

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, April 19, 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 April 5, 2017 (Regular Meeting) 3
 - b. Minutes of April 11, 2017 (Equalization Meeting) 9
 - c. Minutes of April 12, 2017 (Study Session – Pension) 11
 - d. Minutes of April 12, 2017 (Special Session – Audit) 13
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)	County Staff Report (March & April).....	15 & 27
2)	Conservation District Month Report (March)	41
3)	2016 Planning Commission Annual Report Supplemental Information	46
b.	Approvals:	
1)	Older Americans Month – May 2017.....	57
2)	Claims (March)	58
3)	Medical Examiner Addendum #2 to the Interlocal Agreement and Budget Amendment.....	66
4)	Budget Amendments	74
5)	Hauler Licenses	77
6)	Ad Hoc Recommendations to Fill Vacancies - Planning & Parks & Recreation Commissions.....	79
7)	Ratify Approval of GovHR USA as Search Firm for County Administrator's Search	80
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Public Hearing for Brownfield Plan – Food For Thought Center.....	81
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	BROWNFIELD:	
1)	Approval for Combined Brownfield Plan and Work Plan – Food For Thought Center (Long Lake Twp.)	83
b.	AIRPORT:	
1)	Approval for Airport to Acquire Avigation Easements in Connection with the Extension of Runway 10-28 Runway Approach Area and Resolution of Necessity.	85
c.	FINANCE:	
1)	Monthly Report.....	91
d.	CIVIL COUNSEL:	
1)	Cass Road Agreement	96
10.	OLD/UNFINISHED BUSINESS:	
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
a.	Planning Department Update (Sych)	
14.	NOTICES	
15.	CLOSED SESSION (IF REQUIRED)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
April 5, 2017

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

OPENING CEREMONIES OR EXERCISES

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

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

APPROVAL OF MINUTES

March 15, 2017 – Regular Session

March 22, 2017 – Special Session

There being no corrections to the minutes listed above, they were approved as presented.

PUBLIC COMMENT

Dianne Thompson, spoke on defined benefit contribution.

APPROVAL OF AGENDA

Remove item 10-B Human Resource Contract

Add item 11-A Brownfield Subcommittee

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

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Northern Lakes Community Mental Health minutes of February 16, 2017
2. Traverse Area District Library minutes of February 16, 2017

B. APPROVALS

1. Proclamation National Law Enforcement Officers Week - *removed from calendar*
2. Resolution 34-2017
Proclamation
National Correctional Officers and Employees Week
3. Resolution 35-2017
Sheriff's Office
Surplus Equipment
4. Resolution 36-2017
Sheriff's Office
Vehicle Purchase
5. Resolution 37-2017
Finance
Budget Amendments
6. Resolution 38-2017
Boards and Committees
Farmland Preservation Board Appointments
7. County Owned Real Property Acquisition and Disposal Policy - *removed from calendar*

ACTION ON THE CONSENT CALENDAR

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

B-1	Page	20	By	Johnson
B-7	Distributed		By	Gore Follette

Moved by Johnson, seconded by Mair to approve the Consent Calendar minus items B-1 and B-7. Motion carried.

SPECIAL ORDERS OF BUSINESS

- a. **Introduction of Mary Haverty, Commission on Aging Director and Bill Hendry, Human Resources Director.**

Tom Menzel, County Administrator, introduced Mary Haverty, Commission on Aging Director, and Bill Hendry, Human Resources Director.

ITEMS REMOVED FROM CONSENT CALENDAR**B-1 National Law Enforcement Officers Week Proclamation**

Commissioner Johnson read the National Law Enforcement Officers Week Proclamation.

Resolution 39-2017
Proclamation
National Law Enforcement Officers Week

Moved by Johnson, seconded by Wheelock to approve Resolution 39-2017. Motion carried.

B-7 County Owned Real Property Acquisition and Disposal Policy

Resolution 40-2017
Policy
County Owned Real Property
Acquisition and Disposal Policy

Moved by Gore Follette, seconded by Clous to approve Resolution 40-2017. Motion carried.

