

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, March 15, 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 March 1, 2017.....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.

a.	Receive and File:	
1)	Northern Lakes Community Mental Health minutes of 1-19-17.....	7
2)	Airport Commission Organizational Meeting minutes of 1-24-17	11
3)	Airport Commission Regular Meeting minutes of 1-24-17.....	14
4)	GT Conservation District Monthly Report for February	18
5)	Road Commission Monthly Report for March	21
6)	2016 Planning Commission Annual Report.....	23
b.	Approvals:	
1)	Revolving Loan Fund Application for Berg Well Drilling	27
2)	April 2017 is Social Host Awareness Month – Proclamation.....	29
3)	FY2017 Budget Amendments	31
4)	February 2017 Claims Approval.....	37
5)	Proclamation to Recognize Girl Scouts “Operation American Soldier”.....	60
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Public Hearing for Grant Applications (4) for the Boardman Lake Trail Loop	61
b.	Public Hearing on the Park Place Redevelopment Area – Brownfield Plan	62
c.	Boardman River Restoration Project – Boardman Dam Removal Presentation (Conservation Resource Alliance)	72
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	COMMUNITY DEVELOPMENT:	
1)	Boardman Lake Trail Loop - Approval of Grant Applications (4)	73
2)	Park Place Redevelopment Area – Approval of Brownfield Plan	78
3)	Approval of Economic Development Corporation Amended ByLaws.....	79
b.	HEALTH DEPARTMENT:	
1)	Medical Examiner Contract.....	92
c.	FINANCE:	
1)	Budget to Actual Revenue and Expenditure Report.....	105
10.	OLD/UNFINISHED BUSINESS:	
a.	Property Acquisition & Disposal (Administration)	109
b.	Natural Gas Contract (Facilities)	113
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
a.	Facilities Management (Marty Dunham)	
b.	Staffing Plan Process – Discussion (Gore Follette).....	115
c.	Draft RFP for County Administrator (Ad Hoc Committee).....	117
14.	NOTICES	
a.	March 16, 2017 @ 9:00 a.m. - Board Basics Training (RSVP)	
b.	March 22, 2017 – Special Board Meeting - Update Regarding Collective Bargaining	
c.	March 29, 2017 – Special Study Session - Pension Debt Discussion	
15.	CLOSED SESSION (IF REQUIRED)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
March 1, 2017

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

OPENING CEREMONIES OR EXERCISES

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

PRESENT: Bob Johnson, Tom Mair, Addison Wheelock, Jr., and Ron Clous

EXCUSED: Dan Lathrop, Cheryl Gore Follette, and Carol Crawford

APPROVAL OF MINUTES

February 15, 2017 – Regular Session

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

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Moved by Johnson, seconded by Mair to approve the agenda as presented. 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. Corrected Board of Commissioners minutes of February 8, 2017
2. Resolution Regarding Revision of Medicare Prescription Drug Bill of 2003 (Allegan County) – *Removed from Consent Calendar.*
3. Grand Traverse Community Collaborative minutes of February 23, 2017

B. APPROVALS

1. Resolution 20-2017
Boards and Committees
Construction Code Board of Appeals Reappointments
2. American Federation of State, County and Municipal Employees (AFSCME) Agreement
Removed from Consent Calendar.

ACTION ON THE CONSENT CALENDAR

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

A-2	Page 12	By Johnson
B-2	Page 19	By Johnson

Moved by Wheelock, seconded by Johnson to approve the Consent Calendar minus items A-2 and B-2. Motion carried.

SPECIAL ORDERS OF BUSINESS

- a. **Public Hearing for Revolving Loan Fund Application for Berg Well Drilling**
John Sych, Planning Director, and Laura Galbraith, Venture North, gave a brief overview of the loan request from Berg Well Drilling.

Doyle Berg, Berg Well Drilling, provided more information on the project and the loan request.

Vice Chairman Clous declared the public hearing open at 5:44 p.m.

There being no further comments or correspondence, Vice Chairman Clous closed the public hearing at 5:46 p.m.

- b. **Bay Area Transportation Authority (BATA) Presentation**
Eric Lindgaur, BATA Communications Manager, gave a presentation on BATA's services and the upcoming millage request.

Kelly Dunham, BATA Executive Director, and Mr. Lindgaur answered Commissioners' questions regarding BATA services.

ITEMS REMOVED FROM CONSENT CALENDAR

- A-2 – **Resolution Regarding Revision of Medicare Prescription Drug Bill of 2003 (Allegan County)**

Moved by Johnson, seconded by Mair to Receive and File Resolution Regarding Revision of Medicare Prescription Drug Bill of 2003 (Allegan County). Motion carried.

B-2 - American Federation of State, County And Municipal Employees (AFSCME) Agreement.

Resolution 21-2017
Bargaining Unit
American Federation of State, County
And Municipal Employees (AFSCME)
Agreement

Moved by Johnson, seconded by Wheelock, to approve Resolution 21-2017. Motion carried.

DEPARTMENT ACTION ITEMS

a. Administration

- 1. County Owned Real Property Disposal Policy
Moved by Wheelock, seconded by Mair to table discussion of this policy until March 15, 2017 meeting. Motion carried.

Commissioners directed staff to include a procedure for property acquisition in the draft policy and bring it back to the next meeting.

OLD BUSINESS

a. Update from Ad Hoc Committee Regarding Administrator Search

Commissioners Mair and Wheelock indicated that a draft Request For Proposals (RFP) would be presented to the Board at the March 15 meeting.

b. Strategic Plan Update

Tom Menzel, County Administrator, indicated that the Strategic Plan memo of February 24 included in the packet summarized the plan to date.

NEW BUSINESS

None

PUBLIC COMMENT

Brenda DeKuiper indicated that a group is trying to create an indoor sports complex on the Keystone property and she requested that the County hold off on selling it.

COMMISSIONER/DEPARTMENT REPORTS

a. Natural Gas Contract (Wheelock)

Commissioner Wheelock gave an update on the history of negotiating the contracts for Natural Gas prices. He indicated that they may have a contract to present to the Board at the March 15 meeting for approval.

NOTICES

- a. March 16, 2017 at 9:00 a.m. – Board Basics Training**

- b. March 22, 2017 – Special Board Meeting – Attorney-Client Update Regarding Collective Bargaining**
- c. March 29, 2017 – Study Session – Pension Debt Discussion**

CLOSED SESSION

None

Meeting adjourned at 6:52 p.m.

Bonnie Scheele, County Clerk

Ron Clous, Vice Chairman

APPROVED: _____
(Date)

(Initials)

DRAFT



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

Board of Director's Meeting Minutes

January 19, 2017

2:30 PM

CALL TO ORDER:

Northern Lakes Community Mental Health, 527 Cobb Street, Cadillac with skype to 105 Hall Street, Traverse City, Michigan. Dave Stephenson called the meeting to order at 2:30 p.m.

Board Members Present: Cadillac -Nicole Miller, Betty Bushey, Carol Crawford, Nina Zamora, Gerald Micketti, Randy Kamps, Gary Stefanko. Pam Babcock, Cheryl Walker, Al Cambridge, Lorelei King and Dave Stephenson.

Board Members Absent: Dean Vivian (advance notice), Ty Wessell (advance notice) and Michael MacCready (advance notice).

Others Present: Cadillac - Karl Kovacs, Chief Executive Officer; Deb Lavender, Executive Secretary; Mary Marois, Interim Director for Services to Children and Families; Carrie Gray, Chief Population Officer for IDD; Becky Vincent, Director of Integrated and Managed Care; Matt Leiter, Human Resources Officer; and Tracy Andrews, Recipient Rights Director.

Traverse City: Lauri Fischer, Director of Finance; Keith Huggett, Chief Information Officer; Kari Barker, Director of Quality Improvement and Compliance.

Timekeeper – Lorelei King.

AGENDA: Noted that the By-laws will have to go the February meeting for approval related to the change to Article 7 Section 3.

MOTION: The Board Approved the January 19, 2017 Agenda.
RESULT: ADOPTED [UNANIMOUS]
MOVER: Gerald Micketti
SECONDER: Nicole Miller

CONFLICT OF INTEREST DECLARATION:

There was no conflict of interest declaration.

CONSENT AGENDAS – MANAGEMENT AND BOARD:

A. *Consideration of Management Consent Agenda*

MOTION: Approved the Management Consent Agenda of January 19, 2017.
RESULT: ADOPTED [UNANIMOUS]
MOVER: Randy Kamps
SECONDER: Gerald Micketti

Board members expressed their concern that the management consent agenda no longer includes the dollar amounts of the contracts that had been shared previously. Karl noted that we used to include estimates and total of the contracts but discontinued it. He asked how that information was useful to the Board. It was determined that, as part of the Consent Agenda, the Board is being asked to approve something on which they have inadequate information. There is no requirement in the Mental Health Code to include reporting this information. It was agreed that the contract information would be removed from the consent agenda and included as an attachment to the CEO's report.

MOTION:	Approved the Board Consent Agenda of January 19, 2017 with items 2-3, 4.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lorelei King
SECONDER:	Gary Stefanko

OWNERSHIP LINKAGE:

A. *Citizen Comment* -
None.

B. *Ownership Communication*
None.

CHIEF EXECUTIVE OFFICER’S REPORT:

Karl referenced his report and shared the status of the activities with the Michigan Association of CMH Boards (MACMHB). The MACMHB Conference is scheduled from February 6th through 8th in Kalamazoo and board members should identify whether they would like to attend.

The NMRE Operations Committee formed a work group to discuss submitting a model(s) to the state 298 Facilitation Workgroup in response to its request. There will be a conference call on Monday and they will meet again on Wednesday after the NMRE Board meeting. The model(s) will need to be submitted by February 3rd.

The Integrated Clinic is back in operation. We have brought in a Nurse Practitioner as a locum tenens. We are now open five days a week. Consumers will be able to receive physical and behavioral health care at the Hall Street office.

The last Board Retreat was held on October 23, 2015. The Board is in favor of scheduling another retreat in the fall of 2017. The location of the meeting could be either Cadillac or Traverse City. Karl will follow-up with determining a day, time and place.

In regards to other items, staff was impressed by using the technology (survey monkey) for the Organizational Climate Survey. In March or April we will have a proposed 2017-19 Facilities Plan to present to the Board. Karl addressed the issues related to parking at our Traverse City office and options including renting more parking spaces, building a parking deck or possibly moving to a new Traverse City location. Karl will bring back an update. As indicated in the past, the FY 2018 budget will be developed to give budgetary authority and responsibility to the directors of the clinical and administrative divisions.

Karl and Alexis have been asked to sit on a search committee to replace Dave Schneider who has resigned to accept another position. It was helpful for the five CMHSP CEOs to frame some of the considerations going into the search and developing a document for distribution. A concern was raised regarding the uncertainty of the PIHPs and the timeline for the process was shared.

NORTHERN MICHIGAN REGIONAL ENTITY REPORT:

The minutes for the last board meeting of the NMRE were distributed for information. There were no comments.

ASSURANCE OF ORGANIZATIONAL PERFORMANCE:

A. Receipt of CEO Response to Monitoring Report – 2.10 Administrative Cost – Internal Inspection

MOTION:	The Board has approved Policy 2.10 Administrative Cost - Internal Inspection and finds the board to be 95% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Nicole Miller
SECONDER:	Gerald Micketti

MOTION:	The Board has approved Policy 2.6 Community Resources - Internal Inspection and finds we are 100% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gerald Micketti
SECONDER:	Nicole Miller

B. New Operational Worries
 Concern was noted about changes at Hope Network. Karl noted that he would follow-up.

Concern was expressed about the possibility of changing Federal Medicaid funding to block grants. It was expressed that this is not a way to fund what we do. It was recommended that Karl develop talking points.

C. January
 2.4 Financial Management complete and turn in.

Presentation “Greg Paffhouse Multi-purpose Room”

Dave read the March 19, 2015 board resolution renaming the Cadillac office multipurpose room the Greg Paffhouse Multi-purpose Room and presented Greg a copy of this resolution. Greg thanked the board for this recognition noting that this was special for many reasons including this being by action of the board of directors, having former board member Jack Mahank propose this action, and the history and range of activities and events held in this room. He spoke about its original design services for persons with I/DD prior to our increased focus on employment. He shared other uses have been for community dances for persons served, board and staff meetings, candidate forums, public hearings, recovery meetings, etc. Greg also shared that Dorothy from the Wizard of Oz had it right - “there is no place like home.” NLCMH is home for him and he deeply appreciates the opportunity to be here today.

BOARD MEANS SELF-ASSESSMENT:

A. *Receipt of Board Monitoring Report - 3.1 Board Job Description*

MOTION:	Approve Policy 3.1 Board Job Description, Direct Inspection and finds that we are 100% compliant.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gerald Micketti
SECONDER:	Carol Crawford

B. *January Monitoring Assignment*
 3.9 CEO Compensation –Direct Inspection, complete and turn in.
 3.10 Board Member Conflict of Interest, Direct Inspection, complete and turn in.

GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

- A. *Ends – None.*
- B. *Executive Limitations – None.*
- C. *Board/CEO Linkage – None.*
- D. *Governance Process/Ownership Linkages – None.*
 (List of schedules)

OWNERSHIP LINKAGE:

None.

ANNOUNCEMENTS/BOARD MEMBER REPORTS/BOARD ASSOCIATION CONF:

Nominating Leadership Development Committee meeting is scheduled for Wednesday, February 1 in

AGENDA PLANNING (Grayling):

Referenced agenda.

MEETING EVALUATION:

- #1- we spent our time on the most important governance topics: majority was excellent
- #2- we encouraged diversity of viewpoints: majority was excellent
- #3- our decisions were made collectively: majority was excellent
- #4- The Board used its time effectively: majority was excellent
- #5- What is the most important thing the Board could do to improve our function as a board? None.

ADJOURNMENT:

MOTION:	To adjourn the meeting.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gary Stefanko
SECONDER:	Nicole Miller

The meeting adjourned at 4:21 p.m.

Respectfully Submitted,

Dave Stephenson, Chairperson

Nicole Miller, Board Secretary

Debra Lavender, Recording Secretary

Draft

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
ORGANIZATIONAL MEETING
MINUTES
JANUARY 24, 2017
2:30 P.M.

A. Roll Call:

Present	Chairman	Mark Eckhoff
	Commissioners	Dan Ahrns (via phone), Doug DeYoung, Lee Foerster (via phone), Bob Johnson, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Chuck Judson, Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Neil Morrison, Kelly Jost, Bob Nelesen
Absent		None

The Chairman called the meeting to order at 2:30 p.m. The Secretary called the roll and advised there was a quorum present.

B. Review and Approval of the Agenda:

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

C. Public Comment: None

D. Election of Officers for 2017:

At this time, the Chairman turned the meeting over to the Secretary to conduct elections.

The floor was opened for nominations for Chairman for 2017. It was moved by Commissioner DeYoung and supported by Commissioner Johnson to elect Commissioner Eckhoff as Chairman for 2017. Hearing no further nominations the Secretary closed the nominations. A roll call vote was taken: Ahrns-yes, DeYoung-yes, Eckhoff-yes, Foerster-yes, Johnson-yes, Kern-yes, Rushton-yes. MOTION PASSED.

The floor was opened for nominations for Vice Chairman for 2017. It was moved by Commissioner Eckhoff and supported by Commissioner Johnson to elect Commissioner Rushton as Vice Chairman for 2017. Hearing no further nominations the Secretary closed the nominations. A roll call vote was taken: Ahrns-yes, DeYoung-yes, Eckhoff-yes, Foerster-yes, Johnson-yes, Kern-yes, Rushton-yes. MOTION PASSED.

The floor was opened for nominations for Treasurer for 2017. Historically the Airport Director, Kevin Klein, is Treasurer until a Chairman of the Finance Committee is appointed by the Chairman. With this understanding, it was moved by Commissioner DeYoung and supported by Commissioner Rushton to elect the Airport Director, Kevin Klein, as interim Treasurer until the Chairman of the Finance Committee is appointed by the Chairman. A roll call vote was taken: Ahrns-yes, DeYoung-yes, Eckhoff-yes, Foerster-yes, Johnson-yes, Kern-yes, Rushton-yes. MOTION PASSED.

The floor was opened for nominations for Secretary for 2017. It was moved by Commissioner DeYoung and supported by Commissioner Rushton to elect the Airport Director, Kevin Klein, as Secretary for 2017. A roll call vote was taken: Ahrns-yes, DeYoung-yes, Eckhoff-yes, Foerster-yes, Johnson-yes, Kern-yes, Rushton-yes. MOTION PASSED.

At this time, the Secretary turned the meeting over to the Chairman, Commissioner Eckhoff.

E. Selection of General Counsel and Labor Counsel:

The Commission reviewed proposals for the 2017 general counsel and labor counsel. The Airport Director recommended NRAC approval of Smith, Haughey, Rice and Roegge as general counsel and Michael Alanson as labor counsel pursuant to their written proposals.

It was moved by Commissioner Rushton and supported by Commissioner DeYoung to approve Smith, Haughey, Rice and Roegge as general counsel and to approve Michael Alanson as labor counsel for 2017 pursuant to their written proposals. MOTION PASSED. Commissioner Kern informed the Board that he is a client of Mr. Judson's. Commissioner Kern does not feel there is a conflict of interest but requested it be noted.

F. Selection of depositories for NRAC funds:

The Commission reviewed the selection of 2017 depositories for NRAC funds. They are as follows:

Chase	Honor Bank
Huntington National Bank	First Community Bank
PNC Bank	Traverse City State Bank
Fifth Third Bank	Morgan Stanley
Chemical Bank	The Bank of New York

The following submitted Letters of Conflict with regard to the above-named institutions and will abstain from voting that is connected to those institutions:

Airport Director, Kevin Klein – Fifth Third Bank

It was moved by Commissioner Kern and supported by Commissioner DeYoung to approve all mentioned 2017 depositories for NRAC funds. MOTION PASSED.

G. Letters of Conflict:

Current Letters of Conflict received and filed are from Airport Director, Kevin Klein.

H. Calendar for NRAC regular meeting dates for 2017:

The Commission reviewed the 2017 Calendar of regular meetings for the NRAC. It was proposed by Commissioner Rushton to change the October meeting to October 24.

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

I. Adoption of the Traverse City Record-Eagle and airport website (www.tvairport.com) as the official publications for public notices.

It was moved by Commissioner Kern and supported by Commissioner DeYoung to approve the Traverse City Record-Eagle and the airport website (www.tvairport.com) as the official publications for public notices. MOTION PASSED.

J. Public Comment: None

K. Commissioner Comment: None

L. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 2:53 p.m.

Respectfully submitted,



Kevin C. Klein, A.A.E.
Secretary

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
JANUARY 24, 2017
3:00 P.M.

A. Pledge of Allegiance

Chairman Eckhoff welcomed new Commissioner, Tom Kern.

B. Roll Call:

Present	Chairman	Mark Eckhoff
	Commissioners	Dan Ahrns (via phone), Doug DeYoung, Lee Foerster (via phone), Bob Johnson, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Chuck Judson, Karrie Zeits
	Others	Luanne Zak, Dan Sal, Heather Sexton, Bob Nelesen, Ron Lemcool, Kelly Jost, Neil Morrison, J. T. Rouvelin
Absent		None

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

C. Review and Approval of the Agenda:

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

D. Public Comment: None

E. Reading and Approving Previous Meeting Minutes:

1. The regular meeting minutes of December 20, 2016 were reviewed by the Commission.

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

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for December 2016 was received and filed. TVC was the 4th busiest airport in Michigan and had the best year ever. The Airport Director noted the historical record for passengers and noted that its total passengers has been steadily increasing over the years, but historically it is

not uncommon to see dips in the total number of passengers as a result of various conditions.

G. Reports of Standing Committees: None

H. Reports of Special Committees:

1. Commissioner DeYoung gave a report of the Building & Grounds Committee meeting of January 5, 2017.

On December 20, 2016 the Committee interviewed three firms to perform engineering and architectural services in support of the Commission's Capital Improvement Plan. The firms interviewed were as follows:

- Prein & Newhof
- Mead & Hunt
- C & S Companies

The Committee reviewed the scoring matrix results from the interviews. Discussion followed.

The Committee recommended selection of three engineering firms: Prein & Newhof, Mead & Hunt, and C & S Companies. Due to the thoroughness of the presentations from all firms, the Board should consider all firms to be qualified as engineering consultants to perform any and all listed projects within the Request for Qualifications process. Additionally, the NRAC will utilize retainer agreements for general projects that may or may not be listed on its Five Year Capital Plan (ACIP). If a project is listed under one consultant and the NRAC determines the project is best completed by one of the other selected consultants, then the NRAC reserves the right to transfer the project.

It was moved by Commissioner Rushton and supported by Commissioner Johnson to approve the minutes of the Building and Grounds Committee meeting as presented. MOTION PASSED.

It was moved by Commissioner Ahrns and supported by Commissioner Foerster to select three engineering firms: Prein & Newhof, Mead & Hunt, and C & S Companies as qualified engineering consultants. MOTION PASSED.

I. Unfinished Business: None

J. New Business:

1. Prein & Newhof was approved as engineers for the NRAC at the January 24, 2017 regular meeting for a period of five years.

Prein & Newhof is requesting renewal of their retainer contract for 2017. The rate for the contract is the same as before at \$1,200 per year. The cost per hour is outlined in Attachment "A" of the Agreement for Professional Engineering Service.

Based upon the recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner DeYoung to approve Prein & Newhof's Agreement for Professional Engineering Service from February 1, 2017 through January 31, 2018. MOTION PASSED.

2. As part of the anticipated extension of Runway 10, acquisition and modification to existing aviation easements are necessary to provide for adequate height clearance if the Environmental Assessment results in a finding of no significant impact (FONSI).

Based upon preliminary engineering, 30 property owners will be included representing 35 parcels of property with one of them accounting for a large manufactured housing community located directly on the extended centerline of the runway.

Smith Haughey Rice & Roegge will have a leading role in the acquisition of the 35 easements with support from Mead & Hunt. As licensed attorneys, Attorney Judson and Attorney Zeits are exempt from the licensing requirements of Article 25 of PA 299 of 1980. MCLA 339.2503(2).

Based upon the recommendation of the Airport Director, it was moved by Commissioner DeYoung and supported by Commissioner Rushton to approve Smith Haughey Rice & Roegge's proposal to provide land acquisition services in the amount of \$198,180. MOTION PASSED.

3. National Aviation & Marine Underwriters is requesting to rent office space in the General Aviation building. They are a family owned insurance agency from Roscommon.

National Aviation & Marine Underwriters is launching a separate division, Bumblebee Insurance Services, which will focus on insurance for unmanned aerial systems.

National Aviation & Marine Underwriters would like to lease office #23, 161 square feet, at a rate of \$18.03 per square foot beginning April 1, 2017.

Based upon the recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner DeYoung to approve National Aviation & Marine Underwriters leasing office #23, 161 square feet at \$18.03 per square foot, on a month-to-month basis. MOTION PASSED.

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

L. Public Comment: None

M. Commissioner Comment:

Commissioner Kern inquired about the Airport's strategic plan, vision statement, mission statement, etc. Commissioner Kern feels the Airport needs to develop a long-term economic strategy as it is one the area's leading economic drivers. Airport Director Klein responded that funds have been allocated in the 2017 budget for that project. A committee will be developed and a process will be established to help develop those plans, which may include a Request for Qualifications.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 3:55 p.m.

Respectfully submitted,



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

Conservation Team February 2017 Activity Report

(Steve Largent, Tom Vitale, Reb Ratiff & AmeriCorps Member Chelsea Taylor)

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve (NER)

Administration

- Processed bills, work orders, and other administrative activities as necessary.
- Prepared for and conducted a planning retreat to finalize work plans for the coming year according to a \$10,000 2% grant the County received for the NER.
- Met with TART representatives to plan for the Boardman River Trail (BRT) on the NER.
- Met with AECOM and TART representatives to discuss trail connectivity along the NER post Boardman Dam removal and placement of the BRT in coordination with dam removal activities.
- Created maps of proposed routes for the BRT.
- Coordinated a meeting date for NER Advisory Committee.
- Created locational map of trash dispensers for American Waste pick-up drivers.
- Ordered bio-control beetles (*galerucella* sp) to control purple loosestrife population in Sabin bottomlands

Routine Monitoring and Maintenance

- Monitored trails and trailheads along the NER and replaced dog waste bags as needed.
 - Replaced and/or repainted wood routed signs at trailheads along the NER.
 - Shoveled out trash can surrounds as needed at various parklands to accommodate access.
 - Contacted American Waste to report over-flowing trash dispensers.
 - Pruned and trimmed trees and grape vines at Oleson parking lot.
-

Boardman River Stewardship:

- Prepared and submitted a grant proposal to the Great Lakes Commission for the 13th annual Boardman River Clean-Up Event in partnership Norm Fred of Boardman River Clean Sweep and the Traverse Area Paddle Club.
- Responded to and confirmed Conservation District booth at the Adams Fly Festival scheduled for June 3rd in Kingsley. The kayak will also be raffled off that day. Tickets can be purchased at the Nature Center front desk or by contacting a Conservation District employee.
- Assisted with the organization, set up, and implementation of a fly tying workshop for beginners in partnership with the Adams Chapter of Trout Unlimited. Over 20 participants attended the family themed event. The Adams Chapter had 8 experience tiers floating around the room to assist the group.
- Reviewed macro-invertebrate sampling proposals submitted through CRA and the Boardman Dams Project for continued monitoring.



- Prepared for and conducted a planning retreat to finalize work plans for the coming year.
- Met with and assisted riverfront property owner Tom Hazelton in preparing site plans and submitting a MDEQ permit application to repair erosion on his property.
- Participated in an interview on WTCM to talk about work on the river and other District projects.
- Contacted the MDEQ and Natural Rivers regarding adding a severe erosion site on the river at the Brown Bridge Quiet Area to the existing permits the City has for the Large Wood Habitat project (See City of TC above).
- Stopped at several businesses along Kids Creek to inspect snow removal practices where snow is being plowed directly into the Creek. This work is part of an EPA grant issued to The Watershed Center Grand Traverse Bay, to potentially off these businesses signs that will alert plow drivers of the Creek below. The purpose of the EPA grant is to help remove Kids Creek from the State’s Impaired Waters List.

