

**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS**  
Wednesday, January 3, 2018 (immediately following the Organizational Meeting)  
Governmental Center, 2<sup>nd</sup> Floor Commission Chambers  
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

**CALL TO ORDER:**

1. OPENING CEREMONIES OR EXERCISES  
(Pledge of Allegiance)

2. ROLL CALL

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

a. Minutes of December 20, 2017 (Regular Session)..... 3

4. FIRST PUBLIC COMMENT

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

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

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

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

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

All Information identified on the Consent Calendar can be viewed in it's entirety at [www.grandtraverse.org](http://www.grandtraverse.org).

a. Receive and File:	
1) Grand Traverse Conservation District Monthly Report .....	10
2) Northern Michigan Community Action Agency (NMCAA) minutes of 11-16-17.....	16
b. Approvals:	
1) Ratify Remonumentation Grant for 2018.....	19
2) Recycling Drop-Off Site Relocation.....	33
3) Mileage and M&IE Rates for 2018 .....	35
c. Action:	
7. SPECIAL ORDERS OF BUSINESS:	
8. ITEMS REMOVED FROM CONSENT CALENDAR	
9. DEPARTMENTAL ITEMS:	
a. FINANCE:	
1) FY 2017 Budget Amendments (to be distributed)	
10. OLD/UNFINISHED BUSINESS:	
a. Update on Activities (Administration).....	37
b. Animal Control Discussion (Lathrop)	
11. NEW BUSINESS:	
12. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13. COMMISSIONER/DEPARTMENT REPORTS:	
14. NOTICES:	
a. Conference Dates for 2018 (Information Only).....	42
15. CLOSED SESSION IF NEEDED:	
16. ADJOURNMENT	

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Regular Meeting  
December 20, 2017

Chairwoman Crawford called the meeting to order at 5:33 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

SPECIAL GUESTS

The Traverse City Central High School Choralaires treated the commissioners and public to a holiday serenade.

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

EXCUSED: Addison Wheelock, Jr. and Dan Lathrop

APPROVAL OF MINUTES

Minutes of December 6, 2017 – Regular Session

Minutes of December 13, 2017 – Study Session

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

PUBLIC COMMENT

**Joann Tuck** spoke about the article in the Record Eagle regarding the overpayment of health insurance premiums.

**Don Sheehan** spoke about the article in the Record Eagle regarding the overpayment of health insurance premiums.

**Paul Johnson** spoke about the Teamsters General Bargaining Unit Contract.

APPROVAL OF AGENDA

Resolutions regarding the Ad Hoc Committee appointments (on agenda under 10b) were distributed.

Deletion from agenda: 9a, Grand Traverse Sheriff's Office Purchase approval for accident crime scene total station.

Additions to agenda: Resolutions ratifying the Teamsters Central Dispatch Unit and Teamsters General Bargaining Unit Agreements under New Business.

Moved by Johnson, seconded by Gore Follette to approve the agenda as amended. Motion carried.

CONSENT CALENDAR

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

A. RECEIVE AND FILE

1. Grand Traverse County Road Commission Report for December
2. Grand Traverse Conservation District Report
3. Stormwater Asset Management and Wastewater Program (SAW) Grant Extension – Drain Commissioner – *Removed from calendar.*
4. County Staff Report

B. APPROVALS

1. Resolution 149-2017  
Resource Recovery  
2018 Hauler Licenses
2. Resolution 150-2017  
Boards and Committees  
City of Traverse City and Township Association  
Recommendations for Appointments to Boards & Committees
3. Michigan State University Extension – Contract for Extension Services – *Removed from calendar.*

ACTION ON THE CONSENT CALENDAR

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

a-3	Page 18	By Mair
b-3	Page 30	By Mair

Moved by Mair, seconded by Clous to approve the Consent Calendar minus items a-3 and b-3. Motion carried.

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR**a-3 - Stormwater Asset Management and Wastewater Program (SAW) Grant Extension**

Steve Largent, Drain Commissioner, explained that the county requested to decline the grant from the MDEQ and terminate the contract since a Stormwater Asset Management Plan could not be completed by the due date. The MDEQ responded with an offer to extend the grant for another 3 year period.

Moved by Gore Follette, seconded by Johnson to Receive and File the Stormwater Asset Management and Wastewater Program (SAW) Grant Extension information. Motion carried.

**b-3 - Michigan State University Extension – Contract for Extension Services**

Jennifer Berkey, MSU Extension, explained the contract and answered Commissioners' questions.

Resolution 151-2017

Michigan State University (MSU) Extension  
Agreement for Extension Services

Moved by Gore Follette, seconded by Johnson to approve Resolution 151-2017. Motion carried.

DEPARTMENT ACTION ITEMS**a. Grand Traverse Sheriff's Office**

1. Purchase Approval for Accident Crime Scene Total Station – Removed from agenda

**b. Commission on Aging**

1. On-Call Contract Services – Home Health Care and Harbor Care  
Cindy Kielan, Commission on Aging Director, indicated that Harbor Care Associates have withdrawn from the contract.

Resolution 152-2017

Commission on Aging  
In-Home Health Care  
On Call Contract Services

The County Clerk will amend the resolution provided in the packet by deleting paragraph 4 which references alternate agency coverage and will amend paragraph 6 which names Harbor Care Associates as the secondary vendor.

Moved by Gore Follette, seconded by Clous to approve Resolution 152-2017 as amended. Motion carried.

2. Personal Emergency Response Units – Budget Adjustment for 2018  
Cindy Kielan, Commission on Aging Director, gave a presentation on the importance of the Personal Emergency Response Units.

Resolution 153-2017  
Commission on Aging  
Guardian Medical Monitoring  
Amended Contract for  
Personal Emergency Response Units  
Budget Adjustment for 2018

Moved by Gore Follette, seconded by Crawford to approve Resolution 153-2017.  
Motion carried.