DEPARTMENT ACTION ITEMS

a. Sheriff's Office

1. Additional Compensation for Sheriff (Clothing Allowance and Physical Maintenance Program)
Tom Bensley, Sheriff, answered Commissioners' questions.

Resolution 41-2017
Sheriff's Office
Additional Compensation for the
Sheriff of Grand Traverse County for
Clothing Allowances And Participation in the
Physical Maintenance Program

Moved by Gore Follette, seconded by Johnson to approve Resolution 41-2017. Motion carried.

b. Drain Commission

1. Reaffirmation of Support for Determination of Lake Level for Duck Lake and Expansion of Special Assessment District
Steven Largent, Drain Commissioner, reviewed the lake level for Duck Lake and expansion of Special Assessment District, and answered Commissioners' questions.
Chris Forsyth, Civil Counsel, answered Commissioners' questions.

Resolution 42-2017
Drain Commission
Reaffirmation of Support for Determination of
Lake Level for Duck Lake and
Expansion of Special Assessment District

Moved by Mair, seconded by Johnson to approve Resolution 42-2017.

Roll Call Vote: Yes 7 No 1

Nays: Clous

c. Parks and Recreation

1. Release of Fund Balance for New Playground at Civic Center

Kristine Erickson, Parks and Recreation Director, reviewed request for release of fund for the construction of the Campbell Community Playground. There will be a press release announcing the community build date, tentatively set for Monday, May 8, 2017.

Resolution 43-2017

Parks and Recreation

Civic Center

Campbell Community Playground

Release of Fund Balance for New Playground

Moved by Wheelock, seconded by Lathrop to approve Resolution 43-2017.

Motion carried.

d. Administration

1. Annual Audit Recommendation

Tom Menzel, County Administrator, reviewed the annual audit recommendation for a one year agreement with Rehmann Robson.

Jody Lundquist, Finance Director, answered Commissioners' questions.

Public
Tom

Comment

Bensley, Sheriff, gave comments on annual audit firm selection

Moved by Lathrop, seconded by Johnson to approve a 1 year agreement with Rehmann Robson for the annual audit.

No vote on motion.

Moved by Gore Follette, seconded by Wheelock to table the motion and hold a Special Meeting on April 12, 2017 immediately following the Study Session.

Roll Call Vote: Yes 6 No 1

Nay: Lathrop

OLD BUSINESS

a. Monthly Update – Commission on Aging

Jen DeHaan, Deputy County Administrator, and Mary Haverty, Commission on Aging Director provided an update on the Commission on Aging.

b. Human Resources Vendor Contract – *Removed from agenda*

- c. **County Administrator Hiring Process**
Commissioners discussed the process of hiring a County Administrator and the use of a Blue Ribbon panel of area business professionals.
- d. **Defined Benefit Contribution Analysis for Active Non-Contract Employees and Other Documentation Associated with this Subject for Discussion**
Commissioners discussed the defined benefit contribution analysis for active non-contract employees.

Public Comment

Bob Cooney, Prosecuting Attorney, gave comments on defined benefit contribution.

Moved by Gore Folette, seconded by Johnson to reduce the defined benefit contribution from 10% to 6%. Friendly amendment to have the reduction in contribution be as of January 1, 2017 and to authorize the Board Chair to effectuate the necessary documents. Motion carried.

NEW BUSINESS

a. Brownfield Subcommittee

Chairwoman Crawford asked for a volunteer to be a member of the Brownfield subcommittee. Commissioner Clous volunteered to sit on the subcommittee.

PUBLIC COMMENT

None

COMMISSIONER/DEPARTMENT REPORTS

a. Pavement Surface Evaluation and Rating (PASER) System Report

Commissioner Mair reviewed the Pavement Surface Evaluation and Rating (PASER) System report.

Commissioner Gore Follette expressed her distress of recent articles in the Record Eagle.

Commissioner Lathrop spoke on the Bluff Road trees and the Road Commission.

Chairwoman Crawford reported on the Friends of Easling Pool and their fundraising campaign.

