

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, October 16, 2019 @ 8:00 a.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, EXERCISES, OR INVOCATION** (Brad Jewett)
(If the opening ceremonies include an invocation, the invocation should precede all other ceremonies, such as the singing of the National Anthem or Pledge of Allegiance, and shall be done in accordance with an invocation policy as adopted by the Board of Commissioners.)
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 October 2, 2019 (Regular Meeting)..... 3
 - b. Minutes of October 9, 2019 (Study Session) 9

4. FIRST PUBLIC COMMENT

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provisions 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, allow an additional opportunity or time to speak if determined germane and necessary to the discussion.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment may be received during the meeting when a specific agenda topic is scheduled for discussion by the Board. Prior to the first public comment, the Chairperson will indicate the topics on the agenda for which public comment will be accepted. 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:	
1)	Airport Commission Minutes of 8-20-19 (Regular Meeting)	10
2)	Airport Commission Minutes of 9-13-19 (Special Meeting)	13
3)	Airport Governance Advisory Minutes of 8-20-19	15
4)	Expenditure Report > \$5,000.....	17
5)	Road Commission Monthly Report.....	18
6)	Construction Code Board of Appeals Appointment.....	19
7)	Making a Difference – 3 rd Quarter	20
b.	Approvals:	
1)	Vehicle Replacement Policy	22
2)	Commission on Aging – Addition of Snow Removal Vendor Contract.....	27
3)	Central Records Clerical & Records Agreement	39
4)	Appointments to Brownfield Redevelopment Authority and Board of Public Works	44
5)	September 2019 Claims	47
6)	FY2019 Budget Amendments.....	70
7)	Boardman Lake Loop Construction Project Funding Agreement.....	74
8)	Automated Fleet Fuel Purchases	78
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Public Hearing and Approval Consideration for Pugsley Redevelopment Brownfield Plan ...	81
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	Grand Traverse Sheriff’s Office – Potential Purchase of Pugsley Ponds Area	110
b.	Equalization – Apportionment Report	114
c.	Commission on Aging Home Chore – Purchase of Two (2) Trucks	123
d.	Drain Commissioner:	
1)	Silver Lake - Lake Level Special Assessment District.....	126
2)	Duck Lake – Lake Level Special Assessment District.....	129
e.	Civil Counsel – FOIA Appeal	132
f.	Board & Committee Appointments – Update and Request to Appoint Ad Hoc Committees	145
10.	UNFINISHED BUSINESS:	
a.	Ethics Ad Hoc Information/Discussion (requested by Coffia)	149
b.	County Parking Lot Ordinance.....	153
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
15.	CLOSED SESSION:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
October 2, 2019

Chairman Hentschel called the meeting to order at 8:02 a.m. at the Governmental Center.

OPENING CEREMONIES, EXERCISES OR INVOCATION

An invocation was given by Chairman Hentschel, which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Ron Clous, Betsy Coffia, Bryce Hundley, Brad Jewett, Gordie LaPointe, Addison Wheelock, Jr. and Rob Hentschel

APPROVAL OF MINUTES

Minutes of September 18, 2019 Annual Meeting

Moved by Clous, seconded by Wheelock to approve the minutes listed above. Motion carried.

PUBLIC COMMENT

The following people addressed the Commissioners during Public Comment:

Michelle Howard
Carol Shuckra
Matt Schoech
Emmilou Sholahawk
Sharon Vreeland
Berta Meserve
Dave Nichols
Kathleen Kieting
Gina Aranki

Tom Bousamra
Sylvia McCullough
Alan McCullough
Dave Petrove
Ann Rogers
Bruce Moore
Amy Yee
Kelly McIntosh

APPROVAL OF AGENDA

Remove Item 10b, Ethics Ad Hoc Discussion from agenda

Moved by Coffia, seconded by Hundley to remove Item 10b, Ethics Ad Hoc Discussion, and place it on the October 16 meeting agenda and have the key documents drafted by Civil Counsel, Kit Tholen be included in the board packet.

Roll Call Vote: Yes 3, No 4

Nay: Jewett, LaPointe, Clous and Hentschel

Motion failed

Add Discussion of Airport Ad Hoc Committee Appointment Discussion and Hall of Justice Mold Update under Commissioner Reports.

Moved by Clous, seconded by Jewett to approve the agenda with the addition of Airport Ad Hoc Committee Appointment Discussion and Hall of Justice Mold Update under Commissioner Reports. Motion carried

CONSENT CALENDAR

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www.grandtraverse.org

A. RECEIVE AND FILE

- 1. Traverse Area District Library (TADL) minutes of August 15, 2019
- 2. Traverse Area District Library (TADL) special minutes of September 3, 2019
- 3. Legal Counsel Recommendation – Harassment Training – *Removed from calendar.*

B. APPROVALS

- 1. Resolution 140-2019
Emergency Management
FY2019 Emergency Management Performance
Grant Agreement Renewal
- 2. Resolution 141-2019
Health Department
Michigan Primary Care Association
K-Town Youth Care Center
Grant Agreement
- 3. Resolution 142-2019
Health Department
Michigan Primary Care Association
Youth Health & Wellness Center
Grant Agreement
- 4. Resolution 143-2019
Health Department
Comprehensive Planning, Budgeting and
Contracting (CPBC) Agreement

- 5. Resolution 144-2019
Administration
Michigan Indigent Defense Commission (MIDC)
Amendment to Allow for Expenditure of
FY2019 Unexpended Funds

- 6. Surplus Property: Unused Food Service Equipment – Removed from calendar.

ACTION ON THE CONSENT CALENDAR

After the County Clerk read the Consent Calendar for the record. The following items were removed:

- a-3 Page 15 By Clous
- b-6 Page 209 By Hundley

Moved by Clous, seconded by Jewett to approve the Consent Calendar minus items a-3 and b-6.
Roll Call Vote: Yes7

SPECIAL ORDERS OF BUSINESS

- a. **Carlisle Wortman Associates Evaluation of the County Construction Code Department**
Dick Carlisle, Carlisle Wortman Associates, gave a presentation on the evaluation of the Construction Code Department.

Commissioners took a break at 9:50 a.m.
Commissioners returned to regular session at 9:59 a.m.

ITEMS REMOVED FROM CONSENT CALENDAR

a-3 – Legal Counsel Recommendation – Harassment Training.

Moved by Clous, seconded by Jewett that orientation type trainings shall be made available to elected officials of Grand Traverse County as appropriate to their elected position including but not limited to Open Meetings Act, Freedom of Information Act, Sexual Harassment training, general county policy orientation and meetings with administrative and/or support staff. It shall be the responsibility of the County Administrator to ensure that such trainings are made available by qualified staff or trainers and proactively promoted to elected officials as early as the day in which election results are certified prior to taking office and no later than within 45 days of taking office. Reimbursement of travel expenses associated with such meetings shall be limited to those allowed under the County Travel Reimbursement policy and are subject to approval by the County Administrator.

Roll Call Vote: Yes 7

Moved by Coffia, seconded by Jewett to Receive and File a-3, Legal Counsel Recommendation Harassment Training. Motion carried.

b-6 – Surplus Property: Unused Food Service Equipment

Resolution 145-2019
Facilities
Surplus Property
Unused Food Service Equipment

Moved by Hundley, seconded by Jewett to approve Resolution 145-2019. Motion carried.

DEPARTMENT ACTION ITEMS

a. Human Resources

- 1) Approval of 2020 Benefits
Donna Kinsey, Human Resource Director, and Nate Alger, County Administrator, explained the 2020 Benefit renewal.

Resolution 146-2019
Human Resources
2020 Benefit Renewal

Moved by Jewett, seconded by Coffia to approve Resolution 146-2019.
Motion carried.

b. Sheriff’s Office

- 1) Office of Highway Safety Planning Grant
Lt. Brian Giddis, Sheriff’s Office, explained the grant request.

Resolution 147-2019
Sheriff’s Office
Office of Highway Safety Planning Grant

Moved by Jewett, seconded by Hundley to approve Resolution 147-2019.
Roll Call Vote: Yes 6, No 1
Nay: Hentschel

- 2) Report on Jail Medical Services – Wellpath
Tom Bensley, Sheriff, and Dr. Fatoki and Elaine Kaiser from Wellpath, spoke about the jail services Wellpath provides and answered Commissioners’ questions.

UNFINISHED BUSINESS

Chairman Hentschel moved the discussion of TIF 97 to the first item on the agenda.

- a. Tax Increment Finance Development Plan (TIF 97) Resolution (action requested at September 4, 2019 meeting)**

Resolution 148-2019
Tax Increment Finance Development Plan (TIF 97)
Grand Traverse County Board of Commissioners Position
On the Extension of TIF 97

Moved by LaPointe, seconded by Clous to approve Resolution 148-2019.

Commissioner LaPointe requested a “friendly amendment” to the resolution and distributed a sheet with additional wording to be added to the resolution in the packet.

Vote on Friendly Amendment

Moved by LaPointe, seconded by Clous to include the additional wording distributed to the resolution in the packet.

Roll Call Vote: Yes 3, No 4

Nay: Coffia, Hundley, Jewett, and Wheelock

Motion failed

Vote on Original Resolution

Moved by LaPointe, seconded by Clous to approve Resolution 148-2019.

Roll Call Vote: Yes 6, No 1

Nay: Hundley

Moved by Hentschel, seconded by Hundley to extend the meeting time to 12:20 p.m.
Motion carried.

b. Distribution of 2% Allocations of Tribal Funding (action postponed from September 18, 2019 meeting)

Motion from September 18, 2019 meeting brought forth again for a vote.

Chis Forsyth, Deputy County Administrator, stated that Prosecutor Cooney wrote a memo in 2012 which indicates the non-profits that are eligible for 2% Funding approvals that the County can refer to when requests come in.

Nate Alger, County Administrator, suggested that the 2% requests filter through a Department Head or Elected Official so they can evaluate if the service they are offering is in line with that Department’s mission. It would then be forwarded to the Prosecuting Attorney for review, if needed, and finally to the Board of Commissioners for approval.

Moved by Wheelock, seconded by Clous that Grand Traverse County go on record stating that they support 2% grant allocations specifically for services provided by and for Grand Traverse County.

Roll Call Vote: Yes 6, Abstain 1

Abstain: Hundley

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Study Session
October 9, 2019

Chairman Hentschel called the meeting to order at 8:00 a.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: Betsy Coffia (8:03 a.m.), Bryce Hundley, Brad Jewett, Addison Wheelock, Jr.,
Ron Clous, Gordie LaPointe, and Rob Hentschel

PUBLIC COMMENT

None

RECOMMENDED 2020 BUDGET

Nate Alger, County Administrator, Chris Forsythe, Deputy County Administrator, and
Dean Bott, Finance Director, presented a proposed 2020 balanced budget and answered
questions.

Wendy Hirschenberger, Health Officer, answered questions about the Health Department's
proposed budget.

Additional budget meetings will be scheduled for October 23rd and October 30th. Selected
Department Heads and/or Elected Officials will be asked to attend to answer questions about
their proposed 2020 budget.

PUBLIC COMMENT

The following person addressed the Commissioners during Public Comment:

Tom Bensley, Sheriff

ADJOURNMENT

Meeting adjourned at 9:40 a.m.

Bonnie Scheele County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) (Initials)

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
August 20, 2019
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns, Mike Coco, Rob Hentschel, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Margo Marks, Ron Lemcool, Bob Nelesen
Absent		Lee Foerster

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

C. Review and Approval of the Agenda:

Airport Director Klein requested an addition to the agenda:

F. 2. FAA certification annual inspection closeout letter.

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

D. Public Comment: None

E. Reading and Approving Previous Meeting Minutes:

1. It was moved by Commissioner Kern and supported by Commissioner Ahrns to approve the regular meeting minutes of July 30, 2019 as presented. MOTION PASSED.

2. It was moved by Commissioner Kern and supported by Commissioner Hentschel to approve the closed session meeting minutes of July 30, 2019 as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for July 2019 was received and filed.

2. FAA certification annual inspection closeout letter was received and filed.

G. Reports of Standing Committees: None

H. Reports of Special Committees:

1. Commissioner DeYoung gave a report of the Airport Governance Advisory Committee meeting of July 30, 2019.

It was moved by Commissioner Kern and supported by Commissioner Ahrns to accept the report of the Airport Governance Advisory Committee meeting of July 30, 2019. MOTION PASSED.

I. Unfinished Business: None

J. New Business:

1. Event Request – Jet Blast Event August 22-25, 2019

It was moved by Commissioner Kern and supported by Commissioner Rushton to approve the request by 45 North to hold a Jet Blast event August 22-25, 2019 and to waive ramp overnight fees for the event. MOTION PASSED.

2. Bid Award – Baggage Make-Up Carousel Slope Plates

It was moved by Commissioner Kern and supported by Commissioner Hentschel to approve the quote from Unified Supply for replacement slope plates in the amount of \$68,198.92. MOTION PASSED.

3. Lease Request – Traverse Health Clinic

It was moved by Commissioner Kern and supported by Commissioner Hentschel to approve property lease of 4,340 sq. ft. to Traverse Health Clinic for auto parking at a rate of \$.29 per sq. ft. on a month-to-month basis. MOTION PASSED.

4. Grant Agreement – Project No. 3-26-0094-044-2019

It was moved by Commissioner Kern and supported by Commissioner Hentschel to approve the Chairman (or Vice Chairman in Chairman's absence) to execute the FAA grant agreement for project no. 3-26-0094-044-2019. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

It was moved by Commissioner Ahrns and supported by Commissioner Kern to approve the Chairman (or Vice Chairman in Chairman's absence) to execute the MDOT contract for project no. 3-26-0094-044-2019. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

K. Reports of the Airport Director:

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.

Commissioner Hentschel left the meeting at 3:35 p.m.

4. The Airport Director reviewed the Budget Report for the Commission.

L. Public Comment: None

M. Commissioner Comment:

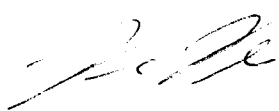
Commissioner DeYoung reviewed the potential timeline to move to an authority as discussed at the Airport Governance Advisory Committee meeting held August 20, 2019.

Commissioner Coco recommended communicating to the public about the road closures due to the Ironman race.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 3:53 p.m.

Respectfully submitted,



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

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
SPECIAL MEETING
MINUTES
September 13, 2019
4:15 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns, Mike Coco, Lee Foerster, Rob Hentschel, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak
Absent		None

The Chairman called the meeting to order at 4:15 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

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

D. Public Comment: none

E. New Business:

1. It was moved by Commissioner Hentschel and supported by Commissioner Rushton to enter into closed session to consider written attorney/client communication regarding settlement agreement with Universal Cleaners pursuant to MCL 15.268(h) and MCL 15.243(1)(g). A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

The Board entered closed session at 4:18 p.m.

It was moved by Commissioner Kern and supported by Commissioner Rushton to return to open session at 4:53 p.m. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

It was moved by Commissioner Kern and supported by Commissioner Ahrns to approve the agreement between the Northwestern Regional Airport Commission and Universal Cleaners on the terms and conditions recommended by legal counsel and to authorize the Chairman to sign the agreement.

It was moved by Commissioner Hentschel to amend the motion to change all amounts in the proposed agreement to \$0. The motion failed for lack of support.

A roll call vote was taken on the original motion: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Hentschel-no, Kern-yes, Rushton-yes. MOTION PASSED.

F. Public Comment:

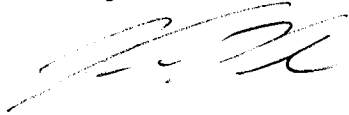
Commissioner Coco asked if the RFP had gone out from Traverse City Light and Power. Airport Director Klein indicated that it has been released and a pre-bid meeting has been set.

G. Commissioner Comment: none

H. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:57 p.m.

Respectfully submitted,



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

NORTHWESTERN REGIONAL AIRPORT COMMISSION
 CHERRY CAPITAL AIRPORT
 AIRPORT GOVERNANCE ADVISORY COMMITTEE MEETING
MINUTES
 August 20, 2019
 12:30 P.M.

1. Roll Call:

Present	Committee Chair Committee Members	Doug DeYoung Nate Alger, William Bunek, Mike Coco, Rob Hentschel, Chet Janik, Gordie LaPointe, Debra Rushton
	Secretary Counsel Other	Kevin Klein Karrie Zeits Steve Baldwin, Spencer Gillette, Penny Perkins (via phone), Luanne Zak, Ted & Gretchen Iorio
Absent		None

The meeting was called to order at 12:30 p.m. The Secretary called the roll and advised the Chair a quorum of the committee was present.

2. Public Comment: None

3. The minutes of the July 30, 2019 meeting were reviewed by the committee.

It was moved by Rushton and supported by Janik to approve the minutes of the July 30, 2019 meeting as presented. MOTION PASSED.

4. Steve Baldwin presented information on the TVC governance transfer process, key documentation supporting FAA requirements, and the reporting process to Airport Commission and Counties. Discussion followed.

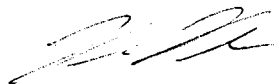
Upon conclusion of his presentation, Mr. Baldwin polled the members of the committee asking for guidance regarding the committee's report to the Commission and subsequently both counties. Each member polled indicated, among other things, that the Airport was an important regional transportation and economic development asset and felt the authority governance model over the current commission model was better suited over the long run. Mr. Baldwin then noted that a Table of Contents outline of the report will be presented at the next meeting of the Committee as well as an opportunity for any member of the public to provide further comments on the governance review prior to finalizing the Committee's overall recommendations.

5. Public Comment:

Ted Iorio: Public comment at upcoming meetings.

6. Adjournment: There being no further business to come before the committee, the Chairman adjourned the meeting at 2:10 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: Brad Kluczynski, Manager
DATE: October 7, 2019
SUBJECT: **REPORT FOR THE OCTOBER 16, 2019 MEETING
AT 8:00 A.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**
cc: Board of County Road Commissioners

A GTCRC representative will be available to provide more detailed responses on the following items.

1. **East-West Corridor Study Recommended Solutions** - At their October 14 Special Meeting, the Board will consider, and possibly select, the recommended solutions along the Hammond Road corridor. Also on the agenda is the review of locations of crossings over the Boardman River.
2. **Public Hearing of September 26, 2019** - The Board approved both items considered during the public hearing. Changes in right-of-way permit procedures for events as well as procedures for allowing private utilities in county road right-of-way.
3. **Pollution Insurance Policy for Removal Boardman River Dams** - Legal counsel will review the Agreement and its amendments made between Grand Traverse County and the Road Commission regarding the dam removals over the Boardman River. The Board will then be in a position to respond to changes in the pollution portion of the policy.
4. **Stadium Drive/Brownfield Project** - As the reimbursement risk has increased for GTCRC to front the improvement costs to Stadium Drive, the Board did not adopt the two commitments requested by the BOC regarding construction and funding of the project.
5. **Eaglehurst Subdivision SAD** - The Board awarded the 2019 paving contract to Elmer's in the amount of \$132,728 and authorized signatories to the contract.
6. **Fall Road Tour 2019** - The Board desires to continue with the video droning of projects, but to also convene in small township groups to discuss completed and proposed projects.



Chris Cramer <ccramer@grandtraverse.org>

Construction Code Board of Appeals Vacancy

Robert Hentschel <rhentschel@grandtraverse.org>

Wed, Oct 9, 2019 at 3:23 PM

To: Chris Cramer <ccramer@grandtraverse.org>

Cc: Nathan Alger <nalger@grandtraverse.org>, bbelcher@gtmetrofire.org

Chris,

I'd like to appoint Brian Belcher to the construction board of appeals vacancy. Brian does routine safety inspections for G.T. Metro and will bring a pragmatic voice to the board.

Kind regards,

Rob Hentschel

Chair, Grand Traverse County Commission

Employee Recognition: Making a Difference in Grand Traverse County



Quarterly reception Friday, October 25, 10:30 a.m.,
Governmental Center Cafeteria, lower level.

The reception will recognize all employees who were nominated for Making a Difference and all employees who celebrated a milestone service anniversary or were new to the County during 3rd quarter.

Employees celebrating milestone service anniversaries:

Celebrating 5 years: Sara Deschler, District Court
Lori Gardyko, Probate Court
John Divozzo, Department of Public Works
Veronica Wilson, MSU Extension
Clarissa Fasel, Commission on Aging
Kristen Lambert, Treasurer's Office
Pat Prevo, District Court
Amy Brock, Central Dispatch
Jeff O'Brien, Sheriff's Office
Marissa Milliron, Health Department

Celebrating 10 years: Lana Payne, Commission on Aging
Jon Morgan, Sheriff's Office

Celebrating 15 years: Elizabeth Stanichuk, District Court
Robin Barringer, Sheriff's Office - Central Records
Craig Preston, Environmental Health/Health Department
Eric Salani, Friend of the Court

Celebrating 20 years: Heidi Scheppe, Treasurer's Office
Karen Copeland, Circuit Court
Nate Ritter, Sheriff's Office

Celebrating 25 years: Randy Fewless, Sheriff's Office
Chris Oosse, Sheriff's Office

Making a Difference nominees:

Cindy Green, Patty Leasure, Sarah Gum and Kristen Lambert, Treasurer's Office, for providing wonderful customer service before office hours that prompted a customer to send an e-mail and changed their perspective on "the government".

Cathy Stauber, Health Department, for going above and beyond to help a family get their transportation and lodging paid for prior to a major medical procedure.

Lisa Philo, Commission on Aging, for sending a sympathy card to a former client's spouse after his passing. The spouse expressed how nice and warming it was to be remembered and how quickly she received the card.

Troy Bailey, Sheriff's Office/Corrections Division, for taking extra time and patience when speaking to inmates that present a challenge to staff especially showing empathy towards the mentally ill population.

Ericca Hovie, Senior Center, for receiving thank you notes from community members for a job well done with providing fun activities and maintaining a membership of over 5,000 members content – with next to no complaints.

Michele Felber, Sheila Corner, Adrienne Berdovich, Diana Broussard, Erin Johnson, Laura Laisure, Jackie Money-Bruno, Marcie Montgomery and Rachel Schleenbaker, Health Department, for going above and beyond to help clients get in for last minute immunizations and immunization waivers even without advance appointments.

Becca Noonan, Marcie Montgomery, Erin Johnson, Sheila Corner and Laura Laisure, Health Department, for stepping up to cover the clinics and provide service to the clients when staff needs days off (call-ins, short staffed or scheduling issues).

Amy Leiva, Health Department, for all her hard work preparing for Head Start to run smoothly every year.

Sarah Adams, Administration, for getting things done and accomplishing results.

John Sabatini, Jr., Family Division Juvenile, for driving downstate to support a youth on his own time and shaving his head in support of the youth who was discharged from probation and accepted into the Michigan Youth Challenge Academy.

Beth Lajko, District Court, Probation, for entering at least two months of bond violations during a staff vacancy.

Diana Broussard, Health Department, for meeting a client in the community to help her overcome difficult challenges to ensure the needed treatment was provided.

Last Quarter's Winner:

Veronica Wilson, MSU Extension, for stepping in as Interim 4-H Coordinator to ensure that everything continued to run smoothly during the 2 month search process for a permanent replacement. All of the work was graciously done on top of her full time position.

Action Request Form



Meeting Date:	October 16, 2019		
Department:	Administration	Submitted By:	Nate Alger
Contract Email:		Contract Telephone:	
Agenda Item Title:	Grand Traverse County Vehicle Replacement Policy		
Estimated Time:	15	Laptop Presentation:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Summary of Request:

During the 2019 Goal setting session the Board of Commissioners unanimously agreed that Grand Traverse County should implement a Vehicle Replacement Policy. With the assistance of Commissioner Jewett staff has prepared the Vehicle Replacement policy and has distributed it to the Elected Offices and Departments for review and comment.

If approved by the Board of Commissioners this policy would go into immediate effect.

Suggested Motion:

Approve the proposed Vehicle Replacement Policy.

Financial Information:

Total Costs: 0.00	General Fund Cost: 0.00	Included in budget:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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If not included in budget, recommended funding sources:

This section for Finance Director, Human Resources Director, Civil Counsel and Administration USE ONLY:		
Review:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration Recommended: Yes <input checked="" type="checkbox"/>		

Miscellaneous:

Attachments:
Attachment Titles:

(revised 9-2016)

RESOLUTION

XX-2019

Grand Traverse County Vehicle Replacement Policy

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019 and reviewed a request to approve the County Vehicle Replacement Policy as presented by the County Administrator; and,

WHEREAS, During the 2019 Goal setting session, the Board of Commissioners unanimously agreed that the County should implement a Vehicle Replacement Policy; and,

WHEREAS, This policy has been distributed for review and comment, and upon approval will go into effect immediately.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves the Vehicle Replacement Policy attached.

APPROVED: October 16, 2019



Vehicle Replacement Policy

PURPOSE

To provide a guide for budgetary and strategic planning for the replacement of the various vehicles owned, leased, or operated by the employees of Grand Traverse County.

RELATED POLICIES

Grand Traverse County Vehicle Policy
County Fixed Asset Disposal Policy

EXEMPTIONS

None

DEFINITIONS

Marked Service Vehicle

A vehicle that is marked or semi marked and assigned to an employee of any department within the County.

Unmarked Vehicle

A vehicle that is unmarked and is assigned to an employee of any department with the County.

General Use Vehicle

A vehicle that is not assigned to a particular employee but is maintained by the County to be used in the event that an assigned vehicle is removed from the fleet or is needed by an employee that is not assigned a vehicle.

Support Vehicles

Any vehicle that is not assigned to an employee but is used to perform the various services of the County.

Lease Vehicle

Any of the various County vehicles that are being leased from an outside provider.

Vehicle Fleet Log

Each Elected Official or Department Head will maintain a Vehicle Fleet Log for the vehicles within their operation. A Fleet Log is a listing of all vehicles owned, leased, and operated by employees of the County that shows year, make, model, VIN, and assignment. A Master Fleet Log will be maintained by the Finance Department.

Maintenance Record

A listing of maintenance for each vehicle that shows the date, type, provider, and the cost of the maintenance.

POLICY

Grand Traverse County has numerous and varied vehicles. The vehicle fleet is made up of county owned vehicles and leased vehicles. It is the policy of Grand Traverse County that we will maintain the minimum number of vehicles to provide the services the various Elected Officials and Departments are required to provide. The vehicle fleet is currently broken down into areas of assignment as follows:

- Commission on Aging Vehicles
- Construction Code Vehicles
- DPW Vehicles
- Equalization Vehicles
- Facilities Management Vehicles

Health Department Vehicles
Parks and Recreation Vehicles
Circuit Court Family Division
Resource Recovery Vehicles
Sheriff's Office Vehicles
Veterans Affairs Vehicles
General use vehicles

The care and maintenance of vehicles owned and operated by the employees of Grand Traverse County will be the responsibility of the individual Elected Officials and Department Heads that hold the vehicle for use. Each Elected Official and Department Head will record the care and maintenance for each vehicle assigned to them.

Each Elected Official and Department Head will review the maintenance record annually and evaluate each vehicle to determine whether or not the vehicle should be considered for replacement. Each Elected Official and Department Head will consider factors such as the vehicle's impact or need, age, initial cost, body condition, annual cost of maintenance, type of maintenance, and mileage in their determination of whether or not the vehicle should be considered for replacement.

Lease vehicles will be replaced pursuant to the Master Equity Agreement with the current provider.

Support vehicles will be replaced on a case by case basis after considering factors such as the vehicle's necessity, age, initial cost, body condition, annual cost of maintenance, type of maintenance, and mileage.

Once a vehicle is identified for replacement, each Elected Official and Department Head will prepare a memo to the Finance Department detailing the replacement and what is going to happen to the vehicle being replaced (i.e. will it be placed into the back up, given to another department, or disposed of pursuant to the Fixed Asset Disposal Policy). Using this information, the Finance Director will determine the number of vehicles to be recommended to the Board of Commissioners for the next budget cycle.

If an assigned vehicle that is not in the replacement schedule for the next budget cycle is involved in a crash or is otherwise determined to be totaled by Michigan Municipal Risk Management Authority, the Elected Official or Department Head will prepare an immediate request to County Administration for replacement of that vehicle. This request will detail the method by which the vehicle will be paid for including any insurance payouts and availability of other funds. Administration will review the request and the availability of funds to replace the vehicle as requested.

DISPOSAL OF VEHICLE

Vehicles owned by the county identified for replacement will be presented to County Administrator for approval to be disposed of pursuant to the County Fixed Asset Disposal Policy. Vehicles will be disposed of by auction (web based or live), competitive bid, or re-purposed to another county department or office. The departmental vehicle fleet manager will be responsible for overseeing the disposal and will report the disposal to the Finance Department for transfer of ownership and removal from county inventory. It is expected that vehicles identified to be removed will be disposed of within six months of the declaration of surplus status.

Approved Policy <Date>

This policy will be reviewed every three years.

Chairman of the Board

Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____



Action Request

Meeting Date:	October 16, 2019		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	995-6201
Agenda Item Title:	Addition of snow removal vendor contract		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Attached is the contract for an additional vendor to provide snow removal services for COA clients.

Suggested Motion:

Approval of contract with Josh Crouch to provide snow removal service to COA clients.

Financial Information:

Total Cost:	\$11,250 est/15	General Fund Cost:	0	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

One truck was included in the 2019 budget, the second truck is coming from the COA fund balance.

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

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

**Commission on Aging
Snow Removal Vendor (Crouch's Outdoor Services)**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019 and reviewed a request to approve the vendor agreement for snow removal with Josh Crouch; and,

WHEREAS, Snow Removal is part of the Commission on Aging's Home Chore program and vendors are utilized to reduce and/or eliminate their client wait list; and,

WHEREAS, Crouch's Outdoor Service will be available to provide services for the period October 1, 2019 through the final snow melt in the Spring of 2020.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves Crouch's Outdoor Services for use as a vendor with the Commission on Aging's snow removal program effective October 1, 2019.