**b. Finance Department**

1. FY 2017 Budget Amendments and PA 621 Request

Resolution 154-2017  
Finance  
Budget Amendments

Moved by Gore Follette, seconded by Johnson to approve Resolution 154-2017.  
Motion carried.

2. November 2017 Claims Approval

Resolution 155-2017  
Finance  
November 2017 Claims Approval

Moved by Johnson, seconded by Gore Follette to approve Resolution 155-2017.  
Motion carried.

3. Budget to Actual Revenue and Expenditure Report

Information only. Cherry Wolf, Interim Finance Director, was available to answer Commissioners' questions.

OLD/UNFINISHED BUSINESS

**a. Administration**

1. Custodial Services Contract

Jean Derenzy, Interim Deputy Administrator, explained the RFB process and the recommendation to approve a one year contract with Porcelain Patrol Services.

Joe Seybert and Guadalupe Steinberg, Porcelain Patrol, answered Commissioners' questions.

Resolution 156-2017  
Facilities Management  
Porcelain Patrol  
Custodial Services Contract

Moved by Gore Follette, seconded by Mair to approve Resolution 156-2017.  
 Roll Call Vote: Yes 4, Abstain 1, Excused 2  
 Abstain: Crawford

2. DK Security Contract Extension  
 Vicky Uppal, County Administrator, explained the request for a 1 year extension of services from DK Security.

Resolution 157-2017  
 Administration  
 DK Security Contract Extension

Moved by Gore Follette, seconded by Johnson to approve Resolution 157-2017.  
 Motion carried.

**b. Ad Hoc Committee Recommendations**  
 Resolutions were distributed for board appointments.

1. Library Board Recommendation

Resolution 158-2017  
 Boards and Committees  
 Traverse Area District Library Board Appointments

Moved by Gore Follette, seconded by Johnson to approve Resolution 158-2017.  
 Motion carried.

2. Veterans Affairs Board Recommendations (composition of board and appointments)  
 Commissioner Johnson explained the new composition of the Veterans Affairs Board.

Resolution 159-2017  
 Boards and Committees  
 Veterans Affairs Administrative Board  
 Composition of Board and Appointments

Moved by Johnson, seconded by Clous to approve Resolution 159-2017.  
 Motion carried.

**NEW BUSINESS**

- a. **Request for Resolution of Support for Coastal Zone Management Grant for Boardman Lake Loop and Medalie Park**

Resolution 160-2017  
 A Resolution Supporting the Application by  
 Grand Traverse Parks and Recreation for a  
 Coastal Zone Management Grant for Development of  
 The Boardman Lake Loop Trail

Moved by Gore Follette, seconded by Mair to approve Resolution 160-2017.  
Motion carried.

**b. Martin Luther King Training Day**

Resolution 161-2017  
Board of Commissioners  
Martin Luther King Training Day

Moved by Johnson, seconded by Gore Follette to approve Resolution 161-2017.  
Motion carried.

**c. Resolution to Ratify the Agreement with the Teamsters Central Dispatch Unit**  
Resolution was distributed.

Resolution 162-2017  
Bargaining Unit  
Teamsters Central Dispatch Unit  
Resolution to Ratify Agreement

Moved by Gore Follette, seconded by Johnson to approve Resolution 162-2017.  
Motion carried.

**d. Resolution to Ratify the Agreement with the Teamsters General Bargaining Unit**  
Resolution was distributed.

Resolution 163-2017  
Bargaining Unit  
Teamsters General Bargaining Unit  
Resolution to Ratify Agreement

Moved by Gore Follette, seconded by Johnson to approve Resolution 163-2017.  
Motion carried.

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

Lori Wells, Senior Center, and Kris Ericson, Parks and Recreation, gave updates on their departments.

NOTICES

None

CLOSED SESSION

None

Meeting adjourned at 6:50 p.m.

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Bonnie Scheele, County Clerk

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Carol Crawford, Chairwoman

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

**Grand Traverse Conservation District**  
**December 2017 Report**

**CONSERVATION TEAM**

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

**Administration**

- Attended regularly scheduled Boardman River Dams Project IT Meeting
- Attended County Parks and Recreation Master Planning Team meetings.
- Reviewed and provided written comment and suggestions regarding the County's Parks and Rec revised Master Plan.
- Reviewed contract from AECOM to design Boardman River Trail upstream of Cass Road Bridge.

**Routine Monitoring and Maintenance**

- Cleared major downfall trees from trails with chainsaws.
- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Repaired fencing at trailhead parking lots.
- Snow removal around the Boardman River Nature Center.

**Grants**

- Continued application process for EQIP (Environmental Quality Incentives Program) funds to help restore Boardman and Sabin Pond bottomlands.
- Purchased native seeds to help restore Boardman Pond bottomlands through funding provided by the Northwest Michigan Invasive Species Network.
- Returned signed Agreement Forms notifying that the Conservation District was awarded funding to purchase trees to help restore and landscape the area surrounding the Boardman Dam removal project.

**Other**

- Designed and purchased custom permanent "Attn: Dog Guardians" informational signs to post at all trailheads.
- Continued working with the Conservation Resource Alliance and AECOM to address two eroding banks just upstream of the Boardman Dam removal project limits.
- Continued to work with the IT Team, AECOM and TART to submit a DEQ permit amendment allowing for grading to accommodate the Boardman River Trail that passes through the Boardman Dam removal project limits.

