

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS
AMENDED AGENDA

Wednesday, December 20, 2017 @ 5:30 p.m.
Governmental Center, 2nd Floor Commission Chambers
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES OR EXERCISES
(Pledge of Allegiance)
2. ROLL CALL
3. APPROVAL OF MINUTES
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
 - a. Minutes of December 6, 2017 (Regular Session).....3
 - b. Minutes of December 13, 2017 (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 provision of the Michigan Open Meetings Act. Public Comment shall be carried out in accordance with the following Board Rules and Procedures:

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

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

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

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

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

a.	Receive and File:	
1)	Road Commission Report for December	11
2)	GT Conservation District Report	12
3)	Stormwater Asset Management and Wastewater Program (SAW) Grant Extension – Drain Commissioner	18
4)	County Staff Report.....	19
b.	Approvals:	
1)	2018 Hauler Licenses	26
2)	Board Recommendations – City of Traverse City and Township Association.....	28
3)	MSUE Contract for Extension Services.....	30
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	GTSO:	
1)	Purchase approval for Accident Crime Scene Total Station.....	37
b.	COMMISSION ON AGING:	
1)	On-Call Contract Services – Home Health Care and Harbor Care.....	44
2)	Personal Emergency Response Units – Budget Adjustment for 2018	57
c.	FINANCE:	
1)	FY 2017 Budget Amendments & PA 621 Request.....	59
2)	November 2017 Claims Approval.....	65
3)	Budget to Actual Revenue and Expenditure Report.....	68
10.	OLD/UNFINISHED BUSINESS:	
a.	Administration:	
1)	Custodial Services Contract.....	71
2)	DK Security Contract Extension.....	77
b.	Ad Hoc Committee Recommendations (to be distributed):	
1)	Library Board Recommendation	
2)	Veterans Board Recommendations (composition of board and appointments)	
11.	NEW BUSINESS:	
a.	Request for Resolution of Support for Coastal Zone Management Grant for Boardman Lake Loop and Medalie Park	79
b.	Martin Luther King Training Day.....	82
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS: Parks & Recreation and Senior Center Update	
14.	NOTICES:	
15.	CLOSED SESSION IF NEEDED:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
December 6, 2017

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

OPENING CEREMONIES OR EXERCISES

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

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

EXCUSED: Bob Johnson

APPROVAL OF MINUTES

Minutes of November 15, 2017 – Regular Session

Correction to minutes under new business: Ad Hoc Committee should be **Airport Commission
and TADL**.

Moved by Gore Follette seconded by Wheelock to approve the minutes as corrected.
Motion carried.

PUBLIC COMMENT

Chris Maxbauer – spoke regarding recent article in Record Eagle.

Lavern Broughton – spoke regarding Veterans Committee.

APPROVAL OF AGENDA

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

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Northwest Michigan Community Action Agency minutes of October 19, 2017
2. Northwestern Regional Airport Commission Minutes of October 24, 2017

3. Department of Health & Human Services Minutes of October 27, 2017
4. Bay Area Transportation Authority (BATA) Minutes of November 22, 2017

B. APPROVALS

1. Resolution 138-2017
86th District Court
Magistrate
2. 2018 Hauler Licenses – *removed from calendar*
3. Resolution 139-2017
Boards & Committees
County Administrator and Interim Finance Director
Appointed to Various Committees
4. Resolution 140-2017
Information Technology Department
Avaya
Phone System Upgrade and Maintenance Renewal
5. Approval to Submit Grant Applications for Grand Traverse Band 2% Funding to the Grand Traverse Band Of Ottawa & Chippewa Indians– *removed from calendar*

ACTION ON THE CONSENT CALENDAR

After the Chief Deputy County Clerk read the Consent Calendar for the record, the following items were removed:

b-2	Page 31	By Wheelock
b-5	Page 39	By Wheelock

Moved by Wheelock, seconded by Clous to approve the Consent Calendar minus items b-2 and b-5. Motion carried.

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR

b-2 2018 Hauler Licenses

Chris Forsyth, Deputy Civil Counsel, answered Commissioners questions.

Resolution 141-2017
Resource Recovery
2018 Hauler Licenses

Moved by Wheelock, seconded by Gore Follette to approve Resolution 141-2017. Motion carried.

b-3 Approval to Submit Grant Applications for Grand Traverse Band 2% Funding to the Grand Traverse Band Of Ottawa & Chippewa Indians.

Resolution 142-2017
Grand Traverse Band of Ottawa & Chippewa Indians
Grant Applications – 2% Funding

Moved by Lathrop, seconded by Clous to approve Resolution 142-2017.

Roll Call Vote: Yes 4, No 2, Excused 1

Nays: Wheelock and Gore Follette

DEPARTMENT ACTION ITEMS

a. 13th Circuit Court Community Corrections

1. Acceptance of the FY 2018 MDOC/OCC Grant and Approval of 2018 Service Provider Contracts
Sherise Shively, Community Corrections Manager, reviewed FY 2018 MDOC/OCC Grant and 2018 Service Provider Contracts, and answered Commissioners' questions.

Resolution 143-2017
13th Circuit Court Community Corrections
FY2018 MDOC/OCC Grant
2018 Service Provider Contracts

Moved by Gore Follette, seconded by Wheelock to approve Resolution 143-2017.
Motion carried.

b. Drain Commissioner (Cass Road Drain)

1. Approve Spicer Group Contract to Complete Engineering Services
Steve Largent, Drain Commissioner, reviewed request for Spicer Group Contract to complete engineering services and answered Commissioners' questions.

Resolution 144-2017
Drain Commissioner
Spicer Group
Engineering Services

Moved by Lathrop, seconded by Mair to approve Resolution 144-2017. Motion carried.

2. Approve GEI Consultants to Provide Hydrology & Hydraulic Analysis & Regulatory Consulting Services
Steve Largent, Drain Commissioner, reviewed request for GEI Consultants contract to provide hydrology & hydraulic analysis and regulatory consulting services and answered Commissioners' questions.

Resolution 145-2017
Drain Commissioner
GEI Consultants
Hydrology & Hydraulic Analysis and
Regulatory Consulting Services

Moved by Lathrop, seconded by Wheelock to approve Resolution 145-2017.
Motion carried.

c. Health Department

1. Approve WMED Medical Examiner Contract Renewal for 2018 and Appoint Medical Examiner and Deputies
Wendy Hirshenberger, Health Officer, and Joyce deJong, DO, Medical Examiner, presented on the WMED Medical Examiner services and answered Commissioners' questions.

Resolution 146-2017
Health Department
WMED
Medical Examiner and Deputies

Moved by Gore Follette, seconded by Mair to approve Resolution 146-2017.
Motion carried.

d. Finance

1. Budget Amendments

Resolution 147-2017
Finance Department
Budget Amendments

Moved by Gore Follette, seconded by Clous to approve Resolution 147-2017.
Motion carried.

2. Budget to Actual Revenue and Expenditure Report
Information only

e. Administration

- 1.a. Collective Bargaining Agreements – Teamsters District Court
- 1.b. Collective Bargaining Agreements – Teamsters Health Department
- 1.c. Collective Bargaining Agreements – TPOAM and AFCSME

Resolution 148-2017
Union Agreements
Teamsters District Court, Teamsters Health Department,
TPOAM and AFCSME

Moved by Gore Follette, seconded by Clous to approve Resolution 148-2017.
Motion carried.

OLD/UNFINISHED BUSINESS

a. Appointments to Boards & Committees – BATA, EDC, BRA, Parks and Planning

Moved by Lathrop, seconded by Clous to appoint Nicole VanNess as the urban representative on the Bay Area Transit Authority board (BATA), effective immediately, for the three year term ending October 31, 2020. Motion carried.

Moved by Gore Follette, seconded by Lathrop to appointed Dennis Arouca on the Economic Development Corporation board for the six year term, January 1, 2018 through December 31, 2023. Motion carried.

Moved by Clous, seconded by Lathrop to appoint Eric Welch and Gary Howe to the Brownfield Redevelopment Authority board for the three year terms, January 1, 2018 through December 31, 2020. Motion carried.

Moved by Wheelock, seconded by Clous to appoint David Grams and Whitney Waara to the Parks and Recreation board for the three year terms, January 1, 2018 through December 31, 2020. Motion carried.

Moved by Lathrop, seconded by Clous to appoint Peter Albers and Sarna Salzman to the Planning Commission for the three year terms, January 1, 2018 through December 31, 2020. Motion carried.

b. Revision to Travel Policy

Commissioners discussed the travel policy.

Moved by Wheelock, seconded by Mair, to retain the travel policy currently in place.
Motion carried.

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

a. Probate Court

Amanda Flowers, Probate Registrar, reviewed the Probate Court and answered Commissioners' questions.

NOTICES

Study Session – December 13, 2017

Regular Meeting – December 20, 2017

CLOSED SESSION

None

Meeting adjourned at 7:08 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
 (Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Study Session
December 13, 2017

Chairwoman Crawford called the meeting to order at 5:35 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

PRESENT: Bob Johnson (5:52 p.m.), Ron Clous (5:37 p.m.), Addison Wheelock, Jr., Cheryl Gore Follette, Tom Mair, Dan Lathrop and Carol Crawford

PUBLIC COMMENT

None

Commissioner Clous arrived at 5:37 pm

TART TRAIL/BOARDMAN LOOP

Julie Clark, TART Trails Executive Director, reviewed Boardman Loop project progress, scope changes, presented power point and answered Commissioners' questions.

MARTIN LUTHER KING TRAINING DAY

Bill Hendry, Human Resources Director, reviewed training options for county employees on Martin Luther King Day (January 15, 2018).

Commissioner Johnson arrived at 5:52 p.m.

BOARD RULES & MEETING SCHEDULE FOR 2018

Commissioners discussed meeting structure & schedule.

LAFRANIER PROPERTY

Jean Derenzy, Interim Deputy Administrator, discussed possible uses for the LaFranier Property and answered Commissioners' questions.

Tom Bensley, Sheriff, discussed the need for a new jail, the LaFranier property and answered Commissioners' questions.

Todd Ritter, Jail Administrator, discussed the process for a new jail.

Wendy Hirschenberger, Health Officer, discussed the concept of a regional morgue and answered Commissioners' questions.

Karl Kovacs, Northern Lakes Community Mental Health CEO, reviewed Community Mental Health's needs and answered Commissioners' questions.

PUBLIC COMMENT

None

Meeting adjourned at 7:05 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
 (Date) (Initials)

TO: Chair – Board of Commissioners
FROM: Jim Cook, Manager
DATE: December 13, 2017
SUBJECT: **REPORT FOR THE DECEMBER 20, 2017 MEETING
AT 5:30 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: Board of County Road Commissioners

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

1. **Public Hearings** - GTCRC's 2018 Budget and Radio Antenna Systems Policy & Procedure were approved following our November 21, 2017 public hearings.
2. **East-West Corridor Consultant** – OHM, our East-West Corridor Study consultants, made an introductory and early overview of their vision for this study. A Work Session to begin the scoping process is scheduled for December 13, 2018 at 6:30 PM.
3. **Projects for 2018** - Our 2018 project bids proposals were advertised on November 21, 2017 with a January 19, 2018 due date. Besides our typical millage and federal projects, we are looking to complete a major corridor in our county. See the next item.
4. **South Airport Road** – The Board respectfully requests the County Board approve beginning the process to bond this approximately \$4+ million project between US-31 and Veterans Drive. Smaller, additional projects or project enhancements will be added to the bond project list should surplus funds be available upon completion of the project as bid.
5. **Social Media Accounts** - Following recommendation from our state association, the Board authorized the addition of Twitter and Instagram to our social media toolbox in 2018.
6. **TIF and Other Taxing Authorities** - Legal counsel will review legislation and prepare GTCRC a standing resolution requesting exemption from TIFs and other taxing authorities as these entities are established or expanded.
7. **Manager's Performance Appraisal** - The 2017 review of the Manager is being prepared internally by the Board rather than utilizing an external consultant.
8. **Finance Manager** - Your loss was our gain, and now our loss is your gain. We will be returning Dean Bott to your organization in 2018. We wish him and Grand Traverse County proper the best in 2018!

Grand Traverse Conservation District
November 2017 Report

CONSERVATION TEAM

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Attended County Parks and Recreation Master Planning Team meetings.
- Attended Community Input Sessions on "Parks and Recreation Survey Day".
- Reviewed and provided written comment and suggestions regarding the County's Parks and Rec revised Master Plan.

Routine Monitoring and Maintenance

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Removed leaf debris from trailheads, universal accessible trails, stairs, and boardwalks along the NER.
- Cleared major downfall trees from trails with chainsaws.
- Repaired fencing at trailhead parking lots.