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: October 16, 2019



GRAND TRAVERSE COUNTY
COMMISSION ON AGING

PURPOSE INVITATION TO PARTICIPATE IN
HOME CHORE SNOW REMOVAL VENDOR PROGRAM

The Grand Traverse County Commission on Aging (GTCOA) desires to enter into an Agreement with qualified vendors to provide snow removal services for the period of October 1, 2019 through the final snow melt in spring of 2020, for clients currently on the GTCOA Home Chore Snow Wait List.

DUE DATE: ~~August 16, 2019~~ Disregard *date*

TO: Attn: Cynthia Kienlen, Director
Grand Traverse County
Commission on Aging
520 W. Front Street, Suite B
Traverse City, Michigan 49684

FROM: *Crouch's Outdoor Services*
Joshua Crouch
12724 Center Road
Traverse City, MI 49686

Bidder's Tel. No.: *231-570-0322*

PROGRAM DESCRIPTION

The Commission on Aging utilizes the home chore snow vendor maintenance program to reduce and or eliminate our client wait list for snow maintenance services. Services include snow plowing and/or snow blowing, shoveling of sidewalks and mailboxes and providing a spring clean-up after final snowmelt, including but not limited to lawn repair and/or gravel removal created by snow removal equipment. The Grand Traverse County Commission on Aging will pay vendors up to \$750 for snow removal at each assigned client home throughout Grand Traverse County for the period of October 1, 2019 through the final snow melt in spring of 2020.

SPECIFICATIONS: Documentation/Best Practices

Grand Traverse County Commission on Aging			
Category	Specifications	Vendor Retains	To GTCOA
Signed Confidentiality Agreement	Required	yes	Required
Reference checks performed prior to staff providing services at client homes.	Required	Copy of reference checks	Proof Item is Completed
Criminal Background check on staff	Required	Copy of background checks	Proof Item is Completed
Fingerprinting (FBI) of staff	Required	Receipt showing completion	Proof Item is Completed
Completed W-9 (if new vendor)	Required	yes	Required
Yearly Audit performed by Grand Traverse County Commission on Aging	Required	yes	
MIOSHA/OSHA practices followed	Required	yes	

SPECIFICATIONS: Insurance

Which of the following insurances does your agency carry? Enter effective policy dates, amount per occurrence where applicable, **copies must be attached to all returned Proposals.**

	Effective Date	Amount of Policy
Workmen's Compensation	N-A	N-A
Unemployment	N-A	N-A
General Liability*	8/20/2019	\$1M
Facility/Property Insurance	8/20/2019	\$1M / Accident
No-Fault Vehicle Insurance	8/20/2019	yes, \$1M
Fidelity Bonding		
Professional Liability	8/20/2019	yes \$1M
Other:		

*Minimum requirement for General Liability is \$1,000,000.

SPECIFICATIONS: GTCOA Responsibilities

1. GTCOA will secure a signed Agreement, a completed W-9, and an independent contractor statement.
2. GTCOA will dispense approved clients to eligible participants.
3. GTCOA will have participants verify eligibility and will keep a record of completed forms.
4. GTCOA will request payment from the Grand Traverse County Finance Department upon receipt of invoice.

SPECIFICATIONS: Home Chore Snow Removal Voucher Program

Grand Traverse County Commission on Aging Home Chore

Category	Specifications	Bidder Proposes to Furnish
Service GTCOA clients residing in: City of Traverse City and ALL Townships in Grand Traverse County: Acme, Blair, East Bay, Fife Lake, Garfield, Grant, Green Lake, Kingsley, Long Lake, Mayfield, Peninsula, Union, Whitewater.	Bidder to note any areas they are <u>not able</u> to service under Bidder Proposes to Furnish or note "Service All"	Service All
Snow Removal: to include the removal of snow from the driveway, walkways, in front of garage, and around mailboxes. Spread salt on walkways (provided by the client).	How often to be determined between client and Vendor.	yes, Service All.
Vendor to provide spring clean-up after final snowmelt, including but not limited to lawn repair and/or gravel removal created from snow removal equipment.	Required	yes.
\$ Amount Vendor will charge for snow removal in mobile home park	Required	\$25
\$ Amount Vendor will charge for snow removal for normal size driveway (2 cars wide x 4 cars length)	Required	\$60
\$ Amount Vendor will charge for snow removal for larger than normal size driveway	Required	\$75-\$120 Depends on Driveway
Vendor to provide all snow removal service equipment.	Required	yes
Billing		
Invoice GTCOA monthly by the 4 th of the following month that service was rendered to customer. Include a copy of client's monthly calendar showing dates of service.	Required	yes
Owner of company must be 18 years or older.	Required	yes
No schools, social groups or similar organizations may act as a Vendor.	Required	yes
Vendor and client shall not be the same individual.	Required	yes
Vendor will be listed in the GTCOA vendor choice flyer.	Required	yes

AVAILABILITY

Vendors shall provide the specific date they would be available to begin:

November 1st, 2019

DISCLAIMER

Grand Traverse County reserves the right to accept or reject any or all proposals, waive irregularities, and to accept the bids on an entire or individual basis that are in the best interests of the County.

SPECIAL TERMS AND CONDITIONS

The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

ACKNOWLEDGMENTS

The undersigned acknowledges that:

The bidder has received the Bid Form, the Bid Request, Specifications, and Agreement AND further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The bid documents have been read and carefully examined by bidder and the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To allow Grand Traverse County Commission on Aging to place their business name on a vendor list that will be distributed to GTCOA clients.
2. To enter into and execute a contract with Grand Traverse County Commission on Aging, 520 W Front St, Suite B, Traverse City, MI 49684 if awarded on the basis of this bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

1. Check appropriate section and complete information.

_____ Corporation incorporated under the laws of the State of _____

_____ Partnership

Sole Proprietorship, doing business as Crouch's Outdoor Services

2. Complete all information below.

Authorized Negotiator

Name Joshua E. Crouch

Title Owner / Operator

Federal ID # 83-2282751

License # _____ Type _____
(if applicable)

Crouch's Outdoor Services
Vendor Business Name

By _____

Title _____

Signed this 2nd day of October, 2019



520 W. Front Street, Suite B
Traverse City, MI 49684
231-922-4688 Phone
231-929-1645 Fax

**HOME CHORE SNOW REMOVAL – VENDOR SERVICES PROGRAM
VENDOR AGREEMENT**

This vendor agreement is made between the Grand Traverse County Commission on Aging, 520 W. Front Street, Suite B, Traverse City MI 49684 ("GTCOA"), and the following home services vendor ("Vendor"):

Joshua E. Crauch
(Name of Individual)

12724 Center Road, Traverse City, MI 49686
(Address of Individual)

Crauch's Outdoor Services
(Business Name)

12724 Center Road, Traverse City, MI 49686
(Business Address)

The parties agree as follows:

1. Vendor Responsibilities

- a. Vendor agrees to track client charges and bill the client for any services provided over and above the client's \$750 limit.
- b. Vendor agrees that they will provide snow removal service for clients for the season. Services include snow plowing and/or snow blowing, shoveling of sidewalks and mailboxes and spreading salt on sidewalks (provided by the client). Vendor to provide spring clean-up after final snowmelt. Including but not limited to lawn repair and/or gravel removal created from snow removal equipment. No other services shall be charged to the Commission on Aging.

- c. Vendor agrees to be included in a brochure listing vendors available to perform snow removal for persons seeking such services through the GTCOA.
- d. Vendor agrees that it may not act as both vendor and customer and that GTCOA shall not be responsible for asking any payment where vendor acts as its own customer.
- e. Vendor shall submit a W-9 (request for taxpayer identification number and certification) to GTCOA prior to submitting any bill for payment.
- f. Vendor agrees to provide at any time any and all of the following records if requested by GTCOA:
 - Proof of liability, automobile and worker's compensation insurance.
 - Proof of any necessary license(s).
 - Proof of FBI criminal background check of all employees who may perform work on site
- g. Vendor agrees to provide a bill for the services detailing the date, client name, client address, service provided, and charge to the GTCOA by the 4th of the following month that the service was provided. Vendor to include a copy of client's monthly calendar showing dates of service.
- h. Vendor agrees to provide proof that an FBI criminal background check has been performed for any new employee who may perform work on site prior to that employee performing any work as part of this agreement. Vendor agrees to immediately report to the GTCOA any information of any arrest or conviction of any of the Vendor's employees who may perform work on site. Vendor agrees to periodic on-site inspection of its business by GTCOA employees for the purposes of verifying any information that is required of Vendor as part of this agreement.
- i. Vendor agrees, at its own expense, protect, defend, indemnify and hold harmless Grand Traverse County, its elected and appointed officers, employees, volunteers and agents from any and all damages, costs and expenses they may incur as a result of any activities of the Vendor, its officers, employees, or agents that may arise out of this Agreement or services rendered to participants in the Home Chore Snow Removal Vendor Services Program.

- j. Independent Owner/Operator. Vendor and its employees are neither employees nor contractors of Grand Traverse County. Liability insurance shall be the responsibility of the vendor.
- k. Vendor understands that being included in the GTCOA pool of snow removal home chore vendors, qualified to accept clients, does not guarantee that Vendor will be called upon to provide this service to GTCOA clients or that Vendor will receive any amount of funds as a result of this Agreement.
- l. Vendor shall notify GTCOA immediately, if for any reason, it will be unable to continue to provide services.

2. County Responsibilities

GTCOA shall pay Vendor up to \$750 for snow removal services provided to clients who have chosen them to be their vendor. Any costs above the \$750 will be at the client's expense.

3. Payment

Invoices shall be due at the time of receipt.

4. Term

The term of this Agreement is from October 1, 2019 until the final snow melts in the spring of 2020, unless terminated in accordance with the terms of this agreement.

5. Termination

This agreement may be terminated by either party without cause upon giving proper notice to the non-terminating party at least 30 days prior to the termination date. This agreement shall be subject to immediate termination if either party breaches any of the conditions provided in sections 1 and 2 of this agreement.

6. Notices

All notices shall be made to the other party in writing, by first class mail, and to the following address:

If to County: Grand Traverse County Commission on Aging
520 W. Front Street, Suite B
Traverse City, MI 49684

If to Vendor: Joshua E. Crauch
Vendor Name
Crauch's Outdoor Services
Vendor Business Name
12724 Center Road
Traverse City, MI 49686
Vendor Business Address

7. Effective Date

This agreement is effective upon execution by both parties.

The parties have executed this agreement on the dates below.

For Grand Traverse County Commission on Aging:

By: _____ Date: _____
Grand Traverse County Administrator

For Vendor:

Name: Joshua E. Crauch
Title: Owner/Operator
Company Name: Crauch's Outdoor Services
By: Joshua E. Crauch Date: 10/2/2019

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Joshua E. Crouch	
	2 Business name/disregarded entity name, if different from above Crouch's Outdoor Services	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3) Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) 12724 Center Road	Requester's name and address (optional)
	6 City, state, and ZIP code Traverse City, MI 49686	
	7 List account number(s) here (optional)	
	+	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

	Social security number <input checked="" type="checkbox"/>
	or Employer identification number <input checked="" type="checkbox"/>

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Action Request



Meeting Date:	October 16, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	First Amendment Central Records Clerical and Records Agreement		
Estimated Time:	10 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

For several years, the Sheriff's Office has operated a central records department that generates and maintains records for both the Sherriff's Office and the Traverse City Police Department. This department is funded and operated pursuant to an intergovernmental agreement. County Administration and the City Manager's Office have developed an amendment to the agreement. The key terms of the amendment include a ten year extension of the agreement and the City agreeing to share more of the cost for central records services -- an increase from 22 percent of the cost for central records to 25 percent of the cost. The amendment to the agreement is included with this Action Request. Please note, that on October 7th, the City Commission approved the amendment.

Suggested Motion:

RESOLVED that the Grand Traverse County Board of Commissioners approves the First Amendment to the Central Records Clerical and Records Agreement and authorizes the Chairperson to execute it on behalf of Grand Traverse County.

Financial Information:

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

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Central Records Agreement

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019 and reviewed a request to approve the first amendment to the Central Records Clerical and Records Agreement with the City of Traverse City; and,

WHEREAS, the Sheriff's Office has operated a central records department that generates and maintains records for both the Grand Traverse Sheriff's Office and the Traverse City Police Department; and,

WHEREAS, the department is funded and operated pursuant to an intergovernmental agreement and County Administration and the City Manager's Office have developed an amendment to that agreement; and

WHEREAS, the key terms of the amendment include a ten year extension of the agreement with the City agreeing to share more of the cost for Central Records services, an increase from 22 percent of the cost to 25 percent of the cost; and

WHEREAS, The City of Traverse City approved the agreement on October 7th, 2019; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the first amendment to the Central Records Clerical and Records Agreement with the City of Traverse City attached hereto and hereby becoming a part of this resolution.

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

APPROVED: October 16, 2019

**FIRST AMENDMENT TO THE
CITY OF TRAVERSE CITY AND GRAND TRAVERSE COUNTY CENTRAL
RECORDS CLERICAL AND RECORDS AGREEMENT**

This Amendment is entered into between the CITY OF TRAVERSE CITY, a Michigan Municipal Corporation, whose address is 400 Boardman Avenue, Traverse City MI 49684 (hereinafter “CITY”) and GRAND TRAVERSE COUNTY, a Michigan County, whose address is 400 Boardman Avenue, Traverse City MI 49684 (hereinafter “COUNTY”).

WHEREAS, on June 2, 2016 CITY and COUNTY entered into an agreement clerical services agreement (“the Agreement”) whereby COUNTY agreed to maintain a Central Records Department (“CRD”), which in turn provides clerical and recordkeeping services to CITY’s police department; and

WHEREAS, COUNTY AND CITY desire to amend the Agreement to addresses the fees CITY pays to COUNTY for CRD services; and

NOW, THEREFORE, CITY and COUNTY agree to amend the Agreement effective on the ____ day of _____ 2019, as follows:

Section 2 is amended to read in its entirety as follows:

2. FEES FOR SERVICES: In consideration of COUNTY’S promises under this Agreement, CITY agrees to pay the following fees:

CITY shall pay to the COUNTY on a quarterly basis an amount equal to twenty-five percent (25%) of the actual expenditures for the Central Records Department. Payments of the quarterly invoices shall be made within thirty (30) days of the invoice date. Upon request of the City Manager, the County Administrator shall review any invoice to insure accuracy and conformity to this Agreement. Further, any party, at its

own expense, may request an audit to determine the accuracy of any billing or its conformity with this Agreement, or both. All parties agree to make all information necessary for review or audit available for such purposes.

The COUNTY will provide the CITY with an analysis of actual expenditures compared with amounts invoiced after the COUNTY has closed its fiscal year. If the actual expenditures are more than the amount invoiced, an adjustment will be included on a subsequent quarterly invoice. If actual expenditures are less than amounts invoiced, the difference will be credited on a subsequent quarterly invoice.

Section 6 is amended to read in its entirety as follows:

6. CANCELLATION: Subject to Paragraph 7, this Agreement shall become effective on the date of the last signature hereon, and shall remain in effect for a period of ten (10) years. Either COUNTY or CITY may cancel this Agreement, for any reason (including the convenience of any party), and without any penalty, by delivering a written notice of cancellation of this Agreement to: if by COUNTY, to the CITY Manager, or if by CITY to the COUNTY Administrator. Such written notice shall provide at least a ninety (90) calendar days notice of the effective date of cancellation, and such cancellation of this Agreement shall be effective at 11:59 P.M. on the last calendar day of the calendar month following the expiration of the ninety (90) calendar day notice period. In the event CITY terminates by providing ninety (90) calendar days' notice of termination to the COUNTY, CITY shall continue to pay for the New World Systems software maintenance system related to the operation of CRD through the month of January following cancellation. However, COUNTY will use reasonable best efforts to have New World

Systems remove the CITY's portion of the software system if the CITY decides to terminate this Agreement.

The parties shall have the opportunity to renegotiate the terms of this Agreement every three (3) years.

All other terms of the Agreement except as amended herein shall remain the same.

CITY OF TRAVERSE CITY

GRAND TRAVERSE COUNTY

By: _____
James C. Carruthers, Mayor

By: _____
Robert Hentschel, Chairperson
Board of Commissioners

By: _____
Benjamin C. Marentette, City Clerk

By: _____
Bonnie Scheele, County Clerk

APPROVED AS TO SUBSTANCE:

Martin A. Colburn, City Manager

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney

Action Request



Meeting Date:	October 16, 2019		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Appointments to Brownfield and Board of Public Works		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Recently, Jay Zollinger ended his position as supervisor in Acme Township. Consequently, he provided a resignation letter as he is no longer able to service on the County's Brownfield Board or the County DPW Board.

The Michigan Township Association met on October 3rd and has provided Marvin Radtke's name as replacement for Jay on the Brownfield Redevelopment Authority's Township Representative. The term should be for the remainder of 2019 and through December 31, 2022.

Jay also represented Acme Township on the Board of Public Works and Doug White was approved as Jay's replacement for Acme Township. Doug White should be appointed to the Board of Public Works for the remainder of the three year term ending 12-31-21.

Suggested Motion:

Approve the appointment of Marvin Radtke to the Brownfield Redevelopment Authority as the Township Representative through the remainder of 2019 and through the three year term ending 12-31-22.

Also approve the appointment of Doug White to the Board of Public Works for the remainder of the three year term ending 12-31-21.

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:

RESOLUTION

XX-2019

Appointments to Brownfield Redevelopment Authority and Board of Public Works

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019 and reviewed a request to fill recent vacancies on the Brownfield Redevelopment Authority and Board of Public Works resulting from the resignation of Jay Zollinger, the Acme Township Supervisor, and,

WHEREAS, the Michigan Township Association has recommended that Marvin Radtke be the Township Representative on the Brownfield Redevelopment Authority and Doug White has been named the supervisor for Acme Township and should be appointed to the Board of Public Works; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the appointment of Marvin Radtke to the Brownfield Redevelopment Authority for the remainder of 2019 and through December 31, 2022.

BE IT FURTHER RESOLVED THAT Doug White be appointed to the Board of Public Works for the remainder of the three year term ending 12-31-21.

APPROVED: October 16, 2019

MICHIGAN TOWNSHIPS ASSOCIATION
GRAND TRAVERSE COUNTY CHAPTER
10/03/19

The October 3, 2019 meeting of the Grand Traverse County Chapter of the Michigan Townships Association met at noon at the Elk's Lodge, 625 Bay Street, Traverse City, Michigan.

Presentation by Nate Alger and Rob Hentschel on the TIF 97 Capture Extension. Marty Coburn, City Manager and Scott Hardy, DDA member also expressed their opinions.

Moved by Jay Zollinger second by Andrea Hentschel to support the County Board of Commissioners' Resolution stating their position on the Extension of Tax Increment Finance Development Plan 97. Motion carried.

A.) APPROVAL OF MINUTES – Moved by Marv Radtke second by Jeane Blood Law to approve the minutes of the September 5, 2019 meeting. Motion carried.

B.) TREASURER'S REPORT

The Treasurer reported that the current balance is \$1,834.66.

C.) REPORTS

1. Traverse City Commission – City Manager Marty Coburn reported that they are working on zoning issues regarding short term rentals in the hospital district, a federal grant program to help residents with the installation of green infrastructure in their homes and the purchase of hybrid police vehicles.
2. Grand Traverse County DPW - Chuck Korn reported that Jay Zollinger is retiring and Doug White has agreed to be his replacement.
3. Grand Traverse County Sheriff – Tom Bensley reported on conditions at the jail, the bailiff program and the 2020 budget.
4. District 8 Representative – Marv Radtke reported that the state has adopted a budget however there were many line items vetoed by the governor. He also reported on PILT payments, Short Term Rentals and MTA's On the Road training.
5. Grand Traverse County Commission – Rob Hentschel reported on conditions at the jail, ethics policy, sexual harassment training and construction code office software.

D.) TOWNSHIP REP TO BROWNFIELD BOARD

Marv Radtke volunteered to be the representative, there was no opposition.

E.) SUPPORT FOR ANNUAL PLANNING DINNER

Chairman Korn stated that this would be in place of our December meeting and was corrected that it is usually held in November. District 8 Rep stated that he had already invited the MTA Director and President to the December meeting. It was decided that the December meeting will be at the Elk's Lodge at 6pm.

There was no public comment.

F.) The door prize went to Molly Agostinelli.

ADJOURNMENT – 12:55 pm

Lynette Wolfgang, Secretary



Action Request

Meeting Date:	October 16, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	September 2019 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 September 2019 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 September 2019.

Financial Information:

Total Cost:	\$5,637,318.52	General Fund Cost:	
			Included in budget: <input checked="" type="radio"/> Yes <input type="radio"/> No

If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director	Dean Bott	10/8/2019
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
September 2019 Claims Summary

RESOLUTION

XX-2019

**Finance Department
September 2019 Claims Approval**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019, and reviewed claims and payroll disbursements for the month of September, 2019 that were requested by the Director of Finance and are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached CLAIMS AND PAYROLL DISBURSEMENT FOR THE MONTH OF September, 2019 are hereby approved. (See file for attachments.)

APPROVED: October 16, 2019

SEPTEMBER 2019 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	9/10/2019	315,510.28
CLAIMS AND ACCOUNTS	9/23/2019	649,334.63
CLAIMS AND ACCOUNTS	9/24/2019	111,121.82
TOTAL CLAIMS AND ACCOUNTS		<u>1,075,966.73</u>
IMMEDIATE PAYMENTS	9/4/2019	58,952.05
IMMEDIATE PAYMENTS	9/5/2019	4,785.89
IMMEDIATE PAYMENTS	9/6/2019	71,603.04
IMMEDIATE PAYMENTS	9/11/2019	85,434.81
IMMEDIATE PAYMENTS	9/12/2019	991.68
IMMEDIATE PAYMENTS	9/13/2019	31,270.19
IMMEDIATE PAYMENTS	9/13/2019	28,195.19
IMMEDIATE PAYMENTS	9/18/2019	1,235.53
IMMEDIATE PAYMENTS	9/18/2019	1,100,484.33
IMMEDIATE PAYMENTS	9/19/2019	11,786.14
IMMEDIATE PAYMENTS	9/20/2019	7,796.24
IMMEDIATE PAYMENTS	9/25/2019	28,050.81
IMMEDIATE PAYMENTS	9/25/2019	489.64
IMMEDIATE PAYMENTS	9/27/2019	445,437.93
TOTAL IMMEDIATE PAYMENTS		<u>1,876,513.47</u>
TOTAL CLAIMS AND ACCOUNTS AND IMMEDIATE PAYMENTS		<u>2,952,480.20</u>
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	9/10/2019	58,125.72
HEALTH	9/24/2019	106,485.81
TOTAL HEALTH DEPARTMENT CLAIMS		<u>164,611.53</u>
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	9/6/2019	88,097.32
DPW Check Runs	9/13/2019	218,786.29
DPW Check Runs	9/19/2019	8,596.61
DPW Check Runs	9/26/2019	16,753.48
TOTAL DPW CHECK RUNS		<u>332,233.70</u>
Pending Claims:		<u>1,260.00</u>
TOTAL RECONCILING ITEMS		<u>498,105.23</u>
Total Claims, Immediate & Reconciling		3,450,585.43
Monthly Check Distribution Summary		<u>3,450,585.43</u>
	Difference	<u>0.00</u>
PAYROLL		
PAYROLL	9/6/2019	940,293.31
PAYROLL	9/20/2019	946,802.40
BENEFITS	9/30/2019	299,637.38
TOTAL PAYROLL		<u>2,186,733.09</u>
FOR BOARD APPROVAL:		
TOTAL CLAIMS, IMMEDIATE, RECONCILING & PAYROLL		<u>5,637,318.52</u>

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
SEPTEMBER 2019**

Payee Name	Amount
GARFIELD CHARTER TOWNSHIP Total	\$ 563,592.59
GRAND TRAVERSE COUNTY Total	\$ 426,218.76
PRIORITY HEALTH Total	\$ 307,443.12
EAST BAY CHARTER TOWNSHIP Total	\$ 261,740.45
TRAVERSE CITY TREASURER Total	\$ 126,660.44
STATE OF MICHIGAN Total	\$ 95,599.64
ACME TOWNSHIP Total	\$ 79,632.15
INTERKAL LLC Total	\$ 72,586.50
PENINSULA TOWNSHIP Total	\$ 54,482.33
CH2M HILL ENGINEERS, INC Total	\$ 51,272.68
WELLPATH LLC Total	\$ 50,099.17
ELMWOOD TOWNSHIP Total	\$ 46,867.02
CH2M HILL INC. Total	\$ 46,806.71
TRAVERSE CITY LIGHT & POW Total	\$ 42,328.26
DELTA DENTAL Total	\$ 41,730.60
CONVERGE ONE INC Total	\$ 41,724.66
PORCELAIN PATROL SERVICE Total	\$ 35,638.74
CONSUMERS ENERGY Total	\$ 34,199.43
MUTUAL OF OMAHA INSURANCE Total	\$ 32,682.59
FIFTH THIRD BANK Total	\$ 31,270.19
SHI INTERNATIONAL Total	\$ 30,922.00
TOTAL COURT SERVICES OF M Total	\$ 28,554.28
WMU HOMER STRYKER MD SCHO Total	\$ 26,688.00
SCHMUCKAL OIL CO Total	\$ 24,610.15
GRAND HOTEL Total	\$ 22,775.00
GOURDIE-FRASER, INC Total	\$ 21,266.50
GRAND TRAVERSE BAND OF Total	\$ 20,050.00
HOPE NETWORK BEHAVIORAL H Total	\$ 19,808.46
NORTHWEST MICHIGAN COMMUN Total	\$ 19,402.46
VILLAGE OF KINGSLEY Total	\$ 18,161.92
CHERRYLAND ELECTRIC Total	\$ 17,986.77
FLOODMAN LLC Total	\$ 17,760.44
WOLVERINE HUMAN SERVICES Total	\$ 16,986.76
ARAMARK Total	\$ 15,546.85
GUARDIAN MEDICAL MONITORI Total	\$ 15,336.35
ENGINEERED PROTECTION SYS Total	\$ 15,292.24
MGT OF AMERICA CONSULTING Total	\$ 15,275.00
TRAVERSE CITY HORSE SHOW Total	\$ 15,000.00
STT INC. Total	\$ 14,920.22
VILLAGE OF FIFE LAKE Total	\$ 14,030.16
SQS INC Total	\$ 13,254.25
ATT MOBILITY Total	\$ 12,598.70

Payee Name	Amount
KANE & ASSOCIATES, PLC Total	\$ 12,520.00
LEELANAU COUNTY Total	\$ 11,916.02
GLAXOSMITHKLINE PHARMACEU Total	\$ 11,903.28
CORE TECHNOLOGY CORPORATI Total	\$ 11,717.00
CARLISLE WORTMAN ASSOCIAT Total	\$ 11,565.00
CITY OF TRAVERSE CITY Total	\$ 9,866.17
HALLMARK CONSTRUCTION INC Total	\$ 9,745.00
CALHOUN COUNTY Total	\$ 9,300.00
JOHNSON OUTDOORS Total	\$ 9,180.00
ENTERPRISE FM TRUST Total	\$ 8,758.49
HYLAND SOFTWARE, INC. Total	\$ 8,691.23
DAVID J CLARK Total	\$ 8,590.00
MATTHEW CONNOLLY Total	\$ 8,590.00
ELHORN ENGINEERING COMPAN Total	\$ 8,150.00
WORD SYSTEMS, INC. Total	\$ 7,798.00
DELL MARKETING LP Total	\$ 7,777.57
NETMOTION WIRELESS INC Total	\$ 6,821.72
SANOFI PASTEUR, INC. Total	\$ 6,783.57
CYNTHIA ANN CONLON Total	\$ 6,610.00
LINCOLN NATIONAL LIFE INS Total	\$ 6,530.38
GRAFF, GRAFF & HELVESTON Total	\$ 6,265.00
DTE ENERGY Total	\$ 6,000.00
OFFICE DEPOT,INC Total	\$ 5,797.95
JANET M MISTELE Total	\$ 5,646.00
TRAVERSE CITY FLEET REPAI Total	\$ 5,613.42
AT&T GLOBAL SERVICES Total	\$ 5,358.80
SHAWN WORDEN Total	\$ 5,170.00
MEDSYS SOFTWARE SOLUTIONS Total	\$ 5,100.00
IMAGE360 Total	\$ 5,001.99
MARIE WALKER, PLLC Total	\$ 4,946.50
LAW OFFICE OF MATTIAS JOH Total	\$ 4,750.00
YORK RISK SERVICES GROUP, Total	\$ 4,687.47
THOMSON REUTERS - WEST Total	\$ 4,645.49
SPRINGFIELD INC Total	\$ 4,619.00
VINCENT J MALONEY Total	\$ 4,370.00
JENTEES CUSTOM SCREEN PRI Total	\$ 4,160.00
MICHAEL P COLLINS Total	\$ 4,090.62
BTNX INC. Total	\$ 4,030.00
JML DESIGN GROUP, LTD Total	\$ 4,000.00
SAULT TRIBE YOUTH FACILIT Total	\$ 3,960.00
BRETT C BAIRD Total	\$ 3,919.50
DTE ENERGY Total	\$ 3,793.80
PFIZER PHARMACEUTICALS Total	\$ 3,704.95
VARI SALES CORPORATION Total	\$ 3,486.00
GREAT LAKES BUSINESS SYST Total	\$ 3,420.05
PAUL HUBBELL Total	\$ 3,360.00