## BOARDMAN RIVER STEWARDSHIP

- Presented Boardman River Program to Kiwanis.
- Visited Kids Creek restoration sites during storm events to determine how well the sites are functioning as designed. They all handled the storm flow very well.
- Restored two erosion sites on Kids Creek along the Woman's Walk in partnership with the WSC.
- Contacted the MDEQ 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. The MDEQ will visit the site for a \$100 pre-application site visit fee.
- Contacted the MDEQ regarding a direct discharge of dewatering activities into Miller Creek.
- Agreed to partner with Boardman River Clean Sweep for the 14<sup>th</sup> Annual event.
- Ordered native trees and shrubs for the Kids Creek restoration sites that will be planted in the spring.
- Continued to monitor fish passage discussions.
- Met with a riverfront property owner and Rob Lyko regarding a 30' Natural River Zoning setback variance request from a 100' setback to a 70' setback. After reviewing the situation it was recommended that Paradise Township consider granting the variance.
- Met with a group of Grand Traverse Stewardship Initiative teachers to discuss what's going on with the Boardman River that they can share with their students.

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## ENVIRONMENTAL EDUCATION

**Nature Center Visitation this Month: 195**  
**Program Participants this month: 166**  
**Drop ins this month: 29**  
**Nature Center Visitation this year: 8,210**

**Nature Center Visitation December 2016: 169**  
**Program Participants December 2016: 149**  
**Drop in December 2016: 20**  
**Nature Center Visitation since 2008: 78,823**

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

- 26 preschool aged children and their families participated in our twice weekly preschool programs at the Boardman River Nature Center during the month of December bringing our Fall session total to 234.
- 17 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
- Continued work on outdoor exhibits along the Fox Den and Sabin trailhead on the Natural Education Reserve.
- Submitted grant funding to Grand Traverse Band for Boardman River Nature Center improvements

FORESTRY ASSISTANCE PROGRAM (FAP)

**Trainings:** ReLeaf Tree Health Training (2.5 CFEs)

**On-Site Visits:**

Grand Traverse County

1. Taylor, 1 ac., Peninsula Twp.

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

**FAP Referrals to Private Sector:** 2 **FAP Referrals to Public Sector:** 0

**In-office Contacts:** 15 landowners **Follow-up Contacts:** 35 landowners/qualified foresters

**FAP Promotion/Program Development:**

1. Update website/forester referral lists/landowner email lists
2. Oak Wilt treatments, follow-up, MISGP reporting
3. Two Forestry presentations to Career Tech Center students through Junior Achievement (48 students)
4. GIS Data entry
5. Meeting with Erik Johnson and Josh Shields about landowner oak wilt treatment with Chemjet Injector Systems
6. Quarterly FAP review with MDARD Regional Supervisor
7. Promotion/Planning for Chainsaw Safety Training
8. Conservation Stewards Program planning meeting
9. FAP Monthly conference call

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**MICHIGAN SAFE FOOD**

- Attended the Great Lakes Fruit and Vegetable Expo in Grand Rapids. The Food Safety session provided many interesting topics:  
*Practical Cold Storage Food Safety, Minimizing Postharvest Cross-Contamination, FSMA Produce Rule Implementation Update, GroupGAP as a Potential Solution to Audit Fatigue, Lettuce Food Safety Coming Clean, Differences Between Leafy Greens Marketing Agreement (LGMA) and FSMA, Produce Safety Recordkeeping: Requirements and Tools, and Wildlife Damage Management.*
- Food and Farming Network meetings continue and as we go into 2018, there will be opportunities to collaborate with the different stakeholders in that group. One possibility is partnering with the Land Conservancy and MAEAP, in a field day at Maple Bay, with emphasis on the Conservancy's mission.

- The MAEAP Techs and I were invited to participate in a Migrant Labor Resource meeting. The group is planning a conference for March for growers and workers, when Produce Safety will be included on the agenda.
  - Upcoming January events: Northwest Orchard and Vineyard Show, Small Farm Conference, and teaching the Farm Food Safety Plan Module for the PSA Grower Training.
- 

### MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

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

**Risk Assessments Completed: 5 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)**

**Farms Verified: 1**

#### **Updates:**

- 12/5-12/7: Great Lakes Fruit and Vegetable Expo in Grand Rapids
- 12/11: Quarterly Review with Regional Coordinator of Conservation Programs
- 12/12: Grand Traverse Fruit Grower's Council Meeting
- 12/12: Food & Farming Network Farmland Task Force Meeting
- 12/15: Migrant Resource Council Meeting- Agriculture Labor Day Planning
- 12/15: Leelanau County Verification
- 12/18: Antrim Conservation District Board Meeting
- 12/20: Food & Farming Network Business Meeting

#### **Current Projects:**

- Working with:
  - 8 farms in Benzie
  - 11 farms in Leelanau
  - 13 farms in Grand Traverse
  - 9 farms in Antrim
- Risk Assessments Completed in December: 10
- Participating with the Food and Farming Network Farmland Task Force on updating outreach materials about farmland and farming preservation.
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding
- Collaborating with the Migrant Resource Council and other partners on Agricultural Labor Day event in March.
- Working on 2018 re-verifications
- Planning upcoming Phase 1 sessions: Ag Labor Day, Orchard & Vineyard Show, Small Farms Conference, and Wine & Grape Conference
- Updating Employee Development Plans

#### **Upcoming Events:**

- 1/8: Benzie/Manistee Farm Bureau Board Meeting
- 1/9: NW MI Farm Bureau Breakfast Meeting

- 1/16-1/17: Orchard & Vineyard Show
  - 1/18: Produce Safety Grower Course
  - 1/18-1/19: Voices of Agriculture Conference in Grand Rapids
  - 1/22: Grand Traverse Conservation District Board Meeting
  - 1/24: Water Fundamentals and Water Wells Training in Lansing
  - 1/26-1/27: Michigan Small Farms Conference
  - 1/31-2/1: Great Lakes Crop Summit
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#### NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

**Active Contacts: 32+**

**Passive Contacts: 3,402+**

**Volunteer Hours: 0**

**Volunteers: 0**

**Acres Surveyed: 8**

**Sites Surveyed: 4**

**Acres Treated: 8**

**Sites Treated: 4**

#### **Meetings/Presentations:**

- 12/12 – 12/13 – Attended Michigan Invasive Species Coalition Annual Meeting: 10 direct, 60 indirect contacts