Grants

- Met with Grand Traverse Band of Ottawa and Chippewa Indians/Natural Resource Conservation Service staff to discuss funding to help restore Boardman Pond bottomlands beginning in 2018.
- Met with CRA and AECOM staff regarding potential funds to restore two large erosion sites upstream from Boardman Pond.
- Met with Natural Resources Conservation Service staff to walk the Boardman bottomlands to discuss the potential use of Environmental Quality Incentive Program assistance post dam removal.
 - Secured \$2,500 from TART to assist with engineering costs to revise the final grading plans to accommodate the Boardman River Trail base near Cass Road Bridge (see below).

Other

- Coordinated a contract between the Conservation District, the Conservation Resource Alliance, and AECOM to restore two severely eroding banks upstream from the Boardman bottomlands.
- Coordinated a contract between the Conservation District and AECOM to provide engineering services to revise the final grading plans to accommodate the Boardman River Trail base when Michels, the dam removal contractor does their final grading next spring. AECOM will submit the revised grading plans to the MDEQ to receive approval to amend the existing dam removal permit and will coordinate the activities with the US Army Corps of Engineers and Michels.



- Coordinated Wildlife and Wetlands Solutions on the contracted treatment efforts on woody invasive plants near the Boardman Pond bottomlands (funding provided by the Conservation Resource Alliance)
- Met with Jack Robbins in preparation for universal access trail upgrade from Meadows Pavilion Trailhead to Sabin Overlook.
- Coordinated Wildlife and Wetlands Solutions on the contracted treatment efforts of woody invasive plants near the Boardman Pond bottomlands (funding provided by the Conservation Resource Alliance)

BOARDMAN RIVER STEWARDSHIP

- Presented Boardman River Program to NMC's Water Studies Institute class.
- Restored Site S838 along Kids Creek Trib-"A" at the Higgins Hearing Aid Service building at the corner of Front and Madison. This project was done in partnership with the Watershed Center Grand Traverse Bay (WSC) which removed an obsolete culvert, stabilized 50 feet of eroding streambank bank, and increased the floodplain capacity by 1/3 along the 100' long project reach.
- Restored two erosion sites on Kids Creek along the Woman's Walk in partnership with the WSC.
- Met for a second time with Interim Kingsley Village Manager Ross Childs regarding the Blair Street crossing of Kingsley Creek. Rock rip-rap that was placed during installation of the culvert several years ago has been moved into the channel on the upstream end of the crossing by (presumably) kids causing the Creek to rise and flood private property upstream.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 412
Program Participants this month: 369
Drop ins this month: 43
Nature Center Visitation this year: 8,015

Nature Center Visitation October 2016: 391
Program Participants October 2016: 286
Drop in October 2016: 105
Nature Center Visitation since 2008: 78,628

Program Participation & Program Planning:

- 62 preschool aged children and their families participated in our twice weekly preschool programs at the Boardman River Nature Center
- 78 students served during 5 different fieldtrip programs at the Boardman River Nature Center. It is unusual to see field trip requests this time of year but many are preschool teachers



- Attended The Rotary Camps and Services fall convening to network with area camps and share resources.
- Continued work on outdoor exhibits along the Fox Den and Sabin trailhead on the Natural Education Reserve.

FORESTRY ASSISTANCE PROGRAM (FAP)

Trainings: MACD Conference, 16 CFEs earned

On-Site Visits:

Grand Traverse County

1. Hitchcock, 8 acs., Grant Twp.
2. Saul, 40 acs., Grant Twp.
3. Joppich, 80 acs., Paradise Twp.
4. Deering, 1 ac., Whitewater Twp.

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

FAP Referrals to Private Sector: 2 **FAP Referrals to Public Sector:** 1 **Tree Farm Inspections:** 0

In-office Contacts: 28 landowners **Follow-up Contacts:** 44 landowners/qualified foresters

FAP Promotion/Program Development:

1. Update website/forester referral lists/landowner email lists
2. Wilt grant work specifications, bid documents, contracts, on-site monitoring of contract work - 13 landowners
3. Oak Wilt/FAP Services write up/flyers to Elmwood and Centerville Townships for December Tax Bill inserts
4. Meeting with Westwoods Elementary Teacher about Am. Chestnut/Tree Program for school
5. Interviews with TV 7&4 and 9&10 re: Oak Wilt on Pelizzari Natural Area
6. News article in Record Eagle re: Pelizzari Natural Area oak wilt grant work
7. Meeting with TC Parks staff at Hickory Hills for harvest assistance
8. Forest Health Presentation with Sweetwater Garden Club (15 participants)

MICHIGAN SAFE FOOD

- Attended the fall conference of Michigan Association of Conservation Districts at Shanty Creek and attended the following sessions: *Presentation Tips/Adult Learning, Manure and Compost PSA Module, Water Testing Requirements, Marketing the Produce Safety Rule, FDA Updates, and MAEAP and Produce Safety* Two outside tours were also part of the MACD conference: Hops and an organic CSA farm.
 - Attended the Making It In Michigan Conference and Marketplace that was held in Lansing on November 7. The Marketplace featured more than 200 booths where two MAEAP referrals and two produce safety opportunities were secured.
 - Attended Produce Safety Alliance Train the Trainer training was held in St. Paul, MN, November 28 – 29. With completion of the training, the GTCD Produce Safety staff person is now certified to teach the Produce Safety Grower Training modules.
-

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 9 (Antrim/Grand Traverse), 11 (Benzie/Leelanau)

Risk Assessments Completed: 9 (Antrim/Grand Traverse), 11 (Benzie/Leelanau)

Farms Verified: 0

Updates:

- 11/1 – 11/3: MACD Convention at Shanty Creek
- 11/8: Farmstead*A*Syst Training at the Kellogg Biological Station
- 11/9: Leelanau County Conservation District Annual Meeting
- 11/10: Video recording for Northwestern Michigan College,
- 11/13: Benzie/Manistee Farm Bureau Board Meeting
- 11/15: Benzie Conservation District Annual Meeting
- 11/20: Antrim Conservation District Board Meeting
- 11/28: Spotted Wing Drosophila Summit at the NWMHRC

Current Projects:

- Working with:
 - 7 farms in Benzie
 - 10 farms in Leelanau
 - 8 farms in Grand Traverse
 - 10 farms in Antrim
- Risk Assessments Completed in November: 20
- Participating with the Food and Farming Network Farmland Task Force on updated outreach materials.



- Ongoing October-November: MDARD Well Monitoring Program
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding
- Beginning 2018 re-verifications

Upcoming Events:

- 12/5 - 12/7: Great Lakes Fruit, Vegetable and Farm Market Expo in Grand Rapids, MI
- 12/14: Leelanau Emergency Planning Committee Meeting
- 12/15: Agriculture Labor Day Meeting (will be collaborating)

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Active Contacts: 191

Passive Contacts: 128,436

Volunteer Hours: 0

Volunteers: 0

Acres Surveyed: 7.5

Sites Surveyed: 3

Acres Treated: 0.5

Sites Treated: 2

Meetings/Presentations:

- 1/3 - Interviewed by 9&10 re: EPA-GLRI2016
- 11/7 - Attended Nature Change Steering Committee meeting; ~12 active
- 11/7 - Attended LCD Board Meeting re: GLRI contract; 4 active
- 11/10 - Presented *Habitat Matters* to Grand Traverse Academy class; ~40 students
- 11/16 - Presented (career path) to WMU/NMC; 30 contacts
- 11/27 - Participated in career roundtable at NMC; 21 participants

Treatments and Surveys:

- 11/10 - Bittersweet/Phragmites site visit; 5 acres
- Treated 0.5 acres bittersweet @ GT Commons (2 sites)
- Surveyed 1.5 acres (Elmwood Wetlands)

Other Accomplishments:

- 11/16 - Delivered final boot brush stations
- [Coverage of GLRI grant by 9 & 10 News](#) (100,000 passive)
- [Coverage of GLRI grant by Record Eagle](#) (20,000 passive)
- Created flier for municipality tax mailings
- Facebook reach: 5,722 passive
- Website reach: 2,671 unique visitors (passive)

Upcoming Events:

- Watch for Garlic Mustard Workbees in May!
-

Acronyms and Abbreviations

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



Action Request

Meeting Date:	12/20/17		
Department:	Drain Commission	Submitted By:	Steve Largent
Contact E-Mail:	slargent@grandtraverse.org	Contact Telephone:	922-4807
Agenda Item Title:	Information Only SAW Grant Extension - Stormwater Asset Management Plan		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

As Drain Commissioner and Grand Traverse County's designated Authorized Representative (BOC Resolution 168-2013) for the purposes of SAW grant number 1367-01, a 3-year extension was sought and obtained through the Michigan Department of Environmental Quality. On November 24, 2015 the previous Drain Commissioner signed a Grant Agreement committing to the development of a Stormwater Asset Management Plan within three years. The Board of Commissioners had previously approved Resolution # 168-2013 authorizing the grant. Very little progress was made on the grant deliverables in 2016 under the previous Drain Commissioner. After consulting with key County staff and others who would play a key role in the deliverables, it was determined that it was doubtful that a robust and comprehensive Stormwater Asset Management Plan could be completed by the original end date of October 2018. At that point, the County would have to pay back any funds that were drawn against the grant. Since no work had taken place no grant funds were expended. To that end, contact was made with the MDEQ stating that we would have to decline the grant and terminate the contract. The MDEQ responded with an offer to extend the grant for another 3-year period. A Stormwater Asset Management Plan will prove to be a critical document that will provide the County, and those that reside in these drainage districts, with a road map of future recommended management activities.

Suggested Motion:

Information Only

Financial Information:

Total Cost:	\$85,710	General Fund Cost:	0	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

The \$8,571 match requirement will be drawn from existing drainage district accounts.

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:



County Staff Report December 2017

Administration/Board of Commissioners/Resource Recovery

- The Brush Drop Off Site has closed for the season. The site is scheduled to open in April.

Commission on Aging

- COAST (Commission on Aging Senior Transit) bus go-live pilot on November 13, 2017 is providing seniors in GTC with free door to door bus service on Mondays and Wednesdays. Initial surveys of bus riders have given praise to the great service and dependability.
- Personal Emergency Response Services (PERS) will include GPS units starting in January, 2018. These units will send signals for help anywhere nationwide that the person travels, with built in fall sensors and two way speaker pendants. Will be requesting County Board approval for an increase in the number of all units from 600 (currently at 587) to 800.
- Baskets of Bounty are currently being distributed to 105 low income clients who will be home alone for the Holidays.
- Electronic Client Record is in the process of being built to meet the requirements and specifications needed for documentation and scheduling for the COA.

COMMUNITY DEVELOPMENT & CODES

BROWNFIELD REDEVELOPMENT

- ~ We have just completed a 20-year impact report outlining the significant public benefit to Grand Traverse County and the State of Michigan. Over the past 20 years, the Brownfield program in Grand Traverse County has resulted in over \$540 million total investment, 1,870 new full-time jobs, increased taxable value of \$127 million and clean and/or assessed 380 acres of land.
- ~ Currently, we are in the process of issuing an RFP for Brownfield services.
- ~ The "Envision Eighth Street" project has received City Commission and County Board approvals. We are in discussions with the State of Michigan for final approval for the redevelopment of the properties located at the corner of Eighth Street and Boardman Avenue.

ECONOMIC DEVELOPMENT CORPORATION

- ~ The GTEDC continues their work on new webpage development.
- ~ The GTEDC recently completed its Strategic Planning Session held at Hagerty and facilitated by Eric Okerstrom.

CONSTRUCTION CODE and SOIL EROSION

- ~ Mathew Cooke, who worked in both the Construction Code and Soil Erosion offices recently left Grand Traverse County for a position as the Deputy Administrator at Antrim County. We are so happy for his new venture, and will miss him.
- ~ The Construction Code Division began utilizing the G2G credit/debit card processing system consistent with the balance of the County. Utilizing this consistent system will save time, money and assist in the updating of the Division. We thank Sarah Lutz for her invaluable assistance making this transition!

wingsfanart@yahoo.com

stance making this transition!

- ~ The Soil Erosion office will soon be moving back to the Public Services building and join the Environmental Health Department.

County Clerk

- MiFile is the statewide e-Filing system sponsored by the State Court Administrative Office (SCAO). The purpose of the system is to provide litigants the means to electronically file documents in any Michigan court, 24 hours a day, without traveling to a courthouse and waiting in line. It also provides litigants a means to serve on another with documents and to electronically receive notifications & documents from the court.

ImageSoft was chosen as the vendor to provide the e-filing system and a contract was signed between SCAO and Imagesoft on May 1, 2017. The five e-Filing Pilot Courts were then put on the fast track to be the first to implement with the new MiFile system. Of those Pilot Courts, 13th Circuit was tasked with being the first court to go-live with the program. The Go-Live date was set at November 6, 2017 and, through weekly status meetings, testing and feedback by the Clerk's office, that date was met.

SCAO is continuing to work with the remaining Pilot Courts to implement the system and then will begin rolling out to other courts state-wide over a multi-year timeline.

Equalization/GIS

- 2017 Equalization Studies for 2018 assessments are complete. The overall assessment level in 2018 is projected to be adjusted up 3%. This increase does not include any value from new construction, and is only the assessment level adjustment required by the local units to reflect market conditions.