Boardman River Nature Center/Environmental Education

Nature Center Visitation this Month: 475
Program Participants this month: 413
Drop-ins this month: 61
Nature Center Visitation this year: 847

Nature Center Visitation February 2016: 483
Program Participants February 2016: 437
Drop in February 2016: 46
Nature Center Visitation since 2008: 71,460

Program Participation & Program Planning:

- Held one NEST program serving 42 children. The program was completely staffed by volunteers
- Published the 2017 Nature Day Camp Schedule
 - \$1,460 in received camp registration fees
 - \$3,473 in pending camp registration fees
- Ran nine Environmental Education Preschool Programs (Knee High Naturalist & Peepers)
 - 66 Peepers participants include 14 new families to GTCD Programming
 - Four Knee High Naturalist Programs consisting of eight participants each week (limit 10)

Other Accomplishments:

- Updated the day camp website to reflect all new procedures and changes for 2017.
- Completed 2017 State of Michigan licensing needs for the 2017 day camp season.
- Posted three seasonal summer positions.
- Secured replacements to perform programming while EE Director on leave.
- Created handbook for when EE Director is on leave.
- Appeared on the WTCM morning show to promote programming at the Boardman River Nature Center. GTCD will appear on the show on a quarterly basis.

Ongoing Work:

- Managing EE budget
- Updating EE website, BRNC/ GTCD Facebook page, and resources
- Community Education & outreach
- Managing program registrations (NEST, Peepers, Nature Day Camp)

Upcoming Events at Boardman River Nature Center:

- 3/1-3/31: Native Seedling Presale
- 3/8, 6:30pm: Planting Native Trees & Shrubs for Timber, Wildlife, & Aesthetics Workshop
- 3/11, 10am: Boardman River Nature Center Open
- 3/11, 1pm: Afternoon with the Owls Program
- 3/15, 5:30pm: Successfully Planting Bareroot Native Trees for Timber or Backyard Diversity
- 3/28-3/31, 1pm: Spring Break Series Program
- 3/7, 3/14, 3/21, 3/28, 3/30, 10am: Peepers Preschool Programming

Northwest Michigan Invasive Species Network (ISN)

Acres Treated: 0

Volunteers: 0

Sites Treated: 0

Volunteer Hours: 0

Surveyed: 0

Active Contacts: 38

Sites Surveyed: 0

Passive Contacts: 16,433 + website

Meetings/Presentations:

- 2/9 - Presented *Habitat Matters* with invasive ornamental focus to GT Wild Ones (9 present)
- 2/13 - Attended Michigan Dune Alliance meeting (~15 attendees, 10 direct contacts)
- Participated in National Invasive Species Awareness Week

Treatments and Surveys:

- Preparation for field season

Other Accomplishments:

- **Communication Specialist Shelli DiFranco started work!**
- Hiring Survey Technicians for field season (application closes 3/3)
- National Invasive Species Awareness Week blurb on IPR Almanac (>1,000 circulation)
- Registered for GT County Earth Day event (April 22)
- **Mentored 2 CISMAs regarding *Go Beyond Beauty* program**
- TART Leelanau Trail Invasive Species Management Plan in progress

Upcoming Events:

- 3/21, 1pm: Spring Partner Meeting (open to the public)
- 4/6, 2pm: *Go Beyond Beauty* Spring Meeting



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

TO: Chair – Board of Commissioners

FROM: Jim Cook, Manager

DATE: March 7, 2017

**SUBJECT: REPORT FOR THE MARCH 15, 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. **Baggs Road** - Bids for Baggs Road came in lower than anticipated. Consequently, KCRC is looking to place two additional inches of gravel to the crush-and-shape process to improve the structural capacity of the road. Format of the contract among the four parties is being finalized. GTCRC will look to improve Lakeside Trail along as it adjoins Baggs Road and services Grand Traverse County residents.
2. **Plat of the Village of Wylie** - The Board approved preceding with an amendment of the Plat of the Village of Wylie, which is totally located within the Interlochen Arts Academy property as requested by IAA. The amendment will abandon the roads that were never constructed.
3. **TIF2 and 2016 Road Millage** - GTCRC has requested the City consider amending the millage distribution formula to recognize the TIF2 tax capture
4. **Peninsula Township Drainage Districts** - Agreements were approved for both the Braemer Estates/Old Mission Estates and Maple Terrace/Logan Hills SAD drainage districts. Both districts are also moving forward with additional water and road improvement SADs as well. Public hearings are underway. Construction is forecasted to be completed this construction season.
5. **Professional Services** - The Board has asked to review all RFP base documents and all submitted proposals for professional services.
6. **Work Sessions** - The March 6 work session covered TTCI's Public Perception Survey of major corridor's transportation needs. March 23 will be a work session covering PASER ratings and discussion regarding east-west transportation needs.

7. **Turnback of M-137** - MDOT and GTCRC have met regarding M-137 becoming a county road within the next several years. M-137 would need to be either repaired or repair funds advanced prior to turn over. An annual stipend in light of increased maintenance costs would also be provided.
8. **Equipment Disposal** - The Board approved disposal and sale of our nuclear density gauge and crack sealing equipment to the Gosling Czubak and Leelanau County Road Commission respectively. Both pieces of equipment have not seen much use in recent years.
9. **Rural 10C Task Force Meeting** - On Wednesday, March 22, the Rural Task Force work session will be held at 1 PM at our office.



Action Request

Meeting Date:	March 15, 2017		
Department:	Planning & Development	Submitted By:	John Sych
Contact E-Mail:	jsych@grandtraverse.org	Contact Telephone:	922-4677
Agenda Item Title:	2016 Planning Commission Annual Report		
Estimated Time:	0 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Pursuant to Section 19(2) of Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act, "a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."
 Attached for your information is the 2016 Planning Commission Annual Report as approved by the Planning Commission on February 21, 2017. In addition to the highlights of 2016, the report identifies the priorities of the Planning Commission for 2017.

Suggested Motion:

No action. Receive and file. For information only.

Financial Information:

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

n/a

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous: _____

Attachments:

Attachment Titles: 2016 Planning Commission Annual Report



GRAND TRAVERSE COUNTY PLANNING COMMISSION 2016 ANNUAL REPORT

MISSION STATEMENT

The mission of the Grand Traverse County Planning Commission is to enhance the quality of life in and around Grand Traverse County by being a reliable and objective planning source and partner.

PURPOSE

Pursuant to Section 19(2) of Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act, “a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

PLANNING COMMISSION MEMBERSHIP

Peter Albers, *Chair*

Joe Lawrence, *Secretary*

Sarna Salzman, *Environmental Representative*

Robert Fudge

Sue Kelly, *TCAPS Representative*

Jeff Cockfield, *Vice Chair*

Ron Clous, *County Board Representative*

Phil Case

Bradley Matson

ZONING AND MASTER PLAN REVIEWS AND RECOMMENDATIONS

Community	Review Type	Number of Reviews
Acme Township	Text/Map Amendment	5
Acme Township	PA 116 Farmland Agreement	1
Blair Township	Master Plan	1
Blair Township	Text/Map Amendment	2
East Bay Charter Township	Master Plan Amendment	1
East Bay Charter Township	Text/Map Amendment	9
Garfield Charter Township	Text/Map Amendment	2
Grant Township	Text/Map Amendment	1
Green Lake Township	Text/Map Amendment	1
Long Lake Township	Text/Map Amendment	4
Mayfield Township	Text/Map Amendment	1
Peninsula Township	Text/Map Amendment	2
Peninsula Township	PA 116 Farmland Agreement	1
Traverse City	Master Plan	1
Benzie County	Master Plan	<u>1</u>
TOTAL		30

MEETINGS

The County Planning Commission held 12 meetings in 2016 (11 regular meetings and 1 special meeting).

Name	1-19	2-16	3-15	3-22*	4-19	5-17	6-21	8-16	9-20	10-18	11-15	12-20	Meetings attended out of 12
Albers	P	P	P	P	P	P	P	P	P	P	P	P	12
Case	P	E	P	P	P	P	P	P	P	P	E	P	10
Clous	P	P	P	P	P	P	P	P	P	E	E	P	10
Cockfield	P	P	P	P	P	P	P	P	P	P	E	P	11
Fudge	P	P	P	P	P	P	P	P	P	P	P	P	12
Kelly	E	P	E	E	P	P	E	P	P	P	P	E	7
Lawrence	P	P	E	E	P	P	P	P	P	P	P	E	9
Matson	E	E	E	A	E	A	P	P	P	P	A	A	4
Salzman	E	P	P	E	P	P	P	P	P	E	P	P	9

Key: P – Present E – Excused A – Absent
* 3-22-16 Special Meeting for Blair Township Zoning Ordinance Amendment

31ST ANNUAL AWARDS BANQUET

The Annual Awards Banquet conducted by the Grand Traverse County Planning Commission and the Grand Traverse County Chapter of the Michigan Townships Association was held on November 3, 2016. The keynote speaker was Tom Menzel, Grand Traverse County Administrator, who presented on “The State of the County.”

Planning Consultant John Iacoangeli of Beckett Raeder received the Roger Williams Planner Award and Traverse City Planning Commissioner Jan Warren received the Frank Purvis Stewardship Award.

Certificates of Appreciation were presented to the East Bay Township Parks Commission (including Butch Strait, Steve Largent, Edie Gibbs, Mindy Walters, Susan Larose Grover, Jerri LeRoi, Shirley Zerafa); Dan Wagner, Long Lake Township Trustee; John Linnerson, Long Lake Township Trustee; Mark Humitz, Long Lake Township Planning Commissioner; Tim Lodge, Traverse City Engineer; and Nate Elkins, Planning Consultant to Traverse City.

Distinguished Service Awards were presented to Glen Lile, East Bay Township Supervisor, and Terry Clark, Garfield Township Planning Commissioner.

Placemaking Awards were presented to the Pine Street Pedestrian Bridge and Garland Street in the City of Traverse City. Outstanding Development Awards went to Cobblestone Farms in Mayfield Township and the Fife Lake Sewer Improvement Project.

PRIORITIES FOR 2017

- Implement new streamlined zoning review policy to provide faster, easier process for townships and applicants
- Conduct training workshop for local planning commissioners and elected officials
- Develop and finalize concept for new County Master Plan in 2018
 - The current County Master Plan was adopted in 2013 and provided a new approach that built a better plan based on the direction from over 120 planning commissions from around the County. For the required five-year master plan review, there is an opportunity to advance this approach to include the priorities of businesses and non-profit organizations and incorporate those into a fully inclusive master plan for the County.
- Facilitate discussions with local planners and zoning administrators on “hot topic” land use issues

Approved: February 21, 2017

GRAND TRAVERSE COUNTY PLANNING COMMISSION

400 Boardman Avenue

Traverse City, MI 49684

www.grandtraverse.org/planning

John C. Sych, AICP

Planning Director

(231) 922-4677

jsych@grandtraverse.org

Action Request



Meeting Date:	March 15, 2017		
Department:	Planning & Development	Submitted By:	John Sych
Contact E-Mail:	jsych@grandtraverse.org	Contact Telephone:	922-4677
Agenda Item Title:	Revolving Loan Fund Application for Berg Well Drilling		
Estimated Time:	5-10 minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The County's Community Development Block Grant (CDBG) revolving loan fund for local businesses is managed by Venture North. A resolution from the Board of Commissioners is required to submit an business loan application for approval by the Michigan Economic Development Corporation

WHEREAS, Berg Well Drilling is requesting a permanent working capital loan from the Community Development Block Grant Loan Fund in the amount of \$105,000 to be used to hire three (3) full-time positions over the course of two years; and

WHEREAS, at least 51% of these newly created positions will be held by low to moderate income individuals.

WHEREAS, the project is consistent with Grand Traverse County's community development plans; and

WHEREAS, no project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG project manager; and

WHEREAS, all requirements of the Grand Traverse County Citizen Participation Plan (CPP) have been met.

Suggested Motion:

THEREFORE, BE IT RESOLVED, that the Grand Traverse County Board of Commissioners authorizes submittal of the application. Furthermore, that Carol Crawford, Chair of the Grand Traverse County Board of Commissioners, is authorized to sign the Part 1 Application and all attachments; Part 2 Application and all attachments; Environmental Review; and, Loan Disbursement Request.

Financial Information:

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

n/a

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous:

Attachments:

Attachment Titles: Resolution for CDBG Loan Application

RESOLUTION

xx-2017

**COMMUNITY DEVELOPMENT BLOCK GRANT
LOAN FUND APPLICATION – BERG WELL DRILLING**

WHEREAS, Berg Well Drilling is requesting a permanent working capital loan from the Community Development Block Grant Loan Fund in the amount of \$105,000 to be used to hire three (3) full-time positions over the course of two years; and

WHEREAS, at least 51% of these newly created positions will be held by low to moderate income individuals.

WHEREAS, the project is consistent with Grand Traverse County's community development plans; and

WHEREAS, no project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG project manager; and

WHEREAS, all requirements of the Grand Traverse County Citizen Participation Plan (CPP) have been met.

THEREFORE, BE IT RESOLVED, that the Grand Traverse County Board of Commissioners authorizes submittal of the application. Furthermore, that Carol Crawford, Chair of the Grand Traverse County Board of Commissioners, is authorized to sign the Part 1 Application and all attachments; Part 2 Application and all attachments; Environmental Review; and, Loan Disbursement Request.

APPROVED: March 15, 2017

Resolution - 2017

PROCLAMATION

APRIL 2017 IS SOCIAL HOST AWARENESS MONTH

WHEREAS, adults who provide alcohol to those below the legal drinking age of 21 are placing those youth at risk for health, safety and legal problems, and

WHEREAS, underage drinking is a problem that affects our community, our health, and our future. It exacts a terrible toll on individuals and families, and places a costly tax burden on the community at large for law enforcement, medical services, and other social services involved in the prevention and treatment of underage drinking, and

WHEREAS the Centers for Disease Control and Prevention (DCD) estimates that, on average, alcohol is a factor in the deaths of 4,358 young people under age 21 each year. This includes: 1580 deaths from motor vehicle crashes; 1269 from homicides; 245 from alcohol poisoning, falls, burns, and drowning; 492 from suicides, and

WHEREAS, Youth who start drinking before age 15 years are five times more likely to develop alcohol dependence or abuse later in life than those who begin drinking at or after age 21 years, and

WHEREAS, according to the 2012 Michigan Profile for Healthy Youth report, of 14 counties of northern Michigan who participated, an average of 26% of 9th grader and 52% of 11th graders have been drunk in their lifetime, and

WHEREAS, one-hundred percent of any alcohol consumed by a minor came from an adult. At one time, an adult over the age of 21 was in control of the alcohol and a minor gained access to it, and

WHEREAS, it is illegal for adults to knowingly allow their child's friends to drink alcohol in their home, even with the permission of the friends' parents, and adults have the authority and should have the responsibility to take steps to reduce the likelihood that their homes will become venues for underage drinking, and

NOW THEREFORE BE IT RESOLVED, THAT we, the Board of Commissioners of the County of Grand Traverse, a Community committed to UNDERAGE DRINKING PREVENTION, do hereby proclaim that the month of April, 2017, as Social Host Responsibility Month in Grand Traverse County. We also call upon all parents, citizens, homeowners and property owners to host gatherings responsibly and take measures to eliminate access of alcohol to persons under the age of 21.

APPROVED: March 15, 2017

Carol Crawford, Chairperson
Grand Traverse County



Action Request

Meeting Date:	March 15, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2017 Budget Amendments		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached 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		3/9/2017
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2017

BUDGET AMENDMENTS
FISCAL YEAR 2017

As requested on March 15, 2017

297 G. T. COUNTY COMMISSION ON AGING

717 Information & Referral

727 Senior Assistance

Increase Revenue

297-717-401.00	Fund Balance Forward	31,481.00
297-727-401.00	Fund Balance Forward	15,075.00
	Total	46,556.00

Increase Expenditures

297-717-743.29	Baskets of Bounty	4,000.00
297-717-818.93	Senior Support	8,981.00
297-717-818.94	Transportation	3,000.00
297-717-818.99	Vouchers	15,500.00
297-727-818.92	Senior Heating	8,815.00
297-727-818.93	Senior Support	6,260.00
	Total	46,556.00

NOTES: To amend budget for use of Reserved Fund Balance from Restricted Contributions for Baskets of Bounty, Senior Support, Senior Heating and Transportation.

297 G. T. COUNTY COMMISSION ON AGING

727 Senior Assistance

Increase Revenue

297-727-675.00	Contributions, Private Sources	3,925.00
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Increase Expenditures

297-727-818.92	Senior Heating	3,925.00
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NOTES: To amend budget for Home Heating made possible by a donation from United Methodist Church.

297 G. T. COUNTY COMMISSION ON AGING

720 Home Chore

Increase Revenue

297-720-401.00 Fund Balance Forward 50,000.00

Increase Expenditures

297-720-818.99 Vouchers 50,000.00

NOTES: To amend budget to cover Home Chore Vouchers that are currently issued and expected to be issued through the end of March.

297 G. T. COUNTY COMMISSION ON AGING

716 Administration

717 Information & Referral

720 Home Chore

727 Senior Assistance

Increase Expenditures

297-716-818.00 Contract Services 10,000.00

297-720-818.99 Vouchers 13,000.00

Total 23,000.00

Decrease Expenditures

297-717-743.29 Baskets of Bounty 5,000.00

297-717-818.93 Senior Support 8,000.00

297-727-818.92 Senior Heating 10,000.00

23,000.00

NOTES: To amend original budget for Senior Heating, HIPAA training, Emergency Senior Support and Baskets of Bounty by adjusting the existing budget and transferring to another department.

297 G. T. COUNTY COMMISSION ON AGING

727 Senior Assistance

Decrease Revenue

297-727-582.00 Local Grants 13,000.00

Decrease Expenditures

297-727-818.93 Senior Support 13,000.00

NOTES: To amend original budget for a reduction in BASA revenue expected in 2017.

298 SENIOR CENTER

728 SENIOR CENTER

Increase Revenue

298-728-401.00 Fund Balance Forward 5,845.00

Increase Expenditures

298-728-747.11 Equipment 5,845.00

NOTES: To amend original budget for the purchase of new tables for the Senior Center Building.

690 DEPT OF PUBLIC WORKS

- 444 DPW - Acme Sewer**
- 445 DPW - East Bay Sewer**
- 446 DPW - Garfield Sewer**
- 449 DPW - Elmwood Sewer**
- 451 DPW - Peninsula Sewer**

Increase Revenue

690-444-582.00	Local Grant	42,800.00
690-445-582.00	Local Grant	82,400.00
690-446-582.00	Local Grant	224,800.00
690-449-582.00	Local Grant	30,800.00
690-451-582.00	Local Grant	15,600.00
	Total	<u>396,400.00</u>

Increase Expenditure

690-444-925.97	WWTP Membrane Replacement	42,800.00
690-445-925.97	WWTP Membrane Replacement	82,400.00
690-446-925.97	WWTP Membrane Replacement	224,800.00
690-449-925.97	WWTP Membrane Replacement	30,800.00
690-451-925.97	WWTP Membrane Replacement	15,600.00
	Total	<u>396,400.00</u>

NOTES: To recognize and approve the March 10, 2016 Board of Public Works motion to purchase one additional membrane replacement at the Waste Water Treatment Plant.

RESOLUTION

xx-2017

Budget Amendments

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 15, 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.)

APPROVED: March 15, 2017



Action Request

Meeting Date:	March 15, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	February 2017 Claims Approval		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Claims and payroll disbursement activity for the month of February 2017 is requested for approval, as attached. A check distribution summary is also included for your review. Due to the limitations of our current reporting capabilities, there are distributions shown on the check distribution summary that do not require Board approval, and, therefore, do not appear on the Claims report. Items not requiring Board approval but included on the check distribution summary are shown as reconciling items. 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 February 2017.

Financial Information:

Total Cost: \$4,936,778.37	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		3/10/2017
Human Resources Director		
Civil Counsel		
Administration: <input type="checkbox"/> Recommended	Date:	
Miscellaneous:		

Attachments:

Attachment Titles:
February 2017 Claims and Check Distribution Summary

AUDIT COMMITTEE

FEBRUARY 2017 CLAIMS

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	2/2/2017	2,469.79
CLAIMS AND ACCOUNTS	2/2/2017	177.60
CLAIMS AND ACCOUNTS	2/3/2017	138,849.07
CLAIMS AND ACCOUNTS	2/6/2017	3,695.27
CLAIMS AND ACCOUNTS	2/8/2017	34,534.87
CLAIMS AND ACCOUNTS	2/13/2017	208,137.15
CLAIMS AND ACCOUNTS	2/15/2017	100,052.43
CLAIMS AND ACCOUNTS	2/21/2017	41,642.95
CLAIMS AND ACCOUNTS	2/22/2017	77,204.86
CLAIMS AND ACCOUNTS	2/24/2017	55,383.37
TOTAL CLAIMS & ACCOUNTS		662,147.36
IMMEDIATE PAYMENTS	2/1/2017	7,788.02
IMMEDIATE PAYMENTS	2/3/2017	163,875.51
IMMEDIATE PAYMENTS	2/8/2017	569,011.09
IMMEDIATE PAYMENTS	2/9/2017	32,425.22
IMMEDIATE PAYMENTS	2/10/2017	60,992.78
IMMEDIATE PAYMENTS	2/10/2017	512,717.61
IMMEDIATE PAYMENTS	2/14/2017	2,099.25
IMMEDIATE PAYMENTS	2/15/2017	31,366.18
IMMEDIATE PAYMENTS	2/17/2017	140,888.10
IMMEDIATE PAYMENTS	2/21/2017	5,859.98
IMMEDIATE PAYMENTS	2/22/2017	713,831.92
IMMEDIATE PAYMENTS	2/23/2017	1,626.79
IMMEDIATE PAYMENTS	2/24/2017	19,640.48
IMMEDIATE PAYMENTS	2/27/2017	8,578.85
TOTAL IMMEDIATE PAYMENTS		2,270,701.78
TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS		2,932,849.14
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	2/14/2017	30,978.85
HEALTH	2/28/2017	27,423.52
TOTAL HEALTH CLAIMS		58,402.37
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	2/2/2017	63,840.85
DPW Check Runs	2/10/2017	182,475.21
DPW Check Runs	2/15/2017	8,411.32
DPW Check Runs	2/22/2017	21,053.72
TOTAL DPW CHECK RUNS		275,781.10
TOTAL RECONCILING ITEMS		334,183.47
Total Claims, Immediate Pay, Health & DPW		3,267,032.61
Monthly Check Distribution Summary		3,267,032.61
Difference		0.00
PAYROLL		
PAYROLL	2/10/2017	841,700.42
PAYROLL	2/24/2017	827,313.77
BENEFITS	2/28/2017	334,915.04
TOTAL PAYROLL		2,003,929.23
FOR BOARD APPROVAL:		
TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY & PAYROLL		4,936,778.37

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
FEBRUARY 2017**

Payee Name	Amount
GRAND TRAVERSE COUNTY Total	573,043.11
PRIORITY HEALTH Total	400,491.61
GARFIELD CHARTER TOWNSHIP Total	384,450.87
EAST BAY CHARTER TOWNSHIP Total	175,025.85
NORTHERN MICHIGAN REGIONA Total	156,906.00
STATE OF MICHIGAN Total	150,764.31
TRAVERSE CITY TREASURER Total	129,091.17
ACME TOWNSHIP Total	79,689.03
* Confidential * Total	53,732.28
HUB INTERNATIONAL MIDWEST Total	49,985.00
DELTA DENTAL Total	43,202.80
ELMWOOD TOWNSHIP Total	40,681.68
OTIS ELEVATOR COMPANY Total	38,494.32
GRAND TRAVERSE BAY YMCA Total	30,000.00
DTE ENERGY Total	29,824.01
GORNO FORD Total	29,675.00
PORCELAIN PATROL SERVICE Total	29,432.42
PENINSULA TOWNSHIP Total	29,102.39
MICHIGAN MUNICIPAL RISK M Total	28,314.50
CORRECT CARE SOLUTIONS Total	26,772.32
NORTH FLIGHT INC Total	25,340.00
CH2M HILL INC. Total	25,237.42
CONSUMERS ENERGY Total	25,185.97
RESERVE ACCOUNT Total	25,000.00
FIFTH THIRD BANK Total	23,928.76
EAGLE VILLAGE, INC. Total	22,819.10
AMERICAN INTERLOCK LTD Total	22,285.85
TRAVERSE CITY LIGHT & POW Total	21,441.21
SHELL CREDIT CARD CENTER Total	19,511.90
CANFIELD EQUIPMENT SERVIC Total	19,334.51
TRAVERSE CITY AREA CHAMBE Total	18,430.30
VARIPRO BENEFIT ADMINISTR Total	17,106.20
ARAMARK Total	15,350.49
BS&A SOFTWARE Total	13,738.00
CITY OF TRAVERSE CITY Total	12,616.92
SHORELINE POWER SERVICES Total	12,453.50
COHL, STOKER & TOSKEY PC Total	10,984.08
COMFORT KEEPERS Total	10,869.84

