

**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS
STUDY SESSION**

**Wednesday, December 13, 2017
5:30 p.m.**

**Governmental Center, Commission Chambers
400 Boardman Avenue
Traverse City, Michigan 49684**

A Study Session is generally held for review and discussion of information only.

If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the County Clerk immediately at 922-4760.

AGENDA

1. OPENING CEREMONIES OR EXERCISES
2. ROLL CALL
3. 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.

4. Information will be presented regarding the following topics:
 - A. LaFranier Property
 - B. TART Trail/Boardman Loop
 - C. Martin Luther King Training Day
 - D. Board Rules & Meeting Schedule for 2018
5. Discussion
6. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment above)
7. ADJOURNMENT



Memorandum

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

To: County Board of Commissioners

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

Date: December 11, 2017

Subject: December 13 Study Session Material

ATTACHMENTS:

LaFranier Site Plan (Attachment A)
Overview of Acreage (Attachment B)
County Owned Real Property Acquisition and Disposal Policy (Attachment C)
Boardman Lake Trail Loop Material (Attachment D)
Memorandum from HR Director (Attachment E)

SUMMARY OF ITEM TO BE PRESENTED:

There are four agenda items for Wednesday's study session that require discussion and input from the County Board of Commissioners. As a reminder, study sessions are only discussion/input no action or formal motions are allowed. Each item is outlined below:

LaFranier Property

Grand Traverse County purchased 27 acres on LaFranier Road in 2000. The original consideration (we believe) was the ability to build a new jail at this site and to have a "one stop" place for public service needs. Currently two buildings occupy this 27 acres being Public Services and Health Services. There remains available land as identified on Attachment A to build additional buildings/service needs.

Attachment A provides a conceptual overview that has four additional buildings that could be built. Attachment B provides an overview of the remaining acreage and the acreage that the current buildings are on. The conceptual overview that was completed by Ray Kendra provides for:

1. Office Building at the front near LaFranier Road, which could be a multi-story 38,000 square foot building.
2. Central building is a jail/law enforcement center. Building (approximately) 145,000 square feet for 300 beds.
3. Rear building is a 25,000 single story building.
4. Building next to Health Building is an expansion to the current facility.

The ponds would be retention basins for the development.

Community Mental Health (CMH) has reached out to the County about the possibility of locating a new building on the LaFranier property. Currently CMH is located on Hall Street in Traverse City with a 41,500 square foot building. CMH requires a 56,000 square foot building. The synergies available between CMH and the County Health Department have not been fully explored; however Health Director, Wendy Hirschenberger, is currently chair of the Health Innovation Region. Wendy will provide an overview of a project/program that was launched this summer to help link people to the necessary basic needs and services.

As indicated, when the County purchased the LaFranier property in 2000 it was anticipated that when and if a new jail was needed, this property could/would be a logical location for such an expansion. As identified on Attachment A, there is certainly room for such an expansion. However, considerable study needs to be completed to determine funding, design, staffing etc. for such a jail expansion.

As an added component for discussion, the County Board has requested a subcommittee be formed to discuss the Medical Examiner and look at the feasibility of a morgue. The siting of a morgue could be placed on County owned property.

As outlined the Jail, CMH, morgue are all services that could be placed at the LaFranier site. However how the services fit on the property as well as how property could be utilized for governmental services that are not County run are discussion points that we ask for input from the County Board.

The County owned real property acquisition and disposal policy (Attachment C) is also requested to be discussed. Currently there is no exception to consider services not run by the county.

TART Trail/Boardman Loop (Attachment D)

The Boardman Lake Loop Trail preliminary design was completed in September 2016 and approved by Garfield Township and the City of Traverse City. The City of Traverse City approved at their April 5, 2017 meeting, to hire Prein & Newhof for the contract price of \$321,374 to complete the final design and construction administration.

The City is paying for these services with funding from the Brownfield Authority. Two additional scope items were added – a trail connecting NMC to BATA along Cass Street and a new bridge and trailhead improvements at Medalie Park. Funding for the engineering is being provided by Garfield Township (\$20,000) for the trail along Cass and Grand Traverse County (\$15,000 from a 2% grant) and TART Trails (\$74,550) for the second bridge and trailhead improvements at Medalie Park.

Final design engineering is underway and grant requests for public funding have been submitted. Last week the Michigan Natural Resources Trust Fund approved \$600,000 for the Boardman Lake Loop to support the construction of the trail. An additional \$893,231 in public grants is under review or will be submitted. Matching funds for these grants are currently being provided by the Brownfield Authority and TART Trails. In addition to the engineering funds for the trail along Cass Street, Garfield Township has identified \$800,000 for a long term maintenance endowment for the Loop. The proposed timeline for the trail has construction beginning as early as fall/winter 2018, with the majority of construction occurring and completed in the summer of 2019.