Payee Name	Amount
CARRIER GREAT LAKES Total	\$ 3,359.52
NICHOLS Total	\$ 3,345.47
DRUG & LABORATORY DISPOSAL Total	\$ 3,333.87
VERIZON WIRELESS Total	\$ 3,321.05
HAVILAND CONSUMER PRODUCT Total	\$ 3,105.00
MARY SANDERS Total	\$ 3,095.22
MIKA MEYERS,PLC Total	\$ 3,093.00
HON LARRY NELSON Total	\$ 3,087.20
PAUL T. JARBOE PLC Total	\$ 3,070.50
BAY AREA TRANSPORTATION A Total	\$ 3,000.00
UNITED STATES POSTAL SERV Total	\$ 3,000.00
ELMER'S CRANE & DOZER Total	\$ 2,928.00
LESLEY'S LANDSCAPING Total	\$ 2,825.00
PHILIP A SETTLES Total	\$ 2,795.00
KYLE B TREVAS Total	\$ 2,760.00
MERCK & CO., INC. Total	\$ 2,736.24
TELE-RAD, INC. Total	\$ 2,735.45
ADAPT PHARMA INC Total	\$ 2,700.00
JASON A RAZAVI . Total	\$ 2,675.00
TATE'S AUTO BODY SERVICE Total	\$ 2,655.61
836 TECHNOLOGIES CORPORAT Total	\$ 2,625.00
AXON ENTERPRISE, INC. Total	\$ 2,590.00
NEXUS FAMILY SERVICES INC Total	\$ 2,550.00
OTWELL MAWBY, PC Total	\$ 2,500.00
ROBERT A MICKEVICIUS Total	\$ 2,450.00
NORTHERN OFFICE EQUIPMENT Total	\$ 2,406.81
EAST BAY LEGAL Total	\$ 2,390.00
CRESTLINE SPECIALTIES CO Total	\$ 2,344.36
NEW DIRECTION TESTING Total	\$ 2,300.00
USA BLUE BOOK Total	\$ 2,298.77
COVELL FUNERAL HOMES, INC Total	\$ 2,250.00
MARTINSON FUNERAL HOME Total	\$ 2,250.00
VICKY L ZIMMERMAN Total	\$ 2,242.57
HOLY CROSS CHILDRENS SERV Total	\$ 2,137.76
MISSAUKEE WILDERNESS YOUT Total	\$ 2,126.00
TRAVERSE BODY & PAINT CEN Total	\$ 2,117.63
BROTT, SETTLES & BROTT PC Total	\$ 2,025.00
FIDELITY SECURITY LIFE IN Total	\$ 2,017.60
CEMA, INC. Total	\$ 2,000.00
CORNERSTONE AFFORDABLE HO Total	\$ 2,000.00
LIFE STORY FUNERAL HOME - Total	\$ 2,000.00
MICHAEL HOROWITZ Total	\$ 1,999.68
NORTHERN A-1 KALKASKA Total	\$ 1,940.00
HOMETOWN DOOR INC. Total	\$ 1,911.00
THOMAS J SEGER Total	\$ 1,885.00
C M RUBBER TECHNOLOGIES I Total	\$ 1,811.00

Payee Name	Amount
HOGARTH'S PEST CONTROL CO Total	\$ 1,800.00
FIFE LAKE TOWNSHIP Total	\$ 1,787.44
WELL SPRING PSYCHIATRY PC Total	\$ 1,785.00
SOUTHTOWN PROPERTY MANAGE Tot	\$ 1,777.52
TITLE CHECK LLC Total	\$ 1,765.88
CENTRAL LAKE ARMOR EXPRES Total	\$ 1,758.00
AMERICAN WASTE Total	\$ 1,673.50
BRANDON LEE HUBBELL Total	\$ 1,668.00
CHARTER COMMUNICATIONS Total	\$ 1,662.07
CONFLICT RESOLUTION SERVI Total	\$ 1,650.00
VERIZON SELECT SERVICES I Total	\$ 1,626.04
TRAVERSE CITY AREA CHAMBE Total	\$ 1,550.00
MICHIGAN FREELANCE, PLLC Total	\$ 1,536.66
IPREO LLC Total	\$ 1,500.00
ALFIE EMBROIDERY Total	\$ 1,495.40
PRO-TECH SECURITY SALES Total	\$ 1,492.50
SMART START MICHIGAN Total	\$ 1,428.00
D/LT. MIKE BUSH Total	\$ 1,417.31
POSSIBILITIES FOR CHANGE, Total	\$ 1,400.00
SOS ANALYTICAL Total	\$ 1,396.00
LIFELOC TECHNOLOGIES INC Total	\$ 1,385.00
CDW GOVERNMENT,INC. Total	\$ 1,334.47
TRAVERSE CITY RECORD EAGL Total	\$ 1,331.90
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 1,325.48
STRIKER SUPPLY Total	\$ 1,303.00
TROY WHEELER Total	\$ 1,269.00
TRI STATE REMOVALS, LLC Total	\$ 1,250.00
CUTTIN IT CLOSE OUTDOOR Total	\$ 1,245.00
PRESIDIO NETWORKED SOLUTI Total	\$ 1,203.41
MEDLINE INDUSTRIES Total	\$ 1,177.78
ALLEN SUPPLY Total	\$ 1,151.51
PITNEY BOWES Total	\$ 1,146.39
NYE UNIFORM CO., INC Total	\$ 1,095.00
JOSEPH G MOLLICA Total	\$ 1,092.00
A BROOKS DARLING Total	\$ 1,089.50
TC-RV INC. Total	\$ 1,071.00
SNAP PRINTING Total	\$ 1,055.30
MITCHELL GRAPHICS Total	\$ 1,022.89
SUMMIT COMPANIES Total	\$ 1,003.84
ACE WELDING & MACHINE, IN Total	\$ 1,003.32
FAMILY COURT RECORDS Total	\$ 1,000.00
MARQUEE HEALTH LLC Total	\$ 975.00
CINTAS CORP #729 Total	\$ 968.72
COHL, STOKER & TOSKEY PC Total	\$ 958.65
HADRYN HOLTON Total	\$ 955.03
MIDCOURSE CORRECTION CHAL Total	\$ 950.00

Payee Name	Amount
INTEGRITY BUSINESS SOLUTI Total	\$ 942.48
DATAWORKS PLUS LLC Total	\$ 936.00
DAVID A. DOBREFF Total	\$ 910.00
ANN M PRATER Total	\$ 892.62
CHILD & FAMILY SERVICES Total	\$ 879.24
D & W AUTO Total	\$ 862.20
LIN ALESSIO Total	\$ 862.02
JUNIORS DISCOUNT TIRE Total	\$ 819.80
WHITEWATER TOWNSHIP Total	\$ 819.00
CHARLES B COVELLO Total	\$ 816.19
MARK'S PLUMBING PARTS Total	\$ 782.36
THE NURTURING SPACE COUNS Total	\$ 770.00
PROTRAININGS LLC Total	\$ 765.24
FILE OF LIFE FOUNDATION Total	\$ 760.00
STORY BASEMENT TECHNOLOGI Total	\$ 747.00
DASH MEDICAL GLOVES INC Total	\$ 720.00
SCHMELTZER LAW PLLC Total	\$ 720.00
TRAVERSE CITY AREA PUBLIC Total	\$ 717.61
MICHIGAN FAMILY SUPPORT Total	\$ 700.00
WILLIAMS & BAY PUMPING SE Total	\$ 691.50
CDW-G Total	\$ 684.47
HOPKINS MEDICAL PRODUCTS Total	\$ 655.60
CHRISTINE M LYSTER CSR Total	\$ 653.12
MUNSON MEDICAL CENTER Total	\$ 650.76
MILLARD DEAN ELDRED Total	\$ 650.00
13TH CIRCUIT COURT Total	\$ 648.99
TRAVERSE REPRODUCTION & S Total	\$ 642.85
NORTHWOODS PRINTERS/OFFIC Total	\$ 632.84
LINDA E WASIELEWSKI Total	\$ 617.50
THE MAPLE CLINIC, INC Total	\$ 610.00
SITEONE LANDSCAPE SUPPLY Total	\$ 609.18
MITCHELL & MCCORMICK, INC Total	\$ 600.00
THE HOME DEPOT CRC Total	\$ 586.50
ELIZABETH ELLEN LAJKO Total	\$ 567.44
BILL MARSH AUTO RENTALS Total	\$ 563.91
JOHNSTONE SUPPLY - #234 Total	\$ 560.47
BETSY COFFIA Total	\$ 560.00
OLSON, BZDOK & HOWARD PC Total	\$ 558.55
KATRINA GIRARDIN Total	\$ 557.30
LASER PRINTER TECHNOLOGIE Total	\$ 553.80
NECIA WEBER Total	\$ 550.00
PERFECT FIT LLC Total	\$ 550.00
MITTEN OUTDOORS, LLC Total	\$ 530.00
CYNERGYCOMM.NET INC Total	\$ 529.73
LA PROFESSIONAL CLEANING Total	\$ 520.00
PROASSURANCE Total	\$ 520.00

Payee Name	Amount
TYLER TECHNOLOGIES INC Total	\$ 516.67
DAY SIGNS, INC. Total	\$ 506.00
AGOSTINELLI BUILDERS INC Total	\$ 500.00
DENNIS FEDORINCHIK Total	\$ 500.00
HAGAN CONSTRUCTION Total	\$ 500.00
J PETERSON HOMES Total	\$ 500.00
JOHN OGDEN Total	\$ 500.00
KELLI J. CLAXTON Total	\$ 500.00
MAPLE RIDGE CONSTRUCTION Total	\$ 500.00
MARY HUGHES Total	\$ 500.00
RICHARD A RADU Total	\$ 500.00
SCOTT LOVELAND Total	\$ 500.00
SILVERWOOD ENTERPRISES LT Total	\$ 500.00
SPEEDWAY SUPERAMERICA LLC Total	\$ 500.00
TAMARA & LUKE MCMANUS Total	\$ 500.00
TOM GRAY BUILT Total	\$ 500.00
WHITEFORD ASSOCIATES Total	\$ 500.00
WMPCF Total	\$ 500.00
DEWEESE HARDWARE Total	\$ 497.77
PROFESSIONAL DEVELOPMENT Total	\$ 495.00
ANDREW WAITE Total	\$ 494.77
PAKOR INC - NW8935 Total	\$ 490.51
MAX'S SERVICE Total	\$ 485.00
LARRY CLARK PUMPER SVC. Total	\$ 473.80
AQUATIC SOURCE Total	\$ 473.23
ELITE FABRICARE Total	\$ 473.20
TEMPERATURE CONTROL INC Total	\$ 471.75
MARGARET DRURY Total	\$ 471.00
MICHAEL LAHEY Total	\$ 451.34
THE CAMERA SHOP Total	\$ 449.98
SPARTAN DISTRIBUTORS Total	\$ 448.69
EXCEL OFFICE INTERIORS Total	\$ 438.06
HEATHER DYKSTRA, PLLC Total	\$ 435.50
ETNA SUPPLY COMPANY Total	\$ 432.04
DAWN WAGONER Total	\$ 425.64
QUALIFICATION TARGETS INC Total	\$ 418.08
STAPLES BUSINESS ADVANTAG Total	\$ 417.83
BADGER METER, INC. Total	\$ 417.39
WALMART COMMUNITY CARD Total	\$ 416.00
TAYLOR COMISKEY Total	\$ 414.27
SOFTWARE FOR TODAY Total	\$ 412.50
MICHIGAN PUBLIC HEALTH IN Total	\$ 410.00
WILLIAMS CHEVROLET Total	\$ 401.35
MAGLOCLLEN, INC. Total	\$ 400.00
GLOBAL PROTECTION CORP. Total	\$ 393.90
BONNIE SCHEELE Total	\$ 390.00

Payee Name	Amount
MEDLER ELECTRIC COMPANY Total	\$ 382.30
MARYANN BRATCHER Total	\$ 378.81
SMART SALES LLC Total	\$ 373.53
ARTHUR L. DAVIS PUBLISHIN Total	\$ 370.69
ROBERT D ROBBINS Total	\$ 368.59
FEYEN-ZYLSTRA INC Total	\$ 365.43
H.M. DAY SIGNS Total	\$ 362.00
PROFILE Total	\$ 355.00
BRAD JEWETT Total	\$ 352.15
SAFELITE GLASS CORP Total	\$ 347.98
LAND INFORMATION ACCESS A Total	\$ 346.50
JOHN ULRICH PHD Total	\$ 345.00
AMANDA M WEBSTER Total	\$ 343.60
AMERICAN PROFICIENCY INST Total	\$ 339.00
KAREN UTTERBACK Total	\$ 336.00
INDEPENDENCE HOME HEALTH Total	\$ 334.00
SHERWIN-WILLIAMS Total	\$ 332.67
THE BEHLER-YOUNG COMPANY Total	\$ 331.34
HOBART CORPORATION Total	\$ 330.58
BLAIR TOWNSHIP Total	\$ 329.50
EAST BAY HARBOR COMPANY Total	\$ 328.39
LANGUAGE LINE SERVICES Total	\$ 320.78
SECURITY SANITATION,INC. Total	\$ 318.36
BRAMER AUTO Total	\$ 309.58
CENTRE STREET CAFE Total	\$ 307.50
US BANK EQUIPMENT FINANCE Total	\$ 306.38
JULIE DUBAY Total	\$ 300.44
ADMIRAL PETROLEUM CO Total	\$ 300.00
BAY AREA RECYCLING FOR CH Total	\$ 300.00
BRIAN CROUCH Total	\$ 300.00
CUSTOM INTERIORS / THE MO Total	\$ 300.00
FINAL TOUCH CLEANING SERV Total	\$ 300.00
HERTLER & ASSOCIATES INC Total	\$ 300.00
MICHIGAN ASSOCIATION OF H Total	\$ 300.00
MICHIGAN EMERGENCY MANAGE Tot	\$ 300.00
ROBERT WILLIAMS LONG Total	\$ 300.00
SCHA-MI Total	\$ 300.00
SCHMUCKAL OIL Total	\$ 300.00
STEPHEN CLARK Total	\$ 300.00
THE HARTFORD INSURANCE Total	\$ 300.00
TRAVERSE BAY MARINE INC. Total	\$ 300.00
WILLIAM PHILIPP Total	\$ 300.00
MALPH Total	\$ 298.00
WEST MARINE PRO Total	\$ 291.96
RONALD L PETROSKEY Total	\$ 288.00
LARK LAWN & GARDEN INC. Total	\$ 286.22

Payee Name	Amount
SAGE CONTROL ORDINANCE IN Total	\$ 282.00
COURTNEY CIESLIK Total	\$ 280.25
BLAIR SELF STORAGE Total	\$ 280.00
WOMEN'S RESOURCE CENTER Total	\$ 280.00
GORDON LAPOINTE Total	\$ 278.40
DAVID CARPENTER Total	\$ 275.00
BETHANY A EVANS Total	\$ 265.93
DAVID M AKERS Total	\$ 265.92
LEXISNEXIS RISK DATA MANA Total	\$ 265.26
LISA PHILO Total	\$ 260.36
TARA AYLSWORTH Total	\$ 252.36
MATAI,C/O HWY TRAINING SA Total	\$ 250.00
KENDALL ELECTRIC INC Total	\$ 245.87
J D LEWIS Total	\$ 245.00
ELYSE Y MCELDERRY Total	\$ 243.19
MARCIE MONTGOMERY Total	\$ 238.85
CLARISSA FASEL Total	\$ 238.49
JETT PUMP & VALVE LLC Total	\$ 238.28
RHONDA YANSKA Total	\$ 236.29
GRAND TRAVERSE WOMAN, LLC Total	\$ 235.00
KRISTINE ERICKSON Total	\$ 234.78
NICOLE L HEIGES Total	\$ 233.10
NANCY ICKES Total	\$ 232.58
CENTURYLINK Total	\$ 230.84
RIDE ON TAXI Total	\$ 230.00
BEVERLY A MORRISON Total	\$ 229.00
MINDY M CASH Total	\$ 226.84
MICHIGAN COMMUNITY COLLEG Total	\$ 225.00
SUZANNE BORSOS Total	\$ 223.06
JENNY ROBLES Total	\$ 221.51
CHERRYONETRANSPORTATION L Total	\$ 220.00
SUSAN LYNN DYKE Total	\$ 217.65
MELISSA ZENNER Total	\$ 214.26
REDWOOD TOXICOLOGY LABORA Tota	\$ 213.82
ADDISON WHEELLOCK Total	\$ 210.00
CDM MOBILE SHREDDING LLC Total	\$ 210.00
RONALD CLOUS Total	\$ 210.00
BRITTANY B SAMPLE Total	\$ 208.45
RICHARDSON BUSINESS SOLUT Total	\$ 206.00
LESLIE ANNE SNELLER Total	\$ 205.77
CARRIE CAE DONOVAN Total	\$ 205.32
PREMIER OUTDOORS Total	\$ 205.00
GRAND TRAVERSE INDUSTRIES Total	\$ 204.88
JAMES M LINDSAY Total	\$ 204.45
WALMART Total	\$ 204.39
ROBERT SCHMIDT Total	\$ 202.96

Payee Name	Amount
CHERYL DRAKE Total	\$ 202.20
CHERRY HILL HAVEN AFC Total	\$ 201.26
BRADLEY ANDERSON Total	\$ 200.00
BRANDON DALE DEMOULPIED Total	\$ 200.00
PROSECUTING ATTORNEYS ASS Total	\$ 200.00
WESTFIELD INSURANCE Total	\$ 200.00
WILLIAM & MARY POLLARD Total	\$ 200.00
MARY URYASZ Total	\$ 198.94
HOLLY M WILLOUGHBY Total	\$ 198.65
BOUND TREE MEDICAL, LLC Total	\$ 198.17
KRISTIN EMILY BETTS Total	\$ 197.94
ACE HARDWARE Total	\$ 196.25
ELIZABETH STELZER Total	\$ 195.81
STEPHANIE ELIZABETH MATHE Total	\$ 193.92
OAKWOOD VETERINARY HOSPIT Total	\$ 193.25
ALEXIA EVA RUELAS Total	\$ 192.46
JAMES GILBERT ROBINSON Total	\$ 191.10
CHIMENE HARRISON Total	\$ 185.40
MICHAEL DON SMITH Total	\$ 184.62
RON & JANET RAMOIE Total	\$ 184.60
JOANNE KELLY Total	\$ 182.72
STACEY TRUESDELL Total	\$ 179.86
KHATORRIE LEEANN STONE Total	\$ 177.10
BILLIE SUE YENNIE Total	\$ 176.29
KAREN ZENNER Total	\$ 176.15
E&J SUPPLY, INC. Total	\$ 173.38
THAD SAUR Total	\$ 173.22
JENNY LYNN GRIST Total	\$ 171.22
SHELBY FOX Total	\$ 171.00
ANTHONY EDWARD MELINN JR Total	\$ 170.70
GRAND TRAVERSE MOBILE COM Total	\$ 170.00
FRED TANK Total	\$ 168.54
JULIE DODSON Total	\$ 168.03
HOME DEPOT CREDIT SERVICE Total	\$ 167.40
CANDACE MARIE SYMONS Total	\$ 166.76
CHERRYLAND HUMANE SOCIETY Total	\$ 166.25
BARBARA JOHNSON Total	\$ 163.00
MATTHEW JOHN SERVICE Total	\$ 161.36
STACY LIN HOWE Total	\$ 161.11
VERA LYNNE LOVETTE Total	\$ 160.13
THE CHEFS IN Total	\$ 159.05
GRAND TRAVERSE VETERINARY Total	\$ 158.50
DEBORAH STERNAMAN Total	\$ 157.76
HEALTH DEPT NURSE ADMINIS Total	\$ 155.00
NORTHERN MICHIGAN SUPPLY Total	\$ 154.20
ANYTIME TOWING SERVICES, Total	\$ 153.00

Payee Name	Amount
CYNTHIA ANN KOTT Total	\$ 151.55
COLLEEN S DOW TRUST Total	\$ 150.00
DOUGLAS DIXON Total	\$ 150.00
EASTWOOD CUSTOM HOMES Total	\$ 150.00
JULIE WHITE Total	\$ 150.00
MEA - TC CAPSA Total	\$ 150.00
MICHIGAN ASSOCIATION OF C Total	\$ 150.00
MICHIGAN CASA INC Total	\$ 150.00
JAMES BAKER Total	\$ 148.88
TC ELECTRIC Total	\$ 147.00
SUSAN K SUDEKUM Total	\$ 146.54
NORTHERN MICHIGAN LAW ENF Total	\$ 146.00
ANDREW NOWAK Total	\$ 145.62
ACCIDENT FUND Total	\$ 145.00
ROBIN RATCLIFFE Total	\$ 144.42
BRIAN NEWCOMB Total	\$ 141.00
POTTERS FINE PASTRIES Total	\$ 140.90
CADILLAC GARAGE DOOR, INC Total	\$ 140.12
BAY AREA GOLF CARS Total	\$ 140.00
JEREMY HOGUE Total	\$ 139.76
TRAVERSE BAY AREA CREDIT Total	\$ 138.67
BRENDA VOIGHT Total	\$ 138.33
OPTUM Total	\$ 138.23
ALICIA THAYER Total	\$ 138.10
KEVIN A. ELSENHEIMER Total	\$ 138.04
DANIEL BUTLER Total	\$ 135.99
LAURA SHUMATE Total	\$ 135.94
RON CLOUS Total	\$ 135.72
STATE FARM Total	\$ 135.00
LINDA & EDWARD HORN Total	\$ 132.13
HABITEC SECURITY, INC. Total	\$ 132.00
STERICYCLE INC Total	\$ 130.86
TRANSUNION RISK AND ALTER Total	\$ 130.11
SARA M DEMAN Total	\$ 130.04
MICHAEL M MISHIC PC Total	\$ 130.00
MICHAEL WILSEY Total	\$ 130.00
WARES AUTO SALES Total	\$ 130.00
CATHERINE STAUBER Total	\$ 129.40
TERRA WALTERS Total	\$ 128.94
JASON MROZ Total	\$ 126.36
ASHLEY JUSTICE Total	\$ 125.28
DIANA MACK Total	\$ 125.00
GAIL LORRAINE KEELER Total	\$ 125.00
MEGAN L DYER Total	\$ 125.00
KATHERINE DUCHARME Total	\$ 124.76
MCKESSON MEDICAL SURGICAL Total	\$ 124.74

Payee Name	Amount
KRISTINE MARIE LANTZ Total	\$ 122.38
PERFECT FENCE CO. Total	\$ 120.00
NICHOLE DUNWIDDIE Total	\$ 118.87
ANIMAL MEDICAL CENTER Total	\$ 118.75
HOSPITAL NETWORK HEALTHCA Total	\$ 118.00
EPOLICESUPPLY.COM Total	\$ 115.95
86TH DISTRICT COURT Total	\$ 115.00
HEMOCUE AMERICA / RADIOME Total	\$ 114.00
DONALD H ROGERS Total	\$ 113.52
CASH PLUS Total	\$ 112.50
MATTHEW N HAGEN Total	\$ 111.52
DEBRA A MIKOWSKI Total	\$ 108.46
BAY AREA PET HOSPITAL Total	\$ 107.50
CECILIA ANN KLEINRICHERT Total	\$ 107.50
THE COPY SHOP Total	\$ 107.30
ORKIN PEST CONTROL Total	\$ 106.30
PAUL ANDERSON Total	\$ 103.48
G.J.'S RENTALS, INC. Total	\$ 102.50
TRAVERSE NARCOTIC TEAM Total	\$ 102.00
PATRICIA PULVER Total	\$ 101.36
TRACIE MULLEN Total	\$ 101.01
ALLSTATE INSURANCE COMPAN Total	\$ 100.00
AUTO OWNERS INSURANCE Total	\$ 100.00
CHEMICAL BANK Total	\$ 100.00
CHRIS DOYAL Total	\$ 100.00
DAVID LYLE MOORE Total	\$ 100.00
ECONOLODGE Total	\$ 100.00
ENCOMPASS INSURANCE Total	\$ 100.00
GALLAGHER BASSETT SERVICE Total	\$ 100.00
GAMESTOP Total	\$ 100.00
GRAND TRAVERSE REGION PUB Total	\$ 100.00
HAWTHORNE VINEYARDS Total	\$ 100.00
IAED Total	\$ 100.00
KARA KECSKEMETY Total	\$ 100.00
MICHAEL J SULLIVAN & ASSO Total	\$ 100.00
MICHIGAN DIRECTORS OF SER Total	\$ 100.00
ORADEE KOUMLIENE Total	\$ 100.00
PEPSI BOTTLING GROUP Total	\$ 100.00
RAYMELL L ENGLISH Total	\$ 100.00
ROBERT GODZIEBIEWSKI Total	\$ 100.00
ROY C. NICHOLS Total	\$ 100.00
SANDY LAWRENCE Total	\$ 100.00
FASTENAL COMPANY Total	\$ 99.24
LEONA SMITH Total	\$ 99.22
MBM CORPORATION Total	\$ 99.00
PATTI BAKER Total	\$ 98.66

Payee Name	Amount
SARAH LUTZ Total	\$ 98.10
BATTERIES PLUS Total	\$ 97.75
PETER FORTON Total	\$ 97.56
KRISTAN A NEWHOUSE Total	\$ 97.50
PAULETTE SMITH Total	\$ 97.08
ALLISON ZIMPFER-HOERR Total	\$ 95.29
RALPH NAPLES Total	\$ 94.94
EAST BAY ANIMAL HOSPITAL Total	\$ 94.25
TINA L BRADEN Total	\$ 93.87
JENNIFER PEDROZA Total	\$ 92.82
TERI QUINN Total	\$ 92.80
LONG LAKE MARINA Total	\$ 91.70
MICHIGAN ENVIRONMENTAL HE Total	\$ 90.00
MCCARDEL CULLIGAN WATER C Total	\$ 89.00
BRANDIE HEERES Total	\$ 88.52
VICKI M KALBFLEISCH Total	\$ 88.52
JOHN B WOLF SR Total	\$ 88.18
MAYFIELD TOWNSHIP Total	\$ 87.64
STERLING ATTORNEYS AT LAW Total	\$ 87.00
LANA PAYNE Total	\$ 85.38
NORTHWOOD ANIMAL HOSPITAL Total	\$ 84.50
NORTHERN BUILDING SUPPLY Total	\$ 83.50
TARA R HUBBARD Total	\$ 82.10
CLARKE-EVERETT DOG & CAT Total	\$ 80.25
QDOBA MEXICAN GRILL Total	\$ 80.00
EMILY RICE Total	\$ 79.75
ANNE HUGHES Total	\$ 79.40
JOSHUA KNISS Total	\$ 78.00
WARD EATON TOW, INC. Total	\$ 78.00
MARTHA THORELL Total	\$ 77.14
TIMOTHY WRIGHT Total	\$ 77.00
BROCK ROBINSON Total	\$ 76.61
CHRISTOPHER FIELDHOUSE Total	\$ 76.55
CHRISTOPHER DICK Total	\$ 75.68
HAHN NGUYEN Total	\$ 75.00
MR & MRS DON HESS Total	\$ 75.00
NICHOLAS FERGUSON Total	\$ 75.00
SAMARITAS Total	\$ 75.00
LONG LAKE TOWNSHIP Total	\$ 74.07
BROWN, JON Total	\$ 72.00
THE TROPHY TROLLEY Total	\$ 71.60
LARRY VANDENTOORN Total	\$ 71.40
MELISSA DEYOUNG Total	\$ 71.40
BAY AREA FIRE & SAFETY, L Total	\$ 71.00
MARCELA JOHNSON & JOHN SI Total	\$ 70.54
OPTUM360 Total	\$ 70.43

Payee Name	Amount
BRANDON HENDGES Total	\$ 70.00
JOEL FINDLEY Total	\$ 70.00
BARBARA BAILEY Total	\$ 69.26
THE LUMBER SHED, INC. Total	\$ 69.00
MARISSA MILLIRON Total	\$ 68.44
JAIME CROEL Total	\$ 68.00
THOMAS HOWARD CLAIR Total	\$ 67.40
APPLIED IMAGING Total	\$ 66.28
ROBERT GRAHAM Total	\$ 66.05
RYAN SPARKMAN Total	\$ 66.00
DIANA S HOLCOMBE Total	\$ 65.50
LEELANAU ENTERPRISE & TRI Total	\$ 65.00
MICHAEL H LAMBLE Total	\$ 65.00
PRIME TIME NEWS & OBSERVE Total	\$ 65.00
SIMPLE CREDIT, INC. Total	\$ 64.00
PHILLIP CUCHETTI Total	\$ 63.92
WEST SHORE PUBLICATIONS, Total	\$ 63.37
ACE BUYERS Total	\$ 62.50
MICHAEL SHENEMAN Total	\$ 60.70
JANET BOETTCHER Total	\$ 59.78
EVELYN LIVINGSTON Total	\$ 59.10
GOVERNMENTAL BUSINESS SYS Total	\$ 58.56
ROBERT ALLEN OSTRANDER Total	\$ 57.48
CHRISTIE LOZEN-LOONEY Total	\$ 57.10
JEFFREY MICHAEL DEVINCENT Total	\$ 56.96
CHAD RODNEY STANARD Total	\$ 55.80
BAY WEST ANIMAL CLINIC Total	\$ 55.75
GRACE MARIE WALLACE Total	\$ 55.74
ELIZABETH DEWEY Total	\$ 55.35
THIRLBY AUTOMOTIVE Total	\$ 55.18
ALICIA COLES Total	\$ 55.00
CHERRY CAPITAL MOBILE PET Total	\$ 54.50
KYLE ATTWOOD Total	\$ 53.36
TREVOR JAMES OSBURN Total	\$ 52.90
CHRISTIAN SCOTT HARRIS Total	\$ 52.84
ALISA GALLO Total	\$ 52.30
CHARLES COALE Total	\$ 52.29
QUEST DIAGNOSTICS Total	\$ 52.21
FRONTIER COMMUNICATIONS Total	\$ 51.85
SHARON BEHRENDT Total	\$ 51.75
AVALON EMMA MCLACHLAN Total	\$ 51.74
KATELYN MARIE MEIERS Total	\$ 51.10
LARRY DITTMAR Total	\$ 51.07
NEVADA LYNN RECTOR Total	\$ 50.52
LACEY L EDGECOMB Total	\$ 50.29
BRIAN MCALLISTER Total	\$ 50.00