Facilities Management

Completed remodel of Prosecuting Attorney's lower level restroom. Began work on classroom remodel in Hall of Justice lower level. Completed multiple repairs on HVAC equipment discovered during heating start up process. Interviewing for (1) Building Maintenance Worker Assistant while utilizing seasonal part-time labor for snow maintenance.

Health Department

ADMINISTRATION & FINANCE DIVISION

- Successfully completed a site program review and financial audit with the State of Michigan Division of Emergency Preparedness and Response program.
- The Northern Michigan Community Health Innovation Region's three clinical community linkages HUBs are operational and accepting referrals. In the August-October quarter, HUB staffed responded to over 500 referrals from citizen in need. Web-based screening tool is in final stages of development, with pilots underway at six patient-centered medical homes to identify clients with needs related to social determinants of health. A web-based resource database is also nearly complete. Designed for use by HUB staff and other professional service providers. It is easy to navigate with several different search features. It can produce customized resource lists for clients in print, by email or by text.

MEDICAL EXAMINER DIVISION

- The WMED medical examiner contract was renewed for 2018 and 4 year appointments were made for the Medical Examiner and deputy medical examiners.

ENVIRONMENTAL HEALTH DIVISION

- The Board of Commissioners(BOC) took several steps to move the Soil Erosion and Sedimentation Control(DESC) Program under the Health Department's Environmental Health Division. At their November 1st meeting, commissioners approved moving the program and also approved moving forward with adopting the draft DESC Ordinance. The Department of Environmental Quality must review and approve the draft ordinance and then send it to the Grand Traverse Conservation District for comments prior to final approval. Ordinance approval and formal adoption by the BOC are necessary steps to change the County Enforcing Agency to the Health Department prior to DESC formally moving.
- A new Inspection Priority Matrix for Soil Erosion (DESC) permits was developed and correlated with a new fee schedule. The Priority Matrix will determine the inspection frequency for individual sites with DESC permits. Fees for permits are directly proportional to the number of inspections required. High priority sites require bi-monthly inspections and have higher fees than low priority sites which require inspections every other month during construction.
- With winter on the horizon and temperatures dropping, Animal Control has had many calls from concerned citizens regarding dogs without proper shelter. Animal Control takes these calls very seriously and investigates to determine the validity of the complaint. Many times, issues are resolved through education. However, If abuse and neglect are suspected, then the case is forwarded to the Sheriff's Department for further investigation.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Manager Bird assisted Grand Traverse Sheriff's Office with the multiple agency, multiple jurisdiction search & rescue incident on Lake Skegemog.
- The Emergency Preparedness Office has developed a new procedure for working with private and public partners during a large scale public health emergency. The program,

which will officially launch in December will work one-on-one with partners to ensure their staff and families are protected during the next emergency.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Reproductive Health staff provided services for 85 men and women, of which 42 were new clients to the program. A high number of sexually transmitted disease (STD) screenings were completed this month (51), thanks to staffs' excellent skills at identifying behavior risks and providing comprehensive education and counseling.
- Communicable Disease staff investigated 51 communicable diseases/animal bites and bat exposures for the month.
- Immunization nurses provided special outreach vaccination clinic to Safe Harbors population on November 16th, promoting and providing Hepatitis A vaccinations.

MATERNAL AND CHILD HEALTH PROGRAMS:

- On Saturday November 4, public health nurse Catherine Stauber attended a workshop at the TBAISD Career Tech Center entitled *Moving Ahead... a Journey into Adulthood*. This workshop had the sole objective to support youth with disabilities. Over 35 local community resource agencies were in attendance providing information on: housing, benefits planning, guardianship and alternatives, self-determination, transition planning, work-based learning, healthy social and recreation activities, and post-secondary pursuits. Cathy represented Children's Special Health Care Services as well as the Grand Traverse County Health Department and had 50 face to face, one on one interactions and discussions with the workshop attendees. Health Department brochure packets, which included all the services that the Health Department provides were available for families. Feedback from families included great appreciation. Families stated that they were not aware of all the services available at the Health Department, nor were they knowledgeable about how to access the services.
- KTown Youth Health Center saw 79 clients in November (94% show rate). Of the 79 visits, 31 of the visits were for mental health services. The remainder of the clients had appointments with the physician assistant.
- The clinic coordinator held an after-school session at the Rock in Kinsley. Approximately 25 students turned out to discuss Peer Pressure and ways to avoid risky situations.
- The Youth health and Wellness Center had saw 110 clients with an 87% show rate. Twenty five percent of the visits were for clients seeking mental health services. The remainder of the clients were seen by nurse practitioners.

Human Resources

- Open enrollment for insurance benefits was completed December 1st using a much improved communication, distribution and tracking process.

Information Technology

- The IT department is very excited for the upcoming year, which will include major improvements to the GTC network infrastructure. RFPs for projects within the IT Action Plan will be ready very soon.

MSU Extension

- **School Health and Youth Leadership Initiatives:** Fuel Up to Play 60 is an in-school nutrition and physical activity program launched by the National Dairy Council and NFL, in collaboration with the USDA, to help encourage today's youth to lead healthier lives. At the state level, Fuel Up to Play 60 is sponsored by the Detroit Lions and the United Dairy Industry of Michigan (UDIM). MSU Extension has a fantastic partnership with UDIM and has been working closely with them to help promote nutrition and physical activity education in our schools. This partnership is best exemplified through the funding of 2 full-time MSU Extension staff by UDIM to assist schools with Fuel Up to Play 60. One of the 2 full-time staff members, Caitlin Lorenc, serves northern Michigan and is currently working with 2 Grand Traverse County schools.

Blair Elementary School started Fuel Up to Play 60 in spring of 2017 when they became interested in making small cafeteria changes that encourage students to make healthy food choices. With the assistance and guidance of MSU Extension, they applied for a grant and were fully funded (\$3,964) to help implement more cafeteria changes and provide more options for students during recess. This past October, the Blair Fuel Up to Play 60 team (consisting of six students, two teachers, and one of the TCAPS PE-Nut Educators) was one of 35 schools chosen to attend the Rally for School Health event held at Ford Field in Detroit and their trip was completely covered by the United Dairy Industry of Michigan. The Rally is a day-long, energy-packed event which gets students excited about Fuel Up to Play 60, pumped to try new foods, listen to motivational speakers, and have the chance to play for 60 minutes on Ford Field with current and former Detroit Lions players. Since attending the Rally, Blair's FUTP60 team has hosted a Kick Off event – a school wide celebration and encouragement of students, by students, to be healthy and to get everyone excited about the program. The team continues to work on making cafeteria and playground changes and looks forward to sharing before/after photos of their fantastic work!

Westwoods Elementary School approached MSU Extension in summer of 2017 to help their school start and maintain Fuel Up to Play 60. With the help of MSUE, they have completed and submitted their grant application and are awaiting approval. This money will go towards helping to make cafeteria adjustments such as adding beautiful photos, installing a new cafeteria menu board, purchasing and using kid-focused serving bowls, bright colored serving utensils for the salad bar, participating in 4 school-wide taste tests, and painting a faux awning over the serving line using the school colors. The grant will also be used to help bring in more options for students to be active during recess, such as adding a permanent volleyball system, introducing small equipment such as badminton, variety of basketballs and footballs, new soccer goals, and repairing the tetherball posts. If approved, schools will be awarded in January and changes will take place throughout the spring! Currently, we are working on assembling our student team, creating and conducting student surveys in the cafeteria, and having student team members visit lower elementary classrooms to teach younger students what it means to be healthy!

If you have any questions about Fuel Up to Play 60 and/or MSU Extension efforts to support school health, please contact Sarah Eichberger at eichber2@anr.msu.edu or Caitlin Lorenc at lorencca@anr.msu.edu.

Parks and Recreation

- Rotary Charities has awarded a \$70,000 capital challenge grant to the Easling Pool Community Campaign to support the \$625,000 campaign to remodel the 47-year-old swimming pool.
- Michigan Natural Resources Trust Fund Board approved \$600,000 for the Boardman Lake Loop trail. Grand Traverse County submitted two \$300,000 grants for construction of the trail, \$50,000 of which is allocated toward designating Medalie Roadside Park as a trailhead for the Loop. Rotary Charities also has awarded the project \$75,000. With its connection to businesses, institutions, residential and commercial areas, and BATA, the finished Loop will provide important opportunities for people to connect in new and improved ways.
- Parks and Recreation-Senior Center Network newsletter has a new look. Name changed from *Front and Center* to *People, Parks, and Programs* to better reflect newsletter content and to create a stronger brand for combined Parks and Recreation-Senior Center Network departments.

Parks and Recreation/Senior Center Network

- Annual “Mitten Tree” is up at Senior Center. Donations of new hats, gloves, and scarves are placed on the tree and distributed through Goodwill Inn to local homeless individuals in January 2018.
- December special events: Glimmers of Hope grief support meetings; Shop, Wrap, and Roll event at Grand Traverse Mall; cross-country skiing and snowshoe groups; Singles Mingle; Holly Jolly holiday parties at all locations.
- Senior Center is seeking a yoga instructor for its Interlochen location.
- BATA obtained permission from MDOT for the Senior Center to use its service to transport seniors to various destinations throughout the county. This will lead to day trips to local attractions for seniors, particularly from outreach locations.

Planning

- Preparations for the 2020 U.S. Census have started with County registration in the Local Update of Census Addresses Operation (LUCA). LUCA is the only opportunity offered to local government to review and comment on the Census Bureau's residential address list prior to the 2020 Census. Accuracy is important to get a better response from the community. This program will help us to ensure greater accuracy.
- Staff is finalizing an impact report of the Brownfield Redevelopment Authority. In celebrating its 20 years, the report focuses on the economic, environmental, and community benefits of the program. The program is key in implementing the County

Master Plan goal of making investments in areas of existing infrastructure and higher density of land uses.

Prosecuting Attorney

- Authorized 188 misdemeanor complaints
- Authorized 34 felony complaints
- Authorized 22 juvenile petitions
- Opened 4 new Neglect/Abuse cases
- Alleged Mentally Ill cases referred by Probate Court = 14

Referrals from Office of Child Support = 21

Cases filed in Family Court = 12

Defendants served with Summons & Complaint = 9

Judgments = 10

Treasurer

- Staff met with all township treasurers to review millage updates and database changes for December 2017 tax bill. Balanced all 14 databases to Equalization for proper winter collection and streamlined settlement in March.
- Had our second auction online sold last foreclosed property.
- Processed 127 regular service, and 13 expedited and 2 hand carry passports in October, and 164 regular service, 13 expedited and 1 hand carry passports in November.



Action Request

Meeting Date:	December 20, 2017		
Department:	County Clerk	Submitted By:	Bonnie Scheele
Contact E-Mail:	bscheele@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	2018 Hauler Licenses		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

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

Yard Waste Applications Received:

Y-2018-5 Silers Lawn Maintenance, Inc

Y-2018-6 Heritage Landscape Design, LLC

Solid Waste Applications Received:

S-2018-4 Waste Management

S-2018-5 BWR of Traverse City, LLC

S-2018-6 Republic Services

The above applications have been found to be administratively complete and fee has been paid.

(License numbers will be granted upon approval)

Suggested Motion:

Approve 2018 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

Financial Information:

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

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

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

Attachments:

Attachment Titles:

RESOLUTION
XX-2017
Resource Recovery
2018 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017 and reviewed requests to approve the Hauler Licenses for 2018 as follows:

Solid Waste Haulers:	Waste Management
	BWR of Traverse City, LLC
	Republic Services
Yard Waste Haulers:	Silers Lawn Maintenance, Inc.
	Heritage Landscape Design, LLC

WHEREAS, the above applications have been found to be administratively complete and approval is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve Hauler Licenses for 2018 as identified above.

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

APPROVED: December 20, 2017



Action Request

Meeting Date:	December 20, 2017		
Department:	County Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Ratify Board Appointments - City of Traverse City, Township Association		
Estimated Time:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

Summary of Request:

The City of Traverse City has several County boards on which they serve and the City Commission makes recommendations to our Board regarding the members they would like to see as their representatives. On November 20, the City Commission recommended the following appointments:

Appoint Commissioner Richard Lewis to the Grand Traverse County Brownfield Redevelopment Authority to a three-year term, expiring December 31, 2020;

Appoint Richard Lewis as the Commissioner Representative to the Board of Public Works for the period January 1, 2018 through December 31, 2018.

On December 18, the City Commission is recommending the following appointment to the Brownfield Redevelopment Authority:

Reappoint Scott Joseph to the GTC Brownfield Redevelopment Authority to a three-year term, expiring December 31, 2020;

Also, The Township Association met at their regular meeting on December 7th and recommends that Rob Lajko be their representative on the Board of Public Works, for the three year term, January 1, 2018 through December 31, 2020.

Suggested Motion:

Approve recommendations above for appointments to the Brownfield Redevelopment Authority and Board of Public Works.