Medalie Park has been identified as a trailhead with significant improvements that will be completed including parking, bathrooms, kayak launch and bridge from Medalie over the Boardman River to connect to the current trail. The cost will be from grant funding and from TART fund raising of \$75,500.

As Medalie is a county-owned Parks Authority Park, no action is required, however it is important to recognize the contribution from TART for the park improvement and changing/adding from a park to a trailhead.

Parks and Recreation will be discussing this item at the December board meeting.

MARTIN LUTHER KING TRAINING DAY

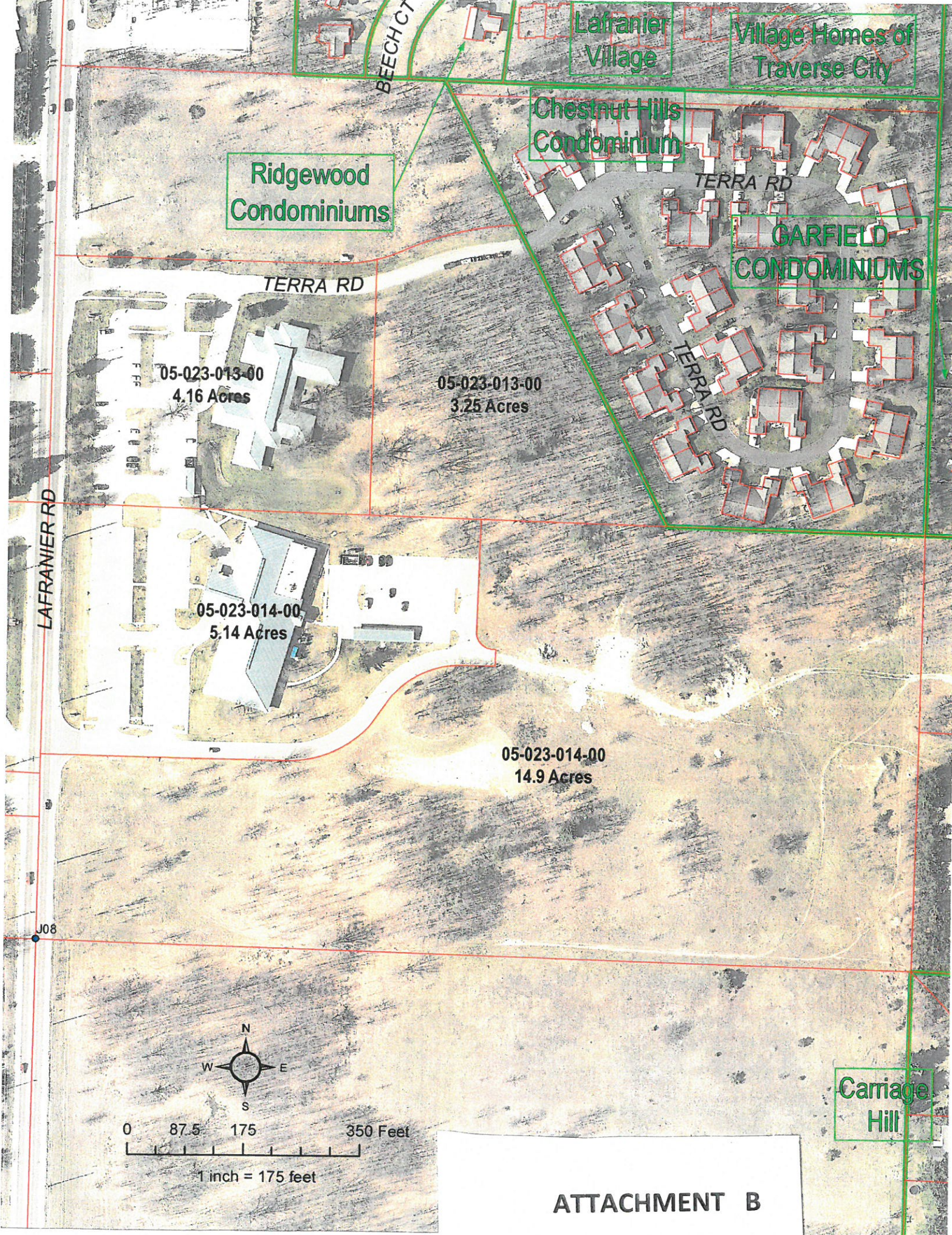
Attachment E is a memorandum from HR Director Bill Hendry providing an overview of the Martin Luther King Training Day. We are working to put together a successful day, however prior to moving forward input from the County Board to continue utilizing this day for training would be appreciated.