#### **Treatments and Surveys:**

- Oriental bittersweet treatment: 2 sites, 3 acres
- Japanese barberry treatment: 2 sites, 5 acres

#### **Other Accomplishments:**

- Updated ISN display board
- Sent end of year *Go Beyond Beauty* survey to participants
- Printed Invasive Species Children's activity booklet
- Continued USFS CWMA GLRI 2017 application
- Completed & submitted MISGP2 Final Reporting
- Completed EPA-GLRI2015 spending
- Created flier for municipality tax mailings
- Facebook reach: 1,838+
- Website reach: 1,504+

#### **Upcoming Events:**

- Watch for Garlic Mustard Workbees (and more) 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

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – November 16, 2017**

**PRESENT:**

Rev. Gerald Cook  
Art Jeannot  
Tom Kelley  
George Lasater  
Larry Levensgood  
Louis Fantini  
Mary Klein  
Debbie Bishop  
Carol Smith  
Carolyn Rentenbach  
Pam Niebrzydowski  
Grace Ronkaitis  
Jeff Miller  
Marc Milburn  
Pam Stephan  
Judy Nichols  
Tom Olmsted  
Gillian Gines

**ABSENT:**

Nic Piechotte (E)  
Tonya Schroka (E)  
Betsy White (E)  
Lindsey Walker (E)  
Brenda DeKuiper (E)  
Yvonne Donohoe  
Tony Ansorge (E)  
Jennifer Smith (E)

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

**AGENDA**

Jerry Cook Requested approval for the meeting Agenda.

Motion by Lou Fantini, supported by Peachy Rentenbach, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the October 19, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Pam Niebrzydowski, supported by Judy Nichols, that the minutes of the October 19, 2017 Board of Directors meeting be approved as presented. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

None.

**PUBLIC INPUT**

None.

**POLICY COUNCIL REPORT**

The November 9, 2017 Policy Council meeting report was presented by Tonya Schroka.

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

### **EXECUTIVE DIRECTORS REPORT**

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

Motion by Pam Stephan, supported by Lou Fantini, that the Executive Director's report be approved as presented. Motion carried.

### **BUSINESS**

#### **EXECUTIVE/AUDIT COMMITTEE REPORT**

Jerry Cook, Executive/Audit Committee Chairperson, reported that the Executive/Audit Committee met earlier today.

The Committee met with Dan Dewey, Controller, for an in-depth review of the FY 2017 Audit preparation. Kim Aultman, Operations Director and Lisa Robitshek, Senior Nutrition Manager, reviewed the FY 2017 end of year numbers with the Committee. The Executive Director transition plan and dates were reviewed. The posting of the Executive Director opening will begin on November 17.

#### **SUMMARY OF FY 2017 AUDIT PREPARATION**

Dan Dewey, Controller presented a summary of the 2017 Audit preparation. Total revenue for the year was \$20,604,058. The change in net assets was an increase of \$146,975. These numbers will be reviewed by the auditors and finalized. The auditors will be at NMCAA the second week of December will present their final report at the **December 14<sup>th</sup> Board meeting** (one week earlier than usual).

#### **SENIOR NUTRITION INVESTMENT COMMITTEE REPORT**

Jerry Cook announced that the Senior Nutrition Investment Committee met earlier today. The current balance of the fund through October 31, 2017 is \$264,710 which represents a 9.9% YTD increase. No changes are recommended at this time.

Motion by Pam Stephan, supported by Pam Niebrzydowski that the Senior Nutrition Investment Committee report be accepted as presented. Motion carried.

#### **EARLY HEAD START / HEAD START SCHOOL READINESS GOALS**

Kerry Baughman, Child & Family Development Director, presented the Early Head Start / Head Start School Readiness Goals. The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. NMCAA establishes readiness goals that are appropriate for the age and development of enrolled children.

**NMCAA BOARD OF DIRECTORS SELF-ASSESSMENT RESULTS**

Jerry Cook announced that the Board Self-Assessment has been completed. Discussion followed noting some of the area results. It was noted that some Board members did not feel that this particular assessment tool was a good fit for use by NMCAA. The complete Self-Assessment results will be available on the website.

**EXECUTIVE TRANSITION PLAN**

Jerry Cook reviewed the Executive Directive Transition timeline. Submissions for the position will be accepted through December 19 with interviews taking place in January. The new Executive Director will start in February to work alongside John Stephenson to complete the transition.

**OTHER BUSINESS**

NOT SELECTED as Hagerty Non Profit Partner

HUD Review issues in the past; current review with findings

Rough start to Heating Assistance program this year

Complicated Washington DC circumstances and budget – CR ends Dec 8 – FY18 funding uncertain

DTE Donation to MoW \$12,500

Strategic Plan Proposal

TSA positions at TC airport are available

**BOARD COMMENTS**

None.

There being no further business to come before the Board, the meeting was adjourned at 2:15 P.M.

Next meeting will be: Thursday **December 14, 2017**, 12:30 PM  
**Note change from normal schedule**

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary



## Action Request

Meeting Date:	January 3, 2018		
Department:	Equalization	Submitted By:	Mike Steffes
Contact E-Mail:	msteffes@grandtraverse.org	Contact Telephone:	922-6873
Agenda Item Title:	2018 Remonumentation Grant - Ratify Acceptance		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

### Summary of Request:

Grand Traverse County has been awarded \$64,280.00 for the 2018 Remonumentation Program. The grant provides for contractual services and administration for the Remonumentation of section corners throughout the County. This year, 39 total corners are to be contracted and completed by 3 local surveying firms.

There is no local match involved for this Grant which is funded annually by the State of Michigan. Paperwork needed to be sent in prior to the beginning of the year to receive funding so we are requesting ratification by the Board.

### Suggested Motion:

Ratify approval/acceptance of the 2018 Remonumentation Grant in the amount of \$64,280 from the State of Michigan, Department of Licensing and Regulatory Affairs, Office of Land Survey and Remonumentation and signature of the Board Chair and/or Grant Administrator to sign the appropriate paperwork necessary to effectuate this agreement.