Financial Information:

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

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

Attachments:

Attachment Titles:

RESOLUTION
XX-2017
City of Traverse City and Township Association
Recommendations for Appointment to Boards & Committees

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on December 20, 2017 and reviewed a request to ratify several appointments as recommended by other agencies; and,

WHEREAS, The City of Traverse City has several County boards on which they serve and the City Commission makes recommendations to our Board regarding the members they would like to see as their representatives.

On November 20, the City Commission recommended the following appointments:

- Appoint Commissioner Richard Lewis to the Grand Traverse County Brownfield Redevelopment Authority to a three-year term, expiring December 31, 2020;
- Appoint Richard Lewis as the Commissioner Representative to the Board of Public Works for the period January 1, 2018 through December 31, 2018.

On December 18, the City Commission is recommending the following appointment to the Brownfield Redevelopment Authority:

- Reappoint Scott Joseph to the GTC Brownfield Redevelopment Authority to a three year term expiring December 31, 2020;

Also, The Township Association met at their regular meeting on December 7th and recommends that Rob Lajko be their representative on the Board of Public Works, for the three year term, January 1, 2018 through December 31, 2020.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY ratifies appointments as recommended above to the Brownfield Redevelopment Authority and Board of Public Works as identified above consistent with the positions in which they currently serve.

APPROVED: December 20, 2017

MICHIGAN STATE | **Extension**
UNIVERSITY

December 12, 2017

Vicki Uppal
Grand Traverse County Administrator
Grand Traverse County
400 Boardman Avenue
Traverse City, MI 49684

Ms. Uppal,

Please find attached a copy of the Agreement for Extension Services provided between MSU Extension and Grand Traverse County for Fiscal Year 2018. This annual plan of work outlines the contributions by each partner, MSU Extension and Grand Traverse County. This document reflects the costs for the MSU Extension program and services which was included in the annual county budgeting process that just concluded. The agreement includes identical language to last years and is an annual agreement for 2018. In previous years, this plan of work was signed by the administrator or the board chair on behalf of the board.



MSU EXTENSION
District 3

*Serving Antrim, Benzie,
Grand Traverse, Kalkaska,
Leelanau, Manistee*

520 West Front Street
Suite A
Traverse City, MI 49684

Phone: 231- 922-4633
Fax: 231-947-MSUE

msue.msu.edu

Sincerely,

Jennifer Berkey
District Three Coordinator
MSU Extension

Please convey our deep gratitude for the continued partnership between Grand Traverse County and MSU Extension. We appreciate the continued support to be able to provide valuable and impactful education and resources to the residents of Grand Traverse County. Feel free to contact me with any questions at (231) 922-4821.

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Grand Traverse County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 1.0 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

2.0 FTE

Optional:

4. Funding for additional Extension educators at **\$0**.
5. Funding for additional 4-H program capacity **0.5 FTE**
6. Funding for additional paraprofessional(s) at **0 FTE**

7. Total Annual Assessment in the amount of **\$94,426.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

A. Base Assessment (Includes 0.5 FTE 4-H Program Coordination) **\$63,317.**

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU	\$0.
C. 0 FTE Educator (Program Area:)	\$0.
D. 0.5 FTE Additional 4-H Program Coordination	\$31,109.
E. 0.5 FTE Additional paraprofessional staff	\$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2018: \$94,426.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2018 the first day of the County budget year 2018 and shall terminate on the last day of such County budget year 2018. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Grand Traverse County, 400 Boardman Avenue, Traverse City, MI 49684, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.

4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

Grand Traverse COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange 35.8.0.0 - 35.9.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) (authentication)
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.3.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L - Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

RESOLUTION
XX-2017
MSU Extension
Agreement for Extension Services

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017 and reviewed request by MSU Extension to approve the annual agreement for Extension Services provided; and,

WHEREAS, This agreement reflects the costs for the MSU Extension program and services which has been included in the 2018 budget; and,

WHEREAS, The agreement is consistent with the previous year; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approves entering into the agreement for Extension Services, attached hereto and hereby becoming part of this resolution, with the Board of Trustees of Michigan State University on behalf of Michigan State University Extension.

APPROVED: December 20, 2017



Action Request

Meeting Date:	12/19/2017 12-20-17		
Department:	Sheriff's Office	Submitted By:	Chris Clark, Captain
Contact E-Mail:	cclark@gtsheriff.org	Contact Telephone:	995-5045
Agenda Item Title:	Purchase approval for Accident Crime Scene Total Station		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	?

Summary of Request:

The sheriff's office requests approval from the Board of Commissioners for the purchase of a Lelca Brand CS20 Total Station for use by our accident investigators and evidence technicians. Money for this purchase has already been identified and approved for use within the 2017 budget year.

Suggested Motion:

Approval to proceed with the purchase order and purchase as outlined.

Financial Information:

Total Cost:	\$34,086.13	General Fund Cost:	\$0.00	Included in budget:	yes
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If not included in budget, recommended funding source:

N/A

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration:	Recommended	Date:
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Miscellaneous:

Attachments: N/A

Attachment Titles: Memo outlining the CS20 Total Station and this request.

THOMAS J. BENSLEY, SHERIFF

Grand Traverse County Sheriff's Office Memorandum



851 Woodmere Avenue
Traverse City, Michigan, 49686

To: Vicki Uppal, County Administrator and Board of Commissioners
From: Captain Chris Clark
RE: **ACCIDENT CRIME SCENE TOTAL STATION**
Date: 11/21/17

I am requesting approval to continue with the purchasing process with the money identified and approved during the 2018 Budget process for the Leica Brand CS20 Controller for Accident Crime Scene Reconstruction. The current Total Station and Data Collection mapping equipment that the Sheriff's Office uses to map serious vehicle crashes, fatal vehicle crashes and crime scenes is 16 years old. Our current system runs on obsolete, unsupported software. The system we are requesting to purchase will allow for upgraded software, data collection and the ability to be used by a single operator rather than two like our current system. The new data collector equipment also interphases with our UAV program.

The quote prepared by Leica Geosystems is \$34,086.13. This includes a 20% discount under the State of Michigan "MI Deal" contract discount, a 10% trade-in discount for our current equipment, as well as two days of on-sight training for our crash investigators and evidence technicians.

For additional information please refer to Lt. Brian Giddis' memo address to me and the proposal from Leica Geosystems, both are attached.

I have completed the AS400 Purchase Order request, identifying the fund line item to be used for this purchase.

If you have any questions or would like any additional information, please feel free to contact me at 995-5045.

CC/mdf

Attachments

THOMAS J. BENSLEY, SHERIFF

Grand Traverse County Sheriff's Office Memorandum



851 Woodmere Avenue
Traverse City, Michigan, 49686

To: Captain Chris Clark
From: Lieutenant Brian Giddis
RE: Crash and Evidence Mapping Equipment Update
Date: June 12, 2017

This memo is to describe the status of the old surveying, data collection, and mapping equipment currently being used by the crash investigation and evidence technician teams, and introduce a quote for replacement equipment.

Our current total station and data collection mapping equipment was purchased in back in 2000-2001. It consists of a Sokkia Set 500 model total station instrument and prism pole and a TDS Recon model handheld electronic data collector running MapScenes Evidence Recorder software. We are using Visual Statement Edge FX (purchased in the mid 2000's) computer aided diagramming software to construct scale drawings, calculations and reports. The Sokkia total station is non-robotic which requires two people to collect data points - one on the instrument and one walking the scene with the prism pole. The Sokkia total station also has no means to connect to GPS satellites and tie in to any coordinated spatial reference network that will be interoperable with Google Earth or GIS data. The TDS data collector is running on obsolete- unsupported operating system software.

The proposed replacement equipment is Leica brand. The total station is a model TS12P robotic instrument that is capable of measuring without a reflector up to 400 meters away. A robotic total station means the instrument will "track" the prism pole around the scene and take measurements remotely without the need for a second person operating the instrument from the total station position. The whole mapping operation is controlled by the one person holding the prism pole and moving around the scene from evidence point to evidence point. The system only requires one person instead of two.

The proposed data collector replacement is a Leica brand CS20 controller that will interface with a variety of mapping software products in the industry. The proposed equipment package also includes a Leica brand GS14 GPS receiver antenna that will coordinate all the evidence points onto the Michigan Spatial Reference Network (CORS) system for free. This will ensure all our data points can be coordinated with existing GIS or Google Earth data making it less necessary to shoot non-evidence data points to complete the mapping process and reducing the time on scene. Having the ability to establish ground coordinates on target markers that are tied to the Michigan Spatial Reference Network will also allow for our UAV (Unmanned Aerial Vehicle) equipment to be connected to the same spatial reference system. All of the equipment in this package is the same

equipment used by the Michigan State Police for their crash, evidence, and UAV programs. I have spoken with Sgt. Hilborn here in Traverse City and Sgt. Ted Stone from the Saginaw area. They both have had very good success with the Leica brand over the years.

Our crash investigation and reconstruction team has experienced a great deal of success over the years in presenting high profile traffic crash felony cases for prosecution. I am sure the Prosecutor's Office would be supportive in this effort to upgrade and maintain the high quality of our equipment to continue this excellent service.

Please find the attached Equipment Proposal from Leica Geosystems, Inc. Their representative has prepared a quote for \$34,086.13. This tax exempt price includes a 20% discount under the State of Michigan (MiDeal) Contract Discount and a 10% trade in of our existing equipment and two days of on-site training for our crash investigators and evidence technicians.

I've also attached information brochures for all the proposed equipment.

Respectfully Submitted,

Lt. Brian Giddis

Equipment Proposal

Grand Traverse Sheriff's Office
851 Woodmere Avenue
Traverse City, Michigan 49686-3349
Contact: Lieutenant Brian Giddis
Telephone: (231) 955-5004
Facsimile: (231) 922-9114
giddis@gtssheriff.org

Leica Geosystems, Inc.
10880 Ridge View Trail
Fenton, Michigan 48430
Facsimile: (810) 714-3180
Cell: (313) 670-3395
Rick.Sauve@Leicaus.com

11-Jun-17

PN	Equipment Description	Qty	Price	Extended
791305	TS12P, 5" R400 Total Station with Powersearch Automatic Target Recognition Total Station, 1 Keyboard, Laser Plummet, Standard Applications, User Manual & Carrying Case, Color Touch Screen	1	17,995.00	17,995.00
788853	RH16 Radio Handle with Integrated Radio	1	1,650.00	1,650.00
833039	TS12 Connectivity for CS20 Captivate Controller	1	2,500.00	2,500.00
777508	GDF321 Pro Tribrach without optical plummet, pale green	1	385.00	385.00
733270	GEB221, Li-ion battery, 4Ah, rechargeable - 360 Prism	2	190.00	380.00
639985	GRZ360 prism	1	995.00	995.00
754389	GLS12F, 2m, Telescopic Pole (feet graduation) locking	1	300.00	300.00
667217	GAD31 - Screw To Stub Adaptor	1	140.00	140.00
823167	CS20 Field Controller, SmartWorx Viva Software and Accessories			
	CS20 3.75G / GSM Disto Field Controller including:	1	5,950.00	5,950.00
	Ruggedized WinEC7			
	Full 5" WVGA Touch Display			
	2 GB eMMC Flash Memory			
	1 GB SDRAM			
	Internal DISTO Offset Measuring Device			
	SD Card Slot			
	5MP Camera with LED Flash			
	Internal Blue Tooth			
	Internal TPS Bluetooth			
	QWERTY Keyad			
	Attached Stylus			
	Internal Robotic Radio			
	Onboard Software			
827698	Captivate Onboard Software	1	1,500.00	1,500.00
	CS20 Accessories			
807245	GHT68 Utility hook for attaching CS20 to tripod or belt	1	30.00	30.00
799190	GEB331 Batteries for CS20	2	190.00	380.00
807157	GHT66, Holder for attaching GST20 to GHT63	1	100.00	100.00
767880	GHT63 Clamp arrangement for attaching GHT62 to pole	1	100.00	100.00
	Smart Charger (to maintain Lithium battery health)			
799187	GKL341 4 Bay Multi Charger	1	750.00	750.00
667301	GST120-9 Geodetic Tripods with Locking Legs	1	365.00	365.00
	Firmware Upgrades / Support / 1 Year			
6007448	2 Year Firmware Upgrade - TS12 & Support	2	640.00	1,280.00
6009619	2 Year Firmware Upgrade - CS20 & Support	2	540.00	1,080.00

RESOLUTION
XX-2017
Grand Traverse Sheriff's Office
Purchase Approval for Accident Crime Scene Total Station

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on December 20, 2017, and reviewed request from the Grand Traverse County Sheriff's Office for the purchase of an Accident Crime Scene Total Station; and,

WHEREAS, The Leica Brand C520 Total Station will be used by accident investigators and evidence technicians; and,

WHEREAS, funding for this purchase has been identified and approved for use within the 2017 budget year; and,

WHEREAS, the quote received for \$34,086.13, fall under the State of Michigan's MiDeal purchase guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS that purchase of the Leica Brand C520 Total Station for use by accident investigators and evidence technicians is hereby approved in the amount of \$34,086.13;

BE IT FURTHER RESOLVED that the Board Chair and/or County Administrator are authorized to sign the documents necessary to facilitate this transaction.