BOARD RULES AND MEETING SCHEDULE FOR 2018

At the January 3 organizational meeting the Board will approve the Board Rules and the meeting schedule. Discussion relating to a subcommittee to review the board rules and/or meeting schedule for 2018 prior to the organizational meeting.



ATTACHMENT A

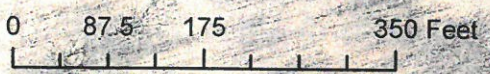


05-023-013-00
4.16 Acres

05-023-013-00
3.25 Acres

05-023-014-00
5.14 Acres

05-023-014-00
14.9 Acres



1 inch = 175 feet

ATTACHMENT B

ATTACHMENT C

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. Except for easements or other rights of way that run with the land, the title and deed of property for sale shall be free and clear of any restrictions that encumber the property, and the title and deed shall 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.
- 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. Any property that is purchased or acquired by the County shall be used only for a public purpose.

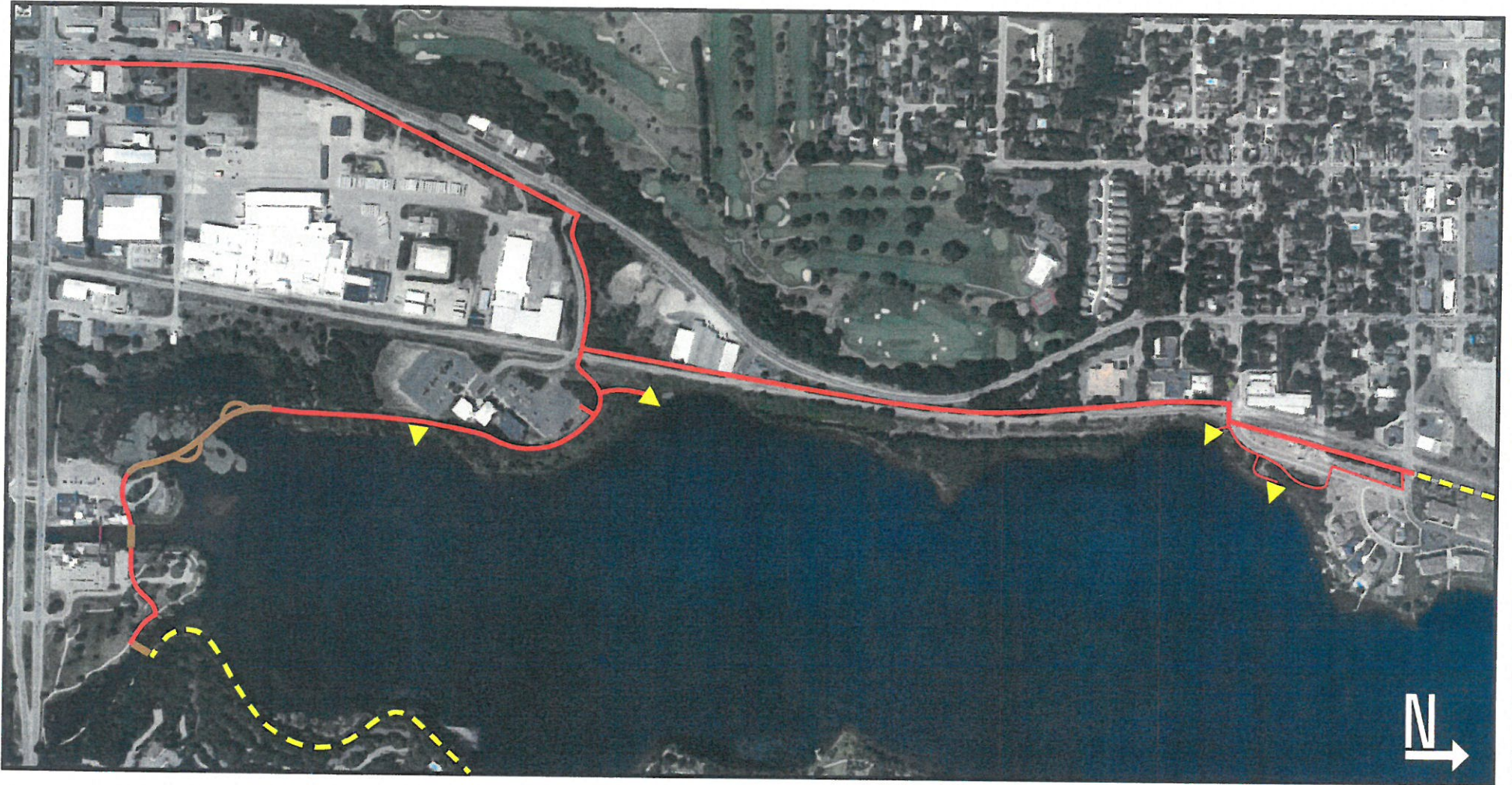
VIII. Real Property Disposal Guidelines:

- 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. 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.
- C. 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.
- D. 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.
- E. 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 Board of Commissioners .