<u>Payee Name</u>	<u>Amount</u>
BURDCO INC Total	\$ 50.00
DEPT OF HUMAN SERVICES Total	\$ 50.00
DONALD & ARDELLA BENAK Total	\$ 50.00
EASTMAN KODAK COMPANY Total	\$ 50.00
EILEEN DITTMAR Total	\$ 50.00
HASTINGS MUTUAL INSURANCE Total	\$ 50.00
JANELLA SCHNEPT Total	\$ 50.00
JEFFREY THOMAS LAKIES Total	\$ 50.00
JULIE PERRY-TURNER Total	\$ 50.00
MARINA SILKOVSKYY Total	\$ 50.00
MARJORIE SPENCE Total	\$ 50.00
MARK SMITH Total	\$ 50.00
MEIJER, INC Total	\$ 50.00
MML Total	\$ 50.00
OSTERMAN JEWELERS Total	\$ 50.00
RANDAL WILLARD Total	\$ 50.00
RENT A CENTER RETAIL SERV Total	\$ 50.00
REYNOLDS-JONKHOFF FUNERAL Total	\$ 50.00
ROBERT PANTER Total	\$ 50.00
ROSE M BELLES Total	\$ 50.00
SCOTT HOWARD Total	\$ 50.00
WEST BAY BEACH RESORT - H Total	\$ 50.00
ANSWER UNITED Total	\$ 49.42
CRIME VICTIMS SERVICES CO Total	\$ 49.30
KATHLEEN & MICHAEL SHEEAN Total	\$ 49.06
GILBERT JOSEPH HOFFMAN J Total	\$ 48.20
COMPANION ANIMAL HOSPITAL Total	\$ 48.00
TRACI BOLLERO Total	\$ 48.00
BILL MARSH AUTO GROUP Total	\$ 47.63
LISA KAY HAWORTH Total	\$ 47.56
FOX GRAND TRAVERSE Total	\$ 46.70
HANOVER INSURANCE COMPANY Total	\$ 46.16
DENNIS JOEL LARSON Total	\$ 45.88
HARLEY JEAN RICHEY Total	\$ 45.88
RANDY LEE PEEK Total	\$ 45.88
WILLIAM VAILLANCOURT Total	\$ 45.74
RONALD SEDLACEK Total	\$ 45.30
CRYSTAL LYNNE SEIGFRIED Total	\$ 45.00
DIANE MARIE MCWETHY Total	\$ 45.00
LEAGUE OF MICHIGAN BICYCL Total	\$ 45.00
FLORA ERMENIA BIANCALANA Total	\$ 44.72
JAMIE MARSH Total	\$ 44.72
MICHAEL KIWAK Total	\$ 44.26
TROY MARTIN Total	\$ 44.26
COLLEEN BAUER Total	\$ 44.00
PHARMPAK, INC. Total	\$ 43.58

Payee Name	Amount
MARK E LORD Total	\$ 43.56
ALEXANDER LAND Total	\$ 43.19
JODIE CRANE Total	\$ 42.66
BRIAN EDWIN NEWSTEAD Total	\$ 42.40
CHRISTINE MARIE BEEMAN Total	\$ 42.40
GRETCHEN CAMPBELL Total	\$ 42.40
NICOLETTE LEIGH EMERY Total	\$ 42.40
EMILIA BELTRAN-PARKER Total	\$ 42.12
K. MICHAEL LANHAM Total	\$ 42.12
DARYL CASE Total	\$ 42.00
CARLA MARIE BUSH Total	\$ 41.24
MARY ANN HINES Total	\$ 41.24
RYAN WALSH Total	\$ 40.25
BRUCE MARK WILLIAMS Total	\$ 40.08
DEBRAH ALTON Total	\$ 40.00
HAMMERSMITH EQUIPMENT COM Tot	\$ 40.00
MICHIGAN SUPREME COURT HI Total	\$ 40.00
NAOMI CYNTHIA CALL Total	\$ 40.00
SHANE A MARQUETTE Total	\$ 40.00
TRAVELERS Total	\$ 40.00
CYNTHIA NICHOLS Total	\$ 39.98
JANICE JAVIN Total	\$ 39.50
JULIE ANNE LADWIG Total	\$ 39.50
KATHERINE LYNN BOWERS Total	\$ 39.50
TIMOTHY JAMES WELLS Total	\$ 39.50
JERALD CURTIS RIVES JR Total	\$ 38.92
JULIE ANNE LANCZKI Total	\$ 38.92
DAWN ROHDE Total	\$ 38.91
JOYCE DECKER Total	\$ 38.91
BRITTANY JANE SPRICK Total	\$ 38.34
JOSEPH BEAGLE Total	\$ 38.00
EDMOND AUGUST LANGHORST Total	\$ 37.76
EDWARD JAMES WILSON Total	\$ 37.76
MARC ALAN JUDGE Total	\$ 37.76
PATRICIA EMILY LAWRENCE Total	\$ 37.76
PETER BERTRAND BERGIN Total	\$ 37.18
LONG LAKE ANIMAL HOSPITAL Total	\$ 37.00
REANN GORTON Total	\$ 37.00
WASH-N-GO CARWASH Total	\$ 37.00
ASHLEY ANN PETERSON Total	\$ 36.60
BRITTANY JEAN MOEGGENBERG Total	\$ 36.60
CAITLYN JUNE MENHART Total	\$ 36.60
DIANE ESTELLE RIZOR Total	\$ 36.60
ERIC AUSTIN BOND Total	\$ 36.60
GREGORY DAVID SAYLOR Total	\$ 36.60
JEFFREY MICHAEL BASSETT Total	\$ 36.60

Payee Name	Amount
LINDSAY RAE MCNEIL Total	\$ 36.60
MEGAN ELIZABETH JOHN Total	\$ 36.60
RODNEY HENRY LOFQUIST Total	\$ 36.60
SHELLY CAY RIVERA Total	\$ 36.60
SUSAN ANN GRAHAM Total	\$ 36.60
JAMES PAUL BOLINSKI Total	\$ 36.02
GEORGE DETWEILER JR Total	\$ 36.00
TAMARA GUERRERO Total	\$ 36.00
DANIEL BITEMAN JR Total	\$ 35.70
JUSTIN WALKOWIAK Total	\$ 35.70
KELLY ANN MCKITTERICK Total	\$ 35.44
WENDY LEE LAUGHERY Total	\$ 35.44
ZACHARIAH LUTES Total	\$ 35.44
CARLENE RUTH JAROMA Total	\$ 35.15
MICHELLE MCGAHEY Total	\$ 35.03
KEVIN CONRADY Total	\$ 35.00
NMCAA/BASA Total	\$ 35.00
SANDY BURR Total	\$ 34.94
KERRY ANN DEVEAUX Total	\$ 34.86
DEANNE MARIE SHELLEY Total	\$ 34.28
JAMES LEMSON IV Total	\$ 34.28
JOSEPH JOHN OSWALT Total	\$ 34.28
KURT JOHN BENGHAUSER Total	\$ 34.28
MICHAEL COLEMAN Total	\$ 34.28
STEPHEN DAVID TONGUE Total	\$ 34.28
MICHIGAN DEPARTMENT OF ST Total	\$ 34.00
UNDERGROUND SECURITY COMP Total	\$ 33.83
HEIDI MARIE MCADAMS Total	\$ 33.70
TERI LEE RINAL Total	\$ 33.70
THERESA DAWN STACK Total	\$ 33.70
MARY JANE BASSIL Total	\$ 33.56
SUSAN PURDY Total	\$ 33.56
BRADLEY ARTHUR COCKLIN Total	\$ 33.12
BROOKE BOLTON Total	\$ 33.12
DANIEL DORMAN Total	\$ 33.12
JENNIFER JAY ELLISON Total	\$ 33.12
ROBERT CHARLES BRITTON Total	\$ 33.12
SCOTT EDWARD YOUKER Total	\$ 33.12
DERRICK SCHROEDER Total	\$ 33.03
MICHAEL EDWARD KEENE Total	\$ 32.54
KIM MILWARD Total	\$ 32.50
GERRY BROWN Total	\$ 32.48
CHEYENNE HENTSCHEL Total	\$ 31.96
DAWN ALYSON HART Total	\$ 31.96
GLENNA LEWIS WOOD Total	\$ 31.96
PAMELA HOYT Total	\$ 31.96

Payee Name	Amount
WILLIAM MILLS Total	\$ 31.96
DIANE REEDER Total	\$ 31.00
DAVID FERES Total	\$ 30.80
DEBORAH CHRISTENSEN Total	\$ 30.80
PAMELA RAE SMITH Total	\$ 30.80
STUART REID HICKMAN Total	\$ 30.80
MICHAEL LEE SHAW Total	\$ 30.67
JOSEPH NEUMAN Total	\$ 30.35
CHEANOA CATHERINE-MARI MI Total	\$ 30.22
LAURA PHIPPS SEWARD Total	\$ 30.22
NICHOLAS CHRISTOPHER BATH Total	\$ 30.22
BYTE PRODUCTIONS LLC Total	\$ 30.00
DAVID SOTO Total	\$ 30.00
GEORGE MCKAY Total	\$ 30.00
J COLE TRANSPORTATION Total	\$ 30.00
JERRY LILLY Total	\$ 30.00
JONATHAN BECHTEL Total	\$ 30.00
KATE PERKINS Total	\$ 30.00
MEMBERS CREDIT UNION Total	\$ 30.00
PRACILLA VANHUIZEN Total	\$ 30.00
ERICCA HOVIE Total	\$ 29.93
CAROLYN SUE HACKER Total	\$ 29.64
LINDA SUSAN KALEITA Total	\$ 29.64
KARIE MCINTYRE Total	\$ 29.58
JENNIFER LYNN SEEWALD Total	\$ 29.06
JESSE WAYNE BABCOCK Total	\$ 29.06
BEVERLY SAUR Total	\$ 28.92
SUZANNE ANNETTE WISE Total	\$ 28.77
WILLIAM JAMES WERNER Total	\$ 28.75
DEBORAH HENDERSON ALTON Total	\$ 28.48
JESSE CURTIS BROWN Total	\$ 28.48
KATHARINE GAELLE LEZON Total	\$ 28.48
VIOLET CROW Total	\$ 28.48
ARTS AUTO & TRUCK Total	\$ 28.19
MARK WEBER Total	\$ 28.14
MARK GRANT Total	\$ 28.00
AMY JO DURGA Total	\$ 27.90
CHRISTINE J. CRAMER Total	\$ 27.90
CHRISTOPHER JAMES TUREK Total	\$ 27.90
JUDITH CAROL BAY Total	\$ 27.90
NICHOLAS DAVID PIEDMONTE Total	\$ 27.90
CATHERINE ANN MINSTER Total	\$ 27.32
JASON EARL STEED Total	\$ 27.32
KAYLA MARIE MIRON Total	\$ 27.32
DONALD ROSS TUMMEL Total	\$ 27.00
ABBEY RILING Total	\$ 26.74

Payee Name	Amount
CAROL ANN WRIGHT Total	\$ 26.74
CHARLES NOEL GOODMAN Total	\$ 26.74
ELIJAH GLENN FRANTZ Total	\$ 26.74
LENN THOMAS FENDER Total	\$ 26.74
MATTHEW WARREN STACHNIK Total	\$ 26.74
BROOKS MICHAEL WILCOX Total	\$ 26.16
ELLEN MONTOYA Total	\$ 26.16
JON MARK FORTON Total	\$ 26.16
KEVIN E GEIGER Total	\$ 26.16
MARINA NIEMAN CALL Total	\$ 26.16
MONICA LYNN HACKNEY Total	\$ 26.16
STANLEY THEODORE EARLY Total	\$ 26.16
MICHAEL JOHN KINZINGER Total	\$ 25.58
CHRISTIAN GISSING Total	\$ 25.33
TIG INSURANCE COMPANY Total	\$ 25.20
BRIAN CHARLES SCHUCK Total	\$ 25.00
CINCINNATI INSURANCE COMP Total	\$ 25.00
DAVID MAYSE Total	\$ 25.00
EMILY LARKIN Total	\$ 25.00
EXTREME POWER SPORTS, LLC Total	\$ 25.00
FREDERICK SWAFFER Total	\$ 25.00
FRIEND OF THE COURT Total	\$ 25.00
KENNETH GIELDA Total	\$ 25.00
KRISTY DENNY Total	\$ 25.00
LC MATERIALS Total	\$ 25.00
LISA CARPER Total	\$ 25.00
MEIJER, INC. Total	\$ 25.00
MERRILL LYNCH Total	\$ 25.00
MICHELLE K. CORBY Total	\$ 25.00
NICHOLAS OLDS Total	\$ 25.00
OLGA LU JOHNSON Total	\$ 25.00
PATRICIA A PECKHAM Total	\$ 25.00
PAUL APPOLD Total	\$ 25.00
TARGET STORES Total	\$ 25.00
TRAVERSE CITY POLICE DEPA Total	\$ 25.00
UNIVERSAL UNDERWRITERS IN Total	\$ 25.00
USA TRAILER SALES Total	\$ 25.00
VICTOR WILLIAM DINSMOORE Total	\$ 23.30
LINDSAY KING Total	\$ 22.04
JASON THOMPSON Total	\$ 22.00
ERIN R CARLSON Total	\$ 21.46
ALLISON PAIGE MEEKER Total	\$ 21.00
CAROL STOCKING Total	\$ 19.34
DIANE SCRIVO Total	\$ 19.07
ROXANNE BLUMERICK Total	\$ 19.00
JACQUELINE LOUISE LOSHAW Total	\$ 18.75

Payee Name	Amount
AMERICAN COPPER & BRASS L Total	\$ 18.69
LAVERN CHRISTOPHER DREVES Total	\$ 18.63
CODY TAYLOR BENDICKSON Total	\$ 18.50
DAVID GLOUDEMANS Total	\$ 18.00
MICHAEL DAVID PERKETTE Total	\$ 17.75
GINA MARIE ESCH Total	\$ 17.50
JAMES WEMIGWANS Total	\$ 17.50
MARC ALLEN WOOD Total	\$ 17.50
FIRST ADVANTAGE BACKGROUN Total	\$ 17.35
LORI S WELLS Total	\$ 17.26
MEGHAN L SCHUUR Total	\$ 17.14
JANIS RENEE AXTELL Total	\$ 17.00
MICHELLE RUTH HOULE Total	\$ 17.00
WRIGHT EXPRESS FLEET SERV Total	\$ 16.79
DON R SUDEKUM Total	\$ 16.62
WAYNE LEON CURRY Total	\$ 16.50
NATHANIEL SMITH TOENNIES Total	\$ 16.25
MARSHA JOHNSON Total	\$ 16.24
ANDREW PATRICK COLE Total	\$ 15.50
WAYNE VERN SIMMONS Total	\$ 15.50
MATTHEW C. MEYER Total	\$ 15.00
RODETTA HARRAND Total	\$ 14.85
DONNA GERHARD Total	\$ 14.42
MATTHEW & DELYNN SHEDLOCK Total	\$ 14.26
ERIK E CARPENTER Total	\$ 14.00
JASON HAMILTON Total	\$ 14.00
KYLE ALLEN EGELSKI Total	\$ 14.00
PAUL SCOTT Total	\$ 14.00
SARAH METDEPENNINGEN Total	\$ 14.00
TYLER NYSON Total	\$ 13.00
CHEMICAL BANK MIDLAND Total	\$ 12.50
DON ORR Total	\$ 12.50
JANET WILLIAM RYTKONEN Total	\$ 12.50
KINNEY'S COMPLETE AUTO Total	\$ 12.50
MICHIGAN MUNICIPAL LIABIL Total	\$ 12.50
NORTHWESTERN BANK Total	\$ 12.50
ZACHARY RYAN EGERER Total	\$ 12.50
ARTHUR NICKERSON Total	\$ 11.53
SUZANNE BARSHEFF Total	\$ 10.96
PURE WATER WORKS Total	\$ 10.50
AIRLEX SERVICE & SALES Total	\$ 10.39
ANN BIXBY Total	\$ 10.00
JOSEPH VANANTWERP Total	\$ 10.00
MICHIGAN DEPT OF HEALTH/H Total	\$ 10.00
TYLER THOMAS DURGA Total	\$ 9.20
JACOB ANTHONY BENBOW Total	\$ 9.00

Payee Name	Amount
NORTHERN MICHIGAN VETERIN Total	\$ 8.75
CHUCK HILL Total	\$ 8.34
DR SHANTE BUHYAN Total	\$ 8.33
HORSE NORTH RESCUE Total	\$ 8.33
JENNISE PHILLIPS Total	\$ 7.00
KATHLEEN HOFFMAN Total	\$ 6.94
LYDON JAMES LAJOIE Total	\$ 6.80
TIMOTHY JAMES SNIDER II Total	\$ 6.80
SANDRA KAY EYTCHESON Total	\$ 6.56
ANNA M WEESE Total	\$ 5.44
MISTY WRIGHT Total	\$ 5.00
PRO IMAGE DESIGN Total	\$ 4.25
ROSEMARIE SWARTOUT Total	\$ 3.72
GILLROY'S COMPLETE HARDWA Total	\$ 3.49
BAY VIEW FLOORING Total	\$ -
DOUGLAS A KING Total	\$ -
TAYLOR STRICH Total	\$ (8.00)
LUCAS CLARK Total	\$ (29.00)
THE LUMBER SHED Total	\$ (69.00)
THE CONCRETE SERVICE, INC Total	\$ (81.81)
EMPIRE PLUMBING & HEATING Total	\$ (83.00)
MUNICIPAL EMPLOYEES RETIR Total	\$ (100.00)
HEATHER R BLANTON-DYKSTRA Total	\$ (198.25)
TURNING LEAF INC. Total	\$ (500.00)
PEZZETTI,VERMETTEN&POPOVI Total	\$ (1,536.66)
Grand Total	\$ 3,450,585.43



Action Request

Meeting Date:	October 16, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2019 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 FY2019 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2019 budget as presented.

Suggested Motion:

Approve FY2019 budget amendments as presented.

Financial Information:

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

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

Reviews:	Signature	Date
Finance Director	Dean Bott	10/8/2019
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2019

RESOLUTION

XX-2019

**Finance Department
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019, and reviewed budget amendments for Fiscal Year 2019 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 FY2019 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2019 budget are hereby approved. (See file for attachments.)

APPROVED: October 16, 2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27521

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
		222 413 506.00	Federal grant	12,500.00
				12,500.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 413 729.00	Printing	1,500.00
		222 413 743.00	Other supplies	7,500.00
		222 413 812.00	IT charges	3,500.00

12,500.00

Check Figure -

Summary:

To record additional funding of \$12,500 (one quarter for October-December 2019) received from Michigan Department of Health and Human Services (MDHHS) for Harm Reduction grant. The grant funding is to be utilized between October 1, 2019 and September 30, 2020.

Signature: Date: 9/20/2019 WSTH

Accountant Approval: Date: 9/30/19

Finance Director Approval: Date: 9/30/19

Board of Commissioner Meeting Approval Date: 10/16/19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27528

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					
222 706	553.00			Medicaid reimbursement	15,000.00
222 706	601.01			Charges for services	10,000.00


<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease			Account Name	Amount
Account Number					
222 706	761.00			Drugs, pharmaceuticals	25,000.00

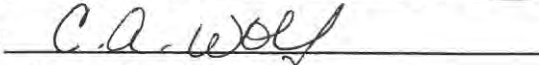
25,000.00


Check Figure -

Summary:

To increase Medicaid reimbursement and charges for services revenue and drugs and pharmaceuticals in preparation for the fall immunization season and the start of school immunizations.

Signature:  Date: 9/23/2019 WSH

Accountant Approval:  Date: 9/30/19

Finance Director Approval:  Date: 9/30/19

Board of Commissioner Meeting Approval Date: 10/16/19

Action Request



Meeting Date:	October 16, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Bo rd e oo Co tr ct o ro ect d ree e t		
Estimated Time:	10 te <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Grand Traverse County has agreed to work with Traverse City and Garfield Township to expand the existing TART trail loop around Boardman Lake. The City is responsible for bidding the entire project and has issued bonds for its construction. County Administration has agreed with the City Manager that the County would reimburse the City for project costs outside the City limits utilizing existing grant funds and brownfield funds. An agreement is necessary to formalize this arrangement. It is attached for your review and action. Please note, that on October 7th, the City Commission approved the funding agreement.

Suggested Motion:

R O D t t t e r d Tr er e Co t Bo rd o Co o er ro e o t e ree e t t o ro de d ort e
 Bo rd e oo Co tr ct o ro ect d t or et e C r er o to e ec t e t e ree e t o be o r d
 Tr er e Co t

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:

RESOLUTION

XX-2019

Boardman Lake Loop Construction Project Funding Agreement

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019 and reviewed request to approve the Boardman Lake Loop Construction Project Funding Agreement; and,

WHEREAS, Grand Traverse County has agreed to work with Traverse City and Garfield Township to expand the existing Traverse Area Recreation Trail (TART) loop around Boardman Lake; and,

WHEREAS, the City is responsible for bidding the entire project and has issued bonds for its construction and County Administration has agreed with the City Manager that the County would reimburse the City for project costs outside the City limits utilizing existing grant funds and brownfield funds; and,

WHEREAS, an agreement to formalize this arrangement has been drafted and was approved by the City of Traverse City at their October 7, 2019 meeting.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the Agreement to provide funds for the Boardman Lake Loop Construction Project.

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: October 16, 2019

**AGREEMENT TO PROVIDE FUNDS FOR THE BOARDMAN LAKE LOOP
CONSTRUCTION PROJECT**

THIS AGREEMENT made the ____ day of _____, 2019, by and between **CITY OF TRAVERSE**, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan, (the “City”), and **GRAND TRAVERSE COUNTY**, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan 49684 (“County”).

WITNESSETH

WHEREAS, the City, the County, and various other partners such as TART Trails and Garfield Township are in the process of planning, designing, and funding the West Boardman Lake Loop Construction Project (the “Project”); and

WHEREAS, the Project includes components located within the City and outside the City limits in Grand Traverse County; and

WHEREAS, parties have agreed that the City will bid the Project and contract for the work; and

WHEREAS, the City has issued bonds for the construction of the Project in the amount of \$3,200,000.00 for the purpose of financing the construction of the entire Project, located both within the City and outside of the City limits; and

WHEREAS, the County has agreed to reimburse the City for the costs of constructing the Project for those portions located outside of the City limits.

NOW THEREFORE, the City and the County agree as follows:

1. The City shall invoice the County for those Project expenses corresponding to Project locations outside of the City limits.
2. The County shall submit payment to the City within thirty (30) days of receipt of an invoice for Project costs.
3. The parties shall keep an accounting of the Project costs and shall make their books and records available to one another for review upon request.

Dated: _____, 2019

COUNTY OF GRAND TRAVERSE

By: Rob Hentschel, Chair

By: Bonnie Scheele, Clerk

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

Nate Alger, County Administrator

Kit Tholen, General Counsel

Dated: _____, 2019

CITY OF TRAVERSE CITY

By: James C. Carruthers, Mayor

By: Benjamin C. Marentette, Clerk

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

Martin A. Colburn, City Manager

Lauren Tribble-Laucht, City Attorney



Action Request

Meeting Date:	10/16/2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	(231) 922-4680
Agenda Item Title:	Automated Fleet Fuel Purchases		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<small>(in minutes)</small>		

Summary of Request:

Fleet fueling services were last bid out in 2011. Based on the time elapsed since this service was last bid I requested bids for automated fleet fuel purchases. The four bids received have been summarized on the attached document. As you can see the bids are not easily comparable but based on the information provided I feel we have sufficient information to recommend a contract award to one of these bidders. The best pricing can be obtained from WEX but this would mean that we would need to have all our vehicles fueled at the Speedway locations to obtain the \$.06/gallon savings. I do not believe that we should require our departments to use only the Speedway stations which are located primarily within or close to Traverse City. I would like to have more fueling location options available for our departments within the county.

With that in mind, we should consider how the pricing structure offered by WEX compares with the \$.04/gallon savings offered by Blarney Castle. To do that I made a few assumptions and costed out 100,000 gallons in fuel sales with WEX assuming that 50,000 gallons are purchased from the Speedway locations and 50,000 gallons are purchased at their non-Speedway locations. The result would be a savings of \$4,250 at a \$2.00/gallon net of taxes price. With Blarney Castle the savings would be slightly lower at \$4,000. However, since Blarney Castle has a fuel depot which is preferred by some of our departments when they fuel, I consider this to be a better option for us. The WEX bid would allow us access to the same fuel depot but the savings would be 1.25% based on the retail price net of taxes. Using a \$2.00 net of taxes price, the savings would be \$.04 per gallon with Blarney Castle and \$.025 per gallon with WEX.

Suggested Motion:

Recommend the bid for automated fleet fuel purchases be awarded to Blarney Castle for a period of three years.

Financial Information:

Total Cost:	<input type="text"/>	General Fund Cost:	<input type="text"/>	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	8-Oct-19	
Human Resources Director			
Civil Counsel			
Administration:	<input type="checkbox"/> Recommended	Date:	<input type="text"/>
<u>Miscellaneous:</u>			

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Automated Fleet Fuel Purchases

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on October 16, 2019, and reviewed request from the Director of Finance to award a bid for automated fleet fuel purchases to Blarney Castle for a period of three years; and,

WHEREAS, having been a number of years since fleet fueling services were bid (2011) the Finance Director requested bids for that service with four bids being received and evaluated; and,

WHEREAS, after an analysis of those bids, it was determined that Blarney Castle was the best option for the County; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves awarding the bid for automated fleet fuel purchases to Blarney Castle for a period of three years.

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: October 16, 2019

Fuel Bid Summary

	Pricing	County Locations	Out-County Availability	24/7	Billing
Mansfield Energy	Retail - \$.005	19	Yes	Yes -5	Yes
True North Energy	Rack + \$.0814 + \$.20	10	Yes	Yes - 8	Yes
Blarney Castle	Retail - \$.04	12	Yes	Yes - 2	Yes
WEX	Retail - \$.06 (Speedway)	5	Yes	Yes	Yes
	Retail - 1.25% (Other)	4	Yes	Yes - 1	Yes

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Grand Traverse County Board of Commissioners will hold a public hearing on the following item:

To Consider a Brownfield Plan for the former Pugsley Correction Facility Redevelopment

The Brownfield Plan contains the requirements by which a property may be eligible to receive economic incentives to assist in the redevelopment of the property. The Eligible Property included in the Brownfield Plan is the approximately 179-acre parcel on Walton Road west of M-113 with Parent Parcel Identification Number 28-04-020-001-01 and subsequent split to 28-04-020-003 and 28-04-020-001-04 in Fife Lake Township, Grand Traverse County, Michigan.

At the public hearing, all citizens, taxpayers and representatives or officials from any taxing jurisdiction shall be afforded the opportunity to be heard regarding all aspects of the Brownfield Plan.

Copies of maps, plats (if applicable) and the Brownfield Plan are available for public inspection in the Office of the County Administrator at 400 Boardman Avenue, Traverse City, Michigan.

This public hearing will be held in the Commission Chambers, 400 Boardman Avenue, Traverse City, Michigan, at 8:00 a.m. on Wednesday, October 16, 2019. Written comments may be submitted to the County Administrator's Office prior to the hearings. Any person wishing to comment on the proposals may do so at that time. If you require assistance to participate in this hearing, please provide advance notice to the Office of the County Administrator.

Nathan Alger, County Administrator



Action Request

Meeting Date:	October 16, 2019		
Department:		Submitted By:	Mac McClelland
Contact E-Mail:		Contact Telephone:	
Agenda Item Title:	Public Hearing and Approval Consideration for Pugsley Redevelopment Brownfield Plan		
Estimated Time:	15 minutes <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="checkbox"/> Yes

Summary of Request:

Grand Traverse County and North Bay Capital /InPhastos have entered into a purchase agreement with the Michigan Land Bank Fast Track Authority to acquire portions of the Pugsley Correctional facility, located in Fife Lake Township, Grand Traverse County, Michigan. The County is anticipated to acquire approximately 20 acres for use and expansion of the law enforcement firearm training facility and InPhastos is anticipated to acquire approximately 85.8 acres for the first Phase of redevelopment, a mixed-use commercial/industrial facility. Acquisition is anticipated in late October. Fife Lake Township has reviewed and approved a Planned Development District for the Pugsley Redevelopment.

The project includes environmental due diligence and due care activities, lead and asbestos abatement, demolition, site preparation and infrastructure for both the proposed County law enforcement firearm training facility and the North Bay Capital / InPhastos property.

The Grand Traverse County Brownfield Redevelopment Authority approved the Brownfield Plan at their September 26 meeting and the Fife Lake Township Board of Trustees reviewed the Brownfield Plan at their September 26 meeting and approved a resolution of concurrence with the Brownfield Plan at an October 7 special meeting. Notices have been sent to all taxing jurisdictions subject to capture under the Brownfield Plan in accordance with Act 381, PA 1996 as amended.

A public hearing, as required by Act 381, will be held by the County Board at the October 16 meeting, with subsequent consideration of the resolution to approve the Brownfield Plan. Mac McClelland, Otwell Mawby, representing the Grand Traverse County, will present the Brownfield Plan at the public hearing. Representatives of North Bay Capital / InPhastos will be in attendance.

Suggested Motion:

Approve the resolution to adopt the Brownfield Plan for the Pugsley Redevelopment, in accordance with Act 381, PA 1996 as amended.