APPROVED: December 20, 2017



Action Request

Meeting Date:	December 6, 2017		
Department:	Commission on Aging	Submitted By:	J. Case
Contact E-Mail:	jcase@grandtraverse.org	Contact Telephone:	922-4689
Agenda Item Title:	On-Call Contract Services		
Estimated Time:	5 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

For the past ten years, the Commission on Aging has worked with a local home health care agency to offer coverage to Commission on Aging clients when an employee is off for an extended period of time, holidays, and vacations.

Bids were sent out to 16 home health care agencies on October 18, 2017 and on BidNet. A legal notice was also placed in the Record Eagle.

Bids were received back from two agencies. Included is a summary for the two bids.

In the past, we have had issues where one contractor cannot always meet the demand of clients when an employee is off on a medical leave or during holidays. We are requesting to have two home health care agencies in the event one cannot cover clients. The Commission on Aging will only be offering holiday coverage for Thanksgiving, Christmas and New Year's.

Suggested Motion:

The Board of Commissioners approve entering into a two year agreement with In Home Health Care as the primary vendor and Harbor Care Associates as the alternate vendor from January 1, 2018 through December 31, 2019 to provide on call services in homemaker, home health, and respite. Cost not to exceed \$47,071 for one year or the contract sum of \$94,142. 2018 Budget has \$15,000 in 297-718-818.00, \$22,071 in 297-719-818.00 and \$10,000 in 297-721-818.00.

Financial Information:

Total Cost: \$94,142	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:

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:
On Call Contractor Bids

STAFF RECOMMENDATION

Date: November 21, 2017

To: Cynthia Kienlen, Director

From: Jill Case, Program Supervisor 

Project: On Call Contracting In-Home Services- 2 years
January 2018 – December 2019

Prepared by: Jill Case

HISTORY:

Bids were sent out on October 18, 2017 to 16 companies with a due date of October 31, 2017 and request was posted on BidNet. A legal notice was also placed in the Record-Eagle, which ran for two days. Bid packets were received back from two (2) companies.

Vendor Name	Homemaker Cost	Home Health Care Cost	Respite Cost
In Home Health Care	\$21/hour	\$21/hour	\$21/hour
Holiday Coverage	Not available	Not available	Not available
Harbor Care Associates	\$21/hour	\$23/hour	\$23/hour
Holiday Coverage	Not available	\$27/hour	\$27/hour

Bid packets were reviewed by three people; Mitch Barnes, Jill Case and Cynthia Kienlen.

We met with the two companies on November 15, 2017.

BUDGET CONCERNS:

None. 2018 Budget has \$15,000 for 297-718, \$22,071 for 297-719, and \$15,000 for 297-721 for a total of \$55,071.

OTHER CONCERNS:

In the past, we have had issues where one contractor cannot always meet the demand of clients when an employee is off on a medical leave.

RECOMMENDATION:

To contract with In Home Health Care as the primary vendor and Harbor Care Associates as the alternate vendor from January 1, 2018 through December 31, 2019.

BID TABULATION**Grand Traverse County Commission on Aging**

Project : On Call Contracting for HMA, HHC, and CLS

Bid Due Date: October 30, 2017, 3:00 PM

	Contractor	CLS Hourly Rate	Holiday Coverage	Remarks
1	In Home Health Care	\$21	NA	
2	Harbor Care Associates	\$23	\$27	
3				
4				

	Contractor	HHC Hourly Rate	Holiday Coverage	Remarks
1	In Home Health Care	\$21	NA	
2	Harbor Care Associates	\$23	\$27	
3				
4				

	Contractor	HMA Hourly Rate	Holiday Coverage	Remarks
1	In Home Health Care	\$21	NA	Minimum 2 hours
2	Harbor Care Associates	\$21		Minimum 2 hours
3				
4				

Bids opened by: Cynthia Kienlen, David Barnes and Jill Case.

No bids received through BidNet

BID TABULATION**Grand Traverse County Commission on Aging**

Project : On Call Contracting for HMA, HHC, and CLS

Bid Due Date: October 30, 2017, 3:00 PM

	Contractor	CLS Hourly Rate	Holiday Coverage	Remarks
1	In Home Health Care	\$21	NA	
2	Harbor Care Associates	\$23	\$27	
3				
4				

	Contractor	HHC Hourly Rate	Holiday Coverage	Remarks
1	In Home Health Care	\$21	NA	
2	Harbor Care Associates	\$23	\$27	
3				
4				

	Contractor	HMA Hourly Rate	Holiday Coverage	Remarks
1	In Home Health Care	\$21	NA	Minimum 2 hours
2	Harbor Care Associates	\$21		Minimum 2 hours
3				
4				

Bids opened by: Cynthia Kienlen, David Barnes and Jill Case.

No bids received through BidNet



CONTRACT AGREEMENT
BETWEEN
GRAND TRAVERSE COUNTY
AND
IN HOME HEALTH CARE



GRAND TRAVERSE COUNTY

SERVICE CONTRACT

Grand Traverse County Commission on Aging

CONTRACTOR: *In Home Health Care*

ADDRESS: **3221 Logan Valley Road
Traverse City, MI 49684**

GRAND TRAVERSE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:

Section 1. In Home Health Care of Traverse City, Michigan agrees to provide On-Call Contracting services to Grand Traverse County Commission on Aging for the home health care and community living support programs.

Section 2. Duration of Contract

Beginning Date:
December 20, 2016

Ending Date:
December 31, 2018

Section 3. Compensation

- A. The County agrees to pay the Contractor as follows:
- a. Home Health Care
\$21 per hour, regular hours
 - b. Community Living Support
\$21 per hour, regular hours
 - c. Homemaker Aide
\$21 per hour, regular hours
- B. Payment under this contract shall be made upon receipt and approval by the Project Manager of the Contractor's billing statement stating that the work for which payment is requested has been performed in accordance with the project specification attached to and incorporated in this contract.

Section 4. Insurance Documentation

Documentation of liability and workers compensation insurance are attached to and made a part of this contract.

Section 6. **Nondiscrimination:** The Contractor agrees to comply with all pertinent federal and state regulations and legislation involving civil rights, equal opportunity, and affirmative action including, but not limited to Title VI of the Civil Rights Act of 1964, and Act No. 453, Michigan Public Acts of 1976.

Section 7. *Oral Agreements:* This contract is to be considered a complete document between the County and the Contractor and each warrants that there are no mutual oral agreements.

Section 8. Federal State and Local Regulations: The provisions of this contract shall be construed in accordance with the provisions of State and Federal laws and local ordinances. The Contractor assumes sole liability for any non-compliance of these regulations.

Section 9. *Publication Rights:* All property rights, including publication rights, in the interim, draft and final reports and other documentation, including machine readable materials, produced by the Contractor in connection with the work provided for under this contract shall vest in the County. The Contractor shall not publish any of the results of the work without the written permission of the Contracting Officer.

Section 10. *Records, Accounts and Audits:* The Contractor shall maintain such records and accounts, including property and personnel records, time sheets, travel vouchers, fringe benefit rates, overhead rates and other necessary documentation to assure a proper accounting of all contract funds for a period of three (3) years. The retention period starts from the date of the Contractor's accepted final report. Such records shall be made available to the County upon request for audit purposes.

Section 11. Signatories: The signatories warrant that all statements contained in and riders attached to this contract are complete and accurate and that they are empowered to enter into this contract.

THIS CONTRACT IS HEREBY ACCEPTED:
IN WITNESS THEREOF, we sign our names:

Grand Traverse County

Date

Date _____

In Home Health Care



GENERAL TERMS AND CONDITIONS

Section 1. Cancellation: *CANCELLATION OF THIS AGREEMENT* by the County may be for a) default by the Contractor, or b) lack of a further need for the service. Default is defined as the failure of the contractor to fulfill the obligations of this contract, and in this case, cancellation may be immediate. In the event the County no longer needs the service specified in this contract due to program changes, changes in laws, rules or regulation, relocation of office, or lack of funding, the County may cancel this contract by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. If this contract is terminated, the County, may require the Contractor to transfer title and deliver to the County such partially completed reports or other documentation as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated. Payments for completed reports and other documentation delivered to and accepted by the County shall be at the contract price. Payment for partially completed reports and other documentation delivered to and accepted by the County shall be in an amount agreed upon by the Contractor and Contracting Officer.

Section 2. Contractor's Liability: The Contractor will provide as Rider A of this contract documentation of public and professional liability, directors and officers, property damage, and workers' compensation insurance insuring, as they may appear, the interests of all parties to this Agreement against any and all claims which may arise out of Contractor operations under the terms of this contract. It is agreed that in the event any carrier of such insurance exercises cancellation, notice will be made immediately to the County of such cancellation.

Section 3. County's Liability: Grand Traverse County, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in this agreement. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

Section 4. Assignability: This agreement is not assignable by the Contractor either in whole or in part, without the prior written consent of the Contracting Officer.

Section 5. Officials Not To Benefit: No member of the County Board of Commissioners or any individual employed by the County shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, unless the contract or transaction has been approved by 3/4 of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's or employee's interest.



CONTRACT AGREEMENT
BETWEEN
GRAND TRAVERSE COUNTY
AND
HARBOR CARE ASSOCIATES



GRAND TRAVERSE COUNTY

SERVICE CONTRACT

Grand Traverse County Commission on Aging

CONTRACTOR: *Harbor Care Associates*

ADDRESS: **1396 Douglas Drive, Suite 22D
Traverse City, MI 49696**

GRAND TRAVERSE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:

Section 1. Harbor Care Associates of Traverse City, Michigan agrees to provide On-Call Contracting services to Grand Traverse County Commission on Aging for the home health care and community living support programs.

Section 2. Duration of Contract

Beginning Date:
December 20, 2016

Ending Date:
December 31, 2018

Section 3. Compensation

- A. The County agrees to pay the Contractor as follows:
- a. Home Health Care
 - \$23 per hour, regular hours
 - \$27 per hour, holiday hours
 - b. Community Living Support
 - \$23 per hour, regular hours
 - \$27 per hour, holiday hours
 - c. Homemaker Aide
 - \$21 per hour, regular hours
- B. Payment under this contract shall be made upon receipt and approval by the Project Manager of the Contractor's billing statement stating that the work for which payment is requested has been performed in accordance with the project specification attached to and incorporated in this contract.

Section 4. Insurance Documentation

Documentation of liability and workers compensation insurance are attached to and made a part of this contract.



GENERAL TERMS AND CONDITIONS

Section 1. Cancellation: *CANCELLATION OF THIS AGREEMENT* by the County may be for a) default by the Contractor, or b) lack of a further need for the service. Default is defined as the failure of the contractor to fulfill the obligations of this contract, and in this case, cancellation may be immediate. In the event the County no longer needs the service specified in this contract due to program changes, changes in laws, rules or regulation, relocation of office, or lack of funding, the County may cancel this contract by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. If this contract is terminated, the County, may require the Contractor to transfer title and deliver to the County such partially completed reports or other documentation as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated. Payments for completed reports and other documentation delivered to and accepted by the County shall be at the contract price. Payment for partially completed reports and other documentation delivered to and accepted by the County shall be in an amount agreed upon by the Contractor and Contracting Officer.

Section 2. Contractor's Liability: The Contractor will provide as Rider A of this contract documentation of public and professional liability, directors and officers, property damage, and workers' compensation insurance insuring, as they may appear, the interests of all parties to this Agreement against any and all claims which may arise out of Contractor operations under the terms of this contract. It is agreed that in the event any carrier of such insurance exercises cancellation, notice will be made immediately to the County of such cancellation.

Section 3. County's Liability: Grand Traverse County, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in this agreement. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

Section 4. Assignability: This agreement is not assignable by the Contractor either in whole or in part, without the prior written consent of the Contracting Officer.

Section 5. Officials Not To Benefit: No member of the County Board of Commissioners or any individual employed by the County shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, unless the contract or transaction has been approved by 3/4 of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's or employee's interest.

Section 6. *Nondiscrimination:* The Contractor agrees to comply with all pertinent federal and state regulations and legislation involving civil rights, equal opportunity, and affirmative action including, but not limited to Title VI of the Civil Rights Act of 1964, and Act No. 453, Michigan Public Acts of 1976.

Section 7. *Oral Agreements:* This contract is to be considered a complete document between the County and the Contractor and each warrants that there are no mutual oral agreements.

Section 8. Federal State and Local Regulations: The provisions of this contract shall be construed in accordance with the provisions of State and Federal laws and local ordinances. The Contractor assumes sole liability for any non-compliance of these regulations.

Section 9. *Publication Rights:* All property rights, including publication rights, in the interim, draft and final reports and other documentation, including machine readable materials, produced by the Contractor in connection with the work provided for under this contract shall vest in the County. The Contractor shall not publish any of the results of the work without the written permission of the Contracting Officer.