NOTICES

- a. **April 11, 2017 – Equalization Meeting (Steve Curry from MAC)**
- b. **April 12, 2017 – Special Study Session – Pension Debt Discussion & Special Meeting – Annual Audit Recommendation.**
- c. **Ad Hoc Committees (April 5, 11, 12) Parks and Planning interviews**

CLOSED SESSION

None

Meeting adjourned at 8:19 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Carol

Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

EQUALIZATION MEETING
April 11, 2017

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

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

PUBLIC COMMENT

None

EQUALIZATION

Jim Baker, Equalization Director, explained the 2017 Equalization Report and answered Commissioners' questions.

Resolution 44-2017
Equalization Report 2017

WHEREAS, The Grand Traverse County Equalization Department has established the various valuations of each of the units of government of Grand Traverse County, and

WHEREAS, each of the thirteen (13) townships, two (2) villages and one (1) city have had the opportunity to review the equalization factors with the Equalization Department, and

WHEREAS, this Board of Commissioners feels that these valuations are in order,

NOW THEREFORE, BE IT RESOLVED, that the Grand Traverse County Board of Commissioners has adopted the 2017 equalized valuations for each city, village, and township recommended by the Grand Traverse County Equalization Director, as contained in this report, pursuant to Sec. 211.34 MCL 1948, as amended.

Moved by Wheelock, seconded by Johnson to approve Resolution 44-17, the 2017 Equalization report dated April 11, 2017 and authorize Chairperson Crawford to sign the L-4024. Motion carried.

PUBLIC COMMENT

Steve Currie, Michigan Association of Counties (MAC) Executive Director, gave an update on the services provided by MAC and the priorities and issues they will be working on in the future.

ADJOURNMENT

Meeting adjourned at 6:15 pm.

Bonnie Scheele, County Clerk

Carol Crawford, Chairperson

APPROVED: _____
(Date) (Initials)

DRAFT

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Study Session
April 12, 2017

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

OPENING CEREMONIES OR EXERCISES

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

PRESENT: Bob Johnson, Ron Clous, Cheryl Gore Follette, Tom Mair, Dan Lathrop, Addison Wheelock Jr. (5:54 p.m.) and Carol Crawford

PUBLIC COMMENT

The following people made comments regarding the pension issue.

Kevin Elsenheimer, Circuit Court Judge

Joel Casler

Tammi Rodgers, District Court Magistrate

OPTIONS AND RECOMMENDATIONS TO ADDRESS UNFUNDED PENSION AND
OTHER POST EMPLOYMENT (OPEB) LIABILITIES

A. Presentation by County Administrator and Finance Director

Tom Menzel, County Administrator, and Jody Lundquist, Finance Director, gave a presentation on the defined benefit pension program which listed several different options available to commissioners that they could adopt in order to address the unfunded pension liability.

Commissioner Wheelock arrived at 5:54 p.m.

B. Presentation by Pension Advisory Board

Chris Radu and Michael Gillman, Pension Advisory Board members, indicated that the Pension Advisory Board's recommendation was to have a countywide millage to address the unfunded pension liability.

C. Presentation by John Axe, Bond Attorney

Mr. Axe explained the process of issuing Pension Obligation Bonds and suggested that the commissioners consider this option to address the unfunded pension liability.

PUBLIC COMMENT

The following people made comments regarding the information presented on the unfunded pension liability:

Bill Heika, Sr.
Mark Labadie
Georgia Durga

Commissioner Mair requested that they schedule a study session for May 10, 2017 to get more information on pension obligation bonding from other jurisdictions that chose this as an option to pay on their pension obligations.

BREAK

Commissioners took a break at 8:17 p.m.
Commissioners returned to session at 8:23 p.m.

C. Discussion of Increasing Multiplier to 2.5 for Non-Contract Employees

Commissioners had a brief discussion regarding the Defined Benefit retirement multiplier change that was approved last year reducing it from 2.5% to 1.25%.

PUBLIC COMMENT

The following people made comments about the pension options available to the commissioners to address the unfunded liability.

Joel Casler
Chris Radu

Meeting adjourned at 8:45 p.m.