Financial Information:

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

If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date:

Miscellaneous:

Attachments:

Attachment Titles: Pugsley Redevelopment Brownfield Plan

RESOLUTION

XX-2018

Pugsley Redevelopment Brownfield Plan

WHEREAS, The Michigan Brownfield Redevelopment Financing Act, Act 381, P.A. 1996 as amended, authorizes municipalities to create a brownfield redevelopment authority to promote the revitalization, redevelopment, and reuse of contaminated, blighted, functionally obsolete or historically designated property through tax increment financing of eligible environmental and/or non-environmental activities; and

WHEREAS, The Grand Traverse County Board of Commissioners established the Grand Traverse County Brownfield Redevelopment Authority in 1997; and

WHEREAS, The Grand Traverse County Brownfield Redevelopment Authority has reviewed and approved the Brownfield Plan for the Pugsley Redevelopment Project at their September 26, 2019 meeting and recommends approval by the Grand Traverse County Board of Commissioners and concurrence by Fife Lake Township Board of Trustees; and

WHEREAS, The Fife Lake Township Board of Trustees reviewed the Brownfield Plan at their September 26, 2010 meeting and passed a resolution of concurrence with the Brownfield Plan, as required by Act 381, at an October 7, 2019 special meeting; and

WHEREAS, The Grand Traverse County Board of Commissioners has determined that the Brownfield Plan constitutes a public purpose of redevelopment of vacant property, job creation, increased private investment and economic development and increased property tax value; and

WHEREAS, A public hearing on the Brownfield Plan has been noticed and held on October 16, 2019 and notice to taxing jurisdictions has been provided in compliance with the requirements of Act 381;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT WHEREAS, The Grand Traverse County Board of Commissioners has reviewed the Brownfield Plan and finds, in accordance with the requirements of Section 14 of Act 381 that:

- (a) The Brownfield Plan meets the requirements of Section 13 of Act 381, Brownfield Plan Provisions as described in the Brownfield Plan, consistent with format recommended by the State of Michigan, including a description of the costs intended to be paid with tax increment revenues, a brief summary of eligible activities, estimate of captured taxable value and tax increment revenues, method of financing, maximum amount of indebtedness, beginning date and duration of capture, estimate of impact on taxing jurisdictions, legal description of eligible property, estimates of persons residing on the eligible property if applicable, and a plan and provisions for relocation of residents, if applicable.;
- (b) The proposed method of financing the costs of eligible activities, private financing arranged by the private developers, with certain eligible activity costs financed by Grand Traverse County is feasible and that the Brownfield Authority will not arrange financing, as described on Page 10 of the Brownfield Plan;
- (c) The costs of eligible activities proposed are reasonable and necessary to carry out the purposes of Act 381, including environmental activities, lead and asbestos abatement, site preparation and infrastructure that is necessary to provide for the redevelopment, and the cost estimates are based on evaluation from certified professionals, experience in comparable projects, and preliminary discussions with reputable companies, as described on Pages 4 -8 of the Brownfield Plan; and
- (d) The amount of captured taxable value estimated from the adoption of the Brownfield Plan is reasonable, as calculated in Table 2 of the Brownfield Plan, based on calculations of the tax revenues derived from taxable value increases and millage rates approved and authorized by the taxing jurisdictions on an annualized basis and balances against the outstanding eligible activity obligation approved as part of the Brownfield Plan and expenses reviewed and approved by the Grand Traverse County Brownfield Redevelopment Authority; and

BE IT FURTHER RESOLVED, that pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996, as amended, being MCL 125.2651, *et seq*, the Grand Traverse County Board of Commissioners hereby approves the Brownfield Plan for the Pugsley Redevelopment Project in Fife Lake Township.

APPROVED: October 16, 2019

ACT 381 BROWNFIELD PLAN

**PUGSLEY REDEVELOPMENT PROJECT
7401 WALTON DRIVE, FIFE LAKE, MICHIGAN 49633**

Grand Traverse County Brownfield Redevelopment Authority

September 2019

Prepared by:

**Mac McClelland, Manager – Brownfield Redevelopment
Otwell Mawby, P.C.
309 E. Front Street
Traverse City, Michigan 49684
mac@otwellmawby.com
231.633.6303
www.otwellmawby.com**

**Approved by Grand
Traverse County Brownfield
Redevelopment Authority: September 26, 2019**

**Concurrence by Fife Lake
Township Board of
Trustees: October 7, 2019**

Public Hearing: October 16, 2019

**Approved by Grand
Traverse County Board of
Commissioners: October 16, 2019***

***Tentative**

**Brownfield Plan
Pugsley Gun Range
Fife Lake, Grand Traverse County, Michigan**

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ATTACHMENTS

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Project Summary

Grand Traverse County and North Bay Capital /InPhastos have entered into a purchase agreement with the Michigan Land Bank Fast Track Authority to acquire portions of the Pugsley Correctional facility, located in Fife Lake Township, Grand Traverse County, Michigan. The County is anticipated to acquire approximately 20 acres for use and expansion of the law enforcement firearm training facility and InPhastos is anticipated to acquire approximately 85.8 acres for the first Phase of redevelopment a mixed-use commercial/industrial facility. Acquisition is anticipated in late October. Fife Lake Township has reviewed and approved a Planned Development District for the Pugsley Redevelopment.

This Brownfield Plan will provide incremental tax revenues to reimburse certain Environmental and Non-Environmental Eligible Activities through the capture of increased incremental real and personal property revenues generated by additional private investment, known as Tax Increment Financing (TIF). Reimbursement of these Brownfield Eligible Activity expenses are critical to the economic viability of the redevelopment.

The property is owned and under the control of the Michigan Land Bank Fast Track Authority. As such, under the provision of Section 2 (c)(vi) of Act 381, PA 1996 as amended, Michigan’s Brownfield Redevelopment Financing Act, the property meets the definition of “blighted” and qualifies as Brownfield Eligible Property, as long as the land bank owns the property at the time of Brownfield Plan approval. In addition, under Section 2(o)(iii) of Act 381, property owned or under the control of a Land Bank Authority, additional Eligible Activities may be reimbursed from Brownfield TIF, including site preparation, infrastructure, and assistance in selling or buying property.

Previous environmental investigations have identified the presence of metals above Michigan Department of Environment, Great Lakes and Energy (EGLE) Generic Cleanup Criteria. As such, the property also meets Brownfield Eligible Property qualifying status as Facility, as defined by Part 201 of Act 451 of 1994, as amended.

Project Name:	Pugsley Redevelopment
Project Location:	The Eligible Property is comprised of two parcels (28-04-020-001-03 and 28-04-020-001-04) that make up the property parent parcel (parcel # 28-04-020-001-01) and is situated in section 20, Township 25 North, Range 9 West in Fife Lake Township, Grand Traverse County, Michigan .
Type of Eligible Property:	Owned by a Land Bank Authority (Blighted), Part 201 Facility
Eligible Activities:	Baseline Environmental Assessment and Due Care Activities, Lead and Asbestos Abatement, Demolition, Site Preparation, and Public Infrastructure.

Eligible Activities	Environmental	Non-Environmental	TOTAL
Subtotal Eligible Activities	\$336,000	\$1,124,765	\$1,460,765
Contingencies (15%)	\$50,400	\$168,715	\$219,115
Eligible Activities Subtotal	\$386,400	\$1,293,480	\$1,679,880
Interest	\$54,725	\$180,670	\$235,395
Work Plan Development, Review, Implementation	\$20,000	\$30,000	\$50,000
ELIGIBLE ACTIVITY SUBTOTAL	\$461,125	\$1,504,150	\$1,965,274
Administrative and Operating Cost (3%)	\$10,000	\$15,000	\$25,000
TOTAL ELIGIBLE ACTIVITY	\$471,125	\$1,519,150	\$1,990,274
Administrative and Operating Cost (Local Only)	\$10,000	\$15,000	\$25,000

Years to Complete	<i>15 years for Local</i>	Annual Tax Revenue	
Eligible Activities Payback:	<i>Capture; 16 years for State Capture</i>	Before Project:	\$0
Estimated Investment:	\$10,000,000	Estimated Annual Tax Revenue in First Year After Project Obligation:	\$288,085

BROWNFIELD PLAN

**PUGSLEY REDEVELOPMENT
FIFE LAKE TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN**

GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

1.0 INTRODUCTION

Act 381, P.A. 1996, as amended, was enacted to promote the revitalization, redevelopment and reuse of contaminated, tax reverted, blighted, functionally obsolete, or historically designated property through incentives adopted as part of a Brownfield Plan. The Brownfield Plan outlines the qualifications, costs, impacts, and incentives for the project.

The Brownfield Plan must be approved by the county brownfield redevelopment authority established under Act 381 and the county board of commissioners, with the concurrence of the local government in which the project is located in order to take effect. The Michigan Department of Environment, Great Lakes and Energy (EGLE) must approve the Environmental (“Department Specific”) Eligible Activities, with the exception of Baseline Environmental Assessment activities and Due Care Investigation and Planning; and the Michigan Strategic Fund (MSF) must approve Non-Environmental Eligible Activities if state taxes are to be captured. Recent amendments to Act 381 renamed Environmental Eligible Activities to “Department Specific” Activities and added other environmentally related eligible activities that fall outside of Part 201 regulations for soil and groundwater contamination, including removal and closure of underground storage tanks, solid waste disposal, dust control, removal and disposal of contaminated sediments, industrial cleaning, sheeting and shoring for certain excavations, and lead, mold, and asbestos abatement that pose an imminent threat to human health. The Brownfield Plan describes the public purpose and qualifying factors for determining the site as an eligible property, the eligible activities and estimated costs, the impacts of tax increment financing, and other project factors. This Brownfield Plan includes these additional activities under Environmental Eligible Activities for clarity and simplicity.

The Grand Traverse County Commission established the Grand Traverse County Brownfield Redevelopment Authority under the procedures required under Act 381 in 1997.

This Brownfield Plan is for the redevelopment of the former Pugsley Correctional Facility in Fife Lake Township, Grand Traverse County, Michigan, consistent with Act 381, as amended. The Brownfield Plan describes the public purpose and qualifying factors for determining the site as an Eligible Property, the Eligible Activities and estimated costs, the impacts of tax increment financing, and other project factors. The Brownfield Plan includes Environmental Eligible Activities and Non-Environmental Eligible Activities.

1.1 Proposed Redevelopment and Future Use for Each Eligible Property

The proposed redevelopment of the former Pugsley Correctional Facility will include two primary components: Grand Traverse County will acquire approximately 20 acres that has served as a law enforcement firearm training range and proposes to expand the services and capabilities. North Bay Capital will implement a five-phase development plan including the creation of a manufacturing facility for production of prefabricated housing components, additional complimentary uses, and infrastructure improvements. The private redevelopment will be in three phases, with acquisition of Phase I in October 2019, Phase II acquisition estimated in 2021, and Phase III acquisition estimated in 2024, as shown in Figure 4 – Development Plan.

The estimated total private investment is anticipated at approximately \$10 million. The development is anticipated to provide between 25 – 35 jobs as part the commercial/industrial component.

1.2 Eligible Property Information

The Eligible Property includes parcels, as described below:

Parcel Number	Address	Description	Acreage	Qualifying Status
28-04-020-001-01 (parent)	7401 Walton Road Fife Lake, MI	SW ¼ & W 700' OF SE ¼ EXC RD R/W SEC 20 T25NR9W	203.85	Blighted (Owned by Land Bank Authority), Facility
28-04-020-001-03				
28-04-020-001-03				

1.3 Public Purpose MCL 125.2664(5):

The redevelopment of the former Camp Pugsley Prison and Gun Range will transform underutilized buildings and lands and significantly increase the value of the Fife Lake Township property, upgrading public infrastructure, increasing property taxes, providing commercial/industrial space and employment. When completed, property taxes are estimated at **\$266,000** per year (following the retirement of Brownfield obligations).

2.0 INFORMATION REQUIRED BY SECTION 13(2) OF THE STATUTE

2.1 Description of Project and Plan Costs MCL 125.2663(2)(a):

The redevelopment of the former Camp Pugsley property into a commercial/industrial development will transform a functionally obsolete property into an active manufacturing facility and provide a firearms training facility for area law enforcement personnel. The Brownfield Plan includes Environmental and Non-Environmental Eligible Activities:

Environmental Eligible Activities include:

- Baseline Environmental Assessment Activities
 - Phase I Environmental Site Assessment
 - Phase II Environmental Site Assessment
 - Baseline Environmental Assessment

- Due Care Activities
 - Phase II Investigation to Support Due Care
 - Section 7A Compliance Analyses (Due Care Plans)
 - Due Care Response Activates/Exposure Pathway Mitigation
 - Disposal of Soil/Groundwater During Construction
 - Storm water Management Activities

Non-Environmental Eligible Activities include:

- Lead and Asbestos Abatement
- Demolition
- Site Preparation
- Public Infrastructure Improvements

Other Eligible Activities include:

- Brownfield Plan/Work Plan development and approval;
- Brownfield Plan implementation;
- Administrative and operating costs of the GTCBRA with local tax capture only.
- Interest (Estimated at 2.5% for 15 years for Private Eligible Activities)

Eligible Activities	Environmental	Non-Environmental	TOTAL
Subtotal Eligible Activities	\$336,000	\$1,124,765	\$1,460,765
Contingencies (15%)	\$50,400	\$168,715	\$219,115
Eligible Activities Subtotal	\$386,400	\$1,293,480	\$1,679,880
Interest	\$54,725	\$180,670	\$235,395
Work Plan Development, Review, Implementation	\$20,000	\$30,000	\$50,000
ELIGIBLE ACTIVITY SUBTOTAL	\$461,125	\$1,504,150	\$1,965,275
Administrative and Operating Cost (3%)	\$10,000	\$15,000	\$25,000
TOTAL ELIGIBLE ACTIVITY	\$471,125	\$1,519,150	\$1,990,275

Additional detail is provided in Table 1.1: Environmental Eligible Activities and Table 1.2 Non-Environmental Eligible Activities.

2.1 Summary of Eligible Activities MCL 125.2663(2)(b):

Act 381 provides for the costs of certain Environmental and Non-Environmental Eligible Activities to be reimbursed through tax increment financing. The following is a summary of Environmental Eligible Activities and Non-Environmental Activities.

EGLE Eligible Activities

1. Baseline Environmental Assessment (BEA) Activities: BEA Activities include Phase I Environmental Site Assessments (ESAs), Phase II ESAs, and Baseline Environmental Assessments to provide an exemption for the developer and assigns from environmental liability for pre-existing contamination. Act 381 includes provisions for Baseline Environmental Activities to be conducted prior to the approval of a Brownfield Plan for local tax capture (Section 13b.(9)(b)) and for State tax capture without EGLE approval (Section 13b.(8)(a-b)), as long as included in a subsequent Brownfield Plan.

A. Phase I ESA: A Phase I ESAs has been conducted on behalf of Grand Traverse County for the portion of the parent parcel that includes the firearm training range. A Phase I ESA is underway for the property acquisition by North Bay Capital. The Phase I ESA includes a review of historical and current information, including regulatory agency files, historical maps, and past uses to evaluate the potential for contamination, a site inspection of both the grounds and the exterior and interior of buildings on the property, and interviews with individuals knowledgeable about the past use of the property to identify any Recognized Environmental Conditions (RECs), consistent with ASTM Standard E1527-13. The Phase I ESA conducted on the firearms training range identified the use of the property as a firearms range that could have resulted in environmental impact to the subject property as a REC.

B. Phase II ESA: A Phase II Environmental Site Assessment was conducted for the portion of the Eligible Property to be acquired by the County in May 2019 to investigate the REC as part of the environmental due diligence process for property acquisition. The Phase II ESA conducted in May 2019 identified the presence of antimony, arsenic and lead concentrations that exceeded the EGLE Generic Cleanup Criteria for Drinking Water Protection and the Direct Contact Criteria. As a result, the property qualifies as Brownfield Eligible Property as a Part 201 Facility. A Phase II ESA will be conducted for the balance of the Eligible Property on behalf of North Bay Capital, based on the RECs identified in their Phase I ESA.

C. Baseline Environmental Assessment: Baseline Environmental Assessments (BEAs) will be completed for Grand Traverse County for the law enforcement firearms training range and for North Bay

Capital and associated subsidiaries for the balance of the property within 45 days of acquisition. The BEA will be completed in general accordance with the Michigan Department of Environment, Great Lakes and Energy (EGLE) “*Contents of BEA Report*,” dated September 2015.

1. Due Care Investigation and Activities: While the BEA provides an exemption from environmental liability for pre-existing contamination, new purchasers have due care obligations to prevent exposure to or exacerbation of pre-existing contamination. Act 381 includes provisions for Due Care Investigation Activities to be conducted prior to the approval of a Brownfield Plan for local tax capture (Section 13b.(9)(b)) and for State tax capture without EGLE approval (Section 13b.(8)(a,c)), as long as included in a subsequent Brownfield Plan. There are three primary due care activities proposed under this Brownfield Plan:
 - A. Phase II ESA Investigation: Due to the historical presence of contaminated soils on the Eligible Property additional investigation will be required to determine if exposure pathways are complete and if mitigation measures are required.
 - B. Due Care Planning and Documentation: Following the completion of the Phase II ESA and determination of the redevelopment details of each future land use, the data summary and recommendations for meeting due care obligations will be included in a Due Care Plan. The Due Care Plan will describe the known contamination, proposed redevelopment activities, plans for mitigating unacceptable exposures and preventing exacerbation, recommendations for filing abandon container notices, notices to third parties who may be exposed to contamination (e.g., utility workers), and filing of Notices of Migration of Contamination, if necessary. In addition, an Environmental Construction Management Plan will be prepared to detail measures to protect on-site workers and construction measures to meet due care obligations. Once the due care measures are completed, Documentation of Due Care Compliance will be compiled.
 - C. Due Care Exposure Pathway Mitigation: The Due Care Plan and Environmental Construction Management Plan will identify specific measures to be taken to address due care requirements. These activities could include soil remediation; developing and implementing a soils management plan to safely relocate soils on the property; engineered barriers to prevent direct contact with soils or vapors; and/or institutional controls if necessary. These measures will be subject to approval of an Act 381 Work Plan by EGLE for State tax capture.

Other Activities

Brownfield Plan and Work Plan Preparation: The preparation and approval of the Brownfield Plan and Act 381 Work Plans are included as Eligible Activities. These costs are allocated between EGLE Environmental Eligible Activities and MSF Developmental Eligible Activities.

Brownfield Plan and Work Plan Implementation: The implementation of the Brownfield Plan and Act 381 Work Plans are included as Eligible Activities. These costs are allocated between EGLE Environmental Eligible Activities and MSF Developmental Eligible Activities.

Administrative and Operating Costs: An estimate of reasonable and actual administrative and operating costs of the Grand Traverse County Brownfield Redevelopment Authority (GTCBRA) is included as Eligible Activities as a Local Only Cost. These costs are split between EGLE Environmental Eligible Activities and MSF Non-Environmental Eligible Activities.

Interest: Interest is included as an Eligible Activity. Interest is calculated at 2.5% for 15 years for Eligible Activity costs for the purposes of this Brownfield Plan.

The following tables estimate the costs for Eligible Activities to be funded by tax increment revenues.

EGLE Environmental Eligible Activity Costs

<u>EGLE Environmental Eligible Activities</u>	Estimated Cost
Baseline Environmental Assessment	<i>\$81,000</i>
Due Care	<i>\$255,000</i>
Subtotal	<i>\$336,000</i>
Contingencies (15%)	<i>\$50,400</i>
EGLE Eligible Activities Subtotal	<i>\$386,400</i>
Interest (2.5% at 15 Years – Private Eligible Activities)	<i>\$55,725</i>
Brownfield Plan/Work Plan Development, Approval, Implementation Cost	<i>\$20,000</i>
EGLE ENVIRONMENTAL ELIGIBLE ACTIVITIES TOTAL	<i>\$461,125</i>
Administrative and Operation Costs	<i>\$10,000</i>

MSF Non-Environmental Eligible Activities

MSF Non-Environmental Eligible Activities are included under this Brownfield Plan under the auspices of Act 381. The MSF Non-Environmental Eligible Activities include site preparation.

1. Lead and Asbestos Abatement: NESHAP regulations require a lead and asbestos survey prior to demolition of commercial buildings to demonstrate Potential Asbestos Containing Materials (PACMs) do not contain asbestos by properly testing materials in accordance with OSHA standards. Demolition or remodeling buildings that contain lead, cadmium and/or asbestos is subject to regulations to protect the health of the persons that may be affected. The scope of work includes lead and asbestos surveys, abatement, contract administration, and air monitoring to prevent a potential exposure to site workers or adjacent residents.
2. Demolition: As part of the phased redevelopment, selected buildings will be removed and other buildings will undergo selective demolition. The scope of work includes engineering specifications, contractor procurement and selective demolition and full demolition of buildings, foundations and unusable asphalt and infrastructure.
3. Site Preparation: Site preparation will consist of geotechnical engineering, staking, temporary facilities, clearing, excavation, temporary site and erosion control, land balancing and grading.
4. Infrastructure: Infrastructure will include road improvements.

Other Activities

Brownfield Plan and Work Plan Preparation: The preparation and approval of the Brownfield Plan and Act 381 Work Plans are included as Eligible Activities. These costs are allocated between EGLE Environmental Eligible Activities and MSF Developmental Eligible Activities.

Brownfield Plan and Work Plan Implementation: The implementation of the Brownfield Plan and Act 381 Work Plans are included as Eligible Activities. These costs are allocated between EGLE Environmental Eligible Activities and MSF Developmental Eligible Activities.

Administrative and Operating Costs: An estimate of reasonable and actual administrative and operating costs of the Grand Traverse County Brownfield Redevelopment Authority (GTCBRA) is included as Eligible Activities for Local Only capture. These costs are split between EGLE Environmental Eligible Activities and MSF Non-Environmental Eligible Activities.

Interest: Interest is included as an Eligible Activity. Interest is calculated at 2.5% for 15 years for Private Eligible Activity costs for the purposes of this Brownfield Plan.

MSF Non-Environmental Eligible Activity Cost

<u>MSF Non-Environmental Eligible Activities</u>	Estimated Cost
Lead and Asbestos Abatement	\$175,000
Demolition	\$284,000
Site Preparation	\$491,765
Infrastructure	\$174,000
Subtotal	\$1,124,765
Contingencies (15%)	\$168,715
MSF Non-Environmental Eligible Activities Subtotal	\$1,293,480
Interest (2.5% at 15 Years – Private Eligible Activities)	\$180,670
Brownfield Plan/Work Plan Development, Approval, Implementation Cost	\$30,000
MSF NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES TOTAL	\$1,504,150
Administrative and Operation Costs	\$15,000

2.3 Estimate of Captured Taxable Value and Tax Increment Revenues *MCL 125.2663(2)(c):*

The initial taxable value or base value for the Eligible Property is set at the taxable value as of the approval date of this Brownfield Plan, anticipated in October 2019. The initial taxable value established by this Brownfield Plan is based on the taxable value as of December 31, 2018 and is \$0, as publicly owned property.

The EGLE Environmental and MSF Non-Environmental Eligible Activity cost is \$1,679,880 plus an estimated \$235,395 in interest and \$50,000 in Brownfield Plan/Work Plan Development, Approval and Implementation, for a total of \$1,965,275. The Brownfield Plan also includes \$25,000 in GTCBRA Administrative and Operating Costs and capture of 50% of the State Education Tax for the State Brownfield Fund as required by Act 381, estimated at \$176,082 for this Brownfield Plan. The overall capital investment for the Project is estimated at approximately \$10,000,000.

Table 2 identifies taxable values for real and personal property, including tax increment revenues for the Eligible Property. In addition, 3 mils are captured and distributed to the State for the State Brownfield Redevelopment Fund. In accordance with Act 381, this share does not affect the State and local ratio. The

overall contribution of local taxes is consistent with the ratio of captured local taxes (41.33%) to captured State taxes (58.67%), notwithstanding Land Bank Authority Eligible Tax Reverted Property Specific Tax.

The cash flow analysis for the project indicates payoff of the obligation in *fifteen (15) years* from 2019 for Local Capture and in *sixteen (16) years* for State Capture. No Local Brownfield Revolving Fund capture is anticipated.

Redevelopment of the property is anticipated to be initiated in Fall 2019, with environmental due diligence and due care, lead and asbestos surveys, limited asbestos abatement and selective demolition. The actual tax increment captured will be based on taxable value set through the property assessment process by the local unit of government and equalized by the County and the millage rates set each year by the taxing jurisdictions. The estimated tax increment captured by the Authority is summarized in the table below and detailed in Table 2.

Estimate Tax Revenues and Tax Increment Capture by the Authority

Year	Total Tax Revenues	Captured Taxes	Year	Total Tax Revenues	Captured Taxes
2020	\$83,980	\$25,142	2035	\$410,412	\$65,440
2021	\$85,659	\$25,645	2036	\$418,620	\$0
2022	\$206,856	\$61,929	2037	\$426,992	\$0
2023	\$210,993	\$63,167	2038	\$435,532	\$0
2024	\$215,213	\$64,431	2039	\$444,243	\$0
2025	\$279,259	\$111,364	2040	\$453,128	\$0
2026	\$284,844	\$113,591	2041	\$462,190	\$0
2027	\$350,282	\$173,242	2042	\$471,434	\$0
2028	\$357,288	\$176,707	2043	\$480,863	\$0
2029	\$364,434	\$180,241	2044	\$490,480	\$0
2030	\$371,723	\$222,573	2045	\$500,290	\$0
2031	\$379,157	\$227,025	2046	\$510,295	\$0
2032	\$386,740	\$231,565	2047	\$520,501	\$0
2033	\$394,475	\$236,197	2048	\$530,911	\$0
2034	\$402,364	\$188,056	2049	\$541,530	\$0

(1) Local Tax Capture Ends

 (2) State Tax Capture Ends

Total	\$10,526,795	\$1,978,259
State Brownfield Fund		-\$176,082
Admin and Operating		-\$24,958
Eligible Activities		\$1,777,219

2.4 Method of Financing and Description of Advances Made by the Municipality *MCL 125.2663(2)(d):*

Environmental Eligible Activity Costs and Non-Environmental Eligible Activity Costs will be financed for the Law Enforcement Firearms Training Facility by Grand Traverse County and for the private development by the Developer, with reimbursement from Brownfield TIF. There are no other advances made by Grand Traverse County or any other local governmental unit.

2.5 Maximum Amount of Note or Bond Indebtedness *MCL 125.2663(2)(e):*

The maximum amount of Eligible Activities is anticipated to be will be \$1,679,880. No public notes or bond indebtedness is anticipated.

2.6 Beginning Date and Duration of Capture *MCL 125.2663(2)(f):*

The anticipated beginning date of capture is 2020, estimated to be the first year tax increment revenues are available. **The duration of capture under the Brownfield Plan is limited to fifteen (15) years or when the Eligible Activity obligation is met, whichever is less.** Capture for the deposit into the Local Brownfield Revolving Fund (LBRF) is not provided in this Brownfield Plan. As shown on Table 2, total costs of all Eligible Activities on the property redevelopment is expected to be repaid through tax increment financing within *15 years* for Local Capture and *16 years* for State Capture.

The Brownfield Plan includes the levy of an Eligible Tax Reverted Property Specific Tax as provided in Act 260, PA 2003 that is equal to fifty percent of the equivalent property taxes that would be collected under the General Property Tax Act for a period of five years for the purposes authorized under the Land Bank Authority Fast Track Act, Act 258, PA 2003, which includes improvements to property. The Brownfield Plan includes a three-phase acquisition and Eligible Tax Reverted Property Specific Tax is calculated for each acquisition. If the Eligible Tax Reverted Property Specific Tax is not levied, all TIF revenues will be allocated to reimburse Brownfield Eligible Activities.

2.7 Estimated Impact of Tax Increment Financing on Tax Revenues of Taxing Jurisdictions *MCL 125.2663(2)(g):*

Table 2.1 and 2.2 identify annual and total tax revenues projected for capture from the increase in property tax valuations. Individual tax levies within each taxing jurisdiction are also presented on Table 2.1. Table 3

presents the allocation of tax capture for 15 years and the total tax increment for the 30-year duration of the Brownfield Plan.

The total tax capture is estimated at \$2,116,356. After the Brownfield obligation is met, tax revenues in an amount estimated at \$266,000 per year on into the future, totaling an additional estimated \$9,308,987 will accrue to the taxing jurisdictions and over the 30-year period of the Brownfield Plan.

2.8 Legal Description, Location, and Determination of Eligibility *MCL 125.2663(2)(h):*

Legal Description: The legal description of the eligible property follows:

Parcel Number	Address	Description	Acreage	Qualifying Status
28-04-020-001-01 (parent)	7401 Walton Road	SW 1/4 & W 700' OF SE 1/4 EXC RD R/W SEC 20 T25N R9W SPLIT ON 02/07/2019	203.24	Blighted (Owned by Land Bank), Part
28-04-020-001-03		INTO 04-020-001-03, 41-020-001-04		201 Facility
28-04-020-001-03				

Location: The Eligible Property is located at 7401 Walton Road in Fife lake Township, Grand Traverse County. Figure 1 depicts the location of the Eligible Property and Figure 2 depicts the Eligible Property boundaries.

Eligibility Determination: The property is owned and under the control of the Michigan Land Bank Fast Track Authority. As such, under the provision of Section 2 (c)(vi) of Act 381, PA 1996 as amended, Michigan’s Brownfield Redevelopment Financing Act, the property meets the definition of “blighted” and qualifies as Brownfield Eligible Property, as long as the land bank owns the property at the time of Brownfield Plan approval.

Previous environmental investigations have identified the presence of metals above Michigan Department of Environment, Great Lakes and Energy (EGLE) Generic Cleanup Criteria. As a result, the property also meets Brownfield Eligible Property qualifying status as Facility, as defined by Part 201 of Act 451 of 1994, as amended.

Personal Property: Personal Property is included as part of the Eligible Property.

2.9 Estimate of Number of Persons Residing on Eligible Property ***MCL 125.2663(2)(i):***

There are currently no residential dwellings or residences that occupy the Eligible Property.

2.10 Plan for Residential Relocation ***MCL 125.2663(2)(j):***

The Eligible Property does not currently contain any residential dwellings; therefore, a plan for residential relocation is not applicable.