ATTACHMENT D

Prein&Newhof



West Boardman Lake Loop

9/19/2017



FAQs for Boardman Lake Loop

What are the major changes between the preliminary design and the current drawings?

1. *Formal trail connection between NMC and BATA, with a proposed separate path along Dendrinis Drive and the west side of Cass Street to South Airport Road.*

The trail will be an off-road trail providing direct connections to the BATA transit station and NMC's University Center campus and the Loop. Public comment and feedback from businesses along the corridor consistently mentioned the need for reliable, connected transportation options. The alignment of the trail on the west side of Cass provides access to the numerous commercial properties and provides a direct link to the BATA Transfer Station at the intersection of South Airport and Cass.

2. *A second bridge connecting Medalie Park to the east side of the existing Boardman Lake Trail.*

Throughout the preliminary design process there was consistent public feedback that the existing boardwalk facility along South Airport Road does not provide the appropriate connection to the trail. It's narrow, not useable in the winter months, isn't accessible and the sharp curves present significant hazards. The proposed bridge connecting to the existing trail on the east side with Medalie Park would resolve all of these issues. The property owners on the east side have indicated an interest in making this connection possible.

3. *Proposed switch of the trail from the east side of the rail to the west side of the rail between 16th Street and NMC.*

The proposed relocation of the trail to the west side of the rail line between 16th Street and NMC's University Center was the result of a site visit with MDOT Rail. They were open to the possibility, and the team agreed the construction and long term maintenance costs of the trail would be significantly reduced if the boardwalk structures required on the east side could be avoided.

What is the budget?

The current budget is identified at \$5.5 Million which includes engineering, construction and maintenance costs. This number will be further refined as engineering documents are finalized and the project is out to bid.

How will the Loop be paid for?

As is the history of the entire trail around the Lake, funding for the project is the combination of public, private and grant dollars. The City has earmarked \$3.6 million in Brownfield funding (\$972,000 City, \$360,000 County and \$1.728 state), Garfield Township has earmarked \$800,000, and over \$1.2 million in state grants have been submitted. TART Trails has also committed to raise \$400,000 in private funds for the trail.

How will the Loop be maintained?

As part of the funding and development plan, funding is being set aside to ensure there is a long-term source of funds for the maintenance of the entire Loop. This includes snow removal around the entire Loop. The City, County, Township and TART Trails are working together to develop a maintenance agreement to ensure the entire Loop is well cared for and preventative care is taken to extend the life of the trail.

What are the next steps?

Trail engineering is expected to be completed in the spring of 2018. Funding for many of the public grants will be known this winter. Trail elements (i.e., lighting, surface type, art and landscaping) will all be finalized and presented to the public. A maintenance and funding agreement will be finalized between the partners this spring and trail construction could begin as early as next winter, with the bulk of construction anticipated in the spring/summer of 2019.



ATTACHMENT E

Memorandum

Grand Traverse County
Human Resources
231.922.4596 Fax 231.922.4796

To: Vicki Uppal, County Administrator
From: Bill Hendry, HR Director
Date: December 11, 2017
Subject: Martin Luther King Training Day

For many years, Martin Luther King, Jr. Day in January has been used as a training day for County employees. Closing for business on Martin Luther King Jr. Day for purposes of training has proven to be the least disruptive to the public, as many citizens already assume that the County is closed because other governmental units are closed. Many departments have used this day for valuable training opportunities.

This year Grand Traverse County employees will be offered an entire morning of training on the following recommended topics that are expected to include Harassment Prevention, Ethics, and Information Technology.

In addition, we are planning on having training offered through our Employee Assistance Program provider Catholic Human Services, and on retirement investing and planning. All of the presentations are free of cost to the County.

Employees will be dismissed for lunch on their own, and they are expected to report back to their own department for the afternoon. The Department Heads will be directed as they have in the past to use the afternoon as they see fit – strategic planning, staff meetings, department specific training, or catch up.