Bonnie Scheele, County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Special Session
April 12, 2017

Chairwoman Crawford called the meeting to order at 8:45 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, Ron Clous, Addison Wheelock, Jr., Cheryl Gore Follette,
Dan Lathrop and Carol Crawford

EXCUSED: Tom Mair

PUBLIC COMMENT

None

ADDITION TO AGENDA

Moved by Wheelock, seconded by Gore Follette to add the recommendation from the Ad Hoc Committee for the executive search firm to help find a replacement for the County Administrator. Motion carried.

ANNUAL AUDIT RECOMMENDATION/DISCUSSION

A. Annual Audit Recommendation (tabled from April 5, 2017)

Jody Lundquist, Finance Director, contacted five auditing firms requesting a proposal to do the 2016 county audit. An informal review committee consisting of Chairwoman Carol Crawford, County Treasurer, Heidi Scheppe, Health Department Finance Director, Marissa Milliron, and Finance Director, Jody Lundquist, reviewed the proposals and recommended that the Board of Commissioners select Gabridge & Company for the 2016 audit.

Moved by Gore Follette, seconded by Wheelock, to enter into a contract with Gabridge & Company to do the 2016 annual county audit at an amount not to exceed \$39,840.00. Motion carried.

B. Letter from Rehmann (April 6, 2017)

A letter from Rehmann indicated that they were withdrawing their proposal to do the 2016 annual county audit.

AD HOC COMMITTEE RECOMMENDATION FOR EXECUTIVE SEARCH FIRM

Commissioner Wheelock indicated that the Ad Hoc committee's recommendation to handle the search for the new County Administrator is GovHR USA.

Moved by Wheelock, seconded by Lathrop to enter into a contract with GovHR USA search firm in an amount not to exceed \$21,000.00. Motion carried.

PUBLIC COMMENT

None

Meeting adjourned at 9:08 p.m.

Bonnie Scheele County Clerk Carol

Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)



County Staff Report March 2017

Strategic Goals

1. Maintain financial strength and stability
2. Strengthen and expand the County's use of technology
3. Address infrastructure needs
4. Continue community engagement and access to information
5. Ensure that County is viewed as a fair and equitable employer
6. Expand the capabilities of the Board of Commissioners
7. Advance the health and quality of life of the region
8. Protect and preserve County's water resources, forests, natural areas and scenic beauty

Administration/Board of Commissioners/Resource Recovery/Finance/HR (1, 2, 4, 7, 8)

- The Administrator's Office is continuing to move forward and solicit feedback from Department Directors regarding the Board's development of a draft Strategic Plan.
- We have been working to assist the Veterans Affairs Department with their reorganization, resulting from the passage of the millage. We expect these additional positions and staff promotions to be posted, per the union contract in March. Chuck Lerchen has been leading this reorganization process with assistance from Human Resources and Finance.
- The County continues its work to close the books for 2016 and to prepare for the annual financial audit.

Central Dispatch/911 (7)

- No report provided.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- The Commission on Aging will welcome a new Director during the month of March. Mary Haverty is an RN that has over 30-years of experience in the healthcare field. Ms. Haverty brings the professional knowledge and leadership that will be necessary to continue working towards moving the Commission on Aging forward.
- To assist clients and families in paying for service, the Commission on Aging is now able to accept credit cards which may be processed online at www.gtcoa.org.

County Clerk (4)

- Stats for month of February
 - New Circuit and Family Court Cases filed: 44 civil, 57 domestic, 20 felony, and 22 juvenile.
 - Two (2) jury pools sent out for Circuit Court trials.
 - Clerked two (2) trials lasting 4 days.
 - Clerked 3 County Commission meetings.
 - Vital Records filed: 134 births, 99 deaths, and 22 marriage licenses.
 - DBAs filed: 81
 - Concealed Pistol applications filed: 84
 - Concealed Pistol fingerprints done: 47
 - Concealed Pistol Licenses issued: 85
 - Notary Bonds/Applications: 15
 - Passport Photos taken: 297
 - Certified Copies: 515 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 8
 - Voter Registrations: 153

- Working with the State of Michigan Bureau of Elections to select new election equipment to be in place for the 2018 election cycle. Attended demonstrations of election equipment by the three State certified vendors. The State has appropriated funds along with Federal funds, to assist local jurisdictions with the purchase.