2.11 Provision of Costs of Relocation ***MCL 125.2663(2)(k):***

The Eligible Property does not currently contain any residential dwellings; therefore, a provision for residential relocation has not been allocated.

2.12 Strategy to Comply with Relocation Assistance Act, 1972 PA 227 ***MCL 125.2663(2)(l):***

The Eligible Property does not currently contain any residential dwellings; therefore, relocation is not necessary.

2.13 Other Material Required by the Authority or Governing Body ***MCL 125.2663(2)(m):***

None

EXHIBITS

FIGURES

Figure 1 Eligible Property Location Map

Figure 2 Eligible Property Boundaries

Figure 3 Phasing Plan

Figure 4 Development Plan

TABLES

Table 1.1 Environmental Eligible Activities Costs

Table 1.2 Non-Environmental Eligible Activities Costs

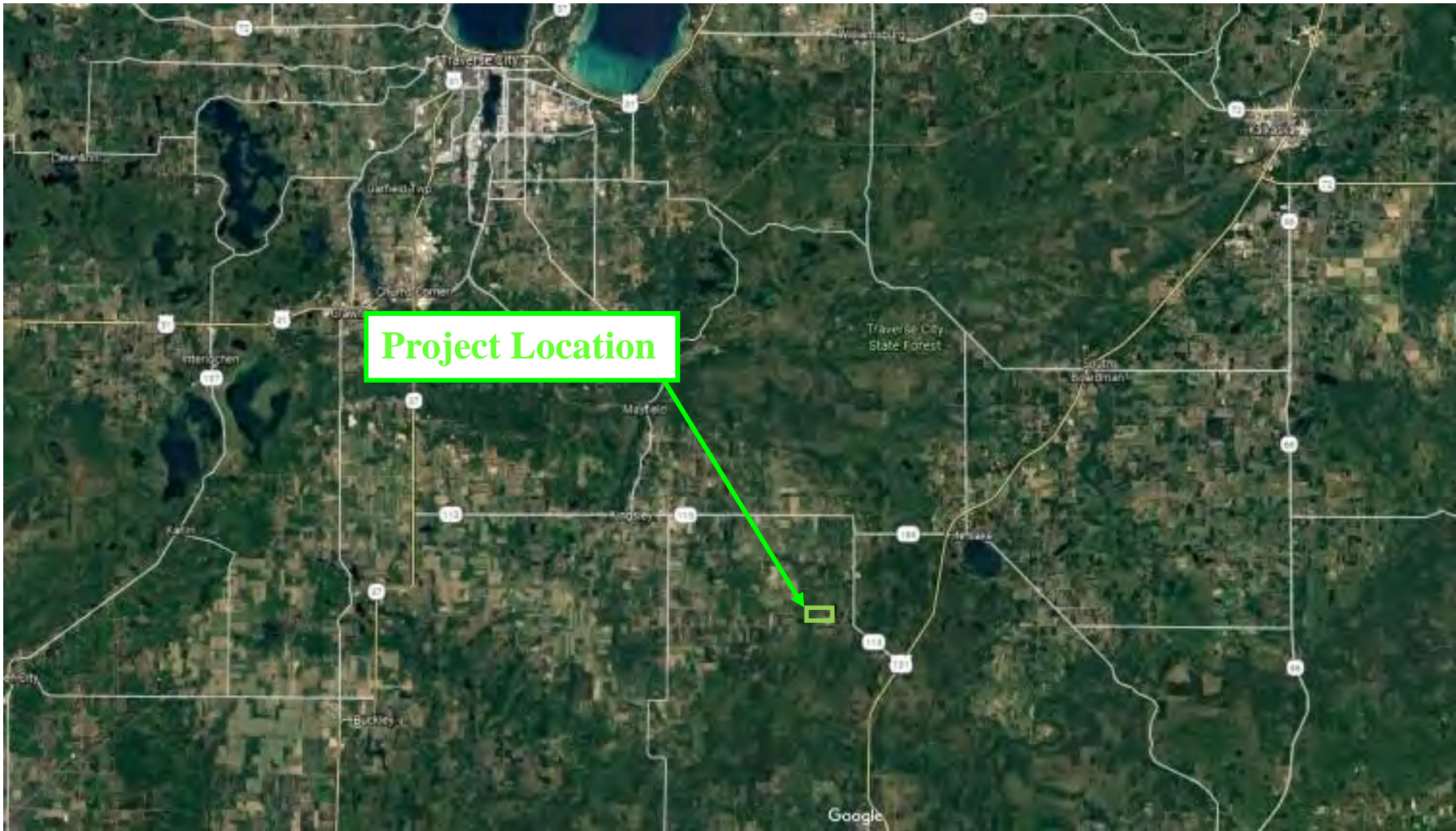
Table 2.1 – Annual Revenue and Brownfield Capture Estimates

Table 2.2 – Tax Increment Revenue Reimbursement Allocation Table

Table 3. Impact on Tax Jurisdictions

ATTACHMENTS

Attachment A – Brownfield Plan Resolutions



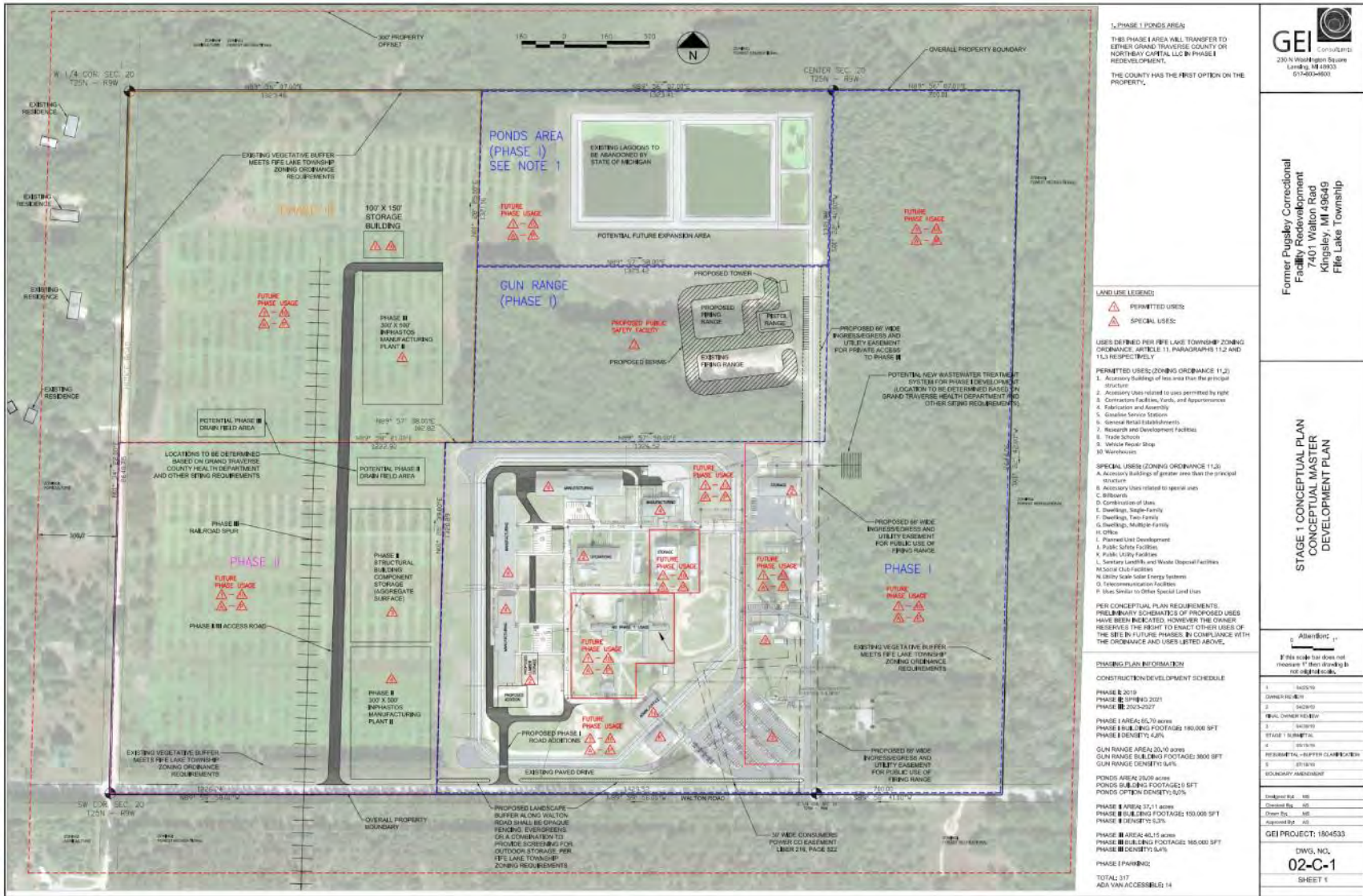
Pugsley Redevelopment Brownfield Plan	Figure 1: Site Location
Grand Traverse County Brownfield Redevelopment Authority	Date: September 2019



<p align="center">Pugsley Redevelopment Brownfield Plan</p>	<p align="center">Figure 2: Eligible Property Boundary</p>
<p>Grand Traverse County Brownfield Redevelopment Authority</p>	<p align="right">Date: September 2019</p>



<p align="center">Pugsley Redevelopment Brownfield Plan</p>	<p align="center">Figure 3: Phasing Plan</p>
<p>Grand Traverse County Brownfield Redevelopment Authority</p>	<p>Date: September 2019</p>



**Pugsley Redevelopment
 Brownfield Plan**

Figure 4: Development Plan

Grand Traverse County Brownfield Redevelopment Authority

Date: September 2019

**TABLE 1.1
EGLE ENVIRONMENTAL ELIGIBLE ACTIVITIES COSTS
CAMP PUGSLEY REDEVELOPMENT
GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
FIFE LAKE TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN**

EGLE ELIGIBLE ACTIVITY DESCRIPTION	TOTAL ELIGIBLE ACTIVITIES	NORTH BAY PARCEL	COUNTY PARCEL
<i>Baseline Environmental Assessment Activities</i>			
Phase I ESA	\$8,000	\$5,000	\$3,000
Phase II ESA	\$60,000	\$40,000	\$20,000
Baseline Environmental Assessment	\$13,000	\$10,000	\$3,000
<i>Subtotal</i>	<u>\$81,000</u>	<u>\$55,000</u>	<u>\$26,000</u>
<i>Due Care (7a) Obligation/Compliance Activities</i>			
Phase II Investigation to Support Due Care	\$80,000	\$50,000	\$30,000
Section 7A Compliance Analyses (Due Care Plans)	\$15,000	\$10,000	\$5,000
Due Care Response Activities/Exposure Pathway Mitigation	\$150,000	\$100,000	\$50,000
Disposal of Soil/Groundwater During Construction	\$10,000	<u>\$10,000</u>	<u>\$0</u>
<i>Subtotal</i>	<u>\$255,000</u>	<u>\$170,000</u>	<u>\$85,000</u>
<i>Subtotal Totals</i>	<u>\$336,000</u>	<u>\$225,000</u>	<u>\$111,000</u>
<i>Contingencies (15%)</i>	<u>\$50,400</u>	<u>\$33,750</u>	<u>\$16,650</u>
EGLE ENVIRONMENTAL ELIGIBLE ACTIVITIES SUBTOTAL	<u>\$386,400</u>	<u>\$258,750</u>	<u>\$127,650</u>
INTEREST	<u>\$54,725</u>	<u>\$54,725</u>	<u>\$0</u>
<i>Brownfield Plan and Work Plan Development and Approval</i>			
<i>Brownfield Plan and Work Plan Implementaton</i>	<u>\$10,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
	<u>\$10,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
EGLE ELIGIBLE ACTIVITIES SUBTOTAL	<u>\$461,125</u>	<u>\$323,475</u>	<u>\$137,650</u>
<i>Administrative and Operation Costs*</i>			
<i>Subtotal</i>	<u>\$10,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
EGLE ELIGIBLE ACTIVITIES TOTAL	<u>\$471,125</u>	<u>\$328,475</u>	<u>\$142,650</u>

*Local Tax Capture Only

TABLE 1.2
MSF NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES COSTS
CAMP PUGSLEY REDEVELOPMENT
GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
FIFE LAKE TOWNSHP, GRAND TRAVERSE COUNTY, MICHIGAN

MSF NON-ENVIRONMENTAL ELIGIBLE ACTIVITY DESCRIPTION	TOTAL ELIGIBLE ACTIVITIES	NORTH BAY PARCEL	COUNTY PARCEL
<i>Lead and Asbestos Abatement</i>			
Survey	\$25,000	\$25,000	\$0
Monitoring	\$25,000	\$25,000	\$0
Abatement	\$125,000	\$125,000	\$0
<i>Subtotal</i>	\$175,000	\$175,000	\$0
<i>Demolition</i>			
Site Demolition	\$84,000	\$84,000	\$0
Building Demolition	\$200,000	\$200,000	\$0
<i>Subtotal</i>	\$284,000	\$284,000	\$0
<i>Site Preparation</i>			
Staking	\$28,000	\$18,000	\$10,000
Geotechnical Engineering	\$40,000	\$30,000	\$10,000
Clearing and Grubbing	\$50,000	\$50,000	
Temporary Facilities	\$15,000	\$10,000	\$5,000
Fill	\$20,000	\$20,000	
Grading and Land Balance	\$300,000	\$50,000	\$250,000
Soft Costs	\$38,765	\$15,575	\$23,190
<i>Subtotal</i>	\$491,765	\$193,575	\$298,190
<i>Infrastructure Improvements</i>			
Road Improvements	\$100,000	\$50,000	\$50,000
Parking Improvements	\$60,000	\$10,000	\$50,000
Soft Costs	\$14,000	\$5,250	\$8,750
<i>Subtotal</i>	\$174,000	\$65,250	\$108,750
<i>Subtotal Totals</i>	\$1,124,765	\$717,825	\$406,940
<i>Contingencies (15%)</i>	\$168,715	\$107,675	\$61,040
MSF ELIGIBLE ACTIVITIES SUBTOTAL			
	\$1,293,480	\$825,500	\$467,980
INTEREST (2.5% for 15 years)			
	\$180,670	\$180,670	\$0
MSF ELIGIBLE ACTIVITIES SUBTOTAL			
	\$1,474,150	\$1,006,170	\$467,980
<i>Brownfield Plan and Work Plan Development and Approval</i>			
	\$20,000	\$10,000	\$10,000
<i>Brownfield Plan and Work Plan Implementaton</i>			
	\$10,000	\$5,000	\$5,000
MSF NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES SUBTOTAL			
	\$1,504,150	\$1,021,170	\$482,980
<i>Administrative and Operation Costs</i>			
	\$15,000	\$7,500	\$7,500
MSF NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES TOTAL			
	\$1,519,150	\$1,028,670	\$490,480

**TABLE 3 IMPACT ON TAXING JURISDICTIONS
BROWNFIELD PLAN - THIRTY YEAR DURATION
PUGSLEY REDEVELOPMENT
GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

	Millages	Millage Total	Percent Allocation	Total Capture \$2,166,356	Total Revenues \$9,308,987
<i>Fife Lake Township</i>		4.8203	28.51%	\$238,695	\$1,855,682
Allocated	0.8233				
Voted - Ambulance	1.4970				
Fire and Police Assessment	2.5000				
<i>Grand Traverse County</i>		6.6382	39.26%	\$328,715	\$2,555,523
Allocated	4.9246				
Veterans	0.1190				
Roads	0.9997				
Seniors	0.5949				
<i>BATA</i>	0.4978	0.4978	2.94%	\$24,650	\$191,639
<i>Library</i>	0.9467	0.9467	5.60%	\$46,879	\$364,453
<i>Northwestern Michigan College</i>		1.0760	6.36%	\$53,282	\$414,230
Operating	1.0760				
<i>TBAISD</i>	2.9299	2.9299	17.33%	\$145,085	\$1,127,930
<i>Local Taxes Total</i>	20.7489	16.9089	100.00%	\$837,308	\$6,509,458
<i>State Taxes</i>		24.0000		\$1,232,572	\$2,799,529
School Operating	18.0000				
State Educ Tax	3.0000				
State Brownfield Fund	3.0000			\$176,082	
Total	44.7489	40.9089		\$2,245,962	\$9,308,987

* Debt Millage not captured as part of brownfield plan



Action Request

Meeting Date:	October 16, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Former Pugsley Correction Facility Redevelopment; Potential Purchase of the Ponds Area		
Estimated Time:	15 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

As you know, in 2018 the County entered into a development agreement with North Bay Capital Group ("North Bay"), the Michigan Land Bank Fast Track Authority ("MLB") and Fife Lake Township for the purpose of redeveloping the former Pugsley Correctional Facility. Under the terms of the agreement, MLB gave North Bay the option to develop the former on-site waste water ponds system ("Ponds Area") that is approximately 20 acres north of the gun range. The agreement provides that the State of Michigan is responsible for the demolition and removal of the waste water system ponds and related equipment. North Bay representatives have advised all parties that they do not want to develop the Ponds Area. MLB representatives have asked me if the County would be interested in the purchase of the Ponds Area for the price of \$1.00. I have requested Captain Clark with the Sheriff's Office to provide the Board of Commissioners with a list of potential training uses at the Ponds Area if the County purchased it. His memo listing potential training opportunities is included with this Action Request. Also included are the fully executed development agreement and the Stage 1 Conceptual Master Site Plan for the entire site that depicts the location of the Ponds Area. Given that MLB is offering only \$1.00 for the purchase, and that the Ponds Area provides the Sheriff's Office with expanded training opportunities, the Board of Commissioners should consider purchasing the Ponds Area from MLB.

Suggested Motion:

RESOLVED the Grand Traverse County Board of Commissioners, by adopting this resolution, hereby expresses its intent to pursue the purchase of an approximately 20 acre area that used to be the on-site waste water ponds system for the Former Pugsley Correctional Facility, known as the "Ponds Area," for the price of \$1.00 from the Michigan Land Bank Fast Track Authority and directs County Administration to take all necessary measures to effectuate the purchase.

Financial Information:

Total Cost:	\$1.00	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:

RESOLUTION

XX-2019

Purchase of Pugsley “Ponds Area”

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on October 16, 2019, and reviewed request to consider the purchase of the “Ponds Area” for the former Pugsley Correctional Facility from the Michigan Land Bank Fast Track Authority for the price of \$1.00; and,

WHEREAS, The current development agreement for the former Pugsley Correctional Facility provided an option to the developer, North Bay, which is not of interest to them; and,

WHEREAS, The Grand Traverse Sheriff’s Office is interested in the property, consisting of approximately 20 acres north of the gun range for potential training uses; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT by adopting this resolution, hereby expresses his intent to pursue the purchase of an approximately 20 acre area that used to be the on-site waste water ponds system for the Former Pugsley Correctional Facility, known as the “ponds area” for the price of \$1.00 from the Michigan Land Bank Fast Track Authority and directs County Administration to take all necessary measures to effectuate the purchase.

APPROVED: October 16, 2019

THOMAS J. BENSLEY, SHERIFF

Grand Traverse County Sheriff's Office Memorandum



851 Woodmere Avenue
Traverse City, Michigan, 49686

To: Deputy County Administrator Chris Forsyth
From: Captain Chris Clark
RE: Pugsley Pond Area-GTSO Uses
Date: 10/8/19

In anticipation of the County owning the Pond area at the property formerly known as Pugsley Correctional Facility, I have compiled a list of uses of the property. Not only could GTSO use the property for the below training topics but other Law Enforcement Agencies could utilize the property for the below uses which in turn would generate revenue.

Many of the below uses could be conducted with little to none financial investment.

Other than Camp Grayling which is getting expensive and less available to Law Enforcement Agencies there are very few Law Enforcement Training Facilities in Northern Michigan.

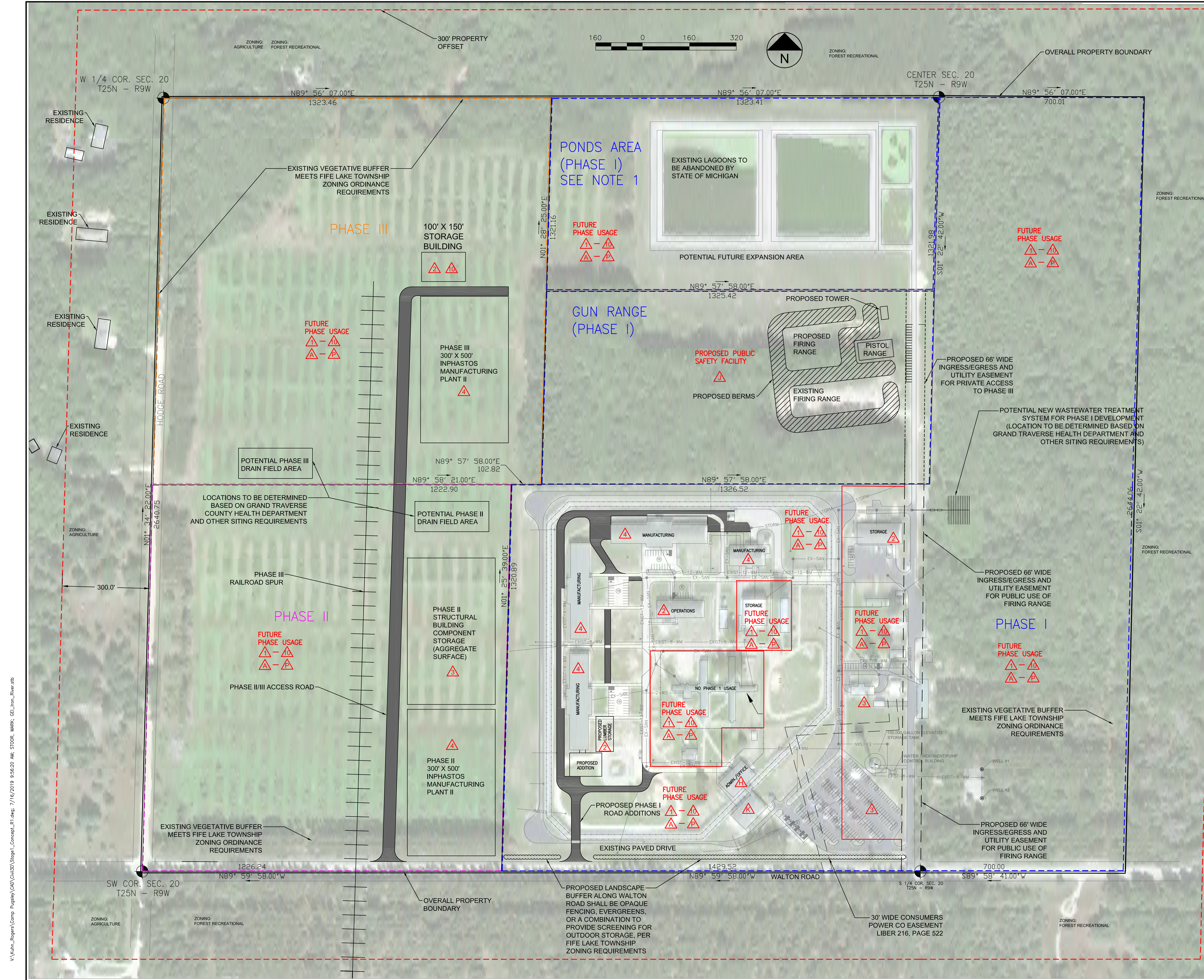
Potential Property Training Uses

K9 training (Search, Agility, Apprehension and Detection training)
UAS(Drone)
Tactical Firearms Range
Emergency Response Team (Scenario and Field Movement)
Simunitions (Traffic Stop and Building Searches)
Emergency Vehicle Operation (Driving-additional funds needed for development)
Evidence Technician (training of crime scene evidence collection)
Accident Investigation Team (accident reconstruction)
Crowd Control (Formation training and scenario)

Submitted,

A handwritten signature in blue ink, appearing to be "C. Clark", with a long horizontal stroke extending to the right.

Captain Chris Clark



1. PHASE I PONDS AREA:
 THIS PHASE I AREA WILL TRANSFER TO EITHER GRAND TRAVERSE COUNTY OR NORTHBAY CAPITAL LLC IN PHASE I REDEVELOPMENT.
 THE COUNTY HAS THE FIRST OPTION ON THE PROPERTY.

LAND USE LEGEND:
 ▲ PERMITTED USES:
 ▲ SPECIAL USES:

USES DEFINED PER FIFE LAKE TOWNSHIP ZONING ORDINANCE, ARTICLE 11, PARAGRAPHS 11.2 AND 11.3 RESPECTIVELY

- PERMITTED USES: (ZONING ORDINANCE 11.2)**
1. Accessory Buildings of less area than the principal structure
 2. Accessory Uses related to uses permitted by right
 3. Contractors Facilities, Yards, and Appurtenances
 4. Fabrication and Assembly
 5. Gasoline Service Stations
 6. General Retail Establishments
 7. Research and Development Facilities
 8. Trade Schools
 9. Vehicle Repair Shop
 10. Warehouses

- SPECIAL USES: (ZONING ORDINANCE 11.3)**
- A. Accessory Buildings of greater area than the principal structure
 - B. Accessory Uses related to special uses
 - C. Billboards
 - D. Combination of Uses
 - E. Dwellings, Single-Family
 - F. Dwellings, Two-Family
 - G. Dwellings, Multiple-Family
 - H. Office
 - I. Planned Unit Development
 - J. Public Safety Facilities
 - K. Public Utility Facilities
 - L. Sanitary Landfills and Waste Disposal Facilities
 - M. Social Club Facilities
 - N. Utility Scale Solar Energy Systems
 - O. Telecommunication Facilities
 - P. Uses Similar to Other Special Land Uses

PER CONCEPTUAL PLAN REQUIREMENTS, PRELIMINARY SCHEMATICS OF PROPOSED USES HAVE BEEN INDICATED, HOWEVER THE OWNER RESERVES THE RIGHT TO ENACT OTHER USES OF THE SITE IN FUTURE PHASES, IN COMPLIANCE WITH THE ORDINANCE AND USES LISTED ABOVE.

PHASING PLAN INFORMATION

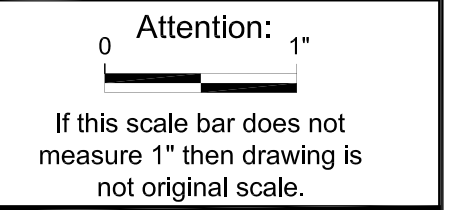
CONSTRUCTION/DEVELOPMENT SCHEDULE

1	04/25/19
OWNER REVIEW	
2	04/29/19
FINAL OWNER REVIEW	
3	04/30/19
STAGE 1 SUBMITTAL	
4	05/15/19
RESUBMITTAL - BUFFER CLARIFICATION	
5	07/18/19
BOUNDARY AMENDMENT	
Designed By: MS	
Checked By: AS	
Drawn By: MS	
Approved By: AS	
GEI PROJECT: 1804533	
PHASE I AREA: 20.09 acres PHASE I BUILDING FOOTAGE: 180,000 SFT PHASE I DENSITY: 4.8%	
PHASE II AREA: 37.11 acres PHASE II BUILDING FOOTAGE: 150,000 SFT PHASE II DENSITY: 9.3%	
PHASE III AREA: 40.15 acres PHASE III BUILDING FOOTAGE: 165,000 SFT PHASE III DENSITY: 9.4%	
PHASE I PARKING: TOTAL: 317 ADA VAN ACCESSIBLE: 14	



Former Pugsley Correctional Facility Redevelopment
 7401 Walton Road
 Kingsley, MI 49649
 Fife Lake Township

**STAGE 1 CONCEPTUAL PLAN
 CONCEPTUAL MASTER
 DEVELOPMENT PLAN**



V:\Ym...Rogers\Comp Pugsley\CAD\Civil\3D\Stage1_Conceptual_R1.dwg 7/16/2019 9:56:20 AM STODR MARK GEI_fm_Rover.atts



Action Request

Meeting Date:	October 16, 2019		
Department:	Equalization	Submitted By:	Jim Baker
Contact E-Mail:	jbaker@grandtraverse.org	Contact Telephone:	231-922-4773
Agenda Item Title:	Apportionment Report		
Estimated Time:	10 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The 2019 Apportionment Report is presented in compliance with MCL Section 211.37; Act 135 of Michigan Compiled Laws as amended by Act No 35, public acts of 2001. Upon its adoption this report will be a true indication of the millage rates adopted by each taxing jurisdiction, and the total estimated ad valorem tax levy for 2019.

We have received the required 2019 Tax Rate Request (form L-4029) from each taxing jurisdiction. It certifies that the requested tax rate is in compliance with Article 9, Section 31 of the State Constitution and other tax rate limitations. This includes the Headlee Amendment and other statutory and Constitutional tax rate limitations. These forms have been reviewed and verified by the Equalization Department. If any changes, allowed by legislation or election, occur after this date, adjustments will be made and this report will be amended.

I recommend approval of this report. Upon approval I will complete the required Certification Statement, and make proper notification to the Michigan State Tax Commission.

Suggested Motion:

Shall the Grand Traverse County Board of Commissioners approve the Apportionment Report as submitted?

