman Lake Trail, Concrete
 - Boardman Lake Trail, Paved
 - Boardman Lake Trail, Unpaved
 - Boardman River Trail
 - Mall Trail, Paved
 - TART Trail
 - - - Planned Boardman Lake Loop Trail

Boardman Lake Loop



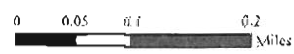


Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



West Boardman Lake Loop

April 5, 2018



Map Legend	
	MIDNRTF #1
	MIDNRTF #2
	L&WCF
	MDOT TAP
	Brownfield
	West Boardman Lake Loop
	Existing Trail & Cross Town Bicycle Route

Grants

	Grant Request	Grant Award	BA Match	TAP Contribution/Match	TART Trails Match	Total
MNRTF Grant for Pedestrian Bridges & Medalie	\$300,000	\$300,000	\$466,750		\$265,450	\$1,032,200
MNRTF Grant for Trail- 14th Street to Logan's Landing (note: match if funding from TAP factored in)	\$300,000	\$300,000	\$1,527,600	\$487,971		\$1,887,600
LWCF Grant for Cove Boardwalk	\$300,000					
Coastal Zone Management/ Medalie Park Trailhead	\$60,000				\$60,000	
TAP	\$647,991	\$647,991	\$431,994			\$1,079,985
	\$1,607,991	\$1,247,991	\$2,426,344		\$325,450	\$3,999,785
Contingency			\$399,979			\$399,979
Total Match commitment			\$2,826,323		\$400,000	\$4,399,764

Engineering

Original Engineering Contract (Brownfield)					\$333,374	
Medalie Park Trailhead (TART Trails)					\$74,550	
Medalie Park Trailhead (2% Grant - County)					\$15,000	
Dendrinos to South Airport Trail (Garfield Township)					\$20,000	

#6

RESOLUTION

XX-2018

Maintenance Agreement for Boardman Lake Loop

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 18, 2018, and reviewed recommendation to enter into a Maintenance Agreement for the long term maintenance of the Boardman Lake Loop Trail; and,

WHEREAS, This agreement will establish the Boardman Lake Loop Maintenance Advisory Committee consisting of members from the County of Grand Traverse, Garfield Township, Traverse City, TART, the Joint Recreation Authority and the Community Foundation; and,

WHEREAS, the agreement will dictate who decides what maintenance will be done on the loop annually, how the annual maintenance is paid for, what will occur if maintenance costs are less than the Endowment amount and what will happen if maintenance costs exceed the endowment amount; and,

WHEREAS, the agreement also dictates that the City of Traverse City will provide the trail maintenance on the entire loop until an alternative agreement is reached or March 31, 2021, when trail management will be the responsibility of the Joint Recreation Authority or will be bid out.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County approves entering into a long term maintenance agreement for the Boardman Lake Loop Trail.

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: July 18, 2018

Grand Traverse County Current Openings for Friday, July 13, 2018



Welcome to Grand Traverse County's Employment Opportunities page! We are excited to offer you the ability to apply online for job opportunities. Click on the job title you are interested in and then click on the 'Apply' link. Please be sure to complete each section of the Application, and include an explanation for any gaps in Employment. Scroll down on this page to begin.

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
<u>Animal Control Officer</u>	Regular Full Time	\$13.86 - \$20.09 Hourly	07/21/18
<u>Correctional Officer - Sheriff's Office</u>	Regular Full Time	\$18.23 - \$23.85 Hourly	Continuous
<u>Deputy - Sheriff's Office</u>	Regular Full Time	\$19.86 - \$25.89 Hourly	Continuous
<u>Deputy County Administrator</u>	Regular Full Time	\$104,600.00 - \$131,995.00 Annually	07/20/18
<u>Human Resources Director</u>	Regular Full Time	\$79,983.00 - \$99,995.00 Annually	07/20/18
<u>Medical Examiner Investigator - Part-Time...</u>	On-Call/Irregular	Not Displayed	Continuous
<u>Office Clerk - Register of Deeds</u>	Regular Full Time	\$13.34 - \$16.68 Hourly	07/26/18
<u>Seasonal Law Enforcement Deputy/Marine D...</u>	On-Call/Irregular	\$11.07/Hour	Continuous
<u>Undersheriff - Grand Traverse County</u>	Regular Full Time	\$66,649.00 - \$83,338.00 Annually	07/13/18
<u>Universal Aide</u>	Regular Full Time	\$12.83 - \$16.00 Hourly	07/19/18
<u>Universal Aide - Commission on Aging</u>	Regular Full Time	\$12.83 - \$16.00 Hourly	07/19/18
<u>WIC Peer Counselor</u>	Regular Part Time	\$12.25 - \$15.33 Hourly	07/26/18