Section 10. Records, Accounts and Audits: The Contractor shall maintain such records and accounts, including property and personnel records, time sheets, travel vouchers, fringe benefit rates, overhead rates and other necessary documentation to assure a proper accounting of all contract funds for a period of three (3) years. The retention period starts from the date of the Contractor's accepted final report. Such records shall be made available to the County upon request for audit purposes.

Section 11. *Signatories:* The signatories warrant that all statements contained in and riders attached to this contract are complete and accurate and that they are empowered to enter into this contract.

THIS CONTRACT IS HEREBY ACCEPTED:
IN WITNESS THEREOF, we sign our names:

Grand Traverse County

Date

Harbor Care Associates

RESOLUTION
XX-2017
Commission on Aging
On Call Contract Services

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017 and reviewed requests to approve entering into a two year agreement with In-Home Health Care as the primary vendor and Harbor Care Associates as the alternate vendor for on-call services; and,

WHEREAS, for the past ten years, the Commission on Aging (COA) has worked with a local home health care agency to offer coverage to COA clients when an employee is off for an extended period of time, holidays, and vacations; and,

WHEREAS, Bids were sent out to 16 home health care agencies on October 18, 2017 and on BidNet and a legal notice was also placed in the Record Eagle, with two agencies responding; and,

WHEREAS, when one contractor cannot meet the demand of clients when an employee is off on a medical leave or during holidays, it is being recommended we have an alternate agency available for coverage and In-Home Health Care and Harbor Care are the recommended vendors; and,

WHEREAS, the contract agreements have been reviewed and approved by Civil Council for the period January 1, 2018 through December 31, 2019 to provide on call services in homemaker, home health, and respite.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve an agreement with In-Home Health Care as the primary vendor and Harbor Care Associates as the secondary vendor for the period January 1, 2018 through December 31, 2019 in an amount not to exceed \$47,071 for one year or the contract sum of \$94,142.

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: December 20, 2017



Action Request

Meeting Date:	December 6, 2017		
Department:	Commission on Aging	Submitted By:	J. Case
Contact E-Mail:	jcase@grandtraverse.org	Contact Telephone:	922-4689
Agenda Item Title:	Personal Emergency Response Units Budget Adjustment for 2018		
Estimated Time:	5 minutes <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Summary of Request:

Currently, the Commission on Aging has 586 active clients receiving a personal emergency response unit. 14 names were sent to Guardian for new installs on November 22, 2017 and there are 4 clients waiting for the new GPS style. The contract that the BOC recently passed was for up to 600 clients. This program is one of our larger programs and with the new GPS style of personal emergency response unit that will be offered starting January 1, 2018 we do not want to place anyone on a wait list for this service.

Suggested Motion:

The Board of Commissioners approve the amendment to the contract with Guardian Medical Monitoring to read a maximum of 800 clients (from 600 clients) for the period of January 1, 2018 - December 31, 2020. Cost is based on the GPS style unit at \$27 per month. 200 units = \$5400 per month, \$64,800 per year, or \$194,000 for the three year contract.

Financial Information:

Total Cost: \$194,400	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:

The Commission on Aging has a trial balance of \$1,725,467.66; however, \$743,289 was promised to the Pension Stabilization Appropriation which leaves a fund balance of \$979,178.66.

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 <input checked="" type="checkbox"/> Not Recommended Date: _____		

Miscellaneous:

Attachments:

Attachment Titles:
On Call Contractor Bids

RESOLUTION
XX-2017
Commission on Aging
Personal Emergency Response Units – Budget Adjustment for 2018

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017 and reviewed request from the Director of the Commission on Aging to amend the contract with Guardian Medical Monitoring to approve up to 800 clients (from 600 previously approved) for Personal Emergency Response Units; and,

WHEREAS The Commission on Aging recently renewed a leasing agreement with Guardian Medical Monitoring to provide clients with access to Personal Emergency Response Units (PERS); and,

WHEREAS The current agreement is for the period January 1, 2018 through December 31, 2020 for a maximum of 600 unites; and,

WHEREAS, Commission on Aging requests amending the contract to cover a maximum of 800 clients increasing the total amount of the three year contract by \$194,000; and,

WHEREAS, The funding is available in the Commission on Aging fund balance and a budget amendment must be approved in the amount of \$194,000 for the three year period; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approves and authorizes the Board Chair and/or County Administrator to effectuate the documents necessary to amend the three year lease Agreement with Guardian Medical Monitoring and authorize the Director of Finance to make the necessary budget amendments.

APPROVED: December 20, 2017



Action Request

Meeting Date:	December 20, 2017		
Department:	Finance	Submitted By:	Cherry Wolf
Contact E-Mail:	cwolf@grandtraverse.org	Contact Telephone:	922-4682
Agenda Item Title:	FY2017 Budget Amendments		
Estimated Time:	Consent Calendar (in minutes)	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 FY2017 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2017 budget as presented.

Suggested Motion:

Approve FY2017 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	C.A.Wolf	12/13/2017
Human Resources Director	Interim	
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

Budget Amendments Fiscal Year 2017

BUDGET AMENDMENTS

FISCAL YEAR 2017

As requested on December 20, 2017

101 GENERAL FUND

000 Non-Departmental

631 Substance Abuse

Increase Revenues

101-000-543.01	Liquor Tax - State	11,163.00
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Increase Expenditures

101-631-963.00	Appropriation	11,163.00
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NOTES: To amend budget for additional Liquor Tax received from the State during November and the 50% required payment to NMRE for Substance Abuse Disorder Services.

101 GENERAL FUND

276 Soil Erosion

325 Sheriff - Administration

Increase Expenditures

101-276-818.00	Contract Services	3,500.00
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101-325-850.00	Telephone	11,500.00
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		<u>15,000.00</u>
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Decrease Expenditure

101-276-940.00	Building Rent	15,000.00
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NOTES: To adjust budget for costs what will not occur and for costs that were not budgeted for at the beginning of the year. Also, Soil Erosion contract services line is being adjusted for contract services with Manpower for position not replaced.

222 GRAND TRAVERSE COUNTY HEALTH FUND**207 Onsite Sewage**Increase Revenue

222-207-463.00	Septic Permits	10,000.00
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Increase Expenditure

222-207-702.01	Longevity	30.00
222-207-727.00	Office Supplies	500.00
222-207-743.00	Other Supplies	2,251.00
222-207-748.00	Gas, Oil & Grease	1,500.00
222-207-812.00	IT Charges	1,000.00
222-207-818.48	Bank Fees	150.00
222-207-934.00	Vehicle Repair & Maintenance	250.00
222-207-940.0	Building Rent	1,000.00
222-207-941.02	System Software	180.00
222-207-942.00	Indirect Cost	300.00
222-207-942.01	County Indirect Costs	250.00
222-207-956.00	Employee Training	2,589.00
	Total	10,000.00

NOTES: To increase septic permit revenue already received and expected to be received as of Decembert 31, 2017 and increase budgeted expenditures for this increase in revenue.

260 COMMUNITY CORRECTION PROGRAMS P.A. 511**358 Transition House****359 Telephone-Tether Program**Increase Expenditure

260-359-851.00	Phone Tether Equipment	26,900.00
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Decrease Expenditure

260-358-818.00	Contract Services	26,900.00
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NOTES: To amend original budget for increased Phone Tether equipment rental.

298 SENIOR CENTER**728 Senior Center**Increase Revenue

298-728-615.05	Sales Commission	20,000.00
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Increase Expenditures

298-728-860.15	Events Travel	20,000.00
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NOTES: To amend budget for organized Senior travel tours. Commission is based on per person enrollment.

677 EMPLOYEE FRINGE BENEFITS FUND

872 Health, Optical & Dental Program

Increase Revenue

677-872-699.00	Transfer In	46,084.00
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Increase Expenditure

677-872-992.00	Contingency	46,084.00
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NOTES: To amend original budget for health insurance premium costs incurred as a result of insufficient monitoring of premiums on a monthly basis. Partial credit from Priority is likely.



GRAND TRAVERSE COUNTY
Finance Department
400 Boardman Ave.
Traverse City, Michigan 49684
Phone: (231) 922-4682
Fax: (231) 922-4636

Date: December 13, 2017

To: Grand Traverse County Board of Commissioners

From: Vicki Uppal, County Administrator
Cherry Wolf, Interim Finance Director

RE: 2017 Budget Amendments

P.A. 621 of 1978, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated. In order to keep Grand Traverse County in compliance with this requirement, the Finance Department is requesting permission to make all necessary budget amendments through December 31, 2017, with County Administrator approval. These budget amendments will be brought to the Board for approval on January 3rd, 2018. The amendments will need to be presented as a supplement as necessary amendments may need to be made as late as December 31, 2017, subsequent to when the Board packet is required to be sent to Commissioners.

RESOLUTION
XX-2017
Finance Department
Budget Amendments

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017, and reviewed budget amendments for Fiscal Year 2017 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 FY2017 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2017 budget are hereby approved. (See file for attachments.)

BE IT FURTHER RESOLVED, THAT in order to keep the County in compliance with this requirement, the Finance Department is authorized to make all necessary budget amendments through December 31, 2017 with County Administrator approval and that any amendments made with be presented to the Board at their January 3, 2018, meeting for ratification.

APPROVED: December 20, 2017



Action Request

Meeting Date:	December 20, 2017		
Department:	Finance	Submitted By:	Cherry Wolf
Contact E-Mail:	cwolf@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	November 2017 Claims Approval		
Estimated Time:	Consent Calendar (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Claims and payroll disbursement activity for the month of November 2017 is requested for approval, as attached. A check distribution summary is also included for your review. 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 November 2017.

Financial Information:

Total Cost:	\$6,015,445.80	General Fund Cost:		Included in budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director	Cheryl A. Wolf	12/20/2017
Human Resources Director	Interim Finance Director	
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

November 2017 Claims and Check Distribution Summary

AUDIT COMMITTEE**DECEMBER 2017 CLAIMS**

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
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CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL

CLAIMS AND ACCOUNTS	12/12/2017	461,053.34
CLAIMS AND ACCOUNTS		

TOTAL CLAIMS & ACCOUNTS		461,053.34
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IMMEDIATE PAYMENTS	12/1/2017	81,292.00
IMMEDIATE PAYMENTS	12/1/2017	31,656.13
IMMEDIATE PAYMENTS	12/4/2017	9,375.83
IMMEDIATE PAYMENTS	12/4/2017	5,255.16
IMMEDIATE PAYMENTS	12/6/2017	44,347.85
IMMEDIATE PAYMENTS	12/8/2017	16,626.68
IMMEDIATE PAYMENTS	12/12/2017	3,118.36
IMMEDIATE PAYMENTS	12/13/2017	1,264,169.22
IMMEDIATE PAYMENTS	12/13/2017	999.23
IMMEDIATE PAYMENTS		
IMMEDIATE PAYMENTS		
IMMEDIATE PAYMENTS		
IMMEDIATE PAYMENTS		
IMMEDIATE PAYMENTS		
IMMEDIATE PAYMENTS		

TOTAL IMMEDIATE PAYMENTS		1,456,840.46
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TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS		1,917,893.80
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CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS**Health Department Claims:**

HEALTH	12/12/2017	39,710.10
HEALTH		
TOTAL HEALTH CLAIMS		39,710.10

Department of Public Works Check Runs Approved by Board of Public Works:

DPW Check Runs	12/6/2017	60,143.28
DPW Check Runs		
DPW Check Runs		
DPW Check Runs		

TOTAL DPW CHECK RUNS		60,143.28
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TOTAL RECONCILING ITEMS		99,853.38
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Total Claims, Immediate Pay, Health & DPW		2,017,747.18
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Monthly Check Distribution Summary		
Difference		2,017,747.18

PAYROLL

PAYROLL

PAYROLL

BENEFITS

TOTAL PAYROLL		0.00
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FOR BOARD APPROVAL:

TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY & PAYROLL		0.00
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REQUEST APPROVAL

RESOLUTION
XX-2017
Finance Department
November 2017 Claims Approval

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017, and reviewed claims and payroll disbursements for the month of November 2017 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 November 2017 are hereby approved. (See file for attachments.)

APPROVED: December 20, 2017



GRAND TRAVERSE COUNTY FINANCE DEPARTMENT

400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR
DEPUTY FINANCE DIRECTOR
FAX

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

DATE: December 14, 2017

TO: Grand Traverse County Board of Commissioners

FROM: Cherry Wolf, Interim Finance Director

RE: Budget to Actual Revenue and Expenditure Report

Please find attached the Budget to Actual Revenue and Expenditure Reports for the County's General Fund and Special Revenue Funds for the period ending November 30, 2017.

The activity reflected in this report is actual year to date activity as of November 30, 2017. The available balance is as of this date as well.

Please note that this activity does not reflect the fourth quarter appropriation to several funds. Those entries will be posted in December. Final reconciliation of the Defined Benefit costs will take place during the month of December and will insure that the total amount of our 2017 obligation will be met.