Financial Information:

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

If not included in budget, recommended funding source:

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

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

Attachments:

Attachment Titles:
2019 Apportionment Report

Certification Statement

I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the

County of _____ for the year _____

Signature of County Equalization Director

NOTARIZATION

_____ *Notary Public*

_____ *County, Michigan*

STATE OF MICHIGAN

County of _____ } SS

Subscribed before me this _____

Day of _____ *year* _____

My commission expires _____ , _____

(A) County Name	(B) Taxable Value	(C) County Allocated Rate / SET	(D) Est. County Allocated / SET Tax Dollars	(E) Total County Extra Voted Operating Rate	(F) Est. County EV Oper. Tax Dollars	(G) Total County Debt Rate	(H) Est. County Debt Tax Dollars	(I) Total Est. County Tax Dollars	(BB) Total RenZone Taxable Value
Grand Traverse	5,367,541,594.00	4.9019	26,311,152.13	1.7896	9,605,752.44	0.0000	0.00	35,916,904.57	1,113,127.00
STATE ED. TAX	5,335,157,294.00	6.0000	32,010,943.76	0.0000	0.00	0.0000	0.00	0.00	0.00

(J) Local Unit Name Townships Cities Villages Listed Alphabetically	(K) Taxable Value	(L) Total Allocated / Charter Rate	(M) Est. Local Allocated / Charter Tax Dollars	(N) Total Other Extra Voted / General Law Operating Rate	(O) Est. Local EV / GL Oper. Tax Dollars	(P) Total Debt Rate	(Q) Est. Local Debt Tax Dollars	(R) Total Est. Local Tax Dollars	(KK) Total RenZone Taxable Value
Acme	357,150,374.00	0.7259	259,255.46	0.7227	258,112.58	0.0000	0.00	517,368.04	188,113.00
Blair	300,985,745.00	0.8135	244,851.90	1.4793	445,248.21	0.0000	0.00	690,100.11	0.00
East Bay	595,253,194.00	0.7174	427,034.64	0.0000	0.00	0.0000	0.00	427,034.64	0.00
Fife Lake	57,073,555.00	0.8168	46,617.68	4.3669	249,234.51	0.0000	0.00	295,852.19	0.00
Garfield	940,990,494.00	2.0000	1,881,980.99	0.0000	0.00	0.0000	0.00	1,881,980.99	0.00
Grant	57,221,719.00	0.7274	41,623.08	0.0000	0.00	0.0000	0.00	41,623.08	0.00
Green Lake	301,749,838.00	0.6935	209,263.51	2.8314	854,374.49	0.0000	0.00	1,063,638.00	0.00
Long Lake	534,793,702.00	0.6514	348,364.62	0.9926	530,836.23	0.0000	0.00	879,200.85	0.00
Mayfield	62,865,469.00	0.8138	51,159.92	2.2466	141,233.56	0.0000	0.00	192,393.48	0.00
Paradise	137,162,171.00	0.7782	106,739.60	3.3487	459,314.96	0.0000	0.00	566,054.56	0.00
Peninsula	734,906,373.00	0.6433	472,765.27	1.9551	1,436,815.45	0.0000	0.00	1,909,580.72	0.00
Union	26,896,257.00	0.7304	19,645.03	0.4938	13,281.37	0.0000	0.00	32,926.40	0.00
Whitewater	211,520,556.00	0.5957	126,002.80	1.4846	314,023.42	0.0000	0.00	440,026.22	0.00
Traverse City	1,048,972,147.00	12.1167	12,710,080.81	2.3200	2,433,615.38	0.0000	0.00	15,143,696.19	925,014.00
FIFE LAKE	13,258,173.00	9.2076	122,075.95	0.0000	0.00	0.0000	0.00	122,075.95	0.00
KINGSLEY	32,054,475.00	9.4597	303,225.72	0.0000	0.00	0.0000	0.00	303,225.72	0.00

(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Authority Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Authority Debt Tax Dollars	(G) Est. Total Authority Tax Dollars	(BB) Total RenZone Taxable Value
DDA - TRAVERSE CITY	188,664,254.00	1.6658	314,276.91	0.0000	0.00	314,276.91	0.00
LIBRARY - TRAVERSE AREA GRAND TRAVERSE CO.	5,367,541,594.00	0.9382	5,035,827.52	0.0000	0.00	5,035,827.52	1,113,127.00
RECREATION - TC GARFIELD GRAND TRAVERSE CO.	1,989,962,641.00	0.0978	194,618.35	0.3300	656,992.93	851,611.28	925,014.00
TRANSIT - BAY AREA (BATA) GRAND TRAVERSE CO.	5,367,541,594.00	0.4952	2,658,006.60	0.0000	0.00	2,658,006.60	1,113,127.00

(A) Local K12 School District Name	(B) Total Taxable Value	(C) Total NonHomestead Taxable Value	(D) Total Commercial Personal Taxable Value	(E) HH / Supplemental Rate	(F) Est. HH / Supplemental Tax Dollars	(G) Non Homestead Operating Rate	(H) Est. NH Operating Tax Dollars	(I) Total Debt / Sinking Fund / Bldg Site Rate	(J) Est. Debt / Sinking Fund / Bldg Site Tax Dollars	(K) Total Recreationa I Rate	(L) Est. Recreational Tax Dollars	(M) Total Est. Local K12 School Tax Dollars	(BB) Total RenZone Taxable Value	(GG) Non Homestead Comm.Pers. Operating Rate
BENZIE COUNTY CENTRAL SCH	1,495,369.00	704,434.00	88,000.00	0.0000	0.00	18.0000	13,207.81	2.4969	3,733.79	0.0000	0.00	16,941.60	0.00	6.0000
BUCKLEY COMM SCHOOL DISTRICT	49,335,647.00	13,368,312.00	219,400.00	0.0000	0.00	18.0000	241,946.02	4.9400	243,718.10	0.0000	0.00	485,664.12	0.00	6.0000
ELK RAPIDS SCHOOLS	257,993,009.00	100,268,785.00	1,664,100.00	0.0000	0.00	18.0000	1,814,822.73	1.2000	309,817.35	0.0000	0.00	2,124,640.08	188,113.00	6.0000
FOREST AREA COMMUNITY S/D	47,681,897.00	23,061,497.00	453,300.00	0.0000	0.00	17.6690	410,043.35	2.7818	132,641.50	0.0000	0.00	542,684.85	0.00	5.6690
KINGSLEY AREA SCHOOL	241,635,110.00	62,143,500.00	1,789,740.00	0.0000	0.00	18.0000	1,129,321.44	0.0000	0.00	0.0000	0.00	1,129,321.44	0.00	6.0000
MANTON CONSOLIDATED SCHOOLS	620,680.00	79,941.00	0.00	0.0000	0.00	18.0000	1,438.94	7.0000	4,344.76	0.0000	0.00	5,783.70	0.00	6.0000
TRAVERSE CITY SCHOOL DIST.	4,768,779,882.00	1,924,367,767.00	120,219,389.00	0.0000	0.00	18.0000	35,359,936.14	3.1000	14,786,085.18	0.0000	0.00	50,146,021.32	925,014.00	6.0000

(A) Community College Name	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Community College Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Community College Debt Tax Dollars	(G) Est. Total Community College Tax Dollars	(BB) Total RenZone Taxable Value
NORTHWESTERN MICHIGAN COLLEGE	5,367,541,594.00	2.1339	11,453,797.01	0.5500	2,952,760.10	14,406,557.11	1,113,127.00

(H) Intermediate School District Name	(I) Taxable Value	(J) ISD Allocated Rate	(K) Est. ISD Allocated Tax Dollars	(L) ISD Total EV Operating Rate	(M) Est. ISD EV Operating (Spec Ed/Voc/Enh) Tax Dollars	(N) ISD Total Debt Rate	(O) Est. ISD Debt Tax Dollars	(P) Est. Total ISD Tax Dollars	(II) Total RenZone Taxable Value
TRAVERSE BAY	5,366,920,914.00	0.1943	1,042,792.73	2.7218	14,607,685.34	0.0000	0.00	15,650,478.07	1,113,127.00
WEXFORD-MISSAUKEE	620,680.00	0.2714	168.45	5.8890	3,655.18	0.0000	0.00	3,823.63	0.00

Township / City	Village	School Code	Local School District	Total Homestead Property Tax Rate	Total NonHomestead Property Tax Rate	Total Homestead Property Tax Rate w/Special Assmnt	Total NonHomestead Property Tax Rate w/Special Assmnt
Acme		05060	ELK RAPIDS SCHOOLS	22.3735	40.3735	25.2235	43.2235
Acme		28010	TRAVERSE CITY SCHOOL DIST.	24.2735	42.2735	27.1235	45.1235
Blair		28010	TRAVERSE CITY SCHOOL DIST.	25.1177	43.1177	27.6177	45.6177
Blair		28090	KINGSLEY AREA SCHOOL	22.0177	40.0177	24.5177	42.5177
East Bay		28010	TRAVERSE CITY SCHOOL DIST.	23.5423	41.5423	27.0923	45.0923
Fife Lake		28090	KINGSLEY AREA SCHOOL	24.9086	42.9086	24.9086	42.9086
Fife Lake		40020	FOREST AREA COMMUNITY S/D	27.6904	45.3594	27.6904	45.3594
Fife Lake	FIFE LAKE	40020	FOREST AREA COMMUNITY S/D	36.8980	54.5670	36.8980	54.5670
Fife Lake		83060	MANTON CONSOLIDATED SCHOOLS	35.1529	53.1529	35.1529	53.1529
Garfield		28010	TRAVERSE CITY SCHOOL DIST.	25.2527	43.2527	27.7027	45.7027
Grant		10015	BENZIE COUNTY CENTRAL SCH	22.9492	40.9492	22.9492	40.9492
Grant		28010	TRAVERSE CITY SCHOOL DIST.	23.5523	41.5523	23.5523	41.5523
Grant		28035	BUCKLEY COMM SCHOOL DISTRICT	25.3923	43.3923	25.3923	43.3923
Grant		28090	KINGSLEY AREA SCHOOL	20.4523	38.4523	20.4523	38.4523
Green Lake		28010	TRAVERSE CITY SCHOOL DIST.	26.3498	44.3498	26.3498	44.3498
Green Lake		28035	BUCKLEY COMM SCHOOL DISTRICT	28.1898	46.1898	28.1898	46.1898
Green Lake		28090	KINGSLEY AREA SCHOOL	23.2498	41.2498	23.2498	41.2498
Long Lake		28010	TRAVERSE CITY SCHOOL DIST.	24.4689	42.4689	24.4689	42.4689
Mayfield		28035	BUCKLEY COMM SCHOOL DISTRICT	27.7253	45.7253	27.7253	45.7253
Mayfield		28090	KINGSLEY AREA SCHOOL	22.7853	40.7853	22.7853	40.7853
Paradise		28090	KINGSLEY AREA SCHOOL	23.8518	41.8518	23.8518	41.8518
Paradise	KINGSLEY	28090	KINGSLEY AREA SCHOOL	33.3115	51.3115	33.3115	51.3115
Peninsula		28010	TRAVERSE CITY SCHOOL DIST.	25.4233	43.4233	27.4233	45.4233
Union		28010	TRAVERSE CITY SCHOOL DIST.	24.0491	42.0491	24.0491	42.0491
Union		28090	KINGSLEY AREA SCHOOL	20.9491	38.9491	20.9491	38.9491
Union		40020	FOREST AREA COMMUNITY S/D	23.7309	41.3999	23.7309	41.3999
Whitewater		05060	ELK RAPIDS SCHOOLS	23.0052	41.0052	24.0052	42.0052
Whitewater		28010	TRAVERSE CITY SCHOOL DIST.	24.9052	42.9052	25.9052	43.9052
Traverse City		28010	TRAVERSE CITY SCHOOL DIST.	37.6894	55.6894	37.6894	55.6894

Local Municipality (Twp/City/Vlg)	ALL Purpose(s) of Qualifying Special Assessment Millage Rates for the Local Municipality Listed	Total of All Special Assessment Rates Levied UNITWIDE
Acme	Ambulance/ALS - 124	0.3250
Acme	Fire – 119	2.4500
Acme	Police/Public Safety – 115	0.0750
Blair	Fire/Police/Ems Combined - 120	2.5000
East Bay	Ambulance/ALS - 124	0.8400
East Bay	Fire – 119	2.4500
East Bay	Police/Public Safety – 115	0.2600
Garfield	Fire – 119	2.4500
Peninsula	Fire – 119	2.0000
Whitewater	Fire – 119	1.0000

RESOLUTION

XX-2019

Apportionment Report

WHEREAS, The Grand Traverse Board of Commissioners reviewed the Apportionment Report in compliance with MCL Section 211.37; Act 135 of Michigan Compiled Laws as amended by Act No 35, public acts of 2001; and,

WHEREAS, The required form L-4029, requesting the tax rate requested, has been received from each taxing jurisdiction in the County, in compliance with Article 9, Section 31 of the State Constitution and other tax rate limitations; and,

WHEREAS, this rate includes the Headlee Amendment and other statutory and Constitutional tax rate limitations and have been reviewed and verified by the County Equalization Department; and,

WHEREAS, should any changes, allowed by legislation of election, occur after this date, adjustments will be made and this report will be amended.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve Apportionment Report and authorize completion of the required Certification Statement as presented.

APPROVED: October 16, 2019



Action Request

Meeting Date:	October 16, 2019		
Department:	Commission on Aging	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	995-6201
Agenda Item Title:	COA Home Chore - Purchase of two trucks		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

(in minutes)

Summary of Request:

The Commission on Aging (COA) solicited bids for trucks per the County purchasing guidelines. We received two bids for one ton trucks with V blade plows that are also available now.

While the Mt Pleasant bid was lower, per the Purchasing policy "Grand Traverse County will be given the opportunity to meet the lowest bid price when their bid is within 5% of the lowest bid and meets all of the specifications of the bid requirements."

5% of 77,824 = 3891.20

3891.20 + 77,824 = 81,715.20

Suggested Motion:

BOC approval to purchase 2 trucks with V blades from Fox Grand Traverse for \$81,630

Financial Information:

Total Cost:	81,630	General Fund Cost:	0	Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

One truck was included in the 2019 budget, the second truck is coming from the COA fund balance.

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:	<input type="text"/>
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Miscellaneous:

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Commission on Aging – Approval to Purchase Two (2) Trucks

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on October 16, 2019, and reviewed request from the Commission on Aging Director to purchase 2 trucks with v-blades from Fox Grand Traverse for \$81,630; and,

WHEREAS, the Commission on Aging (COA) solicited bids for trucks per the County purchasing guidelines and received two bids for one ton trucks with V-blade plows that are also available immediately; and,

WHEREAS, taking into consideration the 5% local preference, Fox Grand Traverse had the lowest bid that met all of the specifications of the bid requirements.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approve the purchase of two (2) trucks with V-blades from Fox Grand Traverse at a cost of \$81,630 for the Commission on Aging.

APPROVED: October 16, 2019

Category	Minimum Specifications	My Chrysler (Mt Pleasant)	Fox Grand Traverse	Williams (Traverse City)	Watson Benzie (Benzonia)	Gorno Ford (Wood Haven)
Make and Model	Bidder to furnish details	2019 Dodge Ram 2500	2019 Ford F350	Did not provide bid for 1 Ton Trucks - only have 3/4 Ton Trucks	Did not provide bid for 1 Ton Trucks - only have 3/4 Ton Trucks	Did not provide bid for 1 Ton Trucks - only have 3/4 Ton Trucks
Vehicle type	1 Ton Pickup, Gas	Yes	Yes			
Body	Regular Cab	Yes	Yes			
Gross Vehicle Weight	Bidder to furnish details	14,000				
Wheel Base	Bidder to furnish details	140	142			
Drive	4 Wheel Drive	Yes	Yes			
Air Conditioning	Yes	Yes	Yes			
Engine	V8	Yes - 6.4 L HD V8 HEMI with MDS	Yes			
Transmission	Automatic	Yes	Yes			
Snow Plow & Towing Packages to include appropriate:	Bidder to furnish details	Yes	Yes			
Suspension		Yes	Yes			
Limited Slip Differential		Yes	Yes			
Cooling System		Yes	Yes			
Alternator		Yes	Yes			
Battery		Yes	Yes			
Trailer Brake Assist		Yes	Yes			
Trailer Sway Control		Yes	Yes			
4 pin connector		Yes	Yes			
Brakes/Steering	ABS/Power	Yes	Yes			
Rear Window Defroster	Yes	No	No			
Mirrors	R & L Exterior, power	Yes/Heated trailer tow	Yes			
Seats	Bench	Yes	Yes			
Tires - All Season	Bidder to furnish details	Yes on/off road	Yes			
Windows & Locks	Power	Yes	Yes			
Color	NOT White	Red	1 White, 1 Red			
Keys	Minimum of 3 sets	Yes	Yes			
Fuel Tank Size	20 gallon minimum	Yes	Yes			
Radio	Factory AM/FM installed	Yes Bluetooth	Yes			
Warranty on Power Train	Bidder to furnish details	5 Yr/100,000	5 Yr/60,000 Miles			
Warranty on Vehicle	Bidder to furnish details	3 Yr/36,000	3 Yr/36,000 miles			
Plow Specifications	9'2" Poly V Blade Plows with Smart Lock Cylinders	Yes - also provided info on 8'2" and steel blades	Steel DXT plows			
Side Step	Bidder to furnish details	Yes	Yes			
Spray on Bed Liner	Bidder to furnish details	Yes	Yes			
COLOR		Both Red	1 White & 1 Red			
PRICE TRUCK #1		\$31,593	\$32,900			
PRICE PLOW #1		\$7,319	\$7,900			
PRICE TRUCK #2		\$31,593	\$32,900			
PRICE PLOW #2		\$7,319	\$7,900			
TITLES		\$0	\$30			
DELIVERY CHARGE		\$0	\$0			
DATE AVAILABLE		Ready now	Ready now			
TOTAL		\$77,824	\$81,630			

Action Request



Meeting Date:	October 16, 2019		
Department:	Drain Commissioner	Submitted By:	Steve Largent
Contact E-Mail:	slargent@grandtraverse.org	Contact Telephone:	231-922-4807
Agenda Item Title:	Silver Lake - Lake Level Special Assessment District		
Estimated Time:	15 Minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The Drain Commissioner, as the delegated authority on behalf of the County, shall provide the County Board of Commissioners, a draft Computation of Costs and assessment roll relative to maintaining the lake level of Silver Lake in accordance with Part 307 of the Natural Resources and Environmental Protection Act. Computation of Costs include legal, engineering, and maintenance work that was conducted on behalf of the Silver Lake Lake-Level District and owed to the County to cover expenses from 2015 to current. County Finance Director Dean Bott reviewed records of all past expenses and provided the numbers used for this calculation. The Computation of Costs also includes future anticipated expenditures including a lake level monitor and anticipated future legal, engineering, and maintenance costs through 2027.

Suggested Motion:

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:

**SILVER LAKE
LEVEL RESOLUTION
PURSUANT TO MCL 324.30701 *et seq***

At a Regular Meeting of the Board of Commissioners of the County of Grand Traverse held in Traverse City, Michigan, on October 16, 2019, at 8:00 a.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____:

WHEREAS, a normal lake level for Silver Lake was established under the Inland Lake Level Act, formerly Act 146 of the Public Acts of 1961 on March 9, 1987, at a maximum level of 862.00 feet above sea level.

WHEREAS, pursuant to MCL 324.30708, the Grand Traverse County Drain Commissioner, serving as delegated authority for the County, shall provide for and maintain the lake level; and

WHEREAS, the Grand Traverse County Drain Commissioner has prepared a Computation of Costs pursuant to MCL 324.30712, and has prepared a special assessment roll for the purpose of assessing cost for maintaining the lake level; and

WHEREAS, the Board has reviewed the costs and the special assessment roll prepared by the Drain Commissioner.

NOW, THEREFORE BE IT RESOLVED:

1. The Board, pursuant to MCL 324.30714(3), hereby approves the project cost and special assessment roll developed by the Drain Commissioner.
2. The Board hereby directs the Drain Commissioner to levy special assessments for the total cost of the project consistent with Part 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701, *et seq.*, after the expiration of the appeal period.

AYES:

NAYS:

RESOLUTION ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF GRAND TRAVERSE)

I hereby certify that the foregoing is a true and complete copy of the resolution duly adopted by the Board of Commissioners of the County of Grand Traverse at a regular meeting held on October 16, 2019, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

Bonnie Scheele, County Clerk
County of Grand Traverse

Action Request



Meeting Date:	October 16, 2019		
Department:	Drain Commissioner	Submitted By:	Steve Largent
Contact E-Mail:	slargent@grandtraverse.org	Contact Telephone:	231-922-4807
Agenda Item Title:	Duck Lake - Lake Level Special Assessment District		
Estimated Time:	15 Minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The Drain Commissioner, as the delegated authority on behalf of the County, shall provide the County Board of Commissioners, a draft Computation of Costs and assessment roll relative to maintaining the lake level of Duck Lake in accordance with Part 307 of the Natural Resources and Environmental Protection Act. Computation of Costs include legal, engineering, and maintenance work that was conducted on behalf of the Duck Lake Lake-Level District and owed to the County to cover expenses from 2015 to current. County Finance Director Dean Bott reviewed records of all past expenses and provided the numbers used for this calculation. The Computation of Costs also includes future anticipated expenditures including a lake level monitor and anticipated future legal, engineering, and maintenance costs through 2027.

Suggested Motion:

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:

**DUCK LAKE
LEVEL RESOLUTION
PURSUANT TO MCL 324.30701 *et seq***

At a Regular Meeting of the Board of Commissioners of the County of Grand Traverse held in Traverse City, Michigan, on October 16, 2019, at 8:00 a.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____:

WHEREAS, former Circuit Court Judge Chas Brown in 1959 set the normal level of Duck Lake at 837.3 feet above sea level in response to a petition filed by local residents;

WHEREAS, pursuant to Section 30707 of Part 307 of the Natural Resources Environment Protection Act, MCL 324.30707, on October 17, 2017, Circuit Court Judge Thomas G. Power signed a Final Order that reaffirmed the normal level of Duck Lake at 837.3 feet above sea level and allowed for a seasonal variation during the winter months at 836.8 feet above sea level;

WHEREAS, pursuant to MCL 324.30708, the Grand Traverse County Drain Commissioner, serving as delegated authority for the County, shall provide for and maintain the lake level; and

WHEREAS, the Grand Traverse County Drain Commissioner has prepared a Computation of Costs pursuant to MCL 324.30712, and has prepared a special assessment roll for the purpose of assessing cost for maintaining the level of Duck Lake; and

WHEREAS, the Board has reviewed the costs and the special assessment roll prepared by the Drain Commissioner.

NOW, THEREFORE BE IT RESOLVED:

- 1. The Board, pursuant to MCL 324.30714(3), hereby approves the project cost and special assessment roll developed by the Drain Commissioner.

- 2. The Board hereby directs the Drain Commissioner to levy special assessments for the total cost of the project consistent with Part 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701, et seq., after the expiration of the appeal period.

AYES:

NAYS:

RESOLUTION ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF GRAND TRAVERSE)

I hereby certify that the foregoing is a true and complete copy of the resolution duly adopted by the Board of Commissioners of the County of Grand Traverse at a regular meeting held on October 16, 2019, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

Bonnie Scheele, County Clerk
County of Grand Traverse



Noelle R. Moeggenberg
Prosecuting Attorney
324 Court Street
Traverse City, MI 49684
(231) 922-4600

MEMORANDUM

TO: Board of County Commissioners; Chris Cramer, County Administration
FROM: Christopher Tholen, Deputy Civil Counsel
DATE: October 7, 2019
RE: FOIA Appeal

Commissioners,

The Freedom of Information Act (“FOIA”) is well-known to you and entitles the public to large swathes of records and documents which have been created, possessed, and/or used by public bodies. Pursuant to the resolution of a prior Board, the Prosecuting Attorney’s Office processes the public’s Freedom of Information Act requests for most of the County’s Departments—including the Board of Commissioners.

On August 7, 2019 a reporter for the Record Eagle submitted a Freedom of Information Act request. This request is attached to this Memorandum and requested “copies of any electronic or printed correspondence and any and all settlement offers approved or discussed by the Grand Traverse County Board of Commissioners regarding Marilyn Palmer and/or Venus Telfor in the past 18 months.” It is believed that Ms. Telfor is the mother to Ms. Palmer.

As you may recall, this Board went into closed session on August 7 “to consider a written legal opinion protected from disclosure under the attorney-client privilege related to the Marilyn Palmer Jail suicide incident.” This appeared to be the crux of the FOIA request as it would be



Noelle R. Moeggenberg
Prosecuting Attorney
324 Court Street
Traverse City, MI 49684
(231) 922-4600

“electronic or printed correspondence . . . regarding Marilyn Palmer.” The request, however, was broader than that so I made efforts to track down responsive information and to determine how to formally respond to the request. These efforts are broken down below in response to each particular category of document requested:

- 1) “Copies of any electronic or printed correspondence . . . regarding Marilyn Palmer and/or Venus Telfor” in the prior 18 months.
 - a. This would include any emails wherein Commissioners “discussed” Ms. Palmer or Ms. Telfor. In order to determine whether such emails existed, I contacted the Information Technology Department. Only one responsive email existed and I provided it to the requester. The email wherein I provided this email to the requester is the second attachment. The string of emails is 4 pages and is also attached for your review; in short, it is an email where Deputy Administrator Forsyth notified then Commissioner-elect LaPointe that Ms. Palmer’s suicide was a motivating factor in the creation of the jail ad hoc committee. While this is not necessarily related to discussions regarding settlement of the claim, it is responsive to the request.
 - b. This portion of the request would also include any memorandums wherein an outside attorney discussed Ms. Palmer. Even when such documents exist, however, that does not mean that they must be disclosed. The Freedom of Information Act could not be any clearer on this point: “information or records subject to the attorney-client privilege” need not be disclosed. I was able to confirm that an attorney-client relationship did exist regarding the Marilyn Palmer matter. The outside law firm had been retained for the matter by the County’s insurer (MMRMA), in my opinion the information provided was within the scope of that employment, to my understanding that information was transmitted solely between the attorney and the County, and this information was treated as confidential. Consequently, I felt that any memorandums between the outside attorney and the County were attorney-client privileged.
- 2) “Any and all settlement offers approved or discussed by the” Board “regarding Marilyn Palmer and/or Venus Telfor.” On August 14 I corresponded with County Administration regarding this FOIA request. We confirmed that no “settlement offers approved or discussed” had been reduced to writing. Consequently, there would be no “public record” subject to FOIA.



Noelle R. Moeggenberg
Prosecuting Attorney
324 Court Street
Traverse City, MI 49684
(231) 922-4600

After determining this information regarding the specifics of the FOIA request, I issued a Denial of the FOIA request on August 22nd. This is the fourth attachment to this Memorandum. As you will see, the requester was notified that we were denying the request because she had requested material that was protected by the attorney-client privilege. On August 29th, I sent out the emails between then Commissioner-elect LaPointe and Deputy Administrator Forsyth.

Following that information being sent out, the requester emailed on October 2, 2019 and requested to file an appeal. This email filing an appeal is the fifth and final attachment to this memorandum. When filing an appeal, the requester is required to “identify the reason or reasons for reversal of the denial.” This had been previously stated by the requester as: the original request “means to cover any email or discussion otherwise among commissioners or between them and other parties naming Palmer from February 2018 to present. For instance, this would and should include any discussion of Palmer by the commission’s jail ad hoc committee, any forwarded emails regarding this settlement offer from commissioners to other parties, calendar dates set to discuss such a settlement, correspondence about attorney bills, and any further discussion of the settlement between commissioners before or after the settlement was approved in closed session.”

An appeal of a FOIA denial is a process described within the FOIA statutes. If a request is denied, as this request was, a requester can appeal the decision to the “head of the public body.” In this case, that is the Board of Commissioners. Within ten days of the next regular meeting (meaning, by October 26th) This Board has to respond to the appeal and do one of three things in writing: reverse the denial, uphold the denial, or uphold the denial in part and reverse the denial in part.



Noelle R. Moeggenberg
Prosecuting Attorney
324 Court Street
Traverse City, MI 49684
(231) 922-4600

This Board has legal grounds to do any of those three things. As you recall, a written, attorney-client privileged memorandum was dispersed during the closed session. If you desire, you could, by majority vote, choose to waive the privileged nature of this memorandum and have it turned over to the requester. Also by majority vote, you could choose to waive your privilege for portions of this memorandum but not for other portions. If this is the route you would like to go, I would request that the motion designate the individuals who will have authority to redact and choose what to not redact. Or, I believe that you would be fully justified in upholding the denial. We have turned over all “electronic or printed correspondence . . . regarding Marilyn Palmer and/or Venus Telfor” from the 18 months prior to the request that I have located—with the exception of the memorandum which is clearly privileged. Additionally, there were no “settlement offers approved or discussed” which could be turned over since this was not in writing and/or not in the possession of the County at the time of the request.

The ultimate decision is up to you. Please contact me if you have any questions.

Respectfully,



County Fola <countyfoia@grandtraverse.org>

Record-Eagle FOIA Request

Brooke Kansier <bkansier@record-eagle.com>
To: countyfoia@grandtraverse.org

Wed, Aug 7, 2019 at 4:24 PM

FOIA request

Attn: Kit Tholen, Grand Traverse County Deputy Civil Counsel

This is a request under the Michigan Freedom of Information Act, Public Act 442 of 1976. I am requesting copies of any electronic or printed correspondence and any and all settlement offers approved or discussed by the Grand Traverse County Board of Commissioners regarding Marilyn Palmer and/or Venus Telfor in the past 18 months.

I am prepared to pay reasonable fees for the cost of processing this request. Please contact me before proceeding if the cost exceeds \$25. I also request to receive the above mentioned records as soon as possible.

If this request is denied in whole or in part, please justify the rejection(s) by reference to specific exemptions under FOIA, in accordance with requirements established by the Supreme Court in *The Evening News Association v. The City of Troy*, 417 Mich 481 (1983). I also expect you to release all segregable portions of otherwise exempt material.

I understand that I will hear from you in connection with this request within 5 working days. You may also contact me by phone at 231-933-1478, if you have any questions about this request.

The information may be sent by email to bkansier@record-eagle.com and tcrenews@gmail.com. Please contact me if another method is desired.

Brooke Kansier

Crime Reporter

Traverse City Record-Eagle

(O): 231-933-1478

(C): 586-747-0430



County Foia <countyfoia@grandtraverse.org>

Freedom of Information Act appeal of 8/22/19 denial

County Foia <countyfoia@grandtraverse.org>
To: Brooke Kansier <bkansier@record-eagle.com>

Thu, Aug 29, 2019 at 3:03 PM

Hi Brooke,

Attached is the one email I located which is responsive to your request. Deputy Administrator Forsyth had mentioned Ms. Palmer's name in an email to then-commissioner-elect LaPointe in an email in December of 2018. To give a little more information, the attorney-client privileged memorandum was never distributed to commissioners via email. As is commonly done, paper copies were given to the commissioners when we went into closed session and those paper copies were collected at the end of the closed session prior to returning to the meeting.