### 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:

GRANT BETWEEN  
THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
AND  
**GRAND TRAVERSE COUNTY**

GRANTEE/ADDRESS:

Michael Steffes  
County of Grand Traverse  
400 Boardman Avenue, Suite 103  
Traverse City, MI 49684  
(231) 922-6873  
(231) 922-4447

STATE GRANT ADMINISTRATOR/ADDRESS:

Michael C. Barger, P.S., Director  
Office of Land Survey and Remonumentation  
Department of Licensing and Regulatory Affairs  
P.O. Box 30254  
Lansing, MI 48909  
Phone: (517) 241-6321  
Email: bargerm@michigan.gov

GRANT PERIOD:

From: **01-01-2018** To: **12-31-2018**

TOTAL AUTHORIZED BUDGET: **\$64,280.00**

ACCOUNTING TEMPLATE: 6415137T001

## **GRANT**

This is Grant No. **BCC 18-28** between the Department of Licensing and Regulatory Affairs (Grantor), and **Grand Traverse County** (Grantee), is entered into pursuant to the State Survey and Remonumentation Act, 1990 PA 345 (SSRA) and is subject to the terms and conditions of this Agreement (Agreement).

### **1.0 Statement of Purpose**

This Grant is offered annually to the Grantee in accordance with the requirements of the SSRA. The SSRA establishes the State Survey and Remonumentation Fund which supports a program for the monumentation and remonumentation and perpetual monument maintenance of original public land survey corners, protracted public land survey corners and property controlling corners throughout the State.

This Grant is offered to the Grantee to carry out its annual work program as set forth and approved by the Grantor in the Grantee's Survey and Remonumentation Grant Application, made part of this Agreement as "Attachment A."

In accordance with the terms and conditions of this Grant, the Grantor will reimburse the eligible expenses incurred by the Grantee to carry out the annual work program as set forth and approved by the Grantor in "Attachment A."

### **1.1 Statement of Work**

The Grantee agrees to undertake, perform, and complete the project described in the Grantee's Proposal, Attachment A, file a Land Corner Recordation Certificate (LCRC) pursuant to the Corner Recordation Act, 1970 PA 74 (CRA) with the addition of a geodetic coordinate value, the peer group date, and county representative's signature on said LCRC for each corner identified in Attachment A under the requirements of the SSRA.

The Grantee must submit a Completion Report as specified in this Agreement, may submit a Work Progress Report as specified in this Agreement and provide any other reports or forms requested by the Grantor.

### **1.2 Detailed Budget**

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment B, without the prior written consent of the Grant Administrator.
- C. Attachment A includes the Budget. The Grantee agrees that all funds shown in Attachment A are to be spent as detailed in Attachment A.

- D. Changes in the Budget of less than 5 percent of the total line item amount do not require prior written approval, but Grantee must provide notice to the Grant Administrator.
- E. Changes in the Budget equal to or greater than 5 percent of the total line item amount will be allowed only upon prior review and written approval by the State Grant Administrator. A formal grant amendment must be signed by both the Grantor and Grantee.

### 1.3 Payment Schedule

- A. The maximum amount of grant assistance offered is **\$64,280.00**. An initial advance of **\$25,712.00** (40 percent of the State Grant Amount) shall be made to the Grantee upon submittal of the 2017 Completion Report and all required documentation to the State Grant Administrator.
- B. Progress payments up to a total of 85 percent of the Total Authorized Budget may be made upon submission of a Grantee request indicating the grant funds received, project expenditures incurred, and objectives completed to date, as well as backup documentation for all expenditures. Backup documentation must include a printout of the 245 grant account, invoice copies, and a payroll printout for any county costs supported with the grant, and be maintained for audit purposes in order to comply with this Agreement.
- C. Payment of the final 15 percent of the grant amount shall be made after completion of the project and after the State Grant Administrator has received and approved the Completion Report and supporting documentation as specified in this Agreement.

1984 PA 279 states that the State shall take all steps necessary to assure that payment for goods or services is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

### 1.4 Program Performance - Monitoring, Reporting and Documentation

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished and provide a status report to the State Grant Administrator upon request.
- B. Reporting (**see 1.4.C. for documentation requirements**):
  - 1. The Grantee **may submit** to the State Grant Administrator a Progress Report as soon as July 1 of the grant year but no later than September 30 of the grant year with backup documentation for work completed and expenditures incurred during the reporting period
  - 2. The Grantee **must submit** to the State Grant Administrator a Completion Report no later than February 1 following the close of the grant year

accompanied by all documentation for work completed and expenditures incurred during the reporting period.

C. Documentation. Backup documentation must include the following, as applicable:

1. A written narrative of the total work accomplished during the grant year, including an explanation for any additional work completed that was not specified in the approved "Attachment A," any work not completed that was specified in the approved "Attachment A," and any changes in an approved line item of the budget approved in "Attachment A" (submit for **Completion Report only**).
2. A narrative of any coordinated efforts with other organizations to complete the project (submit for **Completion Report only**).
3. Invoices:
  - a. An invoice from all Peer Review Group members, each surveyor or any other service provider for all services provided to the Grantee under this Agreement, and other supplies and purchases, as outlined in the approved "Attachment A" (submit for **Progress Report and Completion Report**).
  - b. A detailed breakdown and backup documentation for any county costs charged to the program as outlined in the approved "Attachment A" (submit for **Progress Report and Completion Report**).
4. General Ledger: The County Treasurer's print-out of the State Survey and Remonumentation grant account or equivalent ledger providing a detailed history of each transaction occurring within the account, including all payroll, indirect and/or overhead expenses. If not itemized in the ledger, a salary and fringe benefits breakdown must also be submitted for all administrative staff (submit for **Progress Report and Completion Report**).
5. An exact, full-size copy of the recorded LCRC prepared in compliance with the CRA and SSRA (submit for **Completion Report only**).
  - a. The LCRC must include geodetic coordinate values for each corner recorded, signed by the county representative and reflect the date of the peer review group meeting at which the corner was reviewed.
  - b. A copy must be submitted for each corner code reported on an LCRC. If the LCRC identifies more than one corner code, the Grantee must provide a separate copy of the LCRC for each corner code.