Please do not hesitate to contact me with any questions or for additional information. I would be happy to assist you in any way I can. Rather than anticipate any questions or concerns, knowing in advance of the meeting would allow time to look up any specific requests.

GRAND TRAVERSE COUNTY
FISCAL YEAR 2017
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING NOVEMBER 30, 2017

GENERAL FUND

% OF YEAR COMPLETE: 91.67%

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
LEGISLATIVE								
101	Board of Commissioners	367,459	366,581	255,800	196,011	59,789	77%	1%
	SUBTOTAL	367,459	366,581	255,800	196,011	59,789	77%	1%
JUDICIAL								
147	Jury Commission	46,897	39,106	46,260	36,740	9,520	79%	0%
148	Probate Court	734,213	732,513	739,483	608,500	130,983	82%	2%
149	Family Court-Juvenile Division	1,832,797	1,548,554	1,584,037	1,359,701	224,336	86%	4%
	SUBTOTAL	2,613,907	2,320,173	2,369,780	2,004,941	364,839	85%	6%
GENERAL GOVERNMENT								
155	ART Grant	55,019	20,366	101,626	16,006	85,620	16%	0%
172	Administrator/Controller	378,585	283,434	379,182	332,207	46,975	88%	1%
174	Brownfield Administration	189,206	186,269	164,104	126,133	37,971	77%	0%
191	Elections	96,307	90,138	66,648	36,023	30,625	54%	0%
201	Finance	525,882	438,389	494,975	430,142	64,833	87%	1%
215	County Clerk	893,280	872,467	908,640	759,496	149,144	84%	2%
225	Equalization	412,012	394,948	562,263	438,802	123,461	78%	1%
226	Human Resources	478,034	514,500	414,804	335,484	79,320	81%	1%
229	Prosecuting Attorney	1,649,717	1,610,889	1,697,427	1,391,342	306,085	82%	4%
230	Equalization/East Bay	161,968	152,952	162,603	136,003	26,600	84%	0%
236	Register of Deeds	461,258	332,538	360,602	299,403	61,199	83%	1%
242	County Surveyor	58,187	58,203	58,187	26,657	31,530	46%	0%
253	County Treasurer	393,035	382,077	409,209	340,038	69,171	83%	1%
257	Cooperative Extension	269,931	264,891	258,421	227,027	31,394	88%	1%
259	MSU Extension-Grant Funded	32,789	24,739	-	-	-	0%	0%
261	Building Authority-Rent	1,275,569	1,275,094	1,299,319	1,298,869	450	100%	3%
265	Facilities Management	1,102,179	860,888	792,143	557,088	235,055	70%	2%
275	Drain Commission	22,133	19,888	25,506	16,715	8,791	66%	0%
276	Soil Erosion & Sedimentation	174,097	198,635	186,395	151,267	35,128	81%	0%
280	Soil Conservation	37,500	37,500	27,500	27,500	-	100%	0%
400	Planning & Development	199,116	172,012	156,576	120,150	36,426	77%	0%
402	GIS	171,327	166,646	-	-	-	0%	0%
	SUBTOTAL	9,037,131	8,357,464	8,526,130	7,066,352	1,459,778	83%	20%
PUBLIC SAFETY								
307	Central Records	864,549	836,993	819,649	672,970	146,679	82%	2%
308	Central Dispatch	266,942	64,294	225,307	-	225,307	0%	1%
311	Sheriff-Special Investigation	201,130	193,660	128,102	85,471	42,631	67%	0%
312	Sheriff-County Investigation	1,101,194	1,059,329	1,105,957	912,398	193,559	82%	3%
314	Sheriff-County Patrol	5,760,262	5,651,825	5,782,260	4,820,668	961,592	83%	14%
315	Off Road Vehicle-GTSO	-	-	-	-	-	0%	0%
316	Secondary Road Patrol	110,851	100,742	109,112	87,226	21,886	80%	0%
325	Sheriff-Administration	617,989	589,248	650,979	532,022	118,957	82%	2%
327	Snowmobile Enforcement	11,819	11,136	19,769	10,779	8,990	55%	0%
331	Sheriff-Marine Law Enforcement	106,511	103,770	140,865	114,184	26,681	81%	0%
348	Medical Marijuana Grant 2016	35,025	21,958	27,235	27,038	197	99%	0%
351	Sheriff-Corrections	5,168,558	5,030,690	5,419,219	4,368,290	1,050,929	81%	13%
352	Corrections-Interim Services	40,000	35,834	60,000	42,664	17,336	71%	0%
435	Emergency Management	-	-	-	-	-	0%	0%
	SUBTOTAL	14,284,830	13,699,478	14,488,454	11,673,710	2,814,744	81%	34%
HEALTH & WELFARE								
631	Substance Abuse	327,041	317,324	349,286	349,286	-	100%	1%
651	Ambulance	25,000	25,000	25,000	25,000	-	100%	0%
682	Veterans	502,951	481,115	-	-	-	0%	0%
	SUBTOTAL	854,992	823,439	374,286	374,286	-	100%	1%
OTHER								
865	Insurance & Bonds	335,000	132,200	669,195	523,111	146,084	78%	2%
890	Miscellaneous Contingencies	359,000	76,000	160,000	18,166	141,834	11%	0%
891	Appropriations to Non-Profit	682,200	682,200	682,200	682,200	-	100%	2%
894	Pension Stabilization Approp.	-	-	4,892,234	4,892,234	-	100%	
	SUBTOTAL	1,376,200	890,400	6,403,629	6,115,711	287,918	96%	15%

GENERAL FUND

% OF YEAR COMPLETE: 91.67%

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 11/30/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
TRANSFERS								
965	County Law Library Fund	-	-	-	-	-	0%	0%
968	Health Department Fund	1,269,000	1,064,000	1,269,000	951,750	317,250	75%	3%
970	Child Care Fund	875,000	776,263	923,602	692,701	230,901	75%	2%
971	Department of Human Services	49,365	49,365	49,365	32,500	16,865	66%	0%
974	Parks & Recreation Fund	290,302	275,632	350,664	254,699	95,965	73%	1%
975	Friend of the Court Fund	378,490	283,868	284,813	213,610	71,203	75%	1%
978	County Facilities Fund	1,622,650	1,216,988	1,662,623	1,216,987	445,636	73%	4%
979	CIP Fund	450,000	337,500	968,000	337,500	630,500	35%	2%
982	Circuit Court Fund	1,568,524	1,398,199	1,456,805	1,086,888	369,917	75%	3%
983	District Court Fund	2,914,640	2,931,870	2,972,532	2,156,766	815,766	73%	7%
986	Community Corrections Fund	48,081	36,061	-	-	-	0%	0%
	SUBTOTAL	9,466,052	8,369,745	9,937,404	6,943,401	2,994,003	70%	23%
GENERAL FUND TOTAL APPROPRIATIONS		38,000,571	34,827,280	42,355,483	34,374,412	7,981,071	81%	
GENERAL FUND REVENUES		38,000,571	37,656,469	42,355,994	38,040,785	4,315,209	90%	
Authorized Use of Surplus		(500,000)	-	(2,904,860)				
PROJECTED SURPLUS (DEFICIT)		-	2,829,189	511	3,666,373			
BEGINNING FUND BALANCE		9,516,512	9,516,512	12,345,701				
ENDING FUND BALANCE*		9,016,512	12,345,701	9,441,352				
* Total fund balance includes both restricted and unrestricted amounts								



Memorandum

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

To: County Board of Commissioners

From: Vicki Uppal, County Administrator
Jean Derenzy, Interim Deputy County Administrator / Director Community
Development & Codes

Date: December 15, 2017

Subject: Custodial Services

SUMMARY OF ITEM TO BE PRESENTED:

At the November 15 Board meeting bids for the custodial contract services were reviewed for consideration by the County Board with the bids tabled for further justification of why the low bidder would not be selected. Five bids were received (attached) in response to our Request for Bid for a three year contract. Porcelain Patrol Services has provided custodial services for the County for six (6) years with the current contract expiring December 31, 2017.

Since the November 15 meeting, several steps were completed by Facilities and Administration:

- a. Review of the RFB issued.
- b. Complete review of Bids received and clarification
- c. Broad discussion of Facilities Department and services completed

Although not all are required, five of the largest components of the Request for Bids that contractors must comply with are as follows:

- a. Provide verification for the number of employees on the company payroll for at least 25 employees on active payroll for the past 3 years.
- b. 10 years in business
- c. Employees working for the County must have a background check including criminal history, and drug screening,
- d. Provide letter of reference from current / past customers
- e. Identification that the Contract with the County will not be more than 20% of the total business income.

Staff has verified from the low bidder, Michigan Building Cleaning and Maintenance, the following:

- a. 3 of the 4 references provided responded favorably. One did not respond to voice or email.
- b. 25 staff level
- c. Grand Traverse County contract would exceed 20% of the total business income

Staff further verified from our current vendor, Porcelain Patrol

- a. Currently have 72 staff members
- b. Grand Traverse County contract would be 18% of the total business income
- c. If awarded 3 year contract would reduce consumables from \$16,000 annually to \$12,000 annually for a three year contract of \$1,207,307 or \$435,769 annually.

Recommendation is to enter into a contract with Porcelain Patrol for one year at a cost of \$449,784.62. The reasoning for this:

- a. Contract expires 12/31/2017. Timing is important as Porcelain is not willing to enter a month to month contract (letter attached) and there is not time for a new vendor to set up in two weeks or allow time for background checks to be completed.
- b. A complete analysis needs to be completed for custodial services including an analysis of whether we should continue contracting or hire additional staff to compete services:
 - a. Is the contract meeting the needs of the County?
 - b. Survey Department Heads and Elected Officials regarding how services are being met and what is not being met.
 - c. Part of the analysis would be to evaluate what other services an internal staff could provide to the County that is otherwise being contracted out, or not being done (shoveling sidewalks after staff leaves; painting; repairing etc.)

Timeline to complete the analysis will be three months, with recommendation to be brought to Board in April, 2018. This will allow adequate time for the Board to determine staffing versus contracting and move forward on same.

RECOMMENDATION: Approval to enter into a one year contract with Porcelain Patrol Services from January 1, 2018 to December 31, 2018. Further, that Administration shall come bring back full report in April 2018 on a three year plan for custodial services.

Grand Traverse County Custodial Services Request for Bid, 2017 (3 Year Contract)

<u>Custodial Services Bidder</u>	<u>Pre-bid Conference/Tour</u>	<u>Proof of Experience</u>	<u>Letters of Reference</u>	<u>Indicate all Costs</u>	<u>Current Local Business Activity</u>
Michigan Building Cleaning & Maintenance	Yes	Yes	No	Yes	No
Porcelain Patrol Service	Yes	Yes	Yes	Yes	Yes
Kleen-Tech	Yes	Yes	Yes	Yes	No
CSM Services	Yes	Yes	Yes	Yes	No
Universal Cleaners, LLC	Yes	Yes	Yes	Yes	Yes

	<u>Government Buildings</u>		<u>Parks Buildings</u>	<u>Dental Clinic</u>	<u>Consumables</u>	<u>Total Cost over 3 years</u> <u>Gov, Parks, Consumables</u>	<u>Versus Current</u>
Michigan Building Cleaning & Maintenance	\$906,833.95		\$13,050.00	\$40,968.90	included	\$919,883.95	72.36%
Porcelain Patrol Service	\$1,285,356.36	*	\$15,997.50	\$57,594.00	\$48,000.00	\$1,349,353.86	106.14%
Kleen-Tech	\$1,694,757.00		\$160,128.00	\$24,782.73	included	\$1,854,885.00	145.90%
CSM Services	\$1,824,825.00	*	\$24,525.00	\$78,000.00	\$81,900.00	\$1,931,250.00	151.91%
Universal Cleaners, LLC	\$2,138,918.08	*	\$39,840.24	\$33,810.48	included	\$2,178,758.32	171.38%

<div> Civic Center Facilities Shop Front Street Governmental Center Hall of Justice Health Services Building Historical Courthouse Jail Law Enforcement Center Prosecuting Attorney's Office Public Services Building Senior Center </div>	<div> Beitner Park Medalie Park Twin Lakes Park VASA </div> <p>* Quoted Twin Lakes as req'd</p>	<div>Dental Clinic bid separately.</div>	<div>Dental Clinic bid NOT included.</div>
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Porcelain Patrol Service

12/07/17

Vicki Uppal
Marty Dunham

RE: Porcelain Patrol Service Bid for County Cleaning Services

After much thought, consideration and re-evaluation of our numbers several times, we are asking for approval of our bid, with certain concessions, as set forth below. The percentage of increase between the current contract and the new contract is less than 1%/year over 8 years, which is well below the rate of inflation. The new contract includes the addition of the jail, events at the Civic Center and parks, and consumables, which over the past five years have increased by around 15%. Taking this into account, the cost differential between the current contract and new contract costs is negligible. We have carefully examined each and every account and what it takes to clean the County facilities each night. The bid number that we have provided the County represents the amount it takes to keep the County facilities clean and presentable each day. We do not receive many complaints about cleanliness, but when such issues do arise, we make sure such matters are taken care of immediately. **We take great pride in cleaning the County buildings, and have made a significant investment in equipment and supplies. As a local business, we employ local County employees, pay taxes locally, and keep local dollars in our community.** We have been a part of the fabric of this community for over 24 years. With wages escalating, business expenses increasing and the rising costs of consumables, the bid number we provided the County is responsible and reasonable. Retaining a competent and well-trained workforce is difficult in the present climate, and expensive. Just ask any employer in our community. As a long-time local business, Porcelain Patrol Service's rate of attrition is lower than comparable cleaning businesses. We have local employees in place at the County who are doing a great job and, most of all, like cleaning your facilities.