Payee Name	Amount
CHERRYLAND ELECTRIC Total	10,462.75
KATHERINE M LAWRENCE Total	10,125.08
ERIC CRANE Total	9,510.73
DUHADWAY,KENDALL & ASSOCI Total	9,455.76
CALHOUN COUNTY Total	9,150.00
IRIS WASTE DIVERSION SPEC Total	8,870.00
WILLIAMS & BAY PUMPING SE Total	8,347.03
AMD GLOBAL TELEMEDICINE, Total	8,257.00
OFFICE DEPOT,INC Total	7,605.47
AT&T GLOBAL SERVICES Total	7,396.40
KANE & ASSOCIATES, PLC Total	7,079.00
JOHNSON OUTDOORS Total	6,900.00
ELMER'S CRANE & DOZER Total	6,883.20
ATT MOBILITY Total	6,791.51
NORTHERN OFFICE EQUIPMENT Total	6,724.70
SECURITY SANITATION,INC. Total	6,621.73
REANN R GORTON Total	5,917.33
MUSKEGON RIVER YOUTH HOME Total	5,766.00
PAULA SAGALA LLC Total	5,370.00
19TH JUDICAL CIRCUIT COUR Total	5,349.69
MISSAUKEE WILDERNESS YOUT Total	5,161.00
SAFE HAVEN Total	5,000.00
DOUGLAS A KING Total	4,750.00
MICHIGAN STATE POLICE - B Total	4,712.05
GREAT LAKES BUSINESS SYST Total	4,660.78
MATTHEW CONNOLLY Total	4,500.00
CATHOLIC HUMAN SERVICES Total	4,200.00
JASON A RAZAVI . Total	4,125.00
MICHAEL P COLLINS Total	4,090.62
ROBERT A MICKEVICIUS Total	4,000.00
DAVID J CLARK Total	3,900.00
PREFERRED ROOFING SERVICE Total	3,838.00
BRETT C BAIRD Total	3,782.33
SHAWN WORDEN Total	3,625.00
HEALTH DEPT OF NORTHWEST Total	3,586.60
DAVID M KIPLEY Total	3,500.00
KIESLER POLICE SUPPLY, IN Total	3,273.20
TRAVERSE CITY AREA PUBLIC Total	3,103.99
TRAVERSE CITY FLEET REPAI Total	3,084.20
BAY AREA TRANSPORTATION A Total	3,000.00
LARRY CLARK PUMPER SVC. Total	2,947.34
CHILD & FAMILY SERVICES Total	2,724.01
WALT STEUER PUMPING SERVI Total	2,629.12

Payee Name	Amount
ADDICTION TREATMENT SERVI Total	2,592.00
KELLY SERVICES, INC. Total	2,512.96
KT KLUMPP LLC Total	2,500.00
PAUL HUBBELL Total	2,500.00
LESLEY'S LANDSCAPING Total	2,490.00
NORTHERN GREENLAWN, INC. Total	2,478.50
VERIZON WIRELESS Total	2,441.84
GRAFF, GRAFF & HELVESTON Total	2,425.00
PAUL T. JARBOE PLC Total	2,405.50
SHEREN PLUMBING AND HEATI Total	2,339.32
WINDEMULLER ELECTRIC INC. Total	2,316.00
TRAVERSE CITY RECORD EAGL Total	2,194.11
EAST BAY LEGAL Total	2,193.33
TASER INTERNATIONAL, INC. Total	2,189.17
GTR EQUIPMENT CO Total	2,167.04
TITLE CHECK LLC Total	2,124.93
LIGHTHOUSE TITLE INC Total	1,932.00
OAK HALL INDUSTRIES Total	1,920.95
JANET M MISTELE Total	1,887.00
SCHINDLER ELEVATOR CORPOR Total	1,869.96
CROSSROADS TITLE Total	1,839.38
AMERICAN WASTE Total	1,825.00
ALCOTEC PENSION FUND Total	1,816.40
CHARTER COMMUNICATIONS Total	1,791.35
WEST GROUP PAYMENT CENTER Total	1,712.68
CENTER MASS INC Total	1,700.00
SOUTHTOWN PROPERTY MANAGE Total	1,700.00
EXCEL OFFICE INTERIORS Total	1,666.60
MANPOWER Total	1,658.01
PFIZER PHARMACEUTICALS Total	1,657.38
MITCHELL GRAPHICS Total	1,627.00
D/LT. DANIEL KING Total	1,626.79
THOMAS J SEGER Total	1,625.00
OLSON, BZDOK & HOWARD PC Total	1,568.00
ALEX C. BEEMAN Total	1,551.71
PITNEY BOWES Total	1,543.08
SMITH MEDICAL PARTNERS Total	1,515.32
JENNIFER WHITTEN ATTORNEY Total	1,509.00
OSCODA REGION 2 ACCOUNTIN Total	1,500.00
WARREN WAHL Total	1,500.00
MERCK & CO., INC. Total	1,489.49
BENZIE & CRYSTAL PUMPING Total	1,472.85
CIERA BRUNAN Total	1,450.00

Payee Name	Amount
ROBERT J DUNN PC Total	1,437.17
VINCENT J MALONEY Total	1,360.00
NICHOLS PAPER & SUPPLY CO Total	1,314.96
ELHORN ENGINEERING COMPAN Total	1,256.37
A BROOKS DARLING Total	1,224.00
BATTERIES PLUS Total	1,190.49
TRAVERSE AREA SUPPORT SER Total	1,176.00
NEXUS FAMILY SERVICES INC Total	1,140.00
SUZANNA KOSTOVSKI Total	1,103.08
SATELLITE TRACKING OF PEO Total	1,100.75
GLAXOSMITHKLINE PHARMACEU Total	1,083.16
GOVERNMENTAL PRODUCTS Total	1,068.00
LARK LAWN & GARDEN INC. Total	1,057.16
TENURGY LLC Total	1,038.01
MOLON EXCAVATING INC Total	1,000.00
TRAVERSE CITY HOUSING COM Total	1,000.00
CHIEF SUPPLY CORPORATION Total	982.80
BIS DIGITAL Total	972.40
WHITEWATER TOWNSHIP Total	970.90
LEELANAU COUNTY Total	936.27
TOTAL AUTOMOTIVE SOLUTION Total	931.71
INTERPHASE INTERIORS Total	926.52
BRANDY HANSEN Total	900.00
OLIVER AND COMPANY Total	900.00
HEATHER R BLANTON-DYKSTRA Total	876.00
JC PENNEY Total	875.00
ROSS HICKMAN Total	875.00
TRI-GAS DISTRIBUTING CO. Total	868.22
MEDLER ELECTRIC COMPANY Total	857.08
WEST SAFETY SOLUTIONS COR Total	840.00
ENGINEERED PROTECTION SYS Total	831.50
HELPING KIDS COUNSELING S Total	800.00
MIDCOURSE CORRECTION CHAL Total	800.00
SOFTWARE FOR TODAY Total	800.00
UNION STREET STATION Total	800.00
SANOFI PASTEUR, INC. Total	797.51
B & B PRINTING Total	796.00
BILL MARSH AUTO RENTALS Total	787.87
PRIORITY HEALTHCARE DISTR Total	782.04
CROSSMATCH TECHNOLOGIES, Total	780.54
KYLE B TREVAS Total	775.00
COVELL FUNERAL HOMES, INC Total	750.00
PRINT SOURCE Total	743.25

Payee Name	Amount
JOSEPH G MOLLIKA Total	726.00
ALLIANCE BUSINESS PRODUCT Total	718.44
CONFLICT RESOLUTION SERVI Total	700.00
TRAVERSE BAY MARINE INC. Total	693.76
NORTHWOODS BUSINESS FORMS Total	689.97
BETHANY CHRISTIAN SERVICE Total	689.44
SHANNON JOHN Total	689.44
GWIZ'S LLC Total	685.99
THOMAS F MENZEL Total	675.00
MICHAEL LAHEY Total	656.45
CINTAS CORP #729 Total	656.23
SOS LEARNING LAB LLC Total	632.50
CAROLYN S. CRANDALL Total	630.00
TOP CAT STENO, INC. Total	614.00
CIRCUIT COURT RECORDS Total	600.00
COYOTE CONTRACTING LLC Total	600.00
DEPARTMENT OF HUMAN SERVI Total	600.00
MICHIGAN ENVIRONMENTAL HE Total	600.00
NORTHERN MICHIGAN CODE OF Total	600.00
BRAMER AUTO Total	571.04
MINERVINI GROUP Total	570.00
ELITE FABRICARE Total	559.10
LA PROFESSIONAL CLEANING Total	550.00
JACOB GRAFF Total	533.33
CAROL CRAWFORD Total	529.20
ARTS AUTO & TRUCK Total	506.61
ROSCOMMON COUNTY JUVENILE Total	504.00
BAY AREA CONTRACTING INC Total	500.00
DEBORAH & JACK BERENSCHOT Total	500.00
RED BARRON BUILDERS Total	500.00
RICHARD J. FIGURA, JD Total	500.00
SILVERWOOD ENTERPRISES LT Total	500.00
T.K. BUILDERS Total	500.00
86TH DISTRICT COURT Total	497.00
LEXISNEXIS RISK DATA MANA Total	483.70
FIRST CHRISTIAN CHURCH Total	455.00
RICHARDSON BUSINESS SOLUT Total	451.50
MICH PROBATE & JUVENILE R Total	450.00
ALICIA SEPELL-RIKLI Total	433.19
BLOXSOM ROOFING & SIDING Total	430.00
NORTHWOOD PAINT & SUPPLY Total	410.80
PENGAD Total	402.34
JASON &/OR JERRY FRANCISC Total	400.00

Payee Name	Amount
WOMEN'S RESOURCE CENTER Total	400.00
BERG WELL DRILLING Total	382.00
BRITTANY PHIPPS Total	375.00
WENDY S TRUTE Total	369.03
EJ USA, INC Total	361.44
JULIE DUBAY Total	356.31
NANCY ICKES Total	355.24
CDM MOBILE SHREDDING LLC Total	355.00
RHONDA YANSKA Total	352.46
REYNOLDS-JONKHOFF FUNERAL Total	350.00
JASON TORREY Total	344.30
D & W AUTO Total	343.34
CENTRAL MICHIGAN PAPER CO Total	340.52
SHERISE SHIVELY Total	330.48
ROTO-ROOTER Total	330.00
SHUGART BUILDERS, INC. Total	326.00
NORTHWOODS PRINTERS Total	325.00
ROLLING FARMS CAFE Total	322.55
KENDALL ELECTRIC INC Total	322.32
SET SEG INSURANCE Total	319.00
JENNY ROBLES Total	316.78
HOLIDAY INN HOTEL Total	315.00
EPIC POWERSPORTS Total	313.40
MELISSA ZENNER Total	313.23
R&S NORTHEAST LLC Total	306.48
CLARISSA FASEL Total	306.29
BONNIE M SABIAS Total	305.81
CHERYL SARIN Total	303.35
FINAL TOUCH CLEANING SERV Total	300.00
HAGAN LAW OFFICES PLC Total	300.00
HERTLER & ASSOCIATES INC Total	300.00
JANICE JACHALKE Total	300.00
JEFFREY OPPLIGER Total	300.00
JOANN LAMB Total	300.00
JOSEPH FERRARO Total	300.00
JOSEPH LOPEZ Total	300.00
LINDA SMITH Total	300.00
MARIANA SANFORD Total	300.00
MARK ARGIR Total	300.00
MICHELE A GLINN, PHD, DAB Total	300.00
ROSE M BELLES Total	300.00
WILLIAM & MARY POLLARD Total	300.00
BRENDA VOIGHT Total	297.89

Payee Name	Amount
DAMON HERMAN Total	297.78
GRAND TRAVERSE PIE COMPAN Total	295.25
ASHLEY JUSTICE Total	291.04
HEATHER J. LOVE Total	287.46
AIRGAS Total	284.95
JOAN MARKHAM Total	282.64
USA BLUE BOOK Total	280.26
WALMART COMMUNITY CARD Total	278.07
LISA MCNAIR Total	276.70
KARPEL SOLUTIONS Total	275.00
DEWEESE HARDWARE Total	274.71
HEATHER MARIE RITOLA Total	273.40
KELLOGG CENTER HOTEL & CO Total	272.85
SARA MARIE PHILLIPS Total	272.72
KRISTINE ERICKSON Total	272.32
MICHIGAN CHAPTER-IAEI Total	270.00
SAMSON MANUFACTURING CORP Total	262.99
PICTURE THIS PHOTOGRAPHY Total	262.50
SCUBA NORTH Total	260.00
MEIJER, INC. Total	258.54
ALLSTATE INSURANCE COMPAN Total	257.31
CHESTNUT HEALTH SYSTEMS Total	252.00
BAY AREA RECYCLING Total	250.00
PAULA MANNINO Total	250.00
PHILIP A SETTLES Total	250.00
WALMART Total	247.23
MARY FRANCES URYASZ Total	242.20
GLOBAL EQUIPMENT COMPANY Total	240.29
PERFECT FENCE CO. Total	240.00
SUSAN HOOD Total	240.00
ENGINEERED PROTECTION Total	239.88
ERICA ELAINE BOVEN Total	239.20
KAREN ZENNER Total	238.24
DEBORAH LYNN MCAVOY Total	236.92
MICHIGAN OFFICE SOLUTIONS Total	234.64
MICHELE LEE SIAN Total	234.38
EDWARD RODGERS II Total	233.40
SUSAN LYNN ELLIOTT Total	232.36
CENTURYLINK Total	228.32
JENNY LYNN GRIST Total	227.80
KEVIN A. ELSENHEIMER Total	226.87
HYATT PLACE LANSING/EASTW Total	226.00
CYNTHIA ANN KOTT Total	225.66

Payee Name	Amount
DOROTHEA BROWN Total	225.24
GREAT LAKES WATER QUALITY Total	225.00
SHAWN & STACIE LICHTY Total	225.00
TOM'S FOOD MARKET Total	225.00
DAVID THOMAS BONDURANT Total	221.78
ALEXANDER SANDERSON Total	220.60
BENJAMIN JAMES Total	219.82
ARIAL HANELL Total	212.94
RICHARD AND SHELDENE SMIT Total	210.00
MARGARET DRURY Total	205.20
TRACIE MULLEN Total	204.58
WATKINS PHARMACY & SURGIC Total	203.55
DAVID GLENN THOMAS Total	202.36
NYE UNIFORM CO., INC Total	201.00
ANTONIO MASTROMONOCO Total	200.00
DAVID M AKERS Total	200.00
DONNA GERHARD Total	200.00
FRIEND OF THE COURT ASSOC Total	200.00
NORTHWESTERN CARPENTRY Total	200.00
SCHMIDT REALTOR Total	200.00
TERESA BENNETT GATZKE Total	200.00
TOP LINE ELECTRIC LLC Total	200.00
JESSICA YANSKA Total	199.88
JOHNSON HUNT Total	199.20
WILLIAMS CHEVROLET Total	195.60
AMBER PASCOE Total	195.04
MICH ASSOC OF PROFESSIONA Total	195.00
LISA ANNE BOIKE Total	194.54
DONALD LYSTRA Total	194.00
ROBERT LEWIS HIGHTOWER Total	192.81
NORTHERN A-1 KALKASKA Total	190.00
TERRY HAWN Total	187.00
LORI KWASKY Total	185.00
JAMIE WARNES Total	184.68
RON & JANET RAMOIE Total	184.60
JULIE MARIE WESTERN Total	183.98
STEPHEN JOSEPH SEND Total	180.29
WILLIAM BROWN Total	180.00
LOVE YOUR CAR Total	179.95
GRAND TRAVERSE INDUSTRIES Total	167.50
PAUL ANDERSON Total	165.00
CYNERGYCOMM.NET INC Total	163.73
RENT A CENTER RETAIL SERV Total	163.48

Payee Name	Amount
MICHIGAN PIPE & VALVE Total	163.00
FERGUSON'S LAWN EQUIPMENT Total	156.34
VORTEX OPTICS Total	155.99
AUTO OWNERS INSURANCE Total	155.71
ANDREW THORNE Total	150.00
IRVING R SWARTZ Total	150.00
MICHIGAN ASSOCIATION FOR Total	150.00
STONEHOUSE BREAD Total	150.00
EDWARD THOMA Total	149.80
JOHN DIVOZZO Total	148.52
ULINE Total	147.33
NICHOLAS FERGUSON Total	145.00
PROFILE Total	145.00
LIFELOC TECHNOLOGIES INC Total	140.00
TARGET INFORMATION Total	137.53
A1STAMPS.COM Total	135.25
MARY WENGER-TOWNSEND Total	134.44
4FRONT CREDIT UNION Total	132.50
NORTHERN BUILDING SUPPLY Total	131.81
ACE HARDWARE Total	131.73
MUNSON MEDICAL CENTER Total	130.80
SOS ANALYTICAL Total	130.00
SCHMUCKAL OIL CO Total	129.09
DELRIDGE CORPORATION Total	127.90
GOSHAWK BEHAVIORAL HEALTH Total	125.00
MPHI - E&T Total	125.00
APPLIED INDUSTRIAL TECH - Total	121.35
PATTI BAKER Total	120.64
LISA PHILO Total	120.59
DEBRA S KEEHN PLLC Total	120.00
INTERNATIONAL ASSOCIATION Total	120.00
PHILLIP NAULT Total	120.00
KIMBERLY WILLIS Total	119.44
ANIMAL MEDICAL CENTER Total	118.25
HOSPITAL NETWORK HEALTHCA Total	118.00
LASER PRINTER TECHNOLOGIE Total	117.90
OAKWOOD VETERINARY HOSPIT Total	117.50
TOM'S FOOD MARKETS, INC. Total	117.20
NORTHSTAR MEDICAL EQUIPME Total	117.00
TRANSUNION RISK AND ALTER Total	116.25
TBA EDUCATION CREDIT UNIO Total	115.00
INTEGRITY BUSINESS SOLUTI Total	114.66
KELSEY LYNN HYDE Total	114.00

Payee Name	Amount
STERICYCLE INC Total	110.79
INTERLOCHEN ARTS ACADEMY Total	107.63
TRISHA PETERSEN Total	104.11
NORTHERN MICHIGAN JANITOR Total	104.00
GRAND TRAVERSE VETERINARY Total	103.00
MICHIGAN STATE POLICE - C Total	102.99
MICHAEL MEADOWS Total	101.88
KYLE ATTWOOD Total	101.13
SOCIAL SECURITY ADMINISTR Total	100.88
SHERWIN-WILLIAMS Total	100.28
ADVANCE COUNSELING SERVIC Total	100.00
ENCOMPASS INSURANCE Total	100.00
FIRST RESORT TRANSPORT Total	100.00
FRIEND OF THE COURT Total	100.00
GALLAGHER BASSETT SERVICE Total	100.00
GRAND TRAVERSE RURAL FIRE Total	100.00
HANOVER INSURANCE COMPANY Total	100.00
KAREN ALLEN Total	100.00
KENT LYLE GRAY Total	100.00
KINGSLEY CLUB Total	100.00
KIRBY TAYLOR Total	100.00
LAKEVIEW COUNSELING PC Total	100.00
MANCINO'S PIZZA Total	100.00
MEA - TC CAPSA Total	100.00
PEPSI BOTTLING GROUP Total	100.00
ROBERT GODZIEBIEWSKI Total	100.00
SCHMUCKAL OIL Total	100.00
TCTA Total	100.00
TRAVERSE CITY TSC Total	100.00
WALTER J. RIDDELL Total	100.00
JENTEES CUSTOM SCREEN PRI Total	99.90
J COLE TRANSPORTATION Total	95.00
ASHLEY MOREY Total	94.80
ETNA SUPPLY COMPANY Total	93.00
JOSHUA WOLF Total	93.00
LUKE MCMANUS Total	93.00
CORY LYNN MITCHELL Total	92.50
HOME DEPOT CREDIT SERVICE Total	92.40
CHRISTOPHER ROGGEN Total	92.02
MARK L. DOBIAS Total	90.00
OPTUM Total	89.01
JOANNE KELLY Total	86.14
THE TROPHY TROLLEY Total	86.00

Payee Name	Amount
DEERING'S MARKET Total	85.63
ANTRIM COUNTY Total	85.00
KAYLA COLE Total	85.00
KRISTA GRAY Total	85.00
TRACI LYNN ABRAMCZYK Total	84.37
KATHLEEN MATTESON-HOLMES Total	83.52
LOWE'S Total	81.25
CARLA NICKODEMUS Total	80.00
DAVE BRAYTON Total	80.00
JIM HUNT LAW Total	80.00
LYNDSAY MARIE TOMPKINS Total	80.00
MICHIGAN LEGAL GROUP Total	80.00
JAMES BAKER Total	79.43
THE PARK PLACE HOTEL Total	78.75
ADVANCED WINDOW SYSTEMS Total	77.50
BARBARA ELDER Total	76.88
LESLIE ANNE SNELLER Total	76.08
DAVID O'CONNOR Total	76.00
BRAD ALLEN FERGUSON Total	75.00
CHERRYLAND HUMANE SOCIETY Total	75.00
EMBROIDME Total	75.00
GEORGE ROUSH Total	75.00
RON CLOUS Total	74.90
TERI QUINN Total	74.20
BROWNELLS INC Total	72.14
COLEEN ROCKER Total	71.92
JACQUELINE S PRALL Total	70.16
KMART Total	70.00
BAY AREA PET HOSPITAL Total	69.20
J. SUMITRA HEINERT Total	69.00
RONALD KETHMAN TRUST Total	69.00
TRAVERSE REPRODUCTION & S Total	68.34
H.M. DAY SIGNS Total	68.00
MARY JANE MORRISON-COLLIN Total	67.50
ACE WELDING & MACHINE, IN Total	67.00
APPLIED IMAGING Total	66.97
BRICKYARD TOWING Total	65.00
CASSIDY WYSOCKI Total	65.00
JUDITH GARCIA-CHIRINOS Total	65.00
KAYLA CHRISTINE ADKINS Total	65.00
PRIME TIME NEWS & OBSERVE Total	65.00
RYAN EDWIN RYBICKI-BELLOW Total	65.00
SAGINAW COUNTY Total	65.00

Payee Name	Amount
TELE-RAD, INC. Total	63.98
MICHAEL DUVE Total	63.44
MARTHA THORELL Total	63.13
NORTHWOOD ANIMAL HOSPITAL Total	62.75
ANN MARIE MADISON Total	62.50
RCA, LLC Total	62.50
STEVEN WILLIAM MICHAEL Total	62.50
JULIANNA MARTIN Total	62.00
MELISSA COOK Total	62.00
CHRISTOPHER FORSYTH Total	61.37
LAWRENCE DEAN ALBERT Total	61.00
REDWOOD TOXICOLOGY LABORA Total	61.00
KEN EUGELKING Total	60.50
LAURA BURKE . Total	60.15
ADAM WHITE MILLER Total	60.00
JEFFERY SCOTT BRACKETT Total	60.00
MICHAEL H LAMBLE Total	60.00
ROBINANNE GARY Total	60.00
WHAT TO WEAR Total	60.00
ANSWER UNITED Total	59.71
EDITH ALICE DEVENEAU Total	59.00
NORTHERN FIRE & SAFETY Total	59.00
CARA GOSS Total	58.60
JARRETT HALE Total	58.60
JOHN BOQUIST Total	58.60
KATHERINE PARRISH Total	58.60
LONG LAKE ANIMAL HOSPITAL Total	58.00
ANTHONY BRIAN OCHOA Total	57.50
NANCY WILSON Total	57.48
ROBERT KLEPPER Total	57.00
TRAVERSE CITY GLASS COMPA Total	56.55
JOSHUA RICHTER Total	55.80
HON WILLIAM M FAGERMAN Total	55.64
HON. AUDREY D. VAN ALST Total	55.62
DENNIS BYRD Total	55.60
COLLEEN BERGER Total	55.00
BRIAN ABBRING Total	54.00
JEFFREY WALLACE Total	54.00
THRIFTY AUTO RENTALS Total	53.99
WAYNE COUNTY SHERIFF Total	53.54
CHERRY BEND ANIMAL HOSPIT Total	53.50
GEOFFREY A BAK Total	53.00
PURE WATER WORKS Total	53.00

Payee Name	Amount
CHRISTINE J. CRAMER Total	52.48
JILL L. CASE Total	52.16
HALEIGH NICOLE PELKY Total	51.00
CYNTHIA SMITH Total	50.76
ANN SEAMAN Total	50.20
BROOKE ANNE ZEERYP Total	50.00
C&C FARMS Total	50.00
DAVID CARPENTER Total	50.00
DEBRA I GREER Total	50.00
EASTWOOD CUSTOM HOMES Total	50.00
GOURDIE-FRASER, INC Total	50.00
IAED Total	50.00
JOHN MCMILLEN Total	50.00
JOSEPH GEROVAC Total	50.00
JULIE WHITE Total	50.00
MARK SMITH Total	50.00
MICHIGAN DEPARTMENT OF ST Total	50.00
MICHIGAN DEPT OF HEALTH/H Total	50.00
NEW CAMPUS SCHOOL Total	50.00
PAULA JANES SHOUP Total	50.00
SUGAR PLUM APARTMENTS Total	50.00
THOMAS LORENZ Total	50.00
SCOTT SCHOLTEN Total	49.61
KIMBERLY TRACY QUINTER Total	47.80
SUSAN MARIE HINKLEY Total	47.50
THIRLBY AUTOMOTIVE Total	47.11
TIFFANY SKOWRONSKI INTERP Total	46.88
GRAYBAR ELECTRIC COMPANY, Total	45.44
BRIAN FULLER Total	45.16
JAMES TARRAS Total	45.00
CLARKE-EVERETT DOG & CAT Total	44.75
ROBERT A. COONEY Total	43.91
ERICK TAKAYAMA Total	42.50
ODIN SOFFREDINE Total	42.50
GAME STOP INC Total	42.19
CALEB DAVID KASE Total	42.10
DAVID LARK Total	42.10
CODY BOCK Total	41.80
MICHAEL MACKIN Total	41.24
BARBARA RENEAUD Total	40.00
JEREMY WILEY Total	40.00
LAND INFORMATION ACCESS A Total	40.00
SCOTT WILLIAM HARRAND Total	39.82