6. An LCRC Spreadsheet listing all corner codes recorded for filing in the State's Corner Recordation Collection System (submit with **Completion Report only**).

## **PART II - GENERAL PROVISIONS**

### **2.1 Project Changes**

Grantee must obtain prior written approval for project changes from the Grant Administrator. **See Section 1.2. Detailed Budget.**

### **2.2 Delegation**

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

### **2.3 Project Income**

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

### **2.4 Share-in-savings**

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

### **2.5 Order of Spending**

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

### **2.6 Purchase of Equipment**

The purchase of equipment not specifically listed in the Budget, "Attachment A," must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable

personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

## **2.7 Accounting**

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

## **2.8 Records Maintenance, Inspection, Examination, and Audit**

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

## **2.9 Competitive Bidding**

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

### **3.0 Liability**

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

### **3.1 Reserved**

### **3.2 Safety**

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

### **3.3 General Indemnification**

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs, including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

### **3.4 Termination**

#### **A. Termination for Cause**

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

**B. Termination for Convenience**

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

**3.5 Conflicts and Ethics**

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

**3.6 Non-Discrimination**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Grant.

**3.7 Unfair Labor Practices**

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

**3.8 Force Majeure**

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

### **3.9 Media Releases**

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

### **4.0 Website Incorporation**

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

### **4.1 Certification Regarding Debarment**

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

### **4.2 Illegal Influence**

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

#### **4.3 Governing Law**

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint agents in Michigan to receive service of process.

#### **4.4 Compliance with Laws**

Grantee must comply with all federal, state and local laws, rules and regulations.

#### **4.5 Disclosure of Litigation, or Other Proceeding**

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

#### **4.6 Assignment**

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

#### **4.7 Entire Grant and Modification**

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

#### **4.8 Grantee Relationship**

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

#### **4.9 Dispute Resolution**

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

#### **5.0 Severability**

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

#### **5.1 Waiver**

Failure to enforce any provision of this Grant will not constitute a waiver.

## 5.2 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

\_\_\_\_\_  
LeAnn Droste, Director  
Bureau of Finance and Administrative Services  
Department of Licensing and Regulatory Affairs  
State of Michigan

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Michael Steffes*  
Michael Steffes  
County Grant Administrator  
County of Grand Traverse

\_\_\_\_\_  
*12/20/17*  
Date

GRANT NO. BCC 18-28

\_\_\_\_\_  
*Carol J. Crawford*  
Carol J. Crawford  
Chairperson  
County of Grand Traverse

\_\_\_\_\_  
*12/21/17*  
Date

RESOLUTION

**XX-2018**

**Equalization Department  
2018 Remonumentation Grant**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 3, 2017, and review request to ratify approval, acceptance and the chair's signature on the 2018 Remonumentation Grant; and,

WHEREAS, Grand Traverse County has been awarded \$64,280 for the 2018 Remonumentation Program which provides for contractual services and administration for the Remonumentation of 39 section corners through the County; and,

WHEREAS, there is no local match involved for this grant which is funded annually by the State of Michigan; and,

WHEREAS, in order to comply with grant requirements, completion of paperwork was due in to the State of Michigan prior to December 31, 2017; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County ratifies acceptance of the 2018 Remonumentation Grant in the amount of \$64,280 from the State of Michigan, Licensing and Regulatory Affairs, Office of Land Survey and Remonumentation and signature of the Board Chair and/or Grant Administrator to sign the appropriate paperwork necessary to effectuate this agreement.

Approved: January 3, 2018



## Action Request

Meeting Date:	January 3, 2018		
Department:	Administration/Resource Recovery	Submitted By:	Sarah Adams
Contact E-Mail:	sadams@grandtraverse.org	Contact Telephone:	(231) 922-4622
Agenda Item Title:	Recycling Drop-Off Site Relocation		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

In 2001, through resolution 237-01, the Board of Commissioners approved a request from the Resource Recovery Office to support the location of a public recycling drop-off site at the Public Services Building on LaFranier Road.

After that time, the recycling drop-off site was moved from LaFranier to American Waste's facility on Hughes Drive by American Waste, the recycling drop-off site service provider.

American Waste requests relocating the recycling drop-off station presently at their facility back to LaFranier to continue to provide the service in close proximity to its current location while allowing additional parking for their growing business. Relocation will also help alleviate safety concerns with residential traffic in the American Waste industrial facility. American Waste is not obligated to but has been providing this service to County residents for years. American Waste will service the recycle bins 6 days per week, maintain the cleanliness of the recycling site, provide signage, and dispose of any materials left outside the bins, at no cost to the County.

There are presently 7 recycling drop-off sites throughout the county, which provide supplemental options to curbside recycling. The sites are supplied and serviced by American Waste at no cost to the County.

### Suggested Motion:

Approve the relocation of the public recycling drop-off site from Hughes Drive to the Public Services/Health Services Complex parking lot on LaFranier.

### 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:

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

<b>Reviews:</b>	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
<b>Administration:</b>	<input checked="" type="checkbox"/> Recommended	Date: 12/28/17
<u>Miscellaneous:</u>		

### Attachments:

Attachment Titles:

RESOLUTION

**XX-2018**

**Resource Recovery  
Relocation of Recycling Drop-Off Site to  
LaFranier Public Services Building**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 3, 2017 and reviewed request to approve the relocation of the public recycling drop-off site from Hughes Drive to the Public Services/Health Services Complex parking lot on LaFranier; and,

WHEREAS, In 2001, through resolution 237-01, the Board of Commissioners approved a request from the Resource Recovery Office to support the location of a public recycling drop-off site at the Public Services Building on LaFranier Road.