I would be happy to discuss this more with you.

Happy Birthday! I hope you enjoyed your day off and please call me if you would like to chat more.

Kit

[Quoted text hidden]

[Quoted text hidden]

 **LaPointe email.pdf**
153K

From: Nathan Alger <nalger@grandtraverse.org>
Sent: Thursday, December 20, 2018 6:45 PM
To: Gordon LaPointe
Cc: Christopher Forsyth
Subject: Re: NIC Jail and Justice Report

Good evening Gordie, I can add some to this conversation. The CJCC was established in 2008 (ish) and was part of the 2014 assessment. After the assessment, the CJCC went dormant without any activity. Between 2014 and now the Sheriff attempted to get the CJCC going again and that is when it was determined that the resolution establishing the CJCC was in place and that the revitalized CJCC was set up improperly. So in 2018, the BOC re-established the CJCC and has recently made the appointments to that Council. To my knowledge, there has not been any real follow up on the 2014 assessment. I would like to have a conversation about some of those reasons.

The Jail Ad Hoc had 2 objectives; address the mental health issues in the Jail and identify a consultant to identify the need for, type, location of a new Jail. The second objective has been modified to what was presented last night. The CJCC is a council that is designed to oversee the entire justice system in Grand Traverse County to include what is needed in the way of a jail.

Please let me know if you would like to meet about these two committees.

Nate

On Thu, Dec 20, 2018 at 3:35 PM Gordon LaPointe <glapointe@grandtraverse.org> wrote:

That seems to make sense as the only minutes of the Jail AH committee that I could find focused solely on the issue of prisoners with mental health issues. I was looking for some follow up to the comprehensive 2014 Jail Assessment report you sent me recommending the next step forward was to put some "meat on the bone" of their Birdseye view of the what was viewed as an over crowded and inefficient county Jail. I can't find any follow up that was done by either the Jail AH or the CJCC.

-gordie

I will cc Nate on some of my questions only so he knows first hand on what tracks I am going down.

On Thu, Dec 20, 2018 at 3:08 PM Christopher Forsyth <cforsyth@grandtraverse.org> wrote:
Gordie

I don't mind answering whatever questions that you have, and throughout my career always have taken pride in giving timely responses.....so no inconvenience at all! The jail ad hoc committee was created in March of this year in response to the two recent jail suicides -- Alan Halloway and Marilyn Palmer. I believe Palmer's death occurred in March. So, there are no minutes in year 2017 because the Ad Hoc did not exist.

Chris

On Thu, Dec 20, 2018 at 2:10 PM Gordon LaPointe <glapointe@grandtraverse.org> wrote:
Chris

The issues surrounding the jail will in all likelihood will be a major focus in the coming year and beyond and as such I am trying to come up to speed on what has transpired in the past. When I read the 2014 report it appeared that the responsibility to carry the project forward was handed off to the CJCC but upon further review it appears that the responsibility was handed off to the Jail Ad Hoc committee. In looking for the agenda/minutes of the Jail AH I can only find a couple that took place in 2018 which were pretty narrowly focused on the mental health issues swirling around the jail. Are there other Jail AH meetings that took place prior to 2018 and if so do you know where the minutes of the meetings can be found?
Chris, everybody has been very responsive to my requests and all of this info that I have been requesting is for background and should be viewed as "when you have time".

-gordie

On Thu, Dec 20, 2018 at 11:32 AM Christopher Forsyth <cforsyth@grandtraverse.org> wrote:
Gordie

I have attached a list of the members of the CJCC. The following serve on the Jail Ad Hoc Committee:

1. Commissioner Wheelock
2. Commissioner Mair
3. Matt Connolly (local criminal defense attorney)
4. Judge Rodgers
5. Capt. Ritter

Let me know if you need any further information. Thanks

Chris

On Wed, Dec 19, 2018 at 8:37 PM Christopher Forsyth <cforsyth@grandtraverse.org> wrote:
I'll get answers in the a.m.

On Wed, Dec 19, 2018 at 8:34 PM Gordon LaPointe <glapointe@grandtraverse.org> wrote:
Thanks,

I see that you are multitasking. Also do you know who is on the Jail Ad Hoc committee and who are the members of the CJCC?

-gordie

On Wed, Dec 19, 2018 at 7:04 PM Christopher Forsyth <cforsyth@grandtraverse.org> wrote:
Gordie

Per your request, the 2014 assessment is attached. Let me know if you have any questions or if you have problems opening the attachment. Thanks

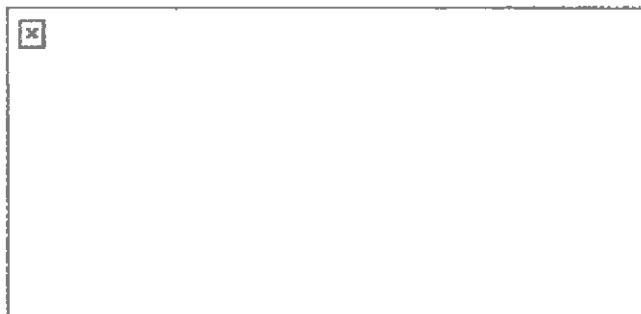
Chris

----- Forwarded message -----
From: **Chris Cramer** <ccramer@grandtraverse.org>
Date: Wed, Dec 19, 2018 at 1:59 PM
Subject: Fwd: NIC Jail and Justice Report
To: Christopher Forsyth <cforsyth@grandtraverse.org>

Here it is!
Chris C.

----- Forwarded message -----
From: **Alanna Crouch** <acrouch@gtsheriff.org>
Date: Wed, Dec 19, 2018 at 8:10 AM
Subject: NIC Jail and Justice Report
To: Chris Cramer <ccramer@grandtraverse.org>

Good morning Chris!
Attached please find the National Institute of Corrections Jail and Justice System Assessment Report I am sending to you per Captain Ritter. Thank you!
Alanna



—
Christine J. Cramer, Administrative Assistant
Grand Traverse County Administration and
Board of Commissioner's Office
400 Boardman Avenue
Traverse City, MI 49684
231-922-4797

—
Christopher J. Forsyth
Deputy County Administrator
Grand Traverse County Administration

400 Boardman Avenue
Traverse City, MI 49684
Office: 231 922-4780
cforsyth@grandtraverse.org

The information contained in this communication is solely for the use of the intended recipient. If the reader of this message is not the intended recipient, the reader is notified that any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately destroy it and notify the above by telephone at (231) 922-4780.

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County: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Grand Traverse County
Prosecuting Attorney's Office

Denial Form

Phone: 231-922-4600

Notice of Denial of FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: 72-19 Date Received: 8/7/19 Check if received via: Email Fax Other Electronic Method
Date of This Notice: 8/22/19 Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Brooke Kansier	Phone	231-933-1478
Firm/Organization	Traverse City Record Eagle	Fax	
Street		Email	bkansier@record-eagle.com
City	Traverse City	State	MI Zip 49684

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the county: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____
See attached copy of original request.

All OR Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact Christopher D. Tholen at countyfoia@grandtraverse.org

Reason for Denial:

1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection _____ (insert number), because: All correspondence and printed correspondence was between the attorney who was assigned by the County's insurer to represent the County in potential litigation. The subject of the correspondence is within the scope of the assignment and is between the attorney and his client (the County). Therefore it is privileged and exempt from disclosure.

2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the county. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: _____

3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _____ (insert number), because: _____

A brief description of the information that had to be separated or deleted: A memorandum from the County's counsel to the County.

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the county board of commissioners or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the county has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator:


Christopher D. Tholen (P76248)

Date: 8/22/2019

(Created by Michigan Townships Association, April 2015)

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015



County Foia <countyfoia@grandtraverse.org>

Freedom of Information Act appeal of 8/22/19 denial

Brooke Kansier <bkansier@record-eagle.com>
To: County Foia <countyfoia@grandtraverse.org>

Wed, Oct 2, 2019 at 2:35 PM

Good afternoon, Kit.

I'd actually like to continue moving forward with this appeal -- a conversation with the Michigan Press Association has us feeling the information sent is still lacking. I'll have a response for you about that other request shortly.

[Quoted text hidden]



Action Request

Meeting Date:	October 16, 2019		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	231-922-4797
Agenda Item Title:	Board & Committee Appointments - Update and Request to Appoint Ad Hoc Committees		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

There are a number of vacancies on Boards & Committees to which the County Board makes appointments. I have provided a listing and the number of potential applicants for each which is attached.

Ad Hoc Committees should be selected to interview for the Airport Commission, BATA, Building Authority, EDC, Parks and Recreation, Public Works, TADL and Veterans.

A special meeting of the Board will be necessary to perform interviews for the DHS Board. The term ends October 31st, but the current members serve until a replacement is named.

Updates on the Community Corrections Advisory Board, Criminal Justice Coordinating Committee, Farmland Preservation Board and Hospital Finance Authority will be presented at a later date.

Suggested Motion:

Appoint Ad Hoc Committees to interview for vacancies on various boards and committees and identify potential dates for special Board meeting.

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

Attachments:

Attachment Titles:

<u>Board</u>	<u>Member/Applicant</u>	<u>Reapplied?</u>	<u>Other Applications</u>
	*=Incumbent		
AIRPORT COMMISSION	*Doug DeYoung	YES	Airport
	*Thomas Kern	YES	Airport, EDC
	Richard Brown Jr.		Airport, Road Comm.
	Scott Jones		Airport
	Thomas Lechota		Airport
	Jackie Rondo		Airport, P&R, NMSAS
	Kelly Stiner		Airport, Road Comm, Bldg. Auth.,
	Richard Smith		Airport
	Lisa McComb		Airport, EDC
	Alisa Korn		Airport, P&R, NMSAS
	Ken Crowhurst		P&R, Airport
	Robert Johnson		Airport, Veterans
	James Maitland		Airport
BATA	*Linda Joppich (rural)	YES	
	Anthony Temple		BATA, EDC, Workforce Dev.
BUILDING AUTHORITY	*Nick Agostinelli	YES	
	Shawn Wiley		P&R, TADL, Bldg, Auth, Farmland
	Kelly Stiner		Airport, Road Comm, Bldg. Auth.,
EDC			
	Karl Pagel		P&R, EDC, HFA
	Johnny Barrientoz		EDC
	Anthony Temple		BATA, EDC, Workforce Dev.
	Thomas Kern		Airport, EDC
	Jaclyn Dugan-Roof		EDC, CMH, NMSAS
	Darryl V. Nelson		EDC
	Lisa McComb		Airport, EDC

DHS	*Rodetta Harrand Jessica Horness Cecil McNally John Stevenson Suzanne Connor Marylee Pakieser	YES	CCAB, Substance Abuse, DHS P&R, Human Services CCAB, DHS TADL, P&R, DHS
Parks & Recreation	*Rodney Kivell *John Roth Shawn Wiley Karl Pagel John Stevenson John Sohacki Elizabeth (Beth) Price Lindsay Erreca Jackie Rondo Alisa Korn Ken Crowhurst Marylee Pakieser Jalen Provo John Snow	YES	P&R, TADL, Bldg, Auth, Farmland P&R, EDC, HFA P&R, Human Services P&R, CCAB P&R, BPW P&R, Farmland, BRA, BPW, TADL Airport, P&R, NMSAS Airport, P&R, NMSAS P&R, Airport TADL, P&R, DHS P&R P&R
Public Works	*Bob Fudge Steve Largent Sonny Wheelock Richard Lewis Elizabeth (Beth) Price Lindsay Erreca Lawrence W. Dioski	YES	P&R, BPW P&R, Farmland, BRA, BPW, TADL BPW

TAD Library	*Jason Gillman (County)		
	*Carol Sullivan (County)	YES	
	Shawn Wiley		P&R, TADL, Bldg, Auth, Farmland
	Carol Anderson		TADL, NMSAS
	Lindsay Erreca		P&R, Farmland, BRA, BPW, TADL
	Jeffrey Wescott		TADL
	Marylee Pakieser		TADL, P&R, DHS

Veterans Admin Board	*Bill Fowle		
	*John Block		
	Robert Johnson		Airport, Veterans

Action Request



Meeting Date:	October 16, 2019		
Department:	County Commissioner	Submitted By:	Betsy Coffia
Contact E-Mail:	bcoffia@grandtraverse.org	Contact Telephone:	
Agenda Item Title:	Ethics Ad Hoc Information/Discussion		
Estimated Time:	(in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The following is draft Ethics Policy language the Ethics Ad Hoc committee (Clous, Jewett, Coffia) unanimously voted to instruct civil counsel and the county human resources director to research and compose. This draft language from civil counsel and the HR director deals specifically with financial disclosure by elected officials, a clear investigation process for ethics complaints and a clear enforcement process where ethics violations are found to be credible.

As the Ethics Ad Hoc meeting notes reflect, civil counsel attended every ad hoc meeting from the first meeting in March 2019 to the last, in September 2019, and the HR director joined beginning in April 2019. They were instructed by unanimous vote of the Ethics Ad Hoc to draft the attached language in an attempt by the Ethics Ad Hoc committee to address how elected officials, including but not limited to the county commissioners, could have a level of accountability and a fair and clear process as pertains to potential ethics violations.

Please note: the Ethics Ad Hoc Committee was dissolved by a 2-1 vote offered at the beginning of our meeting Sept. 11 (motion by Jewett, second by Clous, Clous and Jewett yes, Coffia no). The draft language on investigation and enforcement from civil counsel and HR was on the agenda to be presented to the Ethics Ad Hoc committee for the first time at the Sept. 11 meeting. Due to the vote to dissolve, no action was taken on the investigation and enforcement draft language provided by civil counsel and the HR director.

No recommendations or findings were forwarded to the full county commission by the Ethics Ad Hoc Committee upon its dissolution. The current policy is silent on financial disclosure and has virtually no detail or process for either investigation or enforcement. It leaves the task of investigation of alleged ethics violations to the county administrator, an untenable arrangement in that the county commission has direct hiring/firing power over the administrator.

As a member of the now disbanded Ethics Ad Hoc Committee, I am bringing the work civil counsel and the HR director performed at our unanimous request to the full county commission.
(yellow highlighted language = drafted, unadopted language)

Suggested Motion:

As a demonstration of our commitment to ethical dealings and to ensure a fair and impartial process for dealing with ethics violations, and in the interest of overall transparency and accountability in government on behalf of county taxpayer resources, the county board of commissioners votes hereby adopts the attached draft language provided to the Ethics Ad Hoc by civil counsel and the Human Resources director into the ethics policy.

Financial Information:

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

If not included in budget, recommended funding source:

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

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

Attachments:

Attachment Titles:

It shall also be a violation of this policy for any informant to make a baseless allegation of unethical behavior that is made with reckless disregard for truth and that is intended to be disruptive or to cause harm to another individual. Any violation of this section will result in disciplinary action.

VII. INVESTIGATIVE PROCEDURE

Allegations of violations of this Ethics Policy Statement shall be promptly investigated as follows.

1. If the allegation concerns an employee or appointed official in a County department under the supervision of the County Administrator, the investigation shall be performed by the County Administrator or a designee and by the Human Resources Department or a designee. If the allegation concerns the Director of Human Resources, the investigation shall be performed solely by the County Administrator or a designee.
2. If the allegation concerns an employee in a County department that is not under the supervision of the County Administrator, the investigation shall be performed by the Human Resources Department or a designee and the head of the involved department or a designee.
3. If the allegation concerns an appointed official not under the supervision of the County Administrator—such as an individual appointed to a public board or committee—then the investigation shall be performed by the County Administrator or a designee or designees.
4. If the allegation concerns an elected official other than a County Commissioner, then the investigation shall be performed by the County Administrator or a designee and by the Human Resources Department or a designee.
5. If the allegation concerns a County Commissioner or the County Administrator, the matter shall be referred directly to the Board of County Commissioners. Upon referral to the Board of County Commissioners, by majority vote excluding any Commissioner who the allegation concerns, the Board must designate an individual or group of individuals to investigate the allegation. A designee may, but need not be, a County employee.

VIII. ENFORCEMENT

1. If the allegation concerns an employee or appointed official in a County department under the supervision of the County Administrator, any enforcement action shall be taken by the County Administrator. An individual in this category who is found to have violated the provisions of the Code of Ethics is subject to disciplinary action up to and including discharge.
2. If the allegation concerns an employee in a County department that is not under the supervision of the County Administrator, the findings of the investigation shall be written, provided to the subject of the allegation, kept on file in the Human Resources Department, and enforcement action is at the discretion of the head of the involved department. An individual in this category who is found to have violated the provisions of the Code of Ethics is subject to disciplinary action up to and including discharge.
3. If the allegation concerns an appointed official not under the supervision of the County Administrator, a written report must be completed and provided to the Board of Commissioners. An individual in this category who is found to have violated the provisions of the Code of Ethics is subject to disciplinary action up to and including discharge. Enforcement action may, in certain circumstances, be regulated by MCL § 46.11(n).
4. If the allegation concerns an elected official other than a County Commissioner, a written report must be completed, provided to the subject of the allegation, and provided to each member of the Board of Commissioners. A copy of this report shall be maintained by the Human Resources department and is, in whole or in part, a public document subject to disclosure under the Freedom of Information Act. Pursuant to Board Rule 5 of the County Board of Commissioners, the matter may be placed on

an agenda for a public meeting, but there is no requirement that the matter be placed on an agenda for a public meeting. If the matter is placed on an agenda for a public meeting, and the elected official desires an opportunity to be heard, the official shall be given that opportunity at that public meeting. He or she has the right to present witnesses and evidence regarding the allegation. The elected official and any witnesses shall be subject to questioning by County Commissioners.

If, after this opportunity, a majority of the County Board of Commissioners believes that a violation of this Code of Ethics has occurred, the Board of Commissioners may reprimand the elected official. No further enforcement action may be taken by the Board of Commissioners directly against the elected official. The matter could, however, be referred to separate authorities.

5. If the allegation concerns a County Commissioner or the County Administrator, the designated individual or team of individuals must prepare a written report and provide this report to the Board of Commissioners. A copy of this report shall be maintained by the Human Resources department and is, in whole or in part, a public document subject to disclosure under the Freedom of Information Act.

Pursuant to Board Rule 5 of the County Board of Commissioners, the matter may be placed on the agenda for a public meeting, but there is no requirement that the matter be placed on an agenda for a public meeting. If the matter is placed on an agenda for a public meeting, and the Commissioner or Administrator desires an opportunity to be heard, he or she shall be given that opportunity at that public meeting. He or she has the right to present witnesses and evidence regarding the allegation. He or she, as well as any witnesses, shall be subject to questioning by County Commissioners.

A vote may be taken on whether a violation of the Code of Ethics has occurred. If the allegation regards a County Commissioner, he or she shall not vote. If, by majority vote excluding any accused Commissioner, the Board finds that a violation has occurred, this vote shall be entered into the minutes of the meeting. Enforcement action against a County Commissioner is limited to removal from assignments and restrictions on reimbursement for future travel expenses, but only if otherwise permitted by law. Further enforcement action against an Administrator would be subject to any employment contract.

IX. IMPLEMENTATION

1. As an expression of the standards of conduct for employees and appointed and elected officials are expected by the public, this Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when employees and appointed and elected officials are thoroughly familiar with it and embrace its provisions.
2. For this reason, ethical standards shall be included in the regular orientations for newly elected and appointed officials. At the first organizational meeting of the County of Commissioners in January of each year, County Commissioners entering office shall sign a statement affirming that they have read and understand the Code of Ethics for Grand Traverse County.
3. In addition, elected and appointed officials shall annually review the Code of Ethics and Conduct for elected and appointed officials of Grand Traverse County.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

The following text is the language Kit Tholen provided regarding disclosure. On May 29, 2019, the Ethics Ad Hoc Committee voted 2-1 to not have an annual disclosure statement.

V. ANNUAL DISCLOSURE STATEMENT

The following elected and appointed officers and employees shall file an annual disclosure statement: County Commissioners, _____. The Annual Disclosure Statement shall contain the following information for the disclosing party as well as disclosing party's spouse or domestic partner, if any.

- (1) Any interest as a partner, member, employee, or contractor in or for a co-partnership or other unincorporated association;
- (2) Any interest as a beneficiary or trustee in a trust;
- (3) Any interest as a director, officer, employee, or contractor in or for a corporation;
- (4) Any legal or beneficial ownership of 10% or more of the total outstanding stock of a corporation;
- (5) Any legal or beneficial ownership of any real property. However, if the disclosing party combined with the spouse/partner has an ownership interest in more than five pieces of real property, the disclosing party need only disclose five and shall specify that he/she has ownership in other, unlisted, pieces of real property.

If there is no reportable financial interest applicable to the disclosing party or his or her spouse/partner, then the Annual Disclosure Statement shall contain a certification to that effect.

Action Request Form



Meeting Date:	October 16, 2019		
Department:	Administration	Submitted By:	Nate Alger
Contract Email:		Contract Telephone:	
Agenda Item Title:	County Parking Lot Ordinance		
Estimated Time:	10 mins	Laptop Presentation:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Summary of Request:

Due to stresses placed on parking at the Governmental Center, the City of Traverse City and Grand Traverse County have decided to permit parking for employees in the South parking lot that borders Boardman Avenue and 8th Street. While preparing for the permits and enforcement of the permits we found that the existing Grand Traverse County Parking Lot Ordinance Number 10 needed to be updated so the Traverse City Parking Enforcement Bureau could enforce the parking as is the agreement. The key changes are the addition of a “permitted vehicles” section in section 2 paragraph 2 of the new ordinance and in section 4 paragraph 1 of the new ordinance that addresses the fines associated with violations of the ordinance.

Suggested Motion:

Approve the changes to the Grand Traverse County Parking Lot Ordinance.

Financial Information:

Total Costs: 0.00	General Fund Cost: 0.00	Included in budget:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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If not included in budget, recommended funding sources:

This section for Finance Director, Human Resources Director, Civil Counsel and Administration USE ONLY:		
Review:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Miscellaneous:

Attachments:
Attachment Titles:

(revised 9-2016)

RESOLUTION

XX-2019

Parking Lot Ordinance

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on October 16, 2019 and reviewed a request to approve the update of the County Parking Lot Ordinance; and,

WHEREAS, due to stresses placed on parking at the Governmental Center, the City of Traverse City and Grand Traverse County have decided to provide permit parking for employees in the South parking lot that borders Boardman Avenue and 8th Street; and,

WHEREAS, while preparing for the permits and their enforcement, we found the existing Grand Traverse County Parking Lot Ordinance Number 10 needed to be updated so the Traverse City Parking Enforcement Bureau could enforce the parking as outlined in the agreement; and,

WHEREAS, key changes are the addition of a “permitted vehicles” section in section 2, of the new ordinance and in section 4 of the new ordinance that addresses the fines associated with violation of the ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the update of the County Parking Lot Ordinance #10.

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: October 16, 2019

Resolution 44-84
Ordinance No. 10

CURRENT

GRAND TRAVERSE COUNTY

COUNTY PARKING LOT REGULATION

PREAMBLE

The County of Grand Traverse, owner of land upon which is situated the County Buildings, Grand Traverse County Courthouse, Grand Traverse County Jail, Grand Traverse County Governmental Center, in the City of Traverse City, Michigan with adjacent parking lots and access routes from public roadways and the County, by the Board of Commissioners, is empowered by 1945 PA 58, as amended, MCLA 46.201; MSA 5.406, to maintain and regulate parking lots for the safe and proper use of those parking lots for the general public for various means and devices. The board of Commissioners, Grand Traverse County, has determined that the County parking lots and access routes need regulation for the safe and proper use of the general public.

I NAME

This regulation shall be known as the County Parking Lot Regulation.

II PROHIBITED ACTS

1. No motor vehicle parking shall be allowed between the hours of 12:00 a.m. - 7:00 a.m. except authorized vehicles and in posted designated areas of the Grand Traverse County Courthouse parking lot, Grand Traverse County Governmental Center parking lot and the parking lot adjacent to the garage of the Grand Traverse County Sheriff's Department.
2. No parking by any motor vehicle at any time from Boardman Avenue on the east along the private roadway or alley south of and next to the Grand Traverse County Jail to the rear of the Grand Traverse County Jail on the west up to the south entrance of the Grand Traverse County Courthouse parking lot, except the Traverse City Police Department, Michigan State Police and Sheriff's Department vehicles.
3. Authorized motor vehicles are those private motor vehicles owned by county employees, county owned vehicles and any other motor vehicles for which a written special permit displayed on the windshield, driver's side, issued by the Grand Traverse County Sheriff's Department for a specific period of time.

III ENFORCEMENT

1. This parking lot regulation shall be enforced by the Grand Traverse County Sheriff's Department and/or, upon contract, with the City of Traverse City, Traverse City, Michigan parking enforcement bureau.

IV PENALTY

1. Violation of this parking lot regulation shall be punished as a civil infraction by a fine not to exceed \$10.00
2. A violation of this parking lot regulation may be treated as a nuisance and abated by the Grand Traverse County Sheriff's Department, (a) by impoundment of the vehicle involved and any cost of impoundment to be paid by owner before return of the motor vehicle, (b) by removal of the motor vehicle to a designated motor vehicle pound with motor vehicle returned only upon payment of reasonable impoundment fees by the owner, or (c) by notice of violation.

V SAVING CLAUSE

The provisions of this regulation are hereby declared to be severable and if any clause, sentence, word, section, or provisions is declared void or unenforceable, for any reason, by a court of competent jurisdiction, the remaining portions of said ordinance shall remain in force.

VI EFFECTIVE DATE

This regulation shall not take effect until thirty (30) days following submission to and approval by the Governor and publication thereof as required by law.

William K. Kurtz (S)

William Kurtz,
Chairman, Board of Commissioners,
Grand Traverse County

Published in Record-Eagle on February 7, 1984

Effective Date is June 9, 1984.

I, Virginia A. Watson, Grand Traverse County Clerk, hereby certify that on January 25, 1984 at a regular meeting of the Grand Traverse County Board of Commissioners held at Traverse City, Michigan, Ordinance Number 10, an ordinance creating the County Parking Lot Regulations was adopted by motion and the action affirmed by Resolution 44-84, on May 23, 1984.

I further certify the ordinance was published in the Record-Eagle on February 7, 1984 and approved by Governor Blanchard on May 10, 1984. Effective date of the Ordinance is 30 days after approval of the Governor.

Virginia A. Watson (S)

Virginia A. Watson, Clerk
Grand Traverse County
May 24, 1984

PROPOSED

Grand Traverse County

COUNTY PARKING LOT REGULATION

PREAMBLE

The County of Grand Traverse, owner of land upon which is situated the County Buildings, Grand Traverse County Courthouse, Grand Traverse County Correctional Facility, Grand Traverse County Governmental Center, in the City of Traverse City, Michigan with adjacent parking lots and access routes from public roadways and the County, by the Board of Commissioners, is empowered by 1945 PA 58, as amended, MCLA 46.201; to maintain and regulate parking lots for the safe and proper use of those parking lots for the general public. The board of Commissioners for Grand Traverse County has determined that the County parking lots and access routes need regulation for the safe and proper use of the general public.

I NAME

This regulation shall be known as the County Parking Lot Regulation.

II PROHIBITED ACTS

1. No motor vehicle parking shall be allowed between the hours of 12:00 a.m. - 7:00 a.m. except "permitted vehicles" and in posted designated areas of the Grand Traverse County Courthouse parking lot, Grand Traverse County Governmental Center parking lot, and the parking lot adjacent to the Grand Traverse County Correctional Facility.
2. No motor vehicle parking shall be allowed between the hours of 7:00 a.m. - 5:30 p.m. in the "south lot" of the Grand Traverse County Governmental Center except "permitted vehicles". The "south lot" is defined as all parking spaces to the south of the southernmost entrance to the Governmental Center parking lot off of Boardman Avenue.
3. No parking by any motor vehicle at any time shall be allowed from Boardman Avenue on the east along the private roadway or alley south of and next to the Grand Traverse County Correctional Facility to the western edge of the Grand Traverse County Correctional Facility on the west, except by the Traverse City Police Department, Michigan State Police, Prosecuting Attorney's Office, Sheriff's Department vehicles, Grand Traverse County maintenance vehicles, and other authorized vehicles by Grand Traverse County Administration.
4. "Permitted vehicles" are those private motor vehicles owned by county employees, private motor vehicles owned by city employees, county and city owned vehicles, and any other motor vehicles for which a written special permit is displayed on the rear view mirror of the vehicle, issued by Grand Traverse County Administration for a specified period of time.

III ENFORCEMENT

1. This parking lot regulation shall be enforced by the Grand Traverse County Sheriff's Department and/or, upon contract, with the City of Traverse City, Traverse City, Michigan parking enforcement bureau.

IV PENALTY

1. Violation of this parking lot regulation shall be punished as a civil infraction by a fine not to exceed \$10.00.
2. A violation of this parking lot regulation may be treated as a nuisance and abated by the Grand Traverse County Sheriff's Department, (a) by impoundment of the vehicle involved and any cost of impoundment to be paid by owner before return of the motor vehicle, (b) by removal of the motor vehicle to a designated motor vehicle pound with motor vehicle returned only upon payment of reasonable impoundment fees by the owner, or (c) by notice of violation.

V SAVING CLAUSE

The provisions of this regulation are hereby declared to be severable and if any clause, sentence, word, section, or provisions is declared void or unenforceable, for any reason, by a court of competent jurisdiction, the remaining portions of said ordinance shall remain in force.

This regulation shall not take effect until thirty (30) days following publication.

Robert Hentschel, Chairman
Grand Traverse Board of Commissioners

Date

Prior issue: Resolution 44-84