Payee Name	Amount
MAXSIM ALEKSEYENKO Total	39.28
CARLY NOELLE HERNDEN Total	39.00
DANIEL JOHN MICHNO Total	39.00
JOHN R. SABATINI, JR. Total	38.83
BRADLEY THOMAS FRIESWYK Total	38.68
PETER VINCENT ROMEO Total	38.68
CINDY FLYNN Total	38.44
JONATHON KING Total	38.44
KAYTLIN HINDS Total	38.44
LINDA M JACKSON Total	38.44
LINDA GRAHAM Total	37.66
MARY KENTGEN-KOLLE Total	37.54
DEB ZERAFA Total	37.26
WILLIAM HAROLD PULLEN Total	37.00
BOUND TREE MEDICAL, LLC Total	36.96
ACENTEK Total	36.80
CRAIG KEITH WOLF Total	36.40
GEORGE BURTON SAVAGE JR Total	36.40
ANGELA RENEE LONG Total	36.00
ARIE THYS DEBRUYN Total	35.50
BRENT STEVEN ALLEN Total	35.26
NATIONAL ASSOCIATION OF S Total	35.00
NORTHERN MICH JUVENILE OF Total	35.00
PRECISION PLUMBING Total	35.00
SJI HEATING AND COOLING Total	35.00
SUSAN BOWEN Total	35.00
TRAVERSE CITY BUSINESS NE Total	35.00
PAUL EDMUND BEAUCHAMP Total	34.69
TRUDY MANN Total	33.96
JACQUELYN MARIE COLLINS Total	33.55
JOHN P MAY Total	33.55
LUANN WIEBER Total	32.98
SUZANNE JO HOHNKE Total	32.98
JONELL KAY CAREY Total	32.41
CIVIL STAFFING RESOURCES Total	32.00
LAURA A VISZMEG Total	31.72
ROBERT YOUNCE Total	31.72
SANDS MOTEL Total	31.40
ROSE ANN, DAVIS Total	31.03
BAY BREAD CO. Total	31.00
COMPANION ANIMAL HOSPITAL Total	31.00
MATHEW GROCKAU Total	30.60
RODNEY MARSHALL Total	30.60

Payee Name	Amount
RUSSELL FILLMORE III Total	30.60
AMANDA MAE OCOBOCK Total	30.13
WENDY RENE GILLNER Total	30.13
RANDI UPTON Total	30.00
TRAVIS DEEMER Total	30.00
CAROLYN KRISTOF Total	29.96
KARL RICHTER Total	29.66
DENNIS RAYMOND LABADIE Total	29.56
TAMMY SUE CORWIN Total	28.99
BAY WEST ANIMAL CLINIC Total	28.25
MICHAEL ARNOLD Total	27.85
HALEY HUDSON Total	27.80
DAN LATHROP Total	26.75
GRAINGER,INC. Total	26.75
MICHAEL BALTZELL Total	26.68
JEAN PEPLINSKI Total	26.63
XEROX CORPORATION Total	26.30
MOLLY MANKEY Total	26.00
DON GROENEVELD Total	25.56
PRO IMAGE DESIGN Total	25.50
BAYSHORE RESORT Total	25.00
CHRIS ALLAN MCCOY Total	25.00
CHRIS BALLARD #726978 Total	25.00
ELIZABETH FRITZ Total	25.00
HAWTHORNE VINEYARDS Total	25.00
JASON & JESSICA SPERBER Total	25.00
JENNIFER K. BUSICK Total	25.00
KELLY LYNN KAVA Total	25.00
KIM MILWARD Total	25.00
MAACO Total	25.00
MARTY MICHELLE HILLIARD Total	25.00
MAYFIELD STORE Total	25.00
MCCARDEL CULLIGAN WATER C Total	25.00
NORTHWESTERN MICHIGAN COL Total	25.00
SAMANTHA SMITH Total	25.00
SLEDER'S TAVERN Total	25.00
KATHY M PAHL Total	24.98
TYLER ODELL Total	24.26
POTTERS FINE PASTRIES Total	23.55
ANTHONY J ROMANOWSKI Total	23.00
DEAN FRANKLIN EDGECOMB I Total	23.00
HEIDI MUSSER Total	22.50
JARED ALLEN KOZERA Total	22.50

Payee Name	Amount
JESSICA GABRIELLE PENWARD Total	22.50
JOSEPH LAUB Total	22.50
KRISTEN BAUER Total	22.50
MATTHEW TAYLOR BENDICKSON Total	22.50
NICOLE LYN GRAY Total	22.50
LINDSAY KING Total	22.47
JENNIFER L WEBER Total	22.12
HARMON DONALD WARD Total	22.00
KARSHENNEA STAFFORD Total	22.00
DAWN MARIE YOUKER Total	21.25
ASHLEY ANNE HAIGHT Total	20.50
SHANE ALAN BARRETT Total	20.50
CANDACE FORD BRODY Total	20.00
DAVID S DELANCEY Total	20.00
DENNIS BLASKOWSKI Total	20.00
DONNA GAIL SEND Total	20.00
GRAND TRAVERSE DENTAL CAR Total	20.00
JACOB TIMOTHY BURGESS Total	20.00
JAMES ROBERT SMITH Total	20.00
KIMBERLY ELLEN BARRICK Total	20.00
LISA ANN DUFORT Total	20.00
LISA DENHAM Total	20.00
MDHS Total	20.00
MICHELLE RUBIN Total	20.00
NORTHWEST MICHIGAN ASSOCI Total	20.00
PETER J JENEMA Total	20.00
ROBIN ANNE STONE Total	20.00
SETH STEVEN CANFIELD Total	20.00
TALYNN ROBINS Total	20.00
TROY EDWARD ACHARD Total	20.00
WILL ALEXANDER MANTY Total	20.00
GILLROY'S COMPLETE HARDWA Total	19.99
THOMAS YAGLE Total	19.88
BRANDON ANTHONY BUGAI Total	19.50
SHANNON MICHAEL MCMILLAN Total	19.25
AMERICAN COPPER & BRASS L Total	19.19
AMBER UMPHREY Total	19.00
MARY LESLIE KOCIEMBA Total	19.00
TREDROC TIRE SERVICES,LLC Total	19.00
BRET SCHRADER Total	18.75
BRUCE WAYNE TAYLOR Total	18.75
DAVID BENJAMIN BATDORF J Total	18.75
DOUGLAS WEAVER Total	18.75

Payee Name	Amount
JACOB MICHAEL CULLEN Total	18.75
MAURINE ELIZABETH LAU Total	18.75
SAMANTHA ANN EHLE Total	18.75
JUDITH DIANE KRASA Total	18.50
KYLE FRANCIS ROSINSKI Total	18.50
SPEEDWAY SUPERAMERICA LLC Total	18.26
DIANE SCRIVO Total	18.01
JARED HUFFMAN Total	18.00
PETER BUSUTTIL Total	18.00
BRENT COON Total	17.50
BROOKE SARA E MCMULLEN Total	17.50
CECIL SCOTT BURCH Total	17.50
DEBORAH SUE THARP Total	17.50
GRANT MICHAEL KLAVER Total	17.50
MAUREEN JANE LOVELL Total	17.50
PAMELA SUE BRAGDON Total	17.50
PATRICK LYNN EHLE Total	17.50
BRENDA JEAN CLINE Total	17.25
VICTOR WILLIAM DINSMOORE Total	16.95
GRAND TRAVERSE PET SUPPLI Total	16.66
TOWNHALL SHELL Total	16.66
JOHN ANDREW JACOBS Total	16.50
KAITLYN MAY Total	16.50
MARLENE CHRISTY HAYES Total	16.50
SAMANTHA SUE DELOY Total	16.50
ANNE LINNEA FRIEDLANDER Total	16.25
CYNTHIA RUZAK Total	16.25
MICHELLE LYNN KELLEY Total	16.25
NANCY JEAN WHITE Total	16.25
THOMAS PATRICK DOHM Total	16.25
CHERRY CAPITAL MOBILE PET Total	16.00
DUEWAYNE BROWN Total	16.00
LISA MARIE MCSAUBY Total	16.00
MICHAEL ROBERT SMITH Total	15.75
DANIEL STEWART OLLAR Total	15.50
DONNA DESOTO Total	15.50
GERILYN KAY BURDEN Total	15.50
JEANMARIE KOLAR RICCOBONO Total	15.50
MICHELLE MARIE STAWSKI Total	15.50
BENJAMIN THOMAS LARKINS Total	15.00
BRITTANY WARREN Total	15.00
CATHERINE CHANTAL COOLEY Total	15.00
CHARLES FREDERICK STOUT Total	15.00

Payee Name	Amount
CHARLES RICHARD KLETTNER Total	15.00
CHRISTOPHER BRIAN COFFING Total	15.00
DEREK LOUIS JORGENSEN Total	15.00
DONALD REDKER II Total	15.00
GILBERTS SERVICE OIL CO Total	15.00
IRENE DAHL Total	15.00
KELLY JEAN ROBART Total	15.00
KIMBERLY ANN HALLAN Total	15.00
KRISTA MARIE GOTHARD Total	15.00
KRISTINE THRUSH Total	15.00
MARK ALAN RICHMOND Total	15.00
MELISSA SLICK Total	15.00
MICHELLE SUE CORTEGGIANO Total	15.00
TARI MOORE Total	15.00
WILLIAM MICHAEL KRUKOWSKI Total	15.00
ADAM DEVANEY Total	14.75
ANDREA LUCILLE LEDERER Total	14.75
LEVI JOSEPH MAISON Total	14.75
WAYNE ANTHONY PAHSSEN Total	14.75
HOLLY KAZIM Total	14.50
JANICE ANN HAVENS Total	14.50
JENNIFER LYNDA MARTINEZ Total	14.50
KERRY D. FOOTE Total	14.50
ROSEMARY DIANE RODRIGUEZ Total	14.50
THOMAS EDWARD OBRIEN Total	14.50
LORI METCALF Total	14.29
WILLIAM VAILLANCOURT Total	14.29
AMANDA CAROLINE MCNEIL Total	14.25
DEBORAH LEE VANWAGNER Total	14.25
ERIK DAVID LINDSTROM Total	14.25
MARK STEVEN PICKETT Total	14.25
BRONWYN KATHLEEN FUERSTEN Total	14.00
DENNY MICHAEL MYERS Total	14.00
HAILEY MARGARET GUNTHER Total	14.00
JOYCE A. GRUSH Total	14.00
KATHLEEN CECELIA DWYER Total	14.00
KEVIN MARK DEBRUYN Total	14.00
MARGARET IRENE CAREY Total	14.00
SANDRA LEE OSGOOD Total	14.00
ALICE THORNTON Total	13.88
RODETTA HARRAND Total	13.70
GEORGIA L GEHA Total	13.50
JESSICA SCHROPP Total	13.50

Payee Name	Amount
JULIE A BREITHAUPT Total	13.50
LINDA MICHELLE MCKINNIE Total	13.50
SARAH ELLEN KOSTEVA Total	13.50
AMY MICHELLE JASS Total	13.25
CLINTON MAURICE CHAMBERS Total	13.25
MICHAEL BERNARD HAYNES Total	13.25
ASHLEY ROSSI Total	13.00
GLENDA SUZANNE HEINZ Total	13.00
JANE THERESE MCNABB Total	13.00
JILL DIANNE SAMUELSON Total	13.00
JOSEPH ZIMMERMAN Total	13.00
KATHLEEN ANN BALCHUNAS Total	13.00
MARIE GALETTA FREUNDL Total	13.00
MEGAN JEANE KEYES Total	13.00
MARGARET SCHOFIELD Total	12.75
CHEMICAL BANK MIDLAND Total	12.50
JAMES WEMIGWANS Total	12.50
KINNEY'S COMPLETE AUTO Total	12.50
MAXINE MOORE Total	12.50
MENARDS Total	12.50
PAUL KELLY Total	12.40
THE HOME DEPOT CRC Total	12.20
DOUGLAS HENRY BRONKEMA Total	12.20
NORTHWEST LOCK INC Total	12.00
SALLY STAUFFER Total	12.00
ALAN PAUL HENNING Total	11.93
KERKSTRA SEPTIC TANK CLEA Total	11.40
VICTORIA MAIL MIKULA Total	10.40
BULLS-I INC Total	10.00
GERALD KRAJENKE Total	10.00
LORENA DENMAN Total	10.00
SEVEN ELEVEN STORE Total	10.00
WALTERS & HEMMING, INC Total	10.00
ERICCA HOVIE Total	9.68
JOSHUA KNISS Total	9.17
LORRAINE CAROL CAIN Total	9.00
FERGUSONS FIREPLACE & STO Total	8.65
KYLE KITZMILLER Total	7.91
CHRISTOPHER EISELE Total	7.74
KOHL'S Total	7.50
ALEXANDER TRUCK Total	7.40
STEVEN J FASEL Total	7.13
CLAIRE ARRINGTON Total	7.00

Payee Name	Amount
MICHAEL RUGGLES Total	7.00
NANCY DORMAN Total	7.00
RON NASH Total	7.00
MICHAEL E KRIMMEL Total	6.60
KEN SIKA Total	6.40
ANGELA MAI MIKULA Total	6.00
JUDITH SIKA Total	6.00
PATRICK G MCGREW Total	6.00
ROBERT WILLIAM SCOTT Total	6.00
LEWISTON SEPTIC SERVICE, Total	5.58
MOLLY MENEGAY Total	5.17
BRETT BUSICK Total	5.00
JESSICA WERNER Total	5.00
UNITED PARCEL SERVICE Total	3.91
MARISSA A SOBBRY Total	3.50
MICHELLE MARIE ZOULEK Total	2.40
ART'S AUTO & TRUCK PARTS Total	2.35
Grand Total	3,266,143.17

RESOLUTION

xx-2017

Claims Approvals – February 2017

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on March 15, 2017, and reviewed claims and payroll disbursements for the month of February 2017 that were requested by the Director of Finance are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached claims and payroll disbursements for the month of February 2017 are hereby approved. (See file for attachments.)

APPROVED: March 15, 2017

Proclamation to Recognize Girl Scouts of America–100 years of cookie sales, and Operation American Soldier

Whereas, since 1917, someone- somewhere- has been selling cookies to help make our world a little better place! These individuals are the Girl Scouts of America!

Whereas, whether your favorites are Thinmints, Tagalongs or Dosidos, everyone looks forward to the time of year when cookie sales come to our area helping Girls Scouts earn money for fun, educational activities and community projects; and,

Whereas, a huge undertaking in our community which has continued to grow over the past 10 years is the “Operation American Soldier” program started by Troop 10037 in Traverse City by Meredith and Amanda Allen; and

Whereas, although other troops are involved in similar feats, the sheer volume of the donations (which already tops 11,000 boxes) is what’s so special about this local program; and,

Whereas, In previous years the cookies have been received by troops stationed in Afghanistan, Iraq and Kuwait to name a few; and,

Whereas, The G.I.R.L.s (Go-getters, Innovators, Risk-takers, Leaders)TM also get assistance from local veterans groups who get involved in the annual “packing party” and assist with the postage; and,

Whereas, We are impressed with the investment of time and energy put into this project over the years that was initiated by one of our younger citizens as it has had a huge impact on so many which often send letters of thanks!

NOW THEREFORE BE IT PROCLAIMED BY THIS BOARD OF COMMISSIONERS THAT GRAND TRAVERSE COUNTY recognizes the efforts of Amanda and Meredith Allen to provide Girl Scout Cookies as a tasty reminder of our appreciation at home for our troops stationed overseas!

APPROVED: March 15, 2017

Carol Crawford, Chairman
Board of Commissioners
Grand Traverse County

NOTICE OF PUBLIC HEARING

PLEASE BE ADVISED that Grand Traverse County will hold a public hearing on Wednesday, March 15th at 5:30pm at the Governmental Center, Second Floor Commission Chambers, 400 Boardman Avenue, Traverse City, Michigan.

The Public hearing is held to allow all interested parties the opportunity to comment on four proposed applications being:

2017 Natural Resources Trust Fund for the Boardman Lake Trail Loop focused on the pedestrian bridges, lighting, landscaping and shoreline stabilization. Grant request is for \$300,000.

2017 Natural Resources Trust Fund for the Boardman Lake Trail Loop focused on benches, bike racks, boardwalk, signage, boardwalk, trail, overlook/observation decks. Grant request is for \$300,000.

2017 DNR Land Water Conservation Fund for the Boardman lake Trail Loop focused on the Overlook, boardwalk, benches, lighting, landscaping and signage. Grant request is for \$150,000.

2017 Recreation Passport for the Medalie improvements for kayak launch, parking, bathroom improvements, landscaping, stormwater improvements. Grant request \$76,000.

Public hearing is for consideration of approval to make application for all four identified grants and resolution of support for said grants.

All verbal and written comments presented during the hearing and comment period will be considered prior to making a final decision.

Interested parties are invited to attend the public hearing or provide written comments to the Grand Traverse County Community Development Department at 400 Boardman Avenue, Traverse City, MI 49684 or by email Jean Derenzy at jderenzy@grandtraverse.org.

Action Request



Meeting Date:	March 15, 2017		
Department:	Community Development	Submitted By:	Jean Derenzy
Contact E-Mail:	jderenzy@grandtraverse.org	Contact Telephone:	922-4513
Agenda Item Title:	Public Hearing and Approval of Park Place Redevelopment Brownfield Plan		
Estimated Time:	20 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Summary of Request:

The Brownfield Redevelopment Authority recommends approval of the Park Place Brownfield Plan. The City of Traverse City concurred with the recommendation at their meeting on February 21, with added component to add \$200,000 for underground utility in alley way. Park Place property is designed as a brownfield due to its status as a historical resource and as a facility. Eligibility activities total \$2,940,851 for reimbursement. Private investment is \$4 million and the Plan would be in place for 30 years.

--Plan will allow for the development of a state-of-the-art conference center bringing significant economic impact to the downtown.

--Conference center has been identified within the TIF 97 Plan.

--Public infrastructure activities total \$1,940,000 for streetscapes, new water main, storm sewer and the undergrounding of utility.

--Plan constitutes a public purpose and will facilitate investment and redevelopment of the property by increasing the tax base, demolition of under utilized structure and improve public infrastructure.

--Financing is through the capture of the increased taxes from the new private investment made.

Suggested Motion:

The Brownfield Authority, DDA and the City of Traverse City recommends approval of Park Place Redevelopment Area Brownfield Plan and adoption of the attached resolution of approval.

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

Attachments:

Attachment Titles:



Memorandum

Grand Traverse County
Planning and Development
231.922.6890 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: County Board of Commissions
From: Jean Derenzy, Director Community Development
Date: March 7, 2017
Subject: Brownfield Plan – Park Place Redevelopment Area

SUMMARY OF ITEM TO BE PRESENTED:

The Grand Traverse County Brownfield Redevelopment Authority (BRA) met on January 25, 2017 and reviewed the Brownfield Plan for the Park Place Redevelopment Area. The Downtown Development Authority met on January 20 and provided conceptual approval of the Brownfield Plan as outlined. The City Commission provide conceptual approval of the Brownfield Plan with the added component of \$200,000 utility underground in the alleyway.

This Plan is the first Plan within the DDA TIF whereby, under the revised Brownfield law, the Brownfield will capture the incremental increase for both state and local taxes on the Park Place property. This approach provides the DDA/City with added (state) revenue for public infrastructure.

Overview of Project and Capital Investment

The designation of a Brownfield, based on statutory guidelines, requires that the site be one of the following: 1) Facility (environmental conditions on property); 2) Functionally obsolete; 3) Blighted; or 4) Historical. The Park Place is designated a Facility and a Historical resource and therefore is eligible for reimbursement for eligible activities associated with the demolition of the current dome and the existing pool building.

Public infrastructure components that support the DDA TIF Plan which have been identified by staff have been incorporated into the Brownfield Plan and are eligible for reimbursement.

Private Activities: Reimbursement is being requested within the Brownfield Plan for environmental activities and non-environmental activities for total reimbursement not to exceed \$900,782.

Capital Investment of \$4 million is anticipated with this redevelopment which does not include the improvements being made to the hotel rooms and the Top of the Park.

Private Redevelopment for site: With the demolition of the dome, a new state-of-the-art conference center with modern technology and functionality will be constructed which helps with the sustainability of the historic hotel and benefits the community. The economic impact to the community and region is found as an attachment to this memorandum. The marketing of conferences will be mainly outside of the traditional summer months, and the focus will be more on the fall and winter conference season to help boost the economy of the community year-round.

Public Infrastructure Activities: There are four public infrastructure components to this project being: **Streetscapes** - \$515,000 for Park Street. **12-inch Water main replacement** - \$975,000. The water main for the City will improve water system reliability including fire protection to support both existing structures and provide for future redevelopment. The improvement will upgrade the city's water distribution system to current standards for fire protection. This upgrade will provide an area-wide benefit, not just the Park Place site. **Storm Sewer** - \$250,000. This is for an improved, area-wide storm water management system, not just the Park Place site. Managing storm water runoff from frequent storm events (generally less than one inch of rain) has a profoundly positive impact on stormwater quality. The Plan includes a combination of infiltration and filtration to improve water quality for a significant portion of the downtown area. **Underground Utility** -- \$200,000. Traverse City plans on undergrounding existing overhead facilities including lines, boxes for switches and other equipment. In some cases, undergrounding the existing lines may require the utility to acquire new easements when the existing overhead route is inappropriate for an underground line. In addition, building the underground lines in this urban area may require the use of directional boring rather than trenching, which is less expensive, to minimize disruptions to streets, alley and driveways

Brownfield Capture Area / TIF 97: The Brownfield Plan will encompass the Park Place Property with the tax base year set at 2017. The tax base will be \$2,917,780 as shown on Page 4 of the Brownfield Plan Summary attached. As the Park Place is contained within DDA TIF 97 Plan, the current local tax capture within the DDA on the Park Place site will continue. Only the incremental increase from 2017 will be captured (both state and local taxes) by the Brownfield Authority, which is estimated at \$68,274/year. The capture will then be redistributed to the City and private development for reimbursement of the **actual** costs of **eligible** activities incurred.

Total Brownfield Plan is \$2,940,851. That total comprises private reimbursement of eligible activities of \$900,782, reimbursement to the DDA/City for public infrastructure of \$1,940,000 and deposit into State Revolving Loan Fund of \$100,069

Agreements Required: Two agreements will be required. As the Brownfield Plan is contained within the TIF 97 district, the Brownfield will need to enter into an Intergovernmental Agreement with the DDA and the City. The second agreement will be the Development/Reimbursement Agreement between the City, DDA, Park Place and the Brownfield Authority.

Duration of Plan: Plan as written will be for 30 years 2018 to 2047. This Plan does not project deposits into the Local Site Fund as the full 30 years will be required for reimbursement of eligible activities.

RECOMMENDATION:

The Brownfield Authority, DDA and the City of Traverse City recommends approval of Park Place Redevelopment Area Brownfield Plan and adopt the attached resolution of approval.

**PROJECT SUMMARY SHEET: BROWNFIELD PLAN –
PARK PLACE REDEVELOPMENT AREA**

Project Name: Park Place Redevelopment Area

Applicant/Developer: Entity Name: Regency Midwest Ventures LP
Contact: Kyle Scholten, Chief Financial Officer
Mailing Address: 300 East State Street, Traverse City, MI 49684
Phone: (605) 334-2371
Email: kscholten@ramkota.com

Eligible Property Location: The eligible property (“Property”) consists of one (1) parcel located at:
300 East State Street, Tax Parcel No 28-51-794-090-00
Traverse City, MI 49684

Property Size: Approximately 4.77 acres

Type of Eligible Property: Historic Resource and Facility (Contaminated)

Project Description: **Park Place Redevelopment Area –
New Conference Center and Pool/Health Club**

This Brownfield Plan (the “Plan”) anticipates approximately \$4.73 million in future investments (inclusive of Brownfield eligible activity costs) by Regency Midwest Ventures LP and approximately \$1.96 million by the Traverse City Downtown Development Authority (TC DDA) for a total investment of approximately \$6.69 million. This Plan contemplates redevelopment upon one (1) Eligible Property, 300 East State Street (Tax Parcel No 28-51-794-090-00) which is a recognized historic resource and is identified as a “facility”.

Regency Midwest Ventures LP (“Regency”), the Historic Park Place Hotel owners plan to raze the existing pool building and dome meeting structure, so that construction can begin on a meeting space and functioning swimming pool and exercise room in their place. Demolition of the dome and construction of a new state-of-the-art conference center with modern technology and functionality will add greatly to the sustainability of the attached historic hotel.

The Park Place Hotel continues to play a significant role as an historic icon to the Traverse City area. The applicant feels that in order to continue to offer that hotel to the public in the manner with which they have become accustomed, they need to be able to compete for group business in the area, something that their current meeting space does not allow them to do effectively. The current dome meeting space, while arguably interesting, is not only undersized but also not at all conducive to the wishes of today’s meeting consumer. The acoustics are extremely unacceptable to their guests and they’ve been unable to find a workable solution to this. In addition, the circular design, isn’t at all what an attendee expects to see in a modern facility. In much the same way that homes with this design are nearly impossible to decorate; there simply isn’t a good way to set this room to accommodate meetings and events. As such, if the applicant is unable

to accomplish this, it's likely that the Park Place Hotel will see its revenue stream erode to a point where eventually they will be forced to make some much more impactful and difficult decisions.

A new state-of-the-art facility will allow the Park Place to increase their current capacity by approximately 60% to 70% (from 300 to 500 attendees per event). According to the Traverse City Convention & Visitors Bureau (TC CVB) figures from 2015/2016, the increased capacity and modern conference center will add to the economic vitality of downtown Traverse City by generating additional revenue. The TC CVB receives over 360 inquiries annually for group events averaging roughly 350 attendees. The economic impact to the area from event attendees averages roughly \$127/day/attendee (a.k.a "average spend per day"). Understanding that the opportunity to bring more conferences to Traverse City allows growth and economic vitality to our downtown. With the recognition of bringing an additional 70 to 75 new conferences to downtown, that can equate to a financial impact of \$3 million per annum to our community. The new conference center will add to the success of the city's broader downtown development strategy.