We have carefully considered your request to do a month-to-month extension of our current contract. Unfortunately, we have determined that such a proposal will not work for us operationally, as it would not allow us to properly plan for and budget for our business expenses, as required. It also would affect our ability to retain employees and would lower employee morale. We are, however, amenable to offering the County a modified proposal with certain concessions for its consideration. Porcelain Patrol Service proposes to create a new contract for another three years at the same pricing as the current contract, plus the current billing for jail and parks, but with an increase in consumable cost of \$12,000 per year instead of the proposed \$16,000 per year. The floors can be billed the current way we have been doing it, or we can extract the information from the new bid proposal. We are estimating a savings of \$35,000 to \$40,000 over the three year contract. We are asking the board to re-evaluate its position and award the bid to Porcelain Patrol Service, with this concession.

When looking at the other bid numbers, there are three other companies with bids considerably higher than Porcelain Patrol Service. This should be a good indication that Porcelain Patrol Service's bid is reasonable. Given its five years of experience cleaning the County's facilities, Porcelain Patrol Service is well-positioned to present a reasonable bid that takes into account providing good quality work at the best value for the County.

Currently, our contract ends on December 31, 2017. Should the board decide to go in another direction, we are prepared to remove all of our equipment and supplies on Friday, December 29, 2017.

On a final note, we certainly appreciate the past five years of business and hope to continue to do business with the County going forward.

RESOLUTION
XX-2017
Facilities Management
Custodial Services Contract – Porcelain Patrol

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017, and reviewed recommendation to enter into a one year contract with Porcelain Patrol Services for Janitorial Services; and,

WHEREAS, Grand Traverse County issued a Request for Bid for Janitorial Services for the Twelve (12) buildings and five (5) park locations all owned and controlled by Grand Traverse County; and,

WHEREAS, five (5) bids were received with reviewed; and,

WHEREAS, Recommendation is to enter into a one year contract with current vendor Porcelain Patrol to allow for further analysis on the needs of custodial services for Grand Traverse County.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, that a one-year contract from January 1, 2018 to December 31, 2018 be entered into with Porcelain Patrol Services to service the buildings and parks outlined with the Request for Bids issued with due date of October 25, 2017.

APPROVED: December 20, 2017



Action Request

Meeting Date:	December 20, 2017		
Department:	Administration	Submitted By:	
Contact E-Mail:		Contact Telephone:	
Agenda Item Title:	DK Security - Contract Extension		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

Summary of Request:

Staff recommends extending the contract with DK Security to provide security services to the Historic Courthouse, Hall of Justice, and Governmental Center through June 30, 2018.

A 3-year contract with DK Security was approved by the Board of Commissioners in 2013 for services through 2016.

In 2016, the Board of Commissioners approved a 1-year extension through July 1, 2017 and there is a provision to extend the contract for 2 additional 1-year terms.

The contract has expired and services have continued at the same rates and terms as provided in the contract. Staff recommends formalizing the continuation of services by extending the contract through June 30, 2018 with amounts to remain the same - \$165,150 per year (\$660.60 per day for five guards for 250 days per year) for court services and \$14.68 per hour for evening meeting services or additional hours.

An extension will provide continuation of service to ensure security of facilities and allow staff time to prepare for future bidding processes.

Suggested Motion:

Approve and authorize the Board Chair to sign a 1-year extension of the contract with DK Security for security services for the Historic Courthouse, Hall of Justice, and Governmental Center through June 30, 2018 in the amount of \$165,150 with \$14.68 per hour for meeting services.

Financial Information:

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

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

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

Attachments:

Attachment Titles:

RESOLUTION
XX-2017
County Administration
DK Security Contract Extension

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on December 20, 2017, and reviewed recommendation to extend the contract with DK Security to provide security services to the Historic Courthouse, Hall of Justice, and Governmental Center through July 1, 2018; and,

WHEREAS, A 3-year contract with DK Security was approved by the Board of Commissioners in 2013 for services through 2016 and in 2016, the Board of Commissioners approved a 1-year extension through July 1, 2017 with a provision to extend the contract for 2 additional 1-year terms; and,

WHEREAS, The contract has expired and services have continued at the same rates and terms as provided in the contract and staff recommends formalizing the continuation of services by extending the contract through June 30, 2018 with amounts to remain the same - \$165,150 per year (\$660.60 per day for five guards for 250 days per year) for court services and \$14.68 per hour for evening meeting services or additional hours; and,

WHEREAS, An extension will provide continuation of service to ensure security of facilities and allow staff time to prepare for future bidding processes.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY approves and authorizes the Board Chair to sign a 1-year extension of the contract with DK Security for security services for the Historic Courthouse, Hall of Justice, and Governmental Center through June 30, 2018 in the amount of \$165,150 with \$14.68 per hour for meeting services.

APPROVED: December 20, 2017



Action Request

Meeting Date:	December 20, 2017		
Department:	Parks and Recreation	Submitted By:	Kristine Erickson
Contact E-Mail:	kerickson@grandtraverse.org	Contact Telephone:	231-922-4511
Agenda Item Title:	Request for Resolution of Support for Coastal Zone Management Grant for Boardman Lake Loop and Medalie Park		
Estimated Time:	5	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<small>(in minutes)</small>			

Summary of Request:

The Parks and Recreation Commission has authorized Parks and Recreation staff to work with TART Trails to seek funds through grant opportunities for the Boardman Lake Loop trail (to be completed in 2019) and designating Medalie Park as a trailhead for the finished trail. This year, Parks and Recreation was awarded a \$15,000 two percent grant from the Grand Traverse Band of Ottawa and Chippewa Indians for project design engineering costs, and the County was just notified it will be awarded \$300,000 (\$50,000 earmarked for Medalie Park improvements) in grant monies from the state Department of Natural Resources (DNR). In 2017, the County Board of Commissioners indicated its support of the project through Resolutions #27-2017, #28-2017, #29-2017; and #30-2017, all related to the County's application for the \$300,000 in grants recently awarded by the DNR. The County Board also passed Resolution 105-2017, authorizing the County Administrator to execute a Memorandum of Understanding with the City of Traverse City, Garfield Township, and Traverse Area Recreation and Transportation Trails for the Boardman Lake Loop, which "commits each party to tasks to mutually achieve goals to build and finish the Boardman Lake Trail Loop." During its regular monthly meeting on December 14, 2017, the Parks and Recreation Commission passed a resolution supporting the application by County Parks and Recreation staff, in collaboration with TART Trails, for an additional grant, a Coastal Zone Management grant in the amount of \$60,000, for the development of the Boardman Lake Loop Trail and improvements to Medalie Park as trailhead. The grant application also requires a resolution of support from the County Board of Commissioners. Parks and Recreation is respectfully requesting that the County Board of Commissioners pass the attached, drafted resolution in support of the grant application.

Suggested Motion:

Motion to adopt a resolution of support of an application made by the County Parks and Recreation staff in collaboration with TART Trails for a Coastal Zone Management grant in the amount of \$60,000 for the development of the Boardman Lake Loop Trail and improvements to Medalie Park as trailhead.

Financial Information:

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

\$60,000 from Grant. Match from other state funding sources or private match.

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:	
Miscellaneous:		

Attachments:

Attachment Titles:

GTBOC Resolution of for PRC Support of CZM Grant App BLT

At a Regular Meeting of the Grand Traverse County Board of Commissioners, held on the 20th day of December 2017 at 5:30 p.m. with ____ members present, the following resolution was proposed:

Motion by: Commissioner _____

Supported by: Commissioner _____

Grand Traverse County Board of Commissioners

RESOLUTION _____

A RESOLUTION SUPPORTING THE APPLICATION BY GRAND TRAVERSE COUNTY PARKS AND RECREATION FOR A COASTAL ZONE MANAGEMENT GRANT FOR DEVELOPMENT OF THE BOARDMAN LAKE LOOP TRAIL

WHEREAS, *Grand Traverse County Parks and Recreation Commission* has identified trails as an important part of its *2016-17 Strategic Plan*, calling for continued partnership with TART Trails and other entities to provide further countywide connectivity through non-motorized and multi-modal trails; and

WHEREAS, *Grand Traverse County Parks and Recreation Commission's 2013-2018 Grand Traverse County Community Park, Recreation, Open Space, and Greenway Plan* supports the development of non-motorized trails and connected trail networks; and

WHEREAS, the Boardman Lake Loop Trail has been a community vision for nearly 30 years, and trail development has been supported through local, regional, and state resources, including a Coastal Zone Management Grant secured by the County in 2015; a Grand Traverse Band of Ottawa and Chippewa Indians two percent grant for \$15,000 toward trail design costs; and \$600,000 in Michigan Department of Natural Resources (state) grants in 2017 for Boardman Lake Loop construction which includes Medalie Park as an improved trailhead; and

WHEREAS, *Grand Traverse County Parks and Recreation Commission* believes that constructing the trail between 14th Street and Medalie Park will contribute to the recreational and non-motorized transportation opportunities in the region, with its immediate connections to existing trail facilities and desired destinations and future trail extensions along the Boardman River; and

WHEREAS, the preliminary design of the Boardman Lake Loop Trail reflects the strategic goals of understanding and respecting the history, context and culture of the corridor; understanding trail users' perspectives; cultivating trail support by connecting to hearts and minds; creating meaningful connections for work, play and health, and engaging volunteers and partners;

WHEREAS, completing the trail provides positive economic, social and environmental benefits to the region, and;

WHEREAS, Medalie Park is an important community asset and plays a critical role as a trailhead for both the Boardman Lake Loop Trail and Boardman River Water Trail;

WHEREAS, the *Grand Traverse County Parks and Recreation Commission*, in July 2016, voted in favor of supporting the preliminary design of the Boardman Lake Loop Trail and the role of Medalie Roadside Park as an important trailhead for the trail, and authorized County staff to continue to play a supporting role in furthering trail development efforts;

WHEREAS, the *Grand Traverse County Board of Commissioners* in 2017 indicated its support of the project through Resolutions #27-2017, #28-2017, #29-2017; and #30-2017, all related to the County's application for \$300,000 in grants from the Michigan Department of Natural Resources.

WHEREAS, the *County Board of Commissioners* also in 2017 passed Resolution 105-2017, authorizing the County Administrator to execute a Memorandum of Understanding with the City of Traverse City, Garfield Township, and Traverse Area Recreation and Transportation Trails for the Boardman Lake Loop, which "commits each party to tasks to mutually achieve goals to build and finish the Boardman Lake Trail Loop."

WHEREAS, total project cost is estimated at about \$120,000, 50 percent of which would be funded through the Coastal Zone Management Program and 50 percent would be from other state funding sources and/or private match; and

NOW, THEREFORE, BE IT RESOLVED, that the *Grand Traverse County Board of Commissioners* supports application by the County Parks and Recreation staff, in collaboration with TART Trails, for a Coastal Zone Management grant in the amount of \$60,000 for the development of the Boardman Lake Loop Trail and improvements to Medalie Park as trailhead.

Yeas:

Nays:

Absent:

Signature

Carol Crawford, Chair, Grand Traverse County Board of Commissioners

CERTIFICATION

I, Bonnie Scheele, Secretary of the of the Grand Traverse County Board of Commissioners, County of Grand Traverse, State of Michigan, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Grand Traverse County Board of Commissioners during the Regular Meeting of the Grand Traverse County Board of Commissioners on the 20th day of December 2017.

Signature

Bonnie Scheele, Grand Traverse County Clerk and Secretary, Grand Traverse County Board of Commissioners

RESOLUTION
XX-2017
Board of Commissioners
Martin Luther King Training Day

WHEREAS, using Martin Luther King Day as a day for training in the past has received positive responses from both staff and department heads; and,

WHEREAS, Martin Luther King Day is a legal holiday and many citizens believe County offices are closed, which make the use of this day for training minimally disruptive to the public; and,

WHEREAS, closing for business provides an opportunity for departments to do training, planning, and team building to improve trust and communication at a minimal cost; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT GRAND TRAVERSE COUNTY Offices will be closed for business on Monday, January 15, 2018, for the purpose of internal staff development.

APPROVED: December 20, 2017