WHEREAS, After that time, the recycling drop-off site was moved from LaFranier to American Waste's facility on Hughes Drive by American Waste, the recycling drop-off site service provider.

WHEREAS, American Waste requests relocating the recycling drop-off station presently at their facility back to LaFranier to continue to provide the service in close proximity to its current location, allowing additional parking for their growing business while alleviating safety concerns with residential traffic in the American Waste industrial facility; and,

WHEREAS, American Waste is not obligated to provide this service to County residents but has done so for years and will service the recycle bins 6 days per week, maintain the cleanliness of the recycling site, provide signage, and dispose of any materials left outside the bins, at no cost to the County; and,

WHEREAS, There are presently seven (7) recycling drop-off sites throughout the county, supplied and serviced by American Waste at no cost to the County, which provide supplemental options to curbside recycling; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the relocation of the public recycling drop-off site from Hughes Drive to the Public Services/Health Services Complex parking lot on LaFranier.

APPROVED: January 3, 2018



## Action Request

Meeting Date:	January 3, 2018		
Department:	Finance	Submitted By:	C. Wolf
Contact E-Mail:	cwolf@grandtraverse.org	Contact Telephone:	922-4682
Agenda Item Title:	Mileage and M&IE Rates for 2018		
Estimated Time:	<div></div> <div>(in minutes)</div>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

The IRS standard mileage rate and rates for M&IE (Meals and Incidental Expenses change periodically.

The County uses the rates established by the IRS Conus Tables for reimbursement of the expenses identified and those rates are updated at least annually by the Finance Department effective January 1st of each year.

All rates established for the current calendar year will be in effect beginning January 1st of that year and can be found on the County's web site or by contacting the Finance Department in accordance with the Travel Policy.

The standard mileage rates for 2018 is up from 2017 to 54.5 cents for every mile of business travel driven. The M&IE Rate remains the same at \$51.

### Suggested Motion:

Ratify Mileage and M&IE Rates presented above in accordance with the Travel Policy, effective January 1, 2018.

### 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-2018**

**Finance Department  
Mileage & M&IE Rates for 2018**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 3, 2017 and reviewed request to update rates for 2018 in accordance with the Travel Policy; and,

WHEREAS, The IRS standard mileage rate and rates for M&IE (Meals and Incidental Expenses change periodically; and,

WHEREAS, The County uses the rates established by the IRS Conus Tables for reimbursement of the expenses identified and those rates are updated at least annually by the Finance Department effective January 1st of each year; and,

WHEREAS, All rates established for the current calendar year will be in effect beginning January 1st of that year and can be found on the County's web site or by contacting the Finance Department in accordance with the Travel Policy; and,

WHEREAS, The standard mileage rates for 2018 is up from 2017 to 54.5 cents for every mile of business travel driven and the M&IE Rate remains the same as 2017 at \$51; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County ratify the Mileage Rate at 54.5 cents per mile and the M&IE Rate at \$51, in accordance with the Travel Policy, effective January 1, 2018.

APPROVED: January 3, 2017



# Memorandum

Grand Traverse County  
Administration  
231.922.4797 Fax 231.922.4636  
email: [jderenzy@grandtraverse.org](mailto:jderenzy@grandtraverse.org)

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**To:** County Board of Commissioners

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

**Date:** December 29, 2017

**Subject:** Update on Activities

## **SUMMARY OF ITEM TO BE PRESENTED:**

To keep Commissioners apprised of activities being worked on to present to the Board in January, the following is provided:

**Animal Control:** The Ad Hoc Committee has met on several occasions, with the Chair being Commissioner Gore-Follette. Administration is putting together information on staffing levels needed for 2018 along with funding sources to present to the Ad Hoc Committee at their next meeting (anticipated to be the week of January 8<sup>th</sup>). Several options will be reviewed and considered with a full recommendation to be presented to the County Board at the end of January.

Minutes of the Ad Hoc are attached for your information.

**Ad Hoc Committees:** Two additional Ad Hoc Committees are recommended in 2018 to review two issues: 1) Regional Pathologist and building a regional morgue. 2) New Jail/Law Enforcement Center. Administration will be providing the scope/overview of each Committee, staff assigned to committee and timeline for each.

Overview will be presented at your January 17<sup>th</sup> meeting.

**Strategic Planning Session:** Strategic Planning Session is scheduled for Saturday, January 20<sup>th</sup> with John Amrhein. Request was made for Commissioner's input on expectations / outcome of the session by Friday, January 5<sup>th</sup>.

Should Commissioners have any questions, please feel free to call or email.

Animal Control Ad Hoc Committee  
Minutes of July 12, 2017

Committee Members Present: Bob Johnson, Dan Lathrup, Cheryl Gore Follette (Chair)

Meeting called to order at 4:01 p.m.. Pledge of Allegiance. Chair advised those in attendance the meeting would be informal, to give those present an opportunity to share ideas, thoughts and concerns.

Recently formed Citizen's Committee advised they held first meeting. Members of that committee present included Kim Scarritt (Elk Rapids), Jennifer Isabel (Garfield Twshp.), Ms. Klunck (Traverse City), and Deb Zerafa, Animal Control officer.

Comments were made regarding successful and challenging animal control policies and practices. The Sheriff's office, City Police, Health Department, Treasurer's office and Prosecutor's office were represented and offered comments. Jamie Kroll, new part-time animal control officer, was present and spoke.

The legal protocol for handling animal control complaints was discussed by law enforcement. Procedures are in place and conversations continue with animal control to fine tune communication and process.

Ad hoc committee members shared their charge re: determining level of service for animal control, identifying income streams to support services, what department should oversee animal control, and what part a citizen committee could play.