The applicant's plan is to abate the asbestos containing materials, demolish both structures (existing pool building and dome meeting structure) and begin construction on a new meeting space by spring 2017. The construction time line is currently at about 12 months, which they hope to compress some so that they can be into their new space and pool by early 2018. During this phase of construction, the applicant will also be renovating the interior of the Park Place Hotel rooms which began in 2016, bring them back to their previous glory with very period specific décor. The applicant will also renovate the "Top of the Park" lounge to enable them to capitalize on the incredible views that area offers.

In short, a new conference center will be a major improvement to downtown that will substantially benefit the community and the applicant's investment will bode well for the city. Additionally, for the Historic Park Place Hotel to remain a vibrant, competitive and a viable fixture in downtown Traverse City, Brownfield Plan approval to allow for eligible activity costs proposed is critical. The project is seeking tax increment financing through the Brownfield Redevelopment Financing Act (Public Act 381 of 1996), which is the subject of this Brownfield Plan, to allow for a successful redevelopment of this Property.

Estimated Job Creation:

Once complete, approximately 15-20 immediate new full time jobs will be created. It is anticipated that additional jobs will be created upon project maturation. The Park Place currently retains approximately 120 full time jobs.

Gain in Taxes Estimate:
(after Project completion)

	Base Year / Current Taxable Value (Estimate)	Future Taxable Value (Estimate)	Increased Taxable Value (Increment)
	(2017)	(2018)	(2018)
	\$2,917,780	\$4,202,001	\$1,284,221
Annual Taxes Paid	\$160,968	\$229,242	\$68,274

Duration of Plan: 30 years (2018-2047)

Duration of Plan Capture: 30 years (2018-2047), total estimated Plan capture duration for reimbursement of Eligible Activities, Brownfield Plan/Act 381 Work Plan Preparation and GTCBRA Application Fees.

Base Year of Plan: 2017

First Year of Plan Capture: 2018

New/Incremental Tax Gain (not captured) Breakdown Estimate:
(Total Plan Duration)

New/Incremental Tax Gain (not captured) Breakdown			
Total New/Incremental Tax Revenue Received by each Taxing Unit/ Entity (taxes not captured)	Percentage of Pass-Through/ Sharing	Total/ Cumulative	Annual Average
CITY OF TRAVERSE CITY			
City Operating - Charter: Permanent	0%	\$ -	\$ -
Act 345 - Police & Fire Pension System: Permanent	100%	\$ 96,636	\$ 3,221
Downtown Development Authority (DDA): Permanent (per Treasury Form L-4029)	0%	\$ -	\$ -
Recreational Authority - Traverse City & Garfield Township - Operating: through 2023	0%	\$ -	\$ -
Recreational Authority - Traverse City & Garfield Township - Debt: through 2023	100%	\$ 12,913	\$ 430
Subtotal	-	\$ 109,548	\$ 3,652
GRAND TRAVERSE COUNTY			
County - Operating	0.00%	\$ -	\$ -
Senior Center - Operating: 7 Years (2016-2022)	0.00%	\$ -	\$ -
Grand Traverse County Road Commission: 4 Years (2016-2019)	0.00%	\$ -	\$ -
Grand Traverse County Veterans Affair: 6 Years (2017-2022)	0.00%	\$ -	\$ -
Subtotal	-	\$ -	\$ -
BAY AREA TRANSPORTATION AUTHORITY (BATA) - Operating: through 2017	0.00%	\$ -	\$ -
LIBRARY			
Traverse Area District Library (TADL) - Operating: 10 Years (2016-2025)	0.00%	\$ -	\$ -
Traverse Area District Library - Debt: Permanent	100.00%	\$ 6,065	\$ 202
INTERMEDIATE SCHOOL DISTRICT (ISD)			
Traverse Bay Area Intermediate School District (TBA ISD) - Operating: Permanent (unless revoked)	0.00%	\$ -	\$ -
Traverse Bay Area Intermediate School District (TBA ISD) - Special Education: Permanent	0.00%	\$ -	\$ -
Traverse Bay Area Intermediate School District (TBA ISD) - Special Education: Permanent	0.00%	\$ -	\$ -
COMMUNITY COLLEGE			
Northwestern Michigan College (NMC) - Operating: Permanent	0.00%	\$ -	\$ -
Northwestern Michigan College (NMC) - Bond Debt: through 2019	100.00%	\$ 27,283	\$ 909
Subtotal	-	\$ 33,348	\$ 1,112
LOCAL SCHOOL MILLAGES: excludes State School millages			
Traverse City Area Public Schools (TCAPS) - Debt: Permanent	100.00%	\$ 129,125	\$ 4,304
Subtotal	-	\$ 129,125	\$ 4,304
Subtotal of All of the Above	-	\$ 272,021	\$ -
STATE SCHOOL MILLAGES: excludes Local School millages			
State Education Tax - SET	0.00%	\$ -	\$ -
Local School Operating - LSO: 18.0 mills for Non-Homestead/Non-PRE Real Property; 0 mills for Homestead/PRE Real Property; 6 mills for Personal Property.	0.00%	\$ -	\$ -
Subtotal	-	\$ -	\$ -
GRAND TOTAL OF NEW TAX REVENUE TO THE ABOVE	-	\$ 272,021	-

Total Taxes Captured Estimate:
(Total Plan Duration)

Total Estimated Taxes Captured During Brownfield Plan Tax Capture Period	Total/ Cumulative	Annual Average
Brownfield Redevelopment Authority (BRA) Administration	\$ -	\$ -
BRA Local Site Remediation Revolving Fund (LSRRF)	\$ -	\$ -
State of Michigan Brownfield Redevelopment Fund (MBRF)	\$ 100,069	\$ 3,336
Local Taxes To Developer/Downtown Development Authority (DDA) - Reimburse Eligible Activities	\$ 1,067,191	\$ 35,573
State School Taxes To Developer/DDA - Reimburse Eligible Activities	\$ 850,020	\$ 28,334
Total New Tax Capture* (See Table 1a)	\$ 2,017,280	\$ 67,243

* Based upon current estimates of projected Taxable Value, the identified Eligible Activities totaling \$2,940,851 in Table 1a may not be fully reimbursed if Taxable Value assumptions don't increase over the 30-year capture period, because the Plan only estimates \$2,017,280 in potential tax capture.

Distribution of Total New Taxes Paid Estimate:
(Total Plan Duration)

Total New Taxes Received by Taxing Units	\$ 272,021
Total New Taxes Captured	\$ 2,017,280
Total New Taxes	\$ 2,289,301

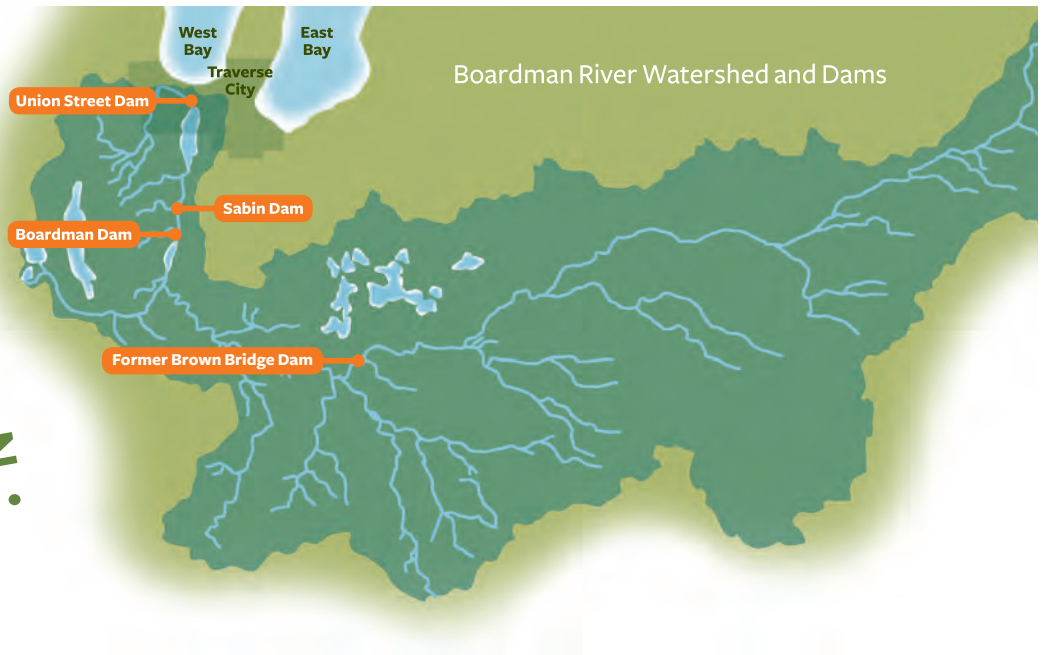
Eligible Activities and Eligible Costs:

Eligible activities are estimated at approximately \$2,940,851 related to Due Care, Additional Response, Lead & Asbestos Abatement, Demolition, Infrastructure Improvements, and Brownfield Plan/Act 381 Work Plan Preparation activities. However, based upon current estimates of projected Taxable Value, the identified Eligible Activities totaling \$2,940,851 in Table 1a may not be fully reimbursed if Taxable Value assumptions don't increase over the 30-year capture period, because the Plan only estimates \$2,017,280 in potential tax capture.

By way of adoption of this Plan, the Brownfield Plan will cap eligible activity costs at \$2,940,851 (inclusive of GTCBRA Application Fees) of which the projected costs of developer eligible activities are \$900,782, public eligible activities are estimated at \$1,940,000 and an estimated \$100,069 for the State of Michigan Brownfield Redevelopment Fund (MBRF) capture. However, if the actual costs of eligible activities are lower than the above estimates, developer reimbursement, public reimbursement and MBRF capture may be lower.

Eligible Activities and Eligible Costs			
Eligible Activities	Developer Eligible Costs	TC DDA Eligible Costs	Total Eligible Costs
Baseline Environmental Assessment (BEA) Activities	\$ -	\$ -	\$ -
Due Care Activities	\$ 19,365	\$ -	\$ 19,365
Additional Response Activities	\$ 26,700	\$ -	\$ 26,700
Demolition Activities	\$ 431,080	\$ -	\$ 431,080
Lead and Asbestos Abatement Activities	\$ 376,600	\$ -	\$ 376,600
Infrastructure Improvements Activities (Private)	\$ -	\$ -	\$ -
Infrastructure Improvements Activities (Public) - In Public ROW/ Easements			
Streetscapes		\$ 515,000	\$ 515,000
Watermain - 12"		\$ 975,000	\$ 975,000
Storm Sewer Water Quality		\$ 250,000	\$ 250,000
Electric		\$ 200,000	\$ 200,000
Site Preparation Activities	\$ -	\$ -	\$ -
Contingency (0%)	\$ -	\$ -	\$ -
Interest (0%)	\$ -	\$ -	\$ -
<i>Subtotal</i>	\$ 853,745	\$ 1,940,000	\$ 2,793,745
Brownfield Plan & Work Plan Preparation (and application fees, if any)	\$ 47,037		\$ 47,037
<i>Subtotal (to Developer/DDA)</i>	\$ 900,782	\$ 1,940,000	\$ 2,840,782
BRA Administration	\$ -	\$ -	\$ -
BRA LSRRF	\$ -	\$ -	\$ -
State of Michigan Brownfield Redevelopment Fund	\$ -	\$ -	\$ 100,069
<i>Subtotal (to Others)</i>	\$ -	\$ -	\$ 100,069
GRAND TOTAL*	\$ 900,782	\$ 1,940,000	\$ 2,940,851

*No BRA Local Site Remediation Revolving Fund ("LSRRF") deposits or BRA Administration deposits will be made with this Plan. Based upon current estimates of projected Taxable Value, the identified Eligible Activities totaling \$2,940,851 in Table 1a may not be fully reimbursed if Taxable Value assumptions don't increase over the 30-year capture period because the Plan only identifies \$2,017,280 in tax capture.



History

- 2004** Traverse City Light and Power discontinues hydropower generation at three dams on the Boardman River (Brown Bridge, Boardman & Sabin dams) and terminates its leasing agreement with the dams' owners (Grand Traverse County and the City of Traverse City)
- 2005** The Boardman River Dams Settlement Agreement establishes the multi-party Implementation Team (IT) and a public committee, the Boardman River Dams Committee, charged with assessing and making recommendations regarding the fate of the three dams along with another, the Union Street Dam
- 2006** The IT, with funding from the Great Lakes Fishery Trust, commissions a comprehensive Engineering Feasibility Study to assess dam disposition options
- 2008** An unprecedented community input process evaluates various dam disposition options
- 2008** The IT presents two recommended alternatives that have gathered the most support for consideration to Grand Traverse County and the City of Traverse City
- 2009** Grand Traverse County and the City of Traverse City decide to pursue removal of Brown Bridge, Boardman and Sabin Dams and modification of Union Street Dam
- 2012-2013** Brown Bridge Dam removed and habitat restored in former impoundment
- 2013** Prosperity Plan published describing watershed management and community/recreational development priorities "beyond dam removal"
- 2014-2016** Engineering and permitting for Boardman Dam removal and new Cass Road Bridge
- 2016** Construction of new Cass Road Bridge

Next Steps

- 2017** Engineering, permitting, removal of Boardman Dam and associated habitat restoration
Evaluation of lamprey control/management alternatives and fish passage
- 2018** Removal of Sabin Dam and associated habitat restoration
- 2018-2019** Union Street Dam "FishPass" study and dam modification led by Great Lakes Fishery Commission
- Ongoing** Habitat and water quality monitoring
Stewardship activities including habitat enhancement, invasive species management, and priority actions identified in the Prosperity Plan



Action Request

Meeting Date:	3/15/2017		
Department:	Community Development	Submitted By:	Jean Derenzy
Contact E-Mail:	jderenzy@grandtraverse.org	Contact Telephone:	231-922-4513
Agenda Item Title:	Public Hearing for Grant Applications (4) for Boardman Lake Trail Loop and Approve Resolutions in Support of and Application for Same		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Community Development is continuing to work in partnership with the City, Charter Township of Garfield, TART Trails, and the Parks Department to leverage funding for the completion of the Boardman Lake Trail Loop. Schematic Design was completed in the Fall of 2016 through the Coastal Zone grant of \$75,000 with local match from Brownfield Project of \$75,000. Currently RFP has been issued for the construction engineering design for the trail to begin implementing in 2018. Four (4) grants have been identified as opportunities for trail funding with all applications due April 1, 2017. Each grant requires a public hearing. Each grant is being written for an individual component of the trail project. Each grant application being requested: 1) 2017 Natural Resources Trust Fund \$300,000 for the East Side Bridge and Logan's Landing Bridge, including lighting, landscaping and shoreline stabilization; 2) 2017 Natural Resources Trust Fund \$300,000 for the Path between 14th Street and Logan's Landing including benches, bike racks, boardwalk, shoreline stabilization, signs trash binds fence, fishing pier/dock, lighting, overlock/observation decks. 3) DNR Land Water Conservation Fund \$150,000 for "Cove Crossing" by Logan's Landing to include overlook, boardwalk, benches, lighting and signs. 4) DNR Recreation Passport for \$50,000 for Medalie Roadside Park Improvement to include kayak launch, picnic table, restroom building upgrade, shoreline stabilization, signage, landscaping, lighting, storm water management. Matching dollars for the grants will come from the Brownfield Project Fund for the Trail.

Suggested Motion:

Approve Resolutions in Support of and Application for the following grant applications: 1) 2017 Natural Resources Trust Fund for the East Side Bridge and Logan's Landing Bridge; 2) 2017 Natural Resources Trust Fund for the path between 14th Street and Logan's Landing; 3) DNR Land Water Conservation Fun "Cove Crossing" by Logan's Landing; and 4) DNR Recreation Passport for Medalie Roadside Park Improvement.

Financial Information:

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

N/A

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous: _____

Attachments: N/A

Attachment Titles: _____

RESOLUTION

xx-2017

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

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

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

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

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

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

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

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

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

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

APPROVED: March 15, 2017

RESOLUTION

xx-2017

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

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

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

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

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

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

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

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

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

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

APPROVED: March 15, 2017

RESOLUTION

xx-2017

**RESOLUTION OF SUPPORT FOR THE LAND AND WATER CONSERVATION FUND
GRANT FOR THE BOARDMAN LAKE TRAIL**

WHEREAS, the Land and Water Conservation Fund was established to provide funding for the development of lands for public outdoor recreation; and

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS that Grand Traverse County supports the development of the final segment of the West Boardman Lake Trail project, endorses the County's 2017 application for \$150,000 of funding from the Land and Water Conservation Fund and commits \$150,000 of local funds pledged from the Grand Traverse County Brownfield Authority as local match.

APPROVED: March 15, 2017

RESOLUTION

xx-2017

**RESOLUTION OF SUPPORT FOR THE RECREATION PASSPORT GRANT FOR
THE BOARDMAN LAKE TRAIL**

WHEREAS, The Recreation Passport program was established to provide funding for the development of lands for public outdoor recreation; and

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

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

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

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

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

WHEREAS, Completing this renovation of Medalie Park along the Boardman Lake Trail will further close the loop around Boardman Lake and establish a trailhead for regional trails to the North and South,

NOW THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, that Grand Traverse County supports the development of the final segment of the West Boardman Lake Trail project, endorses the County's 2017 application for \$50,000 of funding from the Recreation Passport Grant Program and commits \$27,000 of local funds pledged from the Grand Traverse County Brownfield Authority as local match.

APPROVED: March 15, 2017

RESOLUTION

xx-2017

Approval for Brownfield Plan
Park Place Redevelopment Area – 300 East State Street

WHEREAS, The Brownfield Redevelopment Authority met in regular session on January 25, 2017 and reviewed the Brownfield Plan for the Park Place Redevelopment Area located at 300 East State Street; and

WHEREAS, Properties within the Brownfield Plan are in the TIF 97 Plan in the City of Traverse City; and,

WHEREAS, Pursuant to Act 381, concurrence must be received by the governmental unit in which brownfield plan lies, being the City of Traverse City; and,

WHEREAS, City of Traverse City concurred with Plan on February 21, 2017; and,

WHEREAS, The Plan identifies eligible activities totaling \$2,940,851; and,

WHEREAS, The plan will allow for the development of a state-of-the area conference center bringing significant economic impact to the downtown; and,

WHEREAS, A conference center has been identified within the TIF 97 Plan,

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Brownfield Plan constitutes a public purpose and will facilitate investment and redevelopment of the property in the Brownfield Plan by:
 - a. Increasing Tax base.
 - b. Demolition of underutilized structure.
 - c. Improved public infrastructure, for storm water, new 12inch water main and streetscapes. .

2. The Brownfield Plan is consistent with the requirements of Section 14(1) of Act 381 (MCL 125.2664), in particular:
 - a. The Brownfield Plan provides all of the information required in Section 13 of Act 381 (MCL.2663).
 - b. Financing the costs of eligible activities will be through the capture of tax increment revenue, with brownfield plan ending on or before 2047.
 - c. The costs of eligible activities proposed are reasonable and necessary to carry out the purposes of the Brownfield Financing Act.

Dated: March 15, 2017

Action Request



Meeting Date:	3/15/2017		
Department:	Community Development	Submitted By:	Jean Derenzy
Contact E-Mail:	jderenzy@grandtraverse.org	Contact Telephone:	922-4513
Agenda Item Title:	Economic Development Corporation of Grand Traverse Amended Bylaws		
Estimated Time:	15 <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The Economic Development Corporation of Grand Traverse (GTEDC) recommends approval of the Amended GTEDC Bylaws. The GTEDC board met on March 2, 2017, reviewed and approved the Bylaws as amended. The Bylaws were revised to update language and reflect the direction of the restructured GTEDC board.

The GTEDC was restructured in late 2016 to identify leadership in economic development and create opportunities for private/public partnership. A new board with several new members has begun by identifying long and short term goals including creating a focused subcommittee structure to address key issues, including the review and modification of the GTEDC Bylaws. The Rules and Bylaws subcommittee was appointed at the January meeting, with a goal of modifying the GTEDC Bylaws to effectively reflect the purpose and functions of the new GTEDC Board.

As a subset of the Board of Commissioners, endorsement of the new direction the GTEDC is important. It is also important to note that although updates and modifications of the structure, the GTEDC will remain a Michigan Public Corporation pursuant to Act 338 of the Public Acts of 1974 as amended, and continue with the input and collaboration of the Michigan Economic Development Corporation.

Approval of the amended Bylaws of the Economic Development Corporation of Grand Traverse.

Financial Information:

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

N/A

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration: Recommended Date: _____

Miscellaneous: _____

Attachments:

Attachment Titles: By-Laws

AMENDED BYLAWS
OF
THE ECONOMIC DEVELOPMENT CORPORATION
OF THE COUNTY OF GRAND TRAVERSE

(A Michigan Public Corporation formed pursuant to Act 338 of the Public Acts of 1974,
as amended)

ARTICLE I

Name and Registered Office

Section 1. Name. The name of this Corporation is the Economic Development Corporation of the County of Grand Traverse (referred to as "GTEDC").

Section 2. Registered Office. The initial registered office of the Corporation is County Clerk's Office, 400 Boardman Avenue, Traverse City, Michigan 49684, and the mailing address of the initial registered office is 400 Boardman Avenue, Traverse City, Michigan 49684. The resident agent shall be the Grand Traverse County Clerk.

Section 3. Principal Office. The Corporation shall have its principal office at Grand Traverse County Clerk's office, 400 Boardman Avenue, Traverse City, Michigan 49684.

Section 4. Other offices. The Corporation may have such other offices as the Board may determine or the affairs of the Corporation may require from time to time.

Section 5. The registered office and resident agent may be changed from time to time by the Board of Directors of the Corporation subject to the approval of the Board of Commissioners Grand Traverse County.

ARTICLE II

Purpose

Section 1. General. The Corporation is organized pursuant to Act 338 of the Public Acts of 1974, as amended, and its purpose or purposes will be in accordance with the Articles of Incorporation, including but not limited to.

- A. To construct, acquire by gift or purchase, reconstruct, improve, maintain, or repair projects (as defined in Act 338) and acquire the necessary land or an interest in land or portions of land for the site of a project;
- B. To acquire by gift or purchase the necessary machinery, furnishings, and equipment for a project;
- C. To borrow money and issue its revenue bonds or revenue notes to finance or refinance part or all of project costs or improvement of the necessary sites thereof, the acquisition of machinery, furnishings and equipment therefor, and the costs necessary or incidental to the borrowing of money and issuing of bonds or notes for such purpose;
- D. To enter into leases, lease purchase agreements, installment sales contracts or loan agreements with any person, firm or corporation for the use or sale of a project;
- E. To mortgage or create security interests in a project or a part thereof, a lease or loan or the lease or loan, in favor of holders of bonds or notes issued by the GTEDC;
- F. To mortgage or create security interests in a project, or a part thereof, a lease or loan or the lease of loan, in favor of holders or bonds or notes issued by the GTEDC;
- G. To sell and convey the project or any part thereof for a price and at a time as the GTEDC determines;
- H. To lend, grant, transfer or convey funds, as described in Act 338, as permitted by law, but subject to applicable restrictions affecting the use of such funds; and
- I. In general, and subject to such limitations and conditions as are or may be prescribed by law, to exercise such other powers which now are or hereafter may be conferred by law upon a corporation organized pursuant to Act 338.

Section 2. Exceptions. The Corporation shall neither have the authority to take private property under Act No. 149 of the Michigan Public Act of 1911, as amended, nor shall any project which is owned by the Corporation or in which the Corporation has a controlling interest, be exempt from ad valorem taxation as otherwise provided in Section 25 of Act No. 338, Public Acts of 1974, as amended.

ARTICLE III

Board of Directors and Directors of the Corporation

Section 1. General Powers. The business and affairs of the Corporation shall be managed by its Board of Directors “Directors”, except as otherwise provided by statute, by the Articles of Incorporation or by the Bylaws.

Section 2. Number, Tenure and Qualifications. The Board of Directors shall Consist of no less than nine (9) persons, not more than three (3) of whom shall be an officer or employee of the County of Grand Traverse. The Chairperson and any member of the Board of Commissioners of the County may serve on the Board of Directors. These Directors shall be appointed for terms of 6 years.

Section 3. Project Directors. The Corporation shall notify the Chairperson of the County Board of Commissioners in writing of the Corporation's intention to commence preparation of any project plan as defined in paragraph (i) of Section Three of Act No. 338 of the Public Acts of 1974, as amended, and there shall be appointed promptly after such notice 2 additional directors of the corporation who shall be representative of neighborhood residents likely to be affected by each such project plan proposed by the corporation and who shall cease to serve when the project for which they are appointed is either abandoned or, if the undertaken, is completed in accordance with the project plan.

Section 4. Replacement and Vacancies. Subsequent directors shall be appointed in the same manner as original appointments at the expiration of each director's term of office. A Director of the Corporation (“Executive”) and or one of the Directors of the Board whose term of office has expired shall continue to hold office until his or her successor has been appointed with the advice and consent of the Grand Traverse County Board of Commissioners. An Executive and or Directors of the Board may be reappointed with the advice and consent of the Grand Traverse County Board of Commissioners to serve additional terms. If a vacancy is created by death or resignation, a successor shall be appointed with the advice and consent of the Grand Traverse County Board of Commissioners within thirty (30) days to hold office for the remainder of the term of office so vacated.

Section 5. Removal. A director may be removed from office for cause by a majority vote of the County Board of Commissioners.

Section 6. Conflict of Interest. Any Directors or an Executive who has a direct interest in any matter before the Corporation shall disclose his or her interest prior to the Corporation taking any action with respect to the matter, which disclosure shall become a part of the record of the Corporation's official proceedings. The interested Directors or Executive shall abstain from all discussion, consideration or action relating to said matter.

Section 7. Meetings. Meetings of the Board of Directors may be called from time to time by or at the request of the Chairperson or any two Directors. The meetings of the Board of Directors shall be public, and shall be held in accordance with, and notice shall be given as required by, the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended ("Act 267").

Section 8. Notice. (a) Notice of any meeting shall be given at least three (3) days prior thereto by written notice either delivered personally, electronically or mailed to each of the Directors at his or her residence or business address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mails in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by electronic communication, such notice shall be deemed to be delivered when the electronic communication is delivered to the recipient. Any of the Directors may waive notice of any meeting of the Corporation's Board of Directors. The attendance by Directors at any meeting shall constitute a waiver of notice of such meeting, except where one of the Directors attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

(b) Public Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976).

Section 9. Quorum. A majority of the members of the Board of Directors then in office constitutes a quorum for the transaction of business at any meeting of the Board of Directors, provided that if less than a majority of the Directors are present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the Board of Directors, unless the vote of a larger number is required by statute, the Articles of Incorporation or these Bylaws. Amendment of the Bylaws by the Board of Directors requires the vote of not less than a majority of the members of the Board then in office.

Section 10. Committees. The Board of Directors may, by resolution passed by a

majority of the whole Board, designate one or more committees, each committee to consist of one or more of the Directors of the Board. The Board may designate one or more Directors as alternate members of a committee, who may replace an absent or disqualified member at a meeting of the committee. Committees shall only investigate mission, vision and goals of the Board for progress and strategies for implementation of goals. The full Board must approve implementation. Special purpose ad hoc committees shall be formed for business/community input for each subcommittee as deemed applicable by the full Board.

Section 11. Manifestation of Dissent. A Director of the Board who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be assumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent, to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail or electronic communication to the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member of the Board of Directors who voted in favor of such action.

Section 12. Compensation. Directors of the Board shall serve without salary but may be reimbursed their actual expenses incurred in the performance of their official duties. Directors of the Board may receive a per diem as set by the Grand Traverse Board of Commissioners.

ARTICLE IV

Section 1. Officers. The officers of the Corporation shall consist of a Chairperson, Secretary, Treasurer, and, if desired, one or more Vice-Chairperson, and such other Officers as may from time to time be determined by the Board of Directors, each of whom shall be elected by the Directors. Two or more offices may be held by the same person but an officer shall not execute acknowledge or verify an instrument in more than one capacity if the instrument is required by law or the Articles or Bylaws to be executed, acknowledged or verified by two or more officers. The Board of Directors may appoint the County's Finance Director or his or her designee as the treasurer. In this capacity, such person would serve as an ex officio member of the Board of Directors and would not be authorized to vote on issues being considered by the Board of Directors.

Section 2. Election and Term of Office. The Officers of the Corporation shall be elected

annually by the Board of Directors. If the election of officers shall not be held or made at such meeting, regularly convened, such election shall be or made as soon thereafter as is convenient. Each officer so elected shall hold office for the term for which he or she is elected and until his or her successor is elected and qualified, or until his resignation or his removal.

Section 3. Removal. Any officer elected by the Board of Directors may be removed by the Board of Directors with or without cause whenever in its judgement the best interests of the Corporation would be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal disqualification or otherwise, may be filled at any meeting of the Board of Directors for the unexpired portion of the term of such office.

Section 5. Chairperson. The Chairperson shall be the chief executive officer of the corporation, but may from time to time delegate all or any part of his or her duties to the vice Chairperson, if one is elected, or to any vice Chairperson. The Chairperson shall preside at all meetings of the Board; and shall have general and active management of the business of the Corporation, and shall see that all orders, directives and resolutions of the Board of Directors are carried into effect, except in those instances in which that responsibility is assigned to some other person by the Board of Directors. The Chairperson shall execute all bonds, mortgages, conveyances and other instruments entered into pursuant to the powers of the Corporation as set forth in the Articles of Incorporation with the approval and authority of the Board of Directors. The Chairperson shall be ex officio member of all standing committees.

Section 6. Vice Chairperson. The vice Chairperson shall perform such duties as are delegated to him or her by the Chairperson, and he and the other vice Chairperson in order of their seniority shall, in the absence or in the event of the disability of the chairperson, perform the duties and exercise the powers of the chairperson, and shall perform such other duties as the Board of Directors shall prescribe.

Section 7. Secretary. The Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose; and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors under whose supervision he or she shall be. The Secretary shall keep in safe custody the seal of the

Corporation, and when authorized by the board, affix the same to any instrument requiring it and when so affixed it shall be attested by his or her signature or by the signature of the Treasurer. The Secretary shall be sworn to the faithful discharge of his or her duties. The Assistant Secretary, if one is elected, shall perform the duties and exercise the power of the Secretary in his or her absence or in the event of his or her disability. A non-director may be elected an assistant secretary to assist the secretary in carrying out his or her duties.

Section 8. Treasurer. The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts, and disbursements in books belonging to the Corporation and shall deposit all moneys, and other valuable effects in the name and to the Credit of the Corporation in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Chairperson and Directors, at the regular meetings of the Board, or whenever they may require an account of all transactions and of the financial condition of the Corporation. The Treasurer shall give the Corporation a fidelity bond if required by the Board of Directors in a sum and with one or more sureties satisfactory to the Board for the faithful performance of the duties of his or her office the cost of which shall be paid for by the GTEDC, and for the restoration to the Corporation, in case of his death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession or under his control belonging to the Corporation. As provided in Section I of this Article, a non-director who is either the County's Finance Director or his or her designee may be elected as treasurer. An Assistant Treasurer, if one is elected, shall perform the duties and exercise the power of the Treasurer in his or her absence or in the event of his or her disability.

Section 9. Delegation of Duties of Officers. In the absence of any officer of the Corporation, or for any other reason that the Board of Directors may deem sufficient, the Board of Directors may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, provided a majority of the Board of Directors then in office concurs in such delegation.

ARTICLE V

Contracts, Loans, Checks, Deposits and Gifts

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority shall be confined to specific instances.

Section 2. Loans. No loan shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority shall be confined to specific instances.

Section 3. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4. Deposits. All funds of the GTEDC not otherwise used shall be deposited from time to time to the credit of the GTEDC in such banks, trust companies or other depositories as the Board of Directors may select which may be those utilized by the County.

Section 5. Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes of the Corporation.

ARTICLE VI

Fiscal Year

The fiscal year of the Corporation shall begin on the first day of January in each year and end on the 31st day of December in each year.

ARTICLE VII

Books and Records

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors and Committees

having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and business addresses of the members of the Board of Directors.

ARTICLE VIII

Indemnification

Section 1. Indemnification. The GTEDC shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was a director or officer of the GTEDC, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the GTEDC and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the GTEDC and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

Section 2. Reimbursement. To the extent that a director or officer of the GTEDC has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 of this Article or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorneys fees) actually and reasonably incurred by him or her in connection therewith.

Section 3. Insurance. The Board of Directors may, in the exercise of its discretion, from time to time authorized by resolutions duly adopted, purchase and maintain insurance on behalf of any person who is or was on the Board of Directors or an officer of the Corporation, against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Corporation would have power to indemnify him or her against such liability under Sections 1 and 2 of this Article VIII.

ARTICLE IX
Initiation of Projects

Section 1. Bond Issues for Non-Profit Entities and Other Projects Involving Land or Physical Structures. All requests for the assistance of this Corporation shall be made in written form and should be addressed to the Executive of the Board. Applications can be found on the GTEDC website at www.grandtraverse.org. Such requests will include, but may not be limited to:

1. Name, address and business status of applicant.
2. Brief personal or business history of applicant.
3. Narrative description of proposed project, including type of business to be conducted thereon and services to be provided thereby.
4. Description and location of project area.
5. Number of employment opportunities that will be afforded or retained in the community by the project.

Upon receipt of said application the Board shall tentatively assess the public purpose of the project, its desirability, suitability, and its economic feasibility. The Board may request such other data and information from the applicant as it deems appropriate. The Board shall not proceed with the project unless such tentative findings are made. The Board may establish a fee schedule for assistance required of the Corporation.

Section 2. Execution of Bonds and Notes. Bonds or notes issued by the GTEDC shall be executed in the name and on behalf of the GTEDC by such officer or officers of the GTEDC as may be designated for such purpose in the resolution authorizing the issuance of bonds or notes.

Section 3. Education, Business Assistance, Regional Promotion and Coordination Activities. The Corporation endeavors to provide assistance in the following ways:

- A. To strengthen and diversify the economy of the County of Grand Traverse;
- B. To provide information and assistance to new businesses interested in relocating to the County of Grand Traverse;
- C. To assist existing businesses in locating, purchasing, constructing, reconstructing, modernizing, improving, maintaining, repairing, furnishing, equipping and expanding in the County of Grand Traverse;
- D. To actively recruit new commercial enterprises for the County of Grand Traverse;

- E. To encourage and solicit private involvement to provide support and funding for Projects; and
- F. To encourage the export of products and services to Michigan, national and international markets.

ARTICLE X

Miscellaneous

Section 1. Seal. The Board of Directors may provide a corporate seal which, if authorized, shall have inscribed thereon the name of the GTEDC and the year 1978.

Section 2. Waiver of Notice. When the Board of Directors or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice and without lapse of the period of time, if at any time before or after the action is completed the person entitled to notice or to participate in the action to be taken submits a signed waiver of such requirements.

Section 3. Fees. The Board of Directors may from time to time establish reasonable fees and charges for consideration of a project.

ARTICLE XI

Amendments

These Bylaws may be altered or amended or repealed by the affirmative vote of a majority of the Board of Directors then in office at any regular or special meeting called for that purpose, provided, however, that the alterations, amendments or repeal is authorized by the Grand Traverse County Board of Commissioners and further approved as provided by law. (MCLA 46.11)

I HEREBY CERTIFY that the above Amended Bylaws were adopted by the Board of Directors of the Economic Development Corporation of the County of Grand Traverse on the 2nd day of March, 2017.

Secretary

RESOLUTION

xx-2017

Approval of Amended Bylaws of the Grand Traverse Economic Development Corporation

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on March 15, 2017 and reviewed recommendation to approve the amended Bylaws of the Grand Traverse Economic Development Corporation (GTEDC) ; and,

WHEREAS, The GTEDC board met on March 2, 2017, reviewed and approved the Bylaws as amended, which were revised to update language and reflect the direction of the restructured GTEDC board; and,

WHEREAS, The GTEDC was restructured in late 2016 to identify leadership in economic development and create opportunities for private/public partnership. A new board with several new members has begun by identifying long and short term goals including creating a focused sub-committee structure to address key issues, including the review and modification of the GTEDC Bylaws. The Rules and Bylaws subcommittee was appointed at the January meeting, with a goal of modifying the GTEDC Bylaws to effectively reflect the purpose and functions of the new GTEDC Board.

WHEREAS, Being a subset of the Board of Commissioners, endorsement of the new direction the GTEDC is important. It is also important to note that although updates and modifications of the structure, the GTEDC will remain a Michigan Public Corporation pursuant to Act 338 of the Public Acts of 1974 as amended, and continue with the input and collaboration of the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED THAT, The Board of Commissioners hereby approves the amended By-laws of the Grand Traverse County Economic Development Corporation attached and hereby made part of this resolution.

APPROVED: March 15, 2017



Necessary Changes in 2017 to Ensure Quality of Service and Medicolegal Death Investigations to Grand Traverse Region

Why Are Changes Necessary?

Ensuring that citizens have confidence in government mandated services in a crisis is essential. For many individuals the death of a loved one is just such a crisis, so ensuring that the proper steps and procedures are taken at the scene of that death to reassure family members that the death was a natural one, a suicide, or a homicide is a key element in maintaining citizen confidence in local officials. How local death investigators do their job is crucial to family members who are mourning a loss today and who may be seeking justice tomorrow.

What Are The Key Areas for Improvement in Order to Maintain A Sustainable and Quality Death Investigation Service for Our Citizens?

- 1) quality, quantity and consistency of on-site scene investigation;
- 2) local forensic autopsy capability; and
- 3) staffing and surge capacity – it is not sustainable to have a single investigator and a single medical examiner on duty at all times as has been done for many years

How Do We Get to Where We Need to Be and What Options Did We Explore?

- 1) **Local Pathologist Option:** Previous Medical Examiner (ME) and Health Officer had multiple meetings with the head of the local pathologists group to gauge interest in either doing medical examiner duties or partnering together to hire a forensic pathologist.
Outcome: no interest in doing ME duties, interested in having a forensic pathologist in region, but no money or resources to assist at this time. Interest in having ME office do hospital autopsies in future if we secure a local regional office.
- 2) **Local Medical Examiner Option:** Previous ME and Health Officer had multiple meetings with the Manistee Medical Examiner to see about expanding the intergovernmental agreement. Initially it looked to be a good option, however upon further discussion; she revealed she is not board certified, nor eligible. This was also followed up with meetings with Munson to determine feasibility of utilizing morgue daily for ME office autopsies etc.
Outcome: Munson by-laws require physicians to be board certified, ruling out using the Munson morgue (only one in region). Further, no support from administration, prosecuting attorneys or law enforcement with Grand Traverse and Leelanau Counties due to credentialing needed to testify in court cases.
- 3) **Local Physicians Option:** Previous ME and Health Officer had multiple conversations with many local physicians over the past 3 years. Some showed initial interest in the role, but all had a list of questions regarding time, insurance, pay, on call status and staffing, but found they would need to invest a substantial amount of time and money up front to become adequately trained to handle the day to day ME duties and would have to alter their primary practice schedules. This option would take us backwards or stay stagnant.
Outcome: Once physicians learned the time demand of the job, being on call 24/7, they chose not to pursue the opportunity further.

- 4) **Expand Partnership with WMED:** WMED provides full ME services to multiple counties and had already agreed to partner with our office on a Health Innovation Grant to utilize telemedicine for pathology assisted external exams. WMED was interested in exploring the feasibility of expanding the partnership and helping improve the quality of medicolegal death investigations at all levels. Expanding this partnership to include day to day administration of medical examiner duties, staffing capacity, training medical examiner scene investigators and working towards achieving national standards were all areas WMED could assist with.

Outcome: Continue to pursue the feasibility of this option and cost associated with it.

Discussion with administration from all three counties supported exploring this option.

Key Factors in Decision to Expand Partnership with WMED

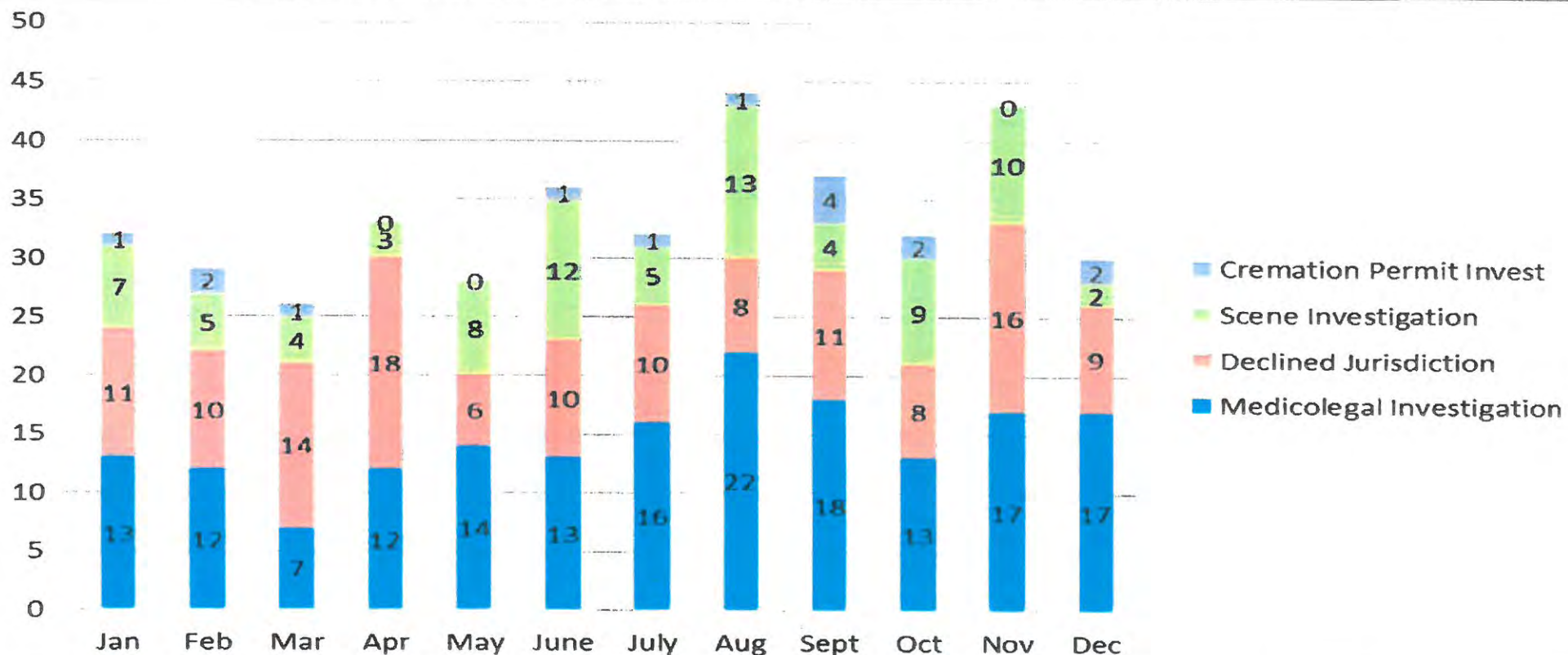
Background: Previous ME and Health Officer investigated multiple options for autopsy services in 2015 due to issues with the previous provider related to timeliness of reports, lack of flexibility with transporters and refusal of cases referred. Representatives from three county administrations, law enforcement and prosecutors' offices were convened several times with options and unanimously chose to change autopsy providers to WMED. Since the change, we have been pleased with the services provided. In addition to autopsies, WMED pro bono provided a refresher training course to existing scene investigators and mentored medical examiner staff on more complex cases. The anthropology services have been utilized by local law enforcement to rule out found bones as human and the ME office has utilized that service on multiple occasions to determine identity of a found body and help determine cause of death.

Best Option: Once the other local options were explored and ruled out for various reasons, it was very clear the only option to pursue was expansion of partnership with the WMED forensic pathology team. This option not only provides for immediate coverage of day to day ME duties (cremation permits, death certificate reviews, medicolegal death investigations, responding to families with questions) but also provides the expertise and staffing to change our model of medical examiner investigations in Northern Michigan. Additionally, local funeral homes, who provide transportation services and interact with the medical examiner's office on a daily basis to assist families with cremation permits, death certificates and provide the final safety net for case reporting, have been happy with WMED services (even with longer transport trips) and support the expanded services contract.

The WMED Team of Experts is the Only Group Able to Address All Three Areas of Concern

- 1) **Quality, Quantity and Consistency of On-Site Scene Investigation:** WMED has the expertise in scene investigations and is able to provide expanded training of ME investigators and job shadowing of busier counties to obtain more diversity of scenes more quickly.
- 2) **Staffing and Surge Capacity:** WMED has the forensic pathology staffing capacity to adjust to our seasonal surges in cases and will help us transform our medical examiner staffing model to have 6-8 investigators trained who can rotate shifts and provide surge capacity when needed.
- 3) **Local Forensic Autopsy Capability:** WMED is fully aware of our goal to bring regional medical examiner services to the Grand Traverse region and is willing to help us work towards achieving our final goal. In order to do that, adequate staffing and facilities locally must be achieved.

Frequency of 2016 Medical Examiner Investigations by Month



Month	ME Full Case	Declined Jurisdiction	Scene Investigation	Cremation Permit Invest	All
January	13	11	7	1	32
February	12	10	5	2	29
March	7	14	4	1	26
April	12	18	3	0	33
May	14	6	8	0	28
June	13	10	12	1	36
July	16	10	5	1	32
August	22	8	13	1	44
September	18	11	4	4	37
October	13	8	9	2	32
November	17	16	10	0	43
December	17	9	2	2	30
Total	174	131	82	15	402

2016 Metrics
1173 Cremation Permits Authorized
50 Full autopsy cases
53 External exam & toxicology cases
121 Toxicology only or no external exam cases
82 Scene Investigations
174 Medicolegal Death Investigations

These tables demonstrate the variability of number of investigations month to month and the need for surge capacity during busier periods of time. The change to designated on call medical examiner investigators will ensure capacity to respond to all scenes and complete high quality medicolegal death investigations.

Protecting Public Health and Safety Through High Quality Medicolegal Death Investigations

- Medical Examiner (ME) transitioning from local physician to a forensic pathologist chief medical examiner solely focused on ME duties
- Medical Examiner Investigations (MEI) changing to national standard model with uniform excellence in death scene investigations
- Extensive training of medical examiner investigators by chief investigator including job shadowing
- Upgrade to industry standard medical examiner software for detailed and consistent medical examiner reports
- WMED has team of forensic pathologists and anthropology experts focused on medicolegal death investigations
- Medical Examiner Investigators will increase presence at scene investigations and interact more directly with families to ensure confidence

County	Jan-March	April-Dec	2017	Description of Costs
Grand Traverse	\$ 56,250	\$ 160,512	\$ 216,762	Fixed Costs/ Medical Examiner Core Operations: Administration of ME office by - cremation permit review, reviewing medical records and determining medical cause of death for death certificates, scheduling/supervising MEIs, MEI staffing, responding to FOIA requests, MEI training and travel , supplies and ME software
Leelanau	\$ 12,582	\$ 40,128	\$ 52,710	
Benzie	\$ 12,582	\$ -	\$ 12,582	
Subtotal	\$ 81,414	\$ 200,640	\$ 282,054	
Grand Traverse	\$ 40,563	\$ 96,708	\$ 137,271	Variable Costs: Fees charged on a per case basis for autopsies, round-trip autopsy transport to WMED, specialized toxicology testing and anthropology consults, pathologist guided telemedicine external body exams, mileage for scene investigations, etc.
Leelanau	\$ 6,413	\$ 23,202	\$ 29,615	
Benzie	\$ 6,855	\$ -	\$ 6,855	
Subtotal	\$ 53,831	\$ 119,910	\$ 173,741	
Grand Traverse	\$ 96,813	\$ 257,220	\$ 354,033	Grand Traverse County 2017 Annual ME projected budget
Leelanau	\$ 18,995	\$ 63,330	\$ 82,325	Leelanau County 2017 Annual ME projected budget
Benzie	\$ 19,437	\$ -	\$ 19,437	
Total	\$ 135,245	\$ 320,550	\$ 455,795	Total ME budget for 3 counties FY 2017

- Grand Traverse County portion represents a potential increase of \$75,764 from the initial 2017 ME budget**
- Leelanau County portion represents a potential increase of \$25,502 from initial fiscal year 2016 ME budget**

**** If all variable costs come to fruition**

- Fixed Costs represent 62% of the total budget and Variable Costs represent 38% of the total budget
- Costs are prorated based upon county population: Grand Traverse County 80% and Leelanau County 20%
- Benzie County has chosen to leave the intergovernmental arrangement which shifts more costs onto the remaining two counties. However, we will continue to explore partnerships with other counties in our region moving forward toward the goal of establishing a regional medical examiner office with a local forensic pathologist. This contract and WMED partnership is progress towards that goal.

MEDICAL EXAMINER SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of April 2017, by and between the COUNTY OF GRAND TRAVERSE, a municipal corporation and political subdivision of the State of Michigan, located at 400 Boardman Avenue, Suite 305, Traverse City, MI 49684 (hereinafter referred to as the "County") and WESTERN MICHIGAN UNIVERSITY HOMER STRYKER M.D. SCHOOL OF MEDICINE, located at 1000 Oakland Drive, Kalamazoo, Michigan 49008-8052 (hereinafter referred to as the "Contractor"), referred to individually as "Party" and collectively, from time-to-time as "Parties".

RECITALS:

WHEREAS, the Grand Traverse County Board of Commissioners has appointed Dr. Joyce deJong, (Contractor's employee) as Medical Examiner pursuant to Section I of Act No. 181 of Public Acts of 1953, as amended (MCL 52.201 et seq), subject to the terms and conditions of this Agreement; and

WHEREAS, the Contractor recognizes the COUNTY administers a multiple county regional medical examiner office currently including Grand Traverse and Leelanau counties as allowed by MCL52.201 Sec. 1. (3); and

WHEREAS, the Contractor has accepted such appointment on behalf of Dr. Joyce deJong subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED, by and between the parties as follows:

1. **General Scope of Services.** The Contractor, as the County's Office of the Medical Examiner, shall provide the County with the following services:
 - A. All actions required of the County Medical Examiner as described in and required by the laws of the State of Michigan, including, but not limited to, the investigation of all persons whose deaths are reported to the Medical Examiner and within the jurisdiction of the County's Medical Examiner.
 - B. The provision of all necessary forensic pathology, forensic anthropology, forensic odontology, and forensic entomology as needed to investigate deaths reported using standards established by the National Association of Medical Examiners. (Forensic toxicology and other forensic consultants may be subcontracted to other agencies or individuals whose qualifications meet the requirements of NAME Accreditation.)
 - C. Provide necessary communications and be available to respond to the inquiries of prosecuting attorneys, criminal defense attorneys, law enforcement agencies, funeral directors, health care institutions and their professional staffs, and involved citizens and families regarding particular death investigations and general procedures.
 - D. Invite the Medical Examiner or Deputy Medical Examiners to participate in Elder and Vulnerable Adult Death Review Team Meetings, and Child Death Review Team Meetings. This participation will likely be remotely a telecommunication mechanism such as Go to Meeting® or Skype®.
 - E. Make recommendations for appointment as needed, validate the qualifications, and direct the official activities of all persons (deputy medical examiners, forensic pathologists, medical examiner investigators etc.) providing professional services to the County's Medical Examiner's Office.
 - F. Establish investigative procedures and direct investigations of all reported deaths pursuant to the requirements of the laws of the State of Michigan for county medical examiners and according to professionally accepted criteria.
 - G. Be available for and provide testimony in criminal prosecutions to the Prosecuting

Attorney of Grand Traverse County and Leelanau County Prosecuting Attorney for postmortem examinations conducted under their jurisdiction, at no additional expense for time worked to the local governmental unit of the prosecuting attorney requesting such testimony. The County will reimburse the Contractor for mileage at standard and accepted rates as published by the Internal Revenue Service; (current rate is 54 cents/mile) for travel to and from court and one day per diem at the current federal per diem rate for lodging, meals, and incidentals when required to appear in Grand Traverse County by the Grand Traverse or Leelanau County Prosecuting Attorney. The services of the Medical Examiner do not include expert testimony and consultation by the forensic toxicologists of the accredited toxicology laboratory.