The citizen group was asked to brainstorm possible funding sources for a new animal control truck, as well as general services. There was discussion on current funding and support from the county.

The committee assured those present of its commitment to work to find a long-term solution for providing animal control services to the county. The group was asked to keep brainstorming and talking, and invited to come to the next ad hoc committee meeting, to be scheduled several weeks out.

Meeting adjourned at 5:04 p.m.

Animal Control Ad Hoc Committee  
Minutes of August 23, 2017

Committee Members Present: Cheryl Gore Follette, Bob Johnson  
Dan Lathrop excused.

1. Meeting was called to order at 5:30 p.m.
2. MOVED Johnson, seconded by Gore Follette to approve the minutes of July 12, 2017 as presented. APPROVED Unanimously.
3. Public Comment:

Carol Crawford, Chairman of the County Board of Commissioners recently attended a NACO Conference and provided information she received regarding Animal Control Programs and Services.

Dr. Craig Brightman, Veterinarian, has been working with Deb Zerafa and she is amazing. People are passionate about pets even when they can't afford to take care of them and Deb should be a deputy and carry a gun. He encourages Animal Control to be part of the Sheriff's department. He also thanked the police for responding (to check on Deb) when she was on a call and they could not reach her by phone. His message to Grand Traverse County is "don't cut back on Animal Control."

Ashleigh Rose Bottorff, Animals Are Awesome, LLC, explain what she's done and how she may be able to help raise funds. More information @ [www.animalsareawesome.org](http://www.animalsareawesome.org)

4. Reports:

A. Update from Animal Control Officer(s)

Deb's update included having dog bite issues in two neighborhoods which she is trying to handle by calming down a situation which is becoming routine. She also spoke of a couple of hoarding incidents – one person had 17 animals. Feral cat populations also seem to be higher than previously estimated. She and Jaime Croel are covering the area as well as they can without outside help. Also spoke about how to handle dogs at large. She added that since she has been on the job, the county has had 0 show cause hearings which are costly to the community.

B. Update from Sheriff's Department:

Sheriff Bensley has been working with HR to get a cost estimate for AC officers and clerical support. He is concerned additional staff may take time to find based on his experience with law enforcement officers. Also in reviewing the past and current expenses for animal control, it appears that their indirect costs are very high – why? They are also looking at numbers of animals and how other sheriff departments handle this. How stable will future funding be – license fees went up – is that because of increase in cost or more licenses being issued?

C. Update from Citizen Advisory Committee

Jennifer Isbell indicated that the group has been working on possible marketing campaign and asked what is the county willing to offer the residents. In her discussions with residents she hears that residents won't get their dogs licensed until they know there is going to be an animal control. She also provided copies of a campaign example that could be used. The Animal Rescue Coalition (ARC) is their group of 4 citizens who make up the advisory group. They get together to solve many animal issues in GTC and outlying areas.

Chair Gore Follette indicated that the Board would like to be on same team and reason for people to license pet is because animal control is not a mandated service. People want animals protected and want to be protected from animals. If everyone who has a pet, had a license, we could afford animal control. She also shared excited news that Rich Brauer has agreed to put out 2 short spots - psa's - to explain why they should license their pets.

Wendy Hirschenberger shared that from a rabies perspective, licensing protects dogs and people. If animals are not vaccinated, dogs have to be quarantined and possibly put down. This cost is absorbed in the Health Department and is not even a part of the Animal Control budget. The vaccine is also very painful and expensive. This protection is received through licensing.

D. Update from Treasurer's Office

Heidi Scheppe prepared projections and anticipates \$115,000 in revenues for this year. Most of that revenue is collected by the Vets. She estimates that over a 3 year cycle, there are about 10,000 licenses issued. Working with Cherryland Humane Society to have them pay us directly for boarding fees (that go to animal control).

Where does the citation revenue go?

The Treasurer's Office has a new pamphlet to announce that license is needed. Currently working with IT to provide this on-line. In comparison to other counties we are higher but the price is still fair. Some other counties have billboards and some have pamphlets. In either case, awareness is the key. Some Counties do have a millage for animal control.

E. Update from Committee Members:

Cheryl Gore Follette also asked 7 & 4 if they would partner with us. Although they've reached their limit on community service "donations" for now, they may have space when we come up with an ad. Dr. Brightman recommends Facebook. If we come up with info/ad/etc., he will be willing to put on their Facebook page.

Health Department – Dan Thorell has spoken with other counties regarding what they do and their licensing rate. Oakland County indicated that they estimate only licensing 10% of the animals in their county and they have a robust campaign annually. He also shared that we could use GIS to put map together of where licensed dogs are.

Chris Forsyth provided an update regarding our situation with the City of TC. The City has an ordinance and the county does not have jurisdiction in the City. If we wrote a ticket, it could be dismissed. The County needs to reach out to Marty Coburn or Mayor Carruthers and discuss having the city ordinance mirror state law.

Cheryl Gore Follette inquired about cat licensing. Forsyth said the County does not have the authority as we use the State Dog Law (1919). The city or township may be able to adopt an ordinance under health or another statute. No other animals require licensing under state law.

5. Public Comment & Discussion:

In conclusion, Gore Follette stated that "If we can increase number of licenses, we can provide better animal control service" adding that we are serious about our goal.

Let's come back together in about 6 weeks and have an ad campaign and other information and see where we are.

6. Meeting adjourned at 6:40 p.m..

### **Conference Dates for 2018**

The MAC and NACO Conference Dates for 2018 are identified below for you information and scheduling convenience.

#### **Michigan Association of Counties (MAC)**

Legislative Conference – March 26-28 (Lansing, MI)

Annual Conference – August 19-21 (Frankenmuth, MI)

#### **National Association of Counties (NACO)**

Legislative Conference – March 3-7 (Washington, DC)

*(Registration currently open with early bird registration due by 1-19-18)*

Annual Conference – July 13-16 (Nashville, TN)