- H. Respond to all requests made pursuant to Michigan's Freedom of Information Act, 1976 PA 442 (Referred herein as "FOIA") where requestor is requesting documents kept and maintained by Contractor. In the event that such a FOIA request is sent to the County, the County shall immediately forward the request to Contractor and shall assist Contractor in responding to the request when Contractor needs assistance.
 - I. Perform all the services listed in Paragraph 4. Section c. of the Interlocal Agreement for the Creation of a Regional Medical Examiner's Office for the Counties of Grand Traverse, Benzie and Leelanau, which is attached as Exhibit A to this Agreement and fully incorporated herein by reference. In the event of conflict between the provisions of Paragraph 4. Section c. of the Interlocal Agreement, and the provisions of this Section, the provisions of Paragraph 4. Section c. of the Interlocal Agreement shall govern and control.
2. **Appointment of Medical Examiners** The County and the Contractor hereby appoint Joyce deJong, DO as the County's Medical Examiner; Joseph Prahlow, MD, Rudolph Castellani, MD, Elizabeth Douglas MD, Amanda Fisher-Hubbard MD, and Brandy Shattuck MD, as the County's Deputy Medical Examiners, subject to the approval of the County's Board of Commissioners.
- A. The Medical Examiner (ME) is licensed to practice medicine in the State of Michigan, board certified by the American Board of Pathology in Forensic Pathology, and has at least two years of forensic pathology work experience beyond forensic pathology residency/fellowship training.
 - B. The Deputy Medical Examiners (DMEs) responsible for postmortem examinations and autopsies are licensed to practice medicine in the State of Michigan, have completed a training program in anatomic pathology accredited by the Accreditation Council for Graduate Medical Education or its equivalent, and are board certified by the American Board of Pathology in Anatomic Pathology and have completed at least one year of supervised training under the supervision of a forensic pathologist certified by the American Board of Pathology, or are themselves so certified.
 - C. The Deputy Medical Examiners responsible for death certification and cremation authorizations are licensed to practice medicine in the State of Michigan and board certified by the American Board of Pathology in Anatomic Pathology.
 - D. At least one DME with qualifications similar to those of the Medical Examiner is available when the Medical Examiner is not available.
 - E. As the County's Medical Examiner and Deputy Medical Examiners, the ME and DMEs shall be exercising and discharging non-proprietary government functions on behalf of the County's Office of Medical Examiners and, therefore, shall have all of the rights and privileges associated with the County's Office of Medical Examiners, including immunity under the Governmental Tort Liability Act (GTLA), MCL 691.1401 et seq. or any other applicable state, federal or local statute, common law, rule or regulation.

3. **Postmortem Examinations and Death Certifications**

- A. A physician with the qualifications of a DME who is awaiting appointment as a DME by the Grand Traverse County Board of Commissioners, following a request for such appointment by the ME to the Grand Traverse County Health Officer, may perform postmortem examinations under the supervision of the ME or DME.
- B. The ME or DME will conduct postmortem examinations of all bodies pursuant to the requirements of the State of Michigan and according to professional standards established by the National Association of Medical Examiners.

4. **Medical Examiner Investigators**

The county shall ensure that:

- A. Within six months of initiating the contract, a sufficient number of Medical Examiner Investigators (MEIs), are employed to respond to death scenes in a timely manner (within 1 hour of being contacted by Central Dispatch for at least 90% of the deaths reported) and are properly equipped with investigative equipment and personal protective equipment.
- B. The MEIs will conduct their investigations based on national guidelines as published by the Department of Justice via training provided by the Contractor.

The contractor shall ensure that:

- C. The MEIs are adequately trained in proper death investigation techniques, based on the national guidelines.
- D. The County receives adequate information for an appropriate job description to define the expectations of the county employed MEI

5. **Autopsy Reports and Examinations**

The contractor shall ensure that:

- A. Ninety percent (90%) of autopsies are performed within 72 hours from the time the decedent is released from the death scene with the possible exception of Sundays and holidays. (Holidays include Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year's Day.)
- B. Upon procurement of equipment to allow for remote external examination of bodies provided by the County, a ME or DME will participate in remote external examinations of bodies, without a compromise in the industry standard of required autopsies established by the National Association of Medical Examiners.
- C. Ninety percent (90%) of the final postmortem examination reports will be available within 90 calendar days from the time of autopsy.

The County shall ensure that:

- D. An assistant is trained and available for remote external examinations to photograph the body, clean the body, and operate remote ("telemedicine") equipment on a real time basis with a ME/DME

6. **Reporting Requirements**

- A. The Contractor will create a report to be delivered to the Grand Traverse County Health Officer no later than July 1 of each year, beginning in 2018. At a minimum, the report will include a summary of the number of deaths reported, the number of deaths investigated, the manner of deaths investigated, the number of postmortem examinations performed. The Contractor also shall prepare and submit such other reports as may be required by the laws of the State of Michigan and/or rules and

regulations promulgated pursuant thereto.

- B. The ME/DMEs will provide necessary communications and be available to respond to the inquiries of attorneys, law enforcement agencies, funeral directors, health care institutions, and involved citizens and families regarding particular death investigations and general procedures.

7. **Case Records**

The Contractor shall ensure that Medical Examiner case records originating during the term of this agreement shall be maintained in its offices in professional acceptable content and format. The County shall have the sole and exclusive right to all records pertaining to the services rendered by the Contractor pursuant to this Agreement. The Contractor shall have use of appropriate records when such access is required for the performance of the services to be provided under this Agreement and for any of its quality, compliance or any other reviews Contractor deems necessary. Upon the completion or termination of this Agreement, all records pertaining to services provided hereunder in the Contractor's possession shall be turned over to the County; provided, however that Contractor shall have access to their professional work product upon its written reasonable request.

8. **Compensation**

The County shall compensate the Contractor for services performed under this Agreement as follows:

A. Compensation for Grand Traverse and Leelanau Counties

1. Except as otherwise provided in this Agreement, the County shall compensate the Contractor for services performed with a flat monthly rate of \$12,151 for each month in 2017, \$12,394 for each month in 2018, \$12,642 for each month in 2019, and \$12,894 for each month in 2020 for administration of the office, including non-autopsy services such as cremation permit reviews, death certifications via the Electronic Death Registry System, training MEIs in Grand Traverse County, administrative assistant support and indirect expenses.
 2. The county will compensate the contractor \$2250 for each autopsy and \$420 for each remote external examination in 2017; \$2295 and \$428 in 2018; \$2341 and \$437 in 2019; and, \$2388 and \$446 in 2020. The autopsy and external examination fees include toxicology, vitreous chemistry, forensic anthropology, forensic odontology, and DNA testing (for identification purposes only).
 3. The county will compensate Contractor for the use of MDILog Medical Examiner database fee via an annual user fee.
 4. For unclaimed body investigations, in excess of three (3) per year, where the body is unclaimed for more than 48 hours, the County shall compensate the Contractor an additional \$250/unclaimed body management. Any expenses related to cremation or burial of the unclaimed body, after application to the State of Michigan for reimbursement, are the responsibility of the County.
- B. The Contractor shall invoice the County for the services on a monthly basis. The invoices shall be sent to: **Grand Traverse County Health Department 2600 LaFranier Rd, Suite A, Traverse City, Michigan 49686** Payments shall be made by County to Contractor within 45 days from date of invoice, and should be sent to the following address:

Western Michigan University Homer Stryker M.D. School of Medicine
Attn: Accounting Department
P.O. Box 50391
Kalamazoo, MI 49005-0391

- C. All transports of bodies from Grand Traverse County to Western Michigan University School of Medicine will be provided by a transportation service of the county's choice. Such transport(s) will be directly billed to the County by the service provider. The transporter will meet all transport standards as defined by the National Association of Medical Examiners.
- D. Use of County Facilities:
The County will allow at no charge:
 - 1. Use of the office space at Health Department- Grand Traverse County, as needed, for meetings with family and next-of-kin to address questions about the results of a death investigation.
 - 2. Use of space - Grand Traverse County (or other Grand Traverse facility) for storage of body bags, tags, and personal protection equipment.
 - 3. Use of a county meeting room or another facility within the county to train Medical Examiner Investigators

9. Independent Contractor

It is expressly understood and agreed that the Contractor is an independent contractor. The Contractor shall in no way be deemed as employees of the County. The Medical Examiner, Deputy Medical Examiners and Medical Examiner Investigators, as agents of the County, are entitled to protection and privileges provided by law, including without limitation governmental immunity. The Contractor's employees and agents and those of any subcontractors shall not be entitled to any fringe benefits which the County affords its employees, such as, but not limited to, health and accident insurance, life insurance, paid vacation or sick leave or longevity. The Contractor shall be responsible for withholding and payment of all applicable taxes, including, but not limited to, income and Social Security taxes to the proper Federal, State and local governments, in connection with services rendered pursuant to this Agreement.

10. Required Insurance by Contractor

The Contractor shall procure and maintain during the life of this Agreement, the following insurance coverage, and shall provide Grand Traverse County within 10 days from the execution of this Agreement, evidence that such coverage is in force:

- A. Workers' Compensation Insurance, in accordance with all applicable statutes of the State of Michigan, for those employees of Contractor who are rendering services pursuant to this Agreement.
- B. Professional Liability Insurance covering those employees of Contractor who are rendering services pursuant to this Agreement with minimum limits of liability of \$1,000,000 per occurrence, \$3,000,000.00 aggregate for the professional activities being carried out pursuant to the terms of this agreement.

11. Compliance with Laws

The Contractor will comply with all federal, state and local laws, including, but not limited to, all applicable OSHA/MIOSHA requirements, copyright and patent laws, and the Americans with Disabilities Act.

12. Confidentiality

The Contractor acknowledges that during the performance of services under this Agreement, it or its personnel may become aware of or receive confidential information relating to or kept by the County, and therefore the Contractor agrees that all such information will be kept confidential and will not be disclosed without the written authorization of the County.

13. License Requirements

The Contractor shall meet all Federal, State and local license and/or authorization requirements to practice medicine. Failure to obtain and/or maintain any license and authorization requirements to practice medicine and/or loss of the same shall result in the immediate automatic termination of this Agreement.

14. Nondiscrimination

The Contractor will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. The Contractor, as required by law, will not 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 legally prohibited by applicable law.

15. Waivers

No provision of this Agreement will be deemed waived and no breach excused, unless such waiver or consent will be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach of the other party, whether express or implied, will not constitute consent to, waiver of, or excuse for any different or subsequent breach.

16. Amendment of the Agreement

No provision of this Agreement may be modified except by a written document signed by a duly authorized representative of the both parties.

17. Subcontracting or Assignments

The Contractor will provide all services covered by this Agreement and will not subcontract, assign or delegate any of the services without written authorization from the County with the following exceptions:

- A. Forensic toxicology services may be subcontracted to a forensic toxicology laboratory that meets all requirements established by the National Association of Medical Examiners for accreditation.
- B. Body transport services may be subcontracted to transportation service that meets all requirements for transport established by the National Association of Medical Examiners for accreditation.
- C. Consultation for specialized examinations such as cardiovascular pathology to a board-certified anatomic pathologist with specialization in cardiovascular pathology, providing the pathologist meets all practice requirements established by the National Association of Medical Examiners.
- D. Testing of blood samples for DNA for the purposes of identification of human remains to Michigan State University Forensic Biology Laboratory, provided the laboratory meets all requirements established by the National Association of Medical Examiners for accreditation.

20. Disregarding Titles

These titles of the sections set forth in this Agreement are inserted for the convenience of reference only and will be disregarded when construing or interpreting any of the provisions of this Agreement.

21. Complete Agreement

This Agreement and the attached Attachment A contain all the terms and conditions agreed upon by the County and Contractor, and no other agreement, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind either the County or the Contractor.

22. Arbitration

Any dispute or disagreement between the parties hereto regarding any provision of this Agreement or the performance of obligations hereunder shall be finally settled by binding arbitration. The arbitration shall be conducted under the Rules of the American Arbitration Association. In the event of any conflict between the Rules and this clause, the provision of this clause shall govern. The site of arbitration, unless the parties agree otherwise in writing, shall be Grand Traverse County, Michigan. The award rendered by the arbitrators shall apportion the cost of arbitration, as the arbitrators deem appropriate. Judgment thereon may be entered in a court having jurisdiction thereof or having jurisdiction over any court from the decision of the arbitrators. In addition, no party shall have any right to commence or maintain any suit or legal proceeding concerning a dispute hereunder until the dispute has been determined in accordance with the arbitration provisions of this section and then only for enforcement of the award rendered in such arbitration.

Each party shall enter into an agreement with the arbitrators which shall (a) prohibit any ex parte contacts with the arbitrators without the prior written consent of the other party, unless such contacts are initiated by an arbitrator, and (b) require the arbitrators to treat any information conveyed to him or her as confidential and prohibit disclosure of any confidential or trade information.

23. Agreement Period and Termination

This Agreement shall become effective and performance thereon shall commence on the 1st day of April, 2017, and shall continue through the 31st day of December 2017. This Agreement may be renewed by the Parties for four (4) additional one (1) year terms subject to the appointment of Contractor as the County's ME and DME and appropriation of funds from the County and Leelanau County. Notwithstanding any other provision in this Agreement to the contrary, this Agreement may be terminated by the Contractor or County upon ninety (90) days prior written notice to the other Party. The County may also terminate this Agreement effective immediately after the Grand Traverse Board of Commissioners' removal of Joyce deJong, DO as Compiled Laws (MCL 52.201f) after notice to Dr. deJong and a hearing providing her with an opportunity to be heard, for failure to discharge properly the duties of Grand Traverse County Medical Examiner.

24. Attorney Fees

In the event of any arbitration or litigation arising out of or related to this Agreement, each party is responsible for their own attorney fees and expenses, including fees and expenses related to an appeal.

25. Successors and Assigns

All representations, covenants, and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

26. No Third-Party Beneficiary

No person dealing with the County or Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this Agreement. This Agreement is not intended to, nor shall it be interpreted to create a special relationship between the County or the Contractor and any staff: visitors, residents, or other individuals who may have business through the County.

27. Applicable Law

The laws of the State of Michigan shall govern this Agreement.

28. Invalid/Unenforceable Provisions

If any section, clause, or provision of this agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling of any tribunal of competent jurisdiction, that section, clause, or provision shall be null and void and shall be considered to be deleted and the remainder of the agreement shall not be affected thereby. Where the deletion of the invalid or unenforceable section, clause, or provision would result in the illegality and/or unenforceability of this agreement, this agreement shall be considered to have terminated as of the date in which the provision was rendered invalid.

29. Certification of Authority to Sign Agreement

The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that said parties have authorized this Agreement.

This Agreement contains all the terms and conditions agreed upon by the parties, and no other negotiations, representations, understandings or agreements, written, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind the parties in any way.

GRAND TRAVERSE COUNTY

_____ Date: _____

By:

Its: Chair, Grand Traverse County Board of Commissioners

_____ Date: _____

By: Bonnie Scheele

Its: Clerk

WESTERN MICHIGAN UNIVERSITY SCHOOL OF MEDICINE

_____ Date: _____

By: Lori Straube


Its: Associate Dean for Administration and Finance



**GRAND TRAVERSE COUNTY
FINANCE DEPARTMENT**

400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR (231) 922-4680
DEPUTY FINANCE DIRECTOR (231) 922-4682
FAX (231) 922-4636

DATE: March 9, 2017
TO: Grand Traverse County Board of Commissioners
FROM: Jody Lundquist, 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 January 31, 2017.

In your review of the report, it may be helpful to note that YTD Activity reflects actual activity recorded as of March 9, 2017 for the period ending January 31, 2017. Available Balance is the difference between total budgeted amounts and actual activity shown in the Available Balance column. Similarly, % BUDGET Used represents the percentage of budget represented by the YTD Balances. The County's fiscal year ended on December 31, 2016. The amounts presented for actual activity for 2016 are not audited and subject to change as the County continues its work to close the year and prepare for the 2016 audit.

At January 31, 2016, 8% of the County's fiscal year has passed. When reviewing the attached report, the percentage of budget used year to date should be below 8% unless accounted for by timing of expenditures such as one-time purchases or distributions.

As always, please let me know if you have any questions or require additional information.

GRAND TRAVERSE COUNTY
FISCAL YEAR 2017
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING JANUARY 31, 2017

SUMMARY BY FUND

FUND	FUND NAME	FY16 AMENDED BUDGET	FY16 ACTUAL ACTIVITY	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 1/31/2017	AVAILABLE BALANCE	% BUDGET USED
101	GENERAL FUND	38,000,571	34,442,723	37,195,093	1,347,661	35,847,432	4%
131	13TH CIRCUIT COURT	1,946,168	1,809,648	1,942,407	80,628	1,861,779	4%
136	86TH DISTRICT COURT	3,972,943	3,840,521	4,048,012	144,229	3,903,783	4%
202	COUNTY SPECIAL PROJECTS	27,322	-	-	-	-	0%
207	CENTRAL DISPATCH/911	2,529,742	2,360,167	2,490,107	111,793	2,378,314	4%
208	PARKS AND RECREATION	538,039	522,087	495,794	32,388	463,406	7%
209	MAPLE BAY DEVELOPMENT	10,000	-	-	-	-	0%
215	FRIEND OF THE COURT	2,199,191	2,033,353	2,079,488	116,938	1,962,550	6%
216	SAFE HAVENS	143,574	143,574	-	-	-	0%
222	HEALTH DEPARTMENT	6,273,922	610,867	6,117,956	435,396	5,682,560	7%
251	VETERANS' TRUST FUND	70,200	56,436	50,200	1,200	49,000	2%
252	VETERANS' MILLAGE	-	-	627,389	33,493	593,896	5%
256	REGISTER OF DEEDS AUTOMATION	123,704	126,149	179,500	304	179,196	0%
260	COMMUNITY CORRECTIONS PAS11	746,004	746,036	733,913	23,541	710,372	3%
261	COUNTY LAW LIBRARY	6,500	-	15,500	-	15,500	0%
262	FEDERAL EQUITABLE SHARING	8,000	-	-	-	-	0%
263	CONCEALED PISTOL LICENSING	23,000	19,599	24,105	963	23,142	4%
264	CORRECTIONS OFFICERS TRAINING	63,500	56,621	63,500	3,497	60,003	6%
266	CRIMINAL JUSTICE TRAINING ACT	20,000	10,379	14,000	390	13,610	3%
269	MITCHELL CREEK WATERSHED	8,155	-	-	-	-	0%
278	HOUSING TRUST	74,600	191	73,000	-	73,000	0%
279	CDBG	123,600	89,112	2,200	-	2,200	0%
280	NEXT MICHIGAN	88,200	25,036	43,100	-	43,100	0%
281	EDC	155,800	158,960	33,054	-	33,054	0%
287	TNT FORFEITURE FUND	116,633	116,526	95,220	11,906	83,314	13%
288	TNT GRANT	97,970	95,499	97,000	8,339	88,661	9%
292	CHILD CARE FUND	1,887,931	1,635,033	1,863,500	14,571	1,848,929	1%
295	ANIMAL CONTROL	88,825	65,622	133,068	2,103	130,965	2%
297	COMMISSION ON AGING	2,801,912	2,301,210	2,760,782	139,348	2,621,434	5%
298	SENIOR CENTER	652,330	522,289	584,694	39,047	545,647	7%
471	COUNTY FACILITIES	1,928,300	1,660,663	1,927,800	9,871	1,917,929	1%
472	CAPITAL IMPROVEMENT PROJECTS	900,000	529,017	450,000	-	450,000	0%
TOTAL APPROPRIATIONS		64,821,158	26,226,525	64,140,382	2,557,604	61,582,779	4%

**GRAND TRAVERSE COUNTY
FISCAL YEAR 2017
BUDGET TO ACTUAL REVENUE REPORT (UNAUDITED)
FOR THE PERIOD ENDING JANUARY 31, 2017**

GENERAL FUND

REVENUE SOURCE	FY16 AMENDED BUDGET	FY16 ACTUAL ACTIVITY	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 1/31/2017	AVAILABLE BALANCE	% BUDGET USED
Taxes	22,865,142	23,291,455	22,968,526	5,366	22,963,160	0%
Licenses and Permits	159,000	188,373	199,000	9,987	189,014	5%
Federal Grants	2,520	16,199	700	-	700	0%
State Grants	3,644,305	3,511,828	3,681,406	-	3,681,406	0%
Local Unit Contributions	1,899,712	1,808,620	1,758,138	-	1,758,138	0%
Charges for Services	4,665,843	4,312,395	4,599,204	317,878	4,281,326	7%
Fines and Forfeitures	113,100	96,039	111,000	6,740	104,260	6%
Interest and Rents	707,803	704,497	687,930	9,823	678,107	1%
Other Financing Sources	2,501,316	2,608,753	2,378,930	32,599	2,346,331	1%
Transfers In	941,830	1,037,573	810,770	-	810,770	0%
Use of Surplus	500,000	-	-	-	-	0%
TOTAL REVENUES	38,000,571	37,575,733	37,195,604	382,392	36,813,212	1%

GRAND TRAVERSE COUNTY
FISCAL YEAR 2017
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING JANUARY 31, 2017

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTUAL ACTIVITY	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 1/31/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
LEGISLATIVE								
101	Board of Commissioners	367,459	355,081	250,551	4,550	246,001	2%	1%
	SUBTOTAL	367,459	355,081	250,551	4,550	246,001	2%	1%
JUDICIAL								
147	Jury Commission	46,897	39,106	48,271	1,256	47,015	3%	0%
148	Probate Court	734,213	732,513	768,435	38,524	729,911	5%	2%
149	Family Court-Juvenile Division	1,832,797	1,548,429	1,632,230	68,372	1,563,858	4%	4%
	SUBTOTAL	2,613,907	2,320,048	2,448,936	108,152	2,340,784	4%	7%
GENERAL GOVERNMENT								
155	ART Grant	55,019	20,366	101,626	-	101,626	0%	0%
172	Administrator/Controller	378,585	283,434	325,023	22,880	302,143	7%	1%
174	Brownfield Administration	189,206	186,269	185,150	11,707	173,443	6%	0%
191	Elections	96,307	90,138	67,852	154	67,698	0%	0%
201	Finance	525,882	438,360	509,586	26,887	482,699	5%	1%
215	County Clerk	893,280	872,467	922,083	55,845	866,238	6%	2%
225	Equalization	412,012	394,948	588,263	26,530	561,733	5%	2%
226	Human Resources	478,034	514,316	579,043	1,920	577,123	0%	2%
229	Prosecuting Attorney	1,649,717	1,610,884	1,709,063	108,831	1,600,232	6%	5%
230	Equalization/East Bay	161,968	152,952	164,831	13,605	151,226	8%	0%
236	Register of Deeds	461,258	332,538	453,780	35,902	417,878	8%	1%
242	County Surveyor	58,187	58,203	58,187	-	58,187	0%	0%
253	County Treasurer	393,035	382,077	400,636	30,374	370,262	8%	1%
257	Cooperative Extension	269,931	264,891	271,092	10,014	261,078	4%	1%
259	MSU Extension-Grant Funded	32,789	24,739	32,920	-	32,920	0%	0%
261	Building Authority-Rent	1,275,569	1,275,094	1,299,319	-	1,299,319	0%	3%
265	Facilities Management	1,102,179	860,888	1,043,480	49,892	993,588	5%	3%
275	Drain Commission	22,133	19,888	22,133	1,774	20,359	8%	0%
276	Soil Erosion & Sedimentation	174,097	198,635	204,520	10,752	193,768	5%	1%
280	Soil Conservation	37,500	37,500	27,500	5,000	22,500	18%	0%
400	Planning & Development	199,116	172,012	200,783	9,838	190,945	5%	1%
402	GIS	171,327	166,646	-	6,638	(6,638)	0%	0%
	SUBTOTAL	9,037,131	8,357,246	9,166,870	428,545	8,738,325	5%	25%
PUBLIC SAFETY								
307	Central Records	864,549	836,993	870,483	36,559	833,924	4%	2%
308	Central Dispatch	266,942	-	225,307	-	225,307	0%	1%
311	Sheriff-Special Investigation	201,130	193,660	203,626	12,050	191,576	6%	1%
312	Sheriff-County Investigation	1,101,194	1,059,310	1,090,609	71,275	1,019,334	7%	3%
314	Sheriff-County Patrol	5,760,262	5,700,701	5,766,027	341,550	5,424,477	6%	16%
315	Off Road Vehicle-GTSSO	-	-	-	-	-	0%	0%
316	Secondary Road Patrol	110,851	100,742	107,766	6,783	100,983	6%	0%

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTUAL ACTIVITY	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 1/31/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
325	Sheriff-Administration	617,989	589,059	609,914	37,052	572,862	6%	2%
327	Snowmobile Enforcement	11,819	11,136	19,969	2,819	17,150	14%	0%
331	Sheriff-Marine Law Enforcement	106,511	103,770	123,947	152	123,795	0%	0%
348	Medical Marijuana Grant 2016	35,025	21,958	34,813	-	34,813	0%	0%
351	Sheriff-Corrections	5,168,558	5,030,996	5,467,586	302,610	5,164,977	6%	15%
352	Corrections-Interim Services	40,000	35,834	60,000	-	60,000	0%	0%
435	Emergency Management	-	-	-	-	-	0%	0%
SUBTOTAL		14,284,830	13,684,159	14,580,047	810,849	13,769,198	6%	39%
HEALTH & WELFARE								
631	Substance Abuse	327,041	317,324	338,123	-	338,123	0%	1%
651	Ambulance	25,000	25,000	25,000	-	25,000	0%	0%
682	Veterans	502,951	481,115	-	(4,436)	4,436	0%	0%
SUBTOTAL		854,992	823,439	363,123	(4,436)	367,559	-1%	1%
OTHER								
865	Insurance & Bonds	335,000	65,260	185,000	-	185,000	0%	0%
890	Miscellaneous Contingencies	359,000	76,000	150,000	-	150,000	0%	0%
891	Appropriations to Non-Profit	682,200	682,200	682,200	-	682,200	0%	2%
SUBTOTAL		1,376,200	823,460	1,017,200	-	1,017,200	0%	3%
TRANSFERS								
965	County Law Library Fund	-	-	-	-	-	0%	0%
968	Health Department Fund	1,269,000	951,750	1,269,000	-	1,269,000	0%	3%
970	Child Care Fund	875,000	656,250	923,602	-	923,602	0%	2%
971	Department of Human Services	49,365	49,365	49,365	-	49,365	0%	0%
974	Parks & Recreation Fund	290,302	217,727	339,599	-	339,599	0%	1%
975	Friend of the Court Fund	378,490	283,868	284,813	-	284,813	0%	1%
978	County Facilities Fund	1,622,650	1,216,988	1,622,650	-	1,622,650	0%	4%
979	CIP Fund	450,000	337,500	450,000	-	450,000	0%	1%
982	Circuit Court Fund	1,568,524	1,398,199	1,456,805	-	1,456,805	0%	4%
983	District Court Fund	2,914,640	2,931,584	2,972,532	-	2,972,532	0%	8%
986	Community Corrections Fund	48,081	36,061	-	-	-	0%	0%
SUBTOTAL		9,466,052	8,079,289	9,368,366	-	9,368,366	0%	25%
GENERAL FUND TOTAL APPROPRIATIONS		38,000,571	34,442,723	37,195,093	1,347,661	35,847,432	4%	
GENERAL FUND REVENUES		38,000,571	37,575,733	37,195,604	382,392	36,813,212	1%	
PROJECTED SURPLUS (DEFICIT)		-	3,133,010	511	(965,269)			
BEGINNING FUND BALANCE		8,938,060	-	3,133,010	3,133,010			
Authorized Use of Surplus		(500,000)	-	-	-			
ENDING FUND BALANCE		8,438,060	3,133,010	3,133,521	2,167,741			

Action Request



Meeting Date:	March 15, 2017		
Department:	Administrator's Office	Submitted By:	J. DeHaan
Contact E-Mail:	jdehaan@grandtraverse.org	Contact Telephone:	x4756
Agenda Item Title:	County Owned Real Property Acquisition and Disposal Policy		
Estimated Time:	<input type="text"/>	Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No

Summary of Request:

In September 2016, the Grand Traverse Board of Commissioners approved the disposal and sale of two County owned properties that have been determined to be underutilized properties.

Upon further review, it was determined that the County did not have an applicable policy in place to guide the disposition of County owned real property.

Various policies of local units of governments as well as information obtained from the Government Finance Officers Association were reviewed in the development of the policy.

The proposed policy has been reviewed by County Administration, Civil Counsel, and the County's Finance Director.

The attached policy is proposed to be adopted by the Board of Commissioners to ensure that a fair, transparent, and competitive process is achieved in the acquisition and disposal of County Owned Real Property.

Suggested Motion:

The Board of Commissioners approves the adoption of the County Owned Real Property Acquisition and Disposal Policy.

Financial Information:

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

Attachments:

Attachment Titles:

County Owned Real Property Acquisition and Disposal Policy

Grand Traverse County
County Owned Real Property Acquisition and Disposal Policy



- I. Policy Statement:** The County is the steward of property for which it has acquired through purchase, bequest, grant, or other means. This Policy is established by the County Board of Commissioners to establish standards for the acquisition and disposal of County Owned Real Property.

This policy does not apply to non-county owned property or to the Land Bank Authority.

- II. Statutory Authority:** The Board of Commissioners may authorize the sale or lease of real estate belonging to the County, and prescribe the manner in which a conveyance of the real estate is to be executed. The Board of Commissioners may also establish rules and regulations to manage the interest and business of the County under Public Act 156 of 1851 [MCLA 46.11(c) and (m)].

III. Related Procedures:

- A.** The County's Purchasing Policies and Procedures shall apply to any service that must be obtained during the property appraisal and sale process.

IV. Historical Application:

- A.** No Prior Policy Exists Related to the Acquisition and Disposal of County Owned Real Property.

V. Exclusions: None

VI. Implementation Authority:

- A.** The County Board authorizes the County Administrator or designee to effectuate the creation of any procedures necessary to implement the Policy.

VII. Policy Standards: The following standards shall apply to the acquisition and disposal of all County owned real property:

- A.** The County shall maintain asset records that document properties owned, the history of government ownership, whether property was donated or purchased using grant funds or tax-exempt financing proceeds, how it is currently being used, its assessed value, its market value, whether there are donor or legal restrictions on its use, whether there are environmental concerns, and annual maintenance costs.
- B.** The property considered for disposition/sale shall have been determined by the Board of Commissioners through a Board approved resolution to be surplus, obsolete, or underutilized County owned property.
- C.** The title and deed of property for sale shall be free and clear of any restrictions and permit the County to dispose of said property.
- D.** The disposal of said property shall not compromise the ability of the County to obtain State and/or Federal grants.

Disposal of County Owned Real Property
BoC Resolution Number:

1/2


- E. The County shall investigate the value of any mineral rights on said land prior to the sale and/or disposal of the property.
- F. The County shall consult with an affected and/or adjacent local unit of government and property owner from which the parcel is located and notify them of the intended disposal of real property.
- G. The County shall ensure that any disposal process includes a competitive, open, and transparent process.
- H. A property may be returned to the original owner from which it was bequeathed without compensation from the owner, provided that no additional funding is required from the County, and the return is otherwise lawful.
- I. Any property that is to be purchased by the County shall include the completion of a professional property appraisal.
- J. To avoid increasing County expenses, any property which is bequeathed to the County through trust, grant, or other means shall only be accepted by the County if the property is accompanied by a permanent endowment or perpetual care fund to cover the costs of operating and maintaining the property.

VIII. Real Property Disposal Guidelines:

- A. Consistent with the County's Purchasing policies, in the event a County owned property is to be placed on the market for sale, the County shall issue an RFP and obtain a professional real-estate agent to list and market the property and an appraiser to conduct the property appraisal.
- B. Consistent with the Government Finance Officers Association (GFOA) the following shall apply:
 - i. Proposals should include a concept plan for any intended development, qualifications and experience of the proposer/developer, a business plan for the project, financing plan, an anticipated time schedule for development, evidence of financial strength and viability of investors, identification of any adjacent property proposed for inclusion in the project and an offer amount.
- C. A staff work group shall be established to engage in the review process, including the RFP preparation, parcel/deed review, appraisal selection, and bid review process. The staff work group shall be comprised, at a minimum, of members of Equalization, Facilities, Finance, Parks and Recreation, and County Administration.
- D. The County shall publicly list all properties for sale for a minimum of 30-days prior to considering a proposal from a potential buyer, unless the buyer submits a proposal which meets and/or exceeds the listed/asking price. In this case, the proposal may be brought to the Commissioners at their next regularly scheduled meeting for consideration.
- E. The staff work group shall bring all bid proposals and review documents to the County Board for consideration following the closure of the 30-day posting timeline.
- F. The County Board is in no way obligated to act or accept a proposal which is received.

- IX. **Policy Review:** This Policy shall be reviewed at least every three years by the County Administrator or designee.

Action Request

	Meeting Date: March 15, 2017													
	Department: Administrator's Office	Submitted By: TMenzel												
	Contact E-Mail: tmenzel@grandtraverse.org	Contact Telephone: 922-4797												
	Agenda Item: Natural Gas Contract and Purchasing Policy Amendment													
Estimated Time:		Laptop Presentation: No												
Type of Request: Policy, Plan, and/or Procedure		Requested Action: Action												
Summary Of Request: -Historically, the Board of Commissioners has approved the natural gas contract. -Given the continuing state of variability in natural gas pricing, staff is requesting that the Board standardize the purchasing process for all utilities and provide an exemption for these purchases as they are considered necessary and routine. -The County Board of Commissioners has historically not approved other contracts for utilities and has authorized spending for these services through the annual appropriation process. -In doing so, staff will be able to effectively work with providers in a timely manner for purchases that are necessary and considered routine.														
Suggested Motion: The County Board of Commissioners amend the Purchasing Policy to standardize the purchase of utilities and to clarify that, "The purchase of utilities is exempt from the Purchasing Policy and that the County Administrator is authorized to enter into agreement when purchases are considered necessary and routine; all purchases are subject to the availability of funding."														
Financial Information:														
Total Cost: 0.00		Fund:												
If not included in budget, recommended funding source:														
Local Preference: No	Vendor Selection:	Grant Source:												
Impacts to Other Departments and/or External Agencies:														
Approved / Reviewed by: <table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">Approved</td> <td style="text-align: right;">Reviewed</td> </tr> <tr> <td style="text-align: right;">Administrator</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Finance Director</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Human Resources Director</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Civil Counsel</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Department Head</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>		Approved	Reviewed	Administrator	<input checked="" type="checkbox"/>	Finance Director	<input type="checkbox"/>	Human Resources Director	<input type="checkbox"/>	Civil Counsel	<input type="checkbox"/>	Department Head	<input type="checkbox"/>	Strategic Plan Impact: <input type="checkbox"/> Goal One <input type="checkbox"/> Goal Two <input type="checkbox"/> Goal Three <input type="checkbox"/> Goal Four <input type="checkbox"/> Goal Five <input type="checkbox"/> Goal Six <input type="checkbox"/> Goal Seven <input type="checkbox"/> Goal Eight
Approved	Reviewed													
Administrator	<input checked="" type="checkbox"/>													
Finance Director	<input type="checkbox"/>													
Human Resources Director	<input type="checkbox"/>													
Civil Counsel	<input type="checkbox"/>													
Department Head	<input type="checkbox"/>													
Proposed Performance Measures/Indicators:														
Follow-Up Requirements:														
Miscellaneous:														
Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Attachment Titles:												

Version Date: 02/2016

RESOLUTION

xx-2017

Natural Gas Contract and Purchasing Policy Amendment

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on March 15, 2017 and reviewed recommendation to amend the Purchasing Policy to standardize the purchase of utilities; and,

WHEREAS, Historically, the Board of Commissioners has approved the natural gas contract; and,

WHEREAS, Given the continuing state of variability in natural gas pricing, staff is requesting that the Board standardize the purchasing process for all utilities and provide an exemption for these purchases as they are considered necessary and routine; and,

WHEREAS, The County Board of Commissioners has historically not approved other contracts for utilities and has authorized spending for these services through the annual appropriation process; and,

WHEREAS, In doing so, staff will be able to effectively work with providers in a timely manner for purchases that are necessary and considered routine.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County amend the Purchasing Policy to standardize the purchase of utilities and to clarify that, “The purchase of utilities is exempt from the Purchasing Policy and that the County Administrator is authorized to enter into agreement when purchases are considered necessary and routine; all purchases are subject to the availability of funding.”

APPROVED: March 15, 2017

REGULAR BOARD OF COMMISSIONERS

SUBJECT: Staffing Plan Amendment Resolution

FROM: Tom Menzel, Administrator
John Sych, AICP, Planning & Development Director

FOR MEETING DATE: January 27, 2016

PURPOSE: Currently, all amendments to Department staffing plans require approval by the Board. The approval of staffing plan amendments will be the responsibility of the Administrator. One of the duties of the Administrator is to determine the staffing plans for all departments and ensure appropriate resource allocation, competency and staffing practices exist to reliably deliver operating, service and financial objectives.

PROCESS: A resolution will be made that all future staffing plan amendments will be the responsibility of the Administrator. The Board will still remain involved in staffing levels as acknowledged in the annual budget process.

PAYOFF: The elimination of staffing plan amendments before the Board will lessen the heavy meeting workload of the Board by removing submittal of an unnecessary agenda item and added meeting time.

RECOMMENDATION: Approve that all staffing plan amendments will be the responsibility, including approval, of the Administrator.

RESOLUTION

12-2016

Staffing Plan Amendments

WHEREAS, The Administrator has recommended a host of changes to streamline Board meetings and lessen the heavy meeting workload of the Board; and,

WHEREAS, A previous hiring freeze resolution of the Board required all staffing plans to be presented to the Board for approval; and,

WHEREAS, Staffing plan amendments should be a function and responsibility of the Administrator;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the Grand Traverse County Board of Commissioners rescinds its previous resolution requiring all staffing plans to be presented to the Board for review and approval; and

Further resolved the Board of Commissioners authorizes the County Administrator to assume responsibility for reviewing and approving all staffing plan amendments.

APPROVED: January 27, 2016

REQUEST for PROPOSALS (RFP)

by GRAND TRAVERSE COUNTY

March 16, 2017 (tentative)

The County of Grand Traverse in Michigan is soliciting bids with proposals for a search firm to find a new County Administrator .

If you are interested, or have already shown interest, the County Board of Commissioners are accepting proposals with bids for 21 days beginning March 16, 2017. The proposals are due at the Governmental Center by 4:00pm on April 6, 2017 .

Please contact the ad hoc search committee at the office of County Administration at 400 Boardman Ave, Traverse City MI 49684

Tel 231 922-4780 Fax 231 922-4636

If you have any questions about the offer leave a message for the ad hoc committee Commissioners' Wheelock, Mair, or Follette .

GRAND TRAVERSE COUNTY

Grand Traverse County is a county located on the eastern side of Lake Michigan in the U.S. State of Michigan. As of the 2010 U.S. Census, the population was 86,986. The county seat is Traverse City.

According to the United State Census Bureau, it is estimated that the population of Grand Traverse County in July 2015 was 91,636

Grand Traverse County is part of the Traverse City, MI micropolitan statistical area which also includes neighboring Benzie, Kalkaska, and Leelanau counties .

Traverse City and Grand Traverse County are the regional hub of a ten county area of the northwestern corner of the lower peninsula of Michigan .

GRAND TRAVERSE COUNTY ADMINISTRATOR

The position of County Administrator is chosen by the County Board of Commissioners. An ad hoc Committee of three commissioners was formed to conduct the search to find the search firm .

In local government in the United States, a **county administrator** or **county manager** is a person appointed to be the administrative manager of a county, in a council-manager form of county government.

In some counties, the equivalent position is the county executive (although this term is sometimes used to refer to a directly or indirectly elected official, and not a hired employee) or

county chief administrative officer (CAO) or county chief operating officer (COO) in some counties, and county judge in others.

Title:	County Administrator
<p>GENERAL SUMMARY</p> <p>The County Administrator is the County’s Chief Executive Officer and reports to the County’s elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under nonelected officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissions.</p> <p>This position serves at the will and under the general supervision of the County Board under an employment contract. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position will require irregular hours. May also be required to work on-call in an emergency. It may also require travel by the employee in his/her own vehicle.</p>	

A three page job description (additional info to the above) of County Administrator can be found at the end of this RFP .

The Grand Traverse County – County Administrator Web site page can be found here:

<http://www.grandtraverse.org/155/Administration>

Essential Information

The basic duty of a county administrator is to oversee the departments that deliver services to the public. They help develop budgets, attend government meetings and may even be on call in emergency situations. A county manager needs at least a bachelor's degree in public administration, business administration or a related field, and many hold master's degrees.

Required Education	Bachelor's degree in public administration or other relevant field
Projected Job Growth	6% for all top executives (2014-24)*
Median Salary	\$117,000 (2012)**

*Sources: * U.S. Bureau of Labor Statistics (BLS), **International City/County Management Association*

The salary range for the Grand Traverse County Administrator will be announced before March 16 or before the RFP is published in its final form .

Today the typical and preferred background and education for the beginning county manager is a Master of Public Administration (MPA) or other master's degree in public administration and at least several years' experience as a department head in local government or as an assistant county manager. The average tenure of a manager is now 7–8 years and has risen gradually over the years. Tenures tend to be less in smaller communities and higher in larger ones, and they tend to vary as well depending on the region of the country.

An effort will be made to speak to the Administrator candidates and assess possible fit within the county organization .

Each Administrator candidate should include their philosophy about Best Practices and a Model Workplace .

Michigan Legislature

Statutes governing County Commission

<http://www.legislature.mi.gov/%28S%28py5jsokpkneklo5rlwv41e5f%29%29/mileg.aspx?page=GetObject&objectname=mcl-Act-156-of-1851>

EEOC Statement: It is the policy of Grand Traverse County not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

THE PROCESS

Please submit Proposals to:

Grand Traverse County
ad hoc Search Committee
400 Boardman Ave
Traverse City MI 49684

Note: Proposals should be sealed and will be opened by the search committee

There will be an opportunity for the county department directors & managers and county elected officials to meet & greet the search firm finalists before the board makes their decision .

The County Board of Commissioners hires and directs the County Administrator .

The County Board needs to see All the applications that the search firm receives.

SERVICES TO BE PROVIDED

The selected search firm will find the best qualified candidate for the position of County Administrator. The search area may be national.

The search may include listing the position in Job Postings on:

Michigan Association of Counties (MAC)

www.micounties.org

Michigan Municipal League

www.mml.org

National Association of Counties (NACo)

www.naco.org

International City/County Management Association (ICMA)

www.icma.org

TIMELINE – Contract Term

Selection Process Complete by July 2017

March 10-April 6 (21 day search) Receive search firm Proposals

April 7-28 Review the search firm Proposals and narrow to 3-7 search firms and hold in-person interviews

April 29-May 22 (21/23 day search) Search firm receives Administrator candidates applications – the start date may be delayed by advertising closing dates .

Note: ALL applications received by the search firm will be reviewed by the full county board of commissioners

May 23-June 13 County Commission along with the search firm will narrow to 3-7 candidates and hold in-person interviews

June 14- Make Final Selection and Job Offer to final candidate (make arrangements to relocate)

July 1- New Administrator Start as soon as possible and no later than October 1, 2017

COMPENSATION

The Search Firm will request the compensation they desire in their Proposal.

Here are some suggestions:

Hourly (if hourly, not to exceed _____ hours)

% of Administrator Hiring Salary

A mix of the above

Flat Fee

PROPOSAL REQUIREMENTS – including the following, but not limited to:

- In 500 words or less please describe your search firm – include experience & history
- In 500 words or less please describe why you are the best qualified search firm – what makes you the No. 1 choice
- Length of time in executive search business
- Disclosure of any conflicts of interest
- Key person qualification including credentials and education'
- Explain your process of advertising, including pre-selected or direct selection, identifying the best candidates
- Your timeline of work

ADDENDA

If there are any changes you will be notified at the address and telephone you provide us with .

EMPLOYMENT – SEARCH FIRM DUE DILIGENCE

For Administrator Candidates:

- Professional References
- Education Verification
- Criminal Background – 10 years
- Motor Vehicle Background
- Credit Check
- Testing:
 - Substance
 - Behavioral
 - Cognitive

Early History

Ancient glaciers carved the long deep lakes and dramatic hills that give Traverse City and its surrounding communities their splendid natural setting. But this beautiful region is much more than the sum of its scenic and recreational qualities. It is a place rich with human history, where generations of Native Americans and missionaries, lumberjacks and fishermen, mariners and farmers all left their imprint on the landscape and helped create a colorful and vibrant culture that can still be experienced today. Reminders of the past are everywhere, from lone lighthouse’s and humble mission churches to grand homes whose owners made their fortunes shipping timber from the region’s vast forests

Here are some excellent Web sites to study to learn more about the area:

www.traversecitymi.gov the City Government

www.traversecity.org the Tourism Office

www.traverseticker.com e-news

www.smithsonianmag.com/travel/best-small-towns-2015-180954993/ No. 4 Traverse City MI

www.mynorth.com/traverse-magazine/ Click Work Here on top bar menu

Title:	County Administrator
<p>GENERAL SUMMARY</p> <p>The County Administrator is the County’s Chief Executive Officer and reports to the County’s elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under nonelected officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissions.</p> <p>This position serves at the will and under the general supervision of the County Board under an employment contract. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position will require irregular hours. May also be required to work on-call in an emergency. It may also require travel by the employee in his/her own vehicle.</p>	

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Supports and facilitates the County Board of Commissioners in developing strategies for all issues in the County, which includes analyzing, providing guidance and recommending appropriate actions. Keeps Commissioners well informed on issues that could become matters of concern or that need to be addressed. Provides study sessions or other meetings to deal with matters of concern providing Commissioners with complete information, background, and staff input. Provides general staff assistance to the Board, advising of problems, needs and policy alternatives.
- Responsible for the financial integrity of all aspects of the County’s budget operations, including Countywide budget development, recommendations, monitoring, and demonstrates commitment to Government Finance Officers Association (GFOA) best practices.
- Serve as the Purchasing Director and Risk Manager for the County ensuring appropriate and prudent financial expenditures and minimal financial loss exposure.
- Oversees the general management of all County departments, including personnel, labor relations, fringe benefit levels, policy development and implementation, risk management, overall buildings and grounds, purchasing, and other facets of general County administration and operations. Act as the County’s Chief Labor Negotiator. Has full authority over all departments under non-elected directors and partial/shared authority over departments headed by elected officials.
- Provides strategic leadership, guidance and support to the Board and organization by assessing the County’s current and future strengths and weaknesses to develop, communicate, and implement a shared mission, vision, and strategy which are in alignment with the County.
- Appoints, with confirmation of the Board of Commissioners, all Department Directors. Coaches, mentors, and provides guidance to Department Directors. Promotes an organizational structure and a system approach to operational and strategic challenges that is proactive, decisive, results oriented and produced by an open exchange of ideas.
- Directs staff of the County Administrator’s office (either directly or indirectly through subordinate supervisors).
- Oversees special projects associated with overall County development, acting on behalf of the County Board in providing leadership.
- Represents the County at a variety of community events and activities in support of positive public relations initiatives and developing liaison relationships between the community and the County. At the

direction of the Board of Commissioners serves on a variety of Boards, Commissions and Committees.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Master’s Degree in a related field, such as Public Administration or Business Administration
- Six to eight years of directly related experience in County or local government, or as a Chief Executive Officer in the private sector, including at least four years supervisory or managerial experience
- Additional two years of directly related experience may substitute for Master’s Degree if there is demonstrated knowledge, ability and skills to perform the work

CERTIFICATIONS, LICENSES (minimum requirements)

- Must have valid driver’s license and personal vehicle insurance.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- Incumbent serves in an “on-call” capacity.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the County to accomplish its mission and may require the intervention of the County’s Board of Commissioners to resolve or may not be resolvable.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 35 pounds (such as a box of paper)

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation.
- Advanced proficiency in communication – up and down the organization and with other groups. Understands and utilizes business communication methods and techniques.
- Knowledge of the principles and practices of local government administration including organizational forms and structures, and operating methods and procedures
- Advanced knowledge of related economic, governmental, accounting, budgeting, and risk management principles and practices, and applicable Federal, State, and County laws and regulations, internal audit procedures and budgets
- Knowledge of County functions, organization, and the department’s role and relationships with other agencies/jurisdictions
- Knowledge of risk management/insurance issues, economic development, and government procurement
- Understanding of organizational culture, employee engagement and organizational dynamics in implementing a proactive structure and systems to promote positive image of the County and within all departments
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the County Board of Commissioners, customers, co-workers, and representatives of other agencies.

- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in crisis management, including the management of critical incidents
- Ability to work in a unionized environment; ability to negotiate and facilitate labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully
- Ability to lead with vision and demonstrate strong leadership qualities
- Ability to take initiative and drive results based organizational excellence
- Ability to develop and implement managerial policies and prioritize the needs of the County
- Ability to develop and execute strategic plans, champion and manage change, and articulate County leadership's priorities
- Ability to identify and resolve problems that may impact the mission of the department and the County.
- Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Skill in researching and resolving problems in order to ensure compliance
- Ability to persuade others in order to gain concurrence or to resolve problems and gain cooperation
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently

COORDINATION	# OF STAFF	COST/HR	ANNUAL	ANNUAL
	_____	\$ _____	EST HOURS	TOTAL COST
			_____	\$ _____

The maximum contract amount is \$ _____ per year.

SPECIAL TERMS AND CONDITIONS

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

ACKNOWLEDGMENTS

The undersigned acknowledges that:

The firm has received the Request for Proposals and further acknowledges that the firm has received the following addenda issued thereto and has incorporated their provision in the proposal:

Addendum No. _____ Dated _____

The Request for Proposal documents have been read and carefully examined and that the firm fully understands and has correlated their observations with the requirements of the proposal documents.

The firm has familiarized itself with the project and has correlated its observations with the requirements of the proposed contract documents.

The proposal is based upon the requirements of the Request for Proposals document and that exceptions are fully explained.

This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFP to which this proposal is a response.

NEGOTIATION

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful firm, the firm will be willing to negotiate with the County for the purpose of making reductions in the contract work. The firm shall agree to give full credit for all such deductions in the work requested by the County, including full value for labor, material and subcontract work, and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon contract price.

AGREEMENTS

In submitting this proposal, the undersigned agrees:

1. To hold their proposal open for 60 consecutive calendar days from the proposal due date.

2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this proposal, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the Request for Proposals.

LEGAL STATUS AND SIGNATURE

1. Check appropriate section and complete information.

____ Corporation incorporated under the laws of the State of _____

____ Partnership

Names and Address of all members

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____

____ Sole Proprietorship, doing business as _____

2. Complete all information below.

Authorized Negotiator

Name _____

Title _____

Federal ID # _____

License # _____ Type _____
(if applicable)

Signature _____

By _____

Title _____

Signed this _____ day of _____, 2015.

The proposals are due at the Governmental Center by 4:00pm on April 6, 2017 .