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- No report provided.

Facilities Management (3)

- Facilities continues its daily work to maintain, repair, and provide preventative maintenance for the County facilities and public assets.

Finance (1)

- No report provided.

Friend of the Court

- No report provided.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- Annual Audit - Continuing to prepare information for the annual County audit.

- Year-End - In the process of finishing closing the 2016 calendar year for the Health Department.

MEDICAL EXAMINER DIVISION

- Finalized WMED contract and budget for medical examiner services for 2017 to go to boards of Grand Traverse and Leelanau counties for approval.
- Health Officer participated in Phase II of the Medical Examiner workgroup focusing on consistency throughout the state of medical examiner programs, meeting national standards and exploring regional solutions.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Environmental Health
 - Processed six (6) FOIA requests during the month of February for environmental assessments of commercial properties.
 - Participated in Traverse Bay Area Hoarding Task Force meeting on February 10th
 - Tom Buss and Dan Thorell attended Northern Michigan Environmental Health Directors meeting in Gaylord, MI on February 3rd.
 - Septic and well permit activity was active during the month of February as a result of the relatively mild weather.
- Animal Control Program- Processed one (1) FOIA request during month of February regarding documentation of dog bite incident.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - Prepared and delivered a 30 min. presentation on festival / farmer's market safety to the MI Farmer's Market Association.
 - Began working with Michigan State Police Critical Infrastructure Protection to form a Northwest Michigan Critical Infrastructure Task Force. This task force will begin identifying and assessing Critical Infrastructure in our area utilizing the Dept. of Homeland Security's Infrastructure Protection Gateway system. Ultimately will assist with bringing more grants and resources to our area. The 1st assessment was conducted yesterday at Hagerty Insurance's main campus.
 - Updating the Union Street Dam Emergency Action Plan with city of Traverse City officials
- Emergency Preparedness
 - Designed and facilitated a regional emergency communications table top exercise on March 2nd
 - Continuing work on local and regional continuity of operations training

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

➤ Communicable Disease Program

- o Communicable Disease staff investigated 53 communicable diseases/animal bites and exposures for the month of February.
- o Staff presented on communicable disease topics to the Senior Volunteers program of Catholic Human Services, with over 35 volunteers participating in the discussion.
- o A health update regarding updated Zika virus testing guidance from the Michigan Department of Health and Human Services was sent to all local healthcare providers, which detailed specific testing criteria and specimen submission.
- o Participated in the monthly Northern Michigan Vaccine Preventable Disease Task Force.
- o Beverly Morrison, RN, was welcomed to the Health Department and she began her orientation. Beverly's primary work assignments are in the Communicable Disease and Reproductive Health programs.

➤ Reproductive Health

- o Reproductive Health staff provided services for 75 men and women, of which 61 were new clients to the program!
- o Feedback received from the Michigan Department of Health and Human Services regarding the 2016 Year-End Family Planning Annual Report detailed the high rates at which the Reproductive Health clinic continues to serve Title X priority populations, including teens, males, low-income and uninsured clients.
- o Supervisor participated in a Family Planning Advisory Council meeting presented by the Michigan Department of Health and Human Services, which detailed upcoming changes to how this council is administered on a local level.

➤ Immunization Program

- o Completed development of Childcare Immunization Toolkit through the Northern Michigan Vaccine Preventable Disease Task Force and began distribution.
- o Administered 345 vaccinations at all sites combined in the month of January, par with same time last year.
- o Continue to administer flu vaccinations, accommodating over 100 walk-in clients in January.

- o 19-35 months age vaccination coverage rates overall for Grand Traverse County is 78%.
- o 13-17 years age vaccination coverage rates overall for Grand Traverse County is 82%, a slight increase from 2016.

ADOLESCENT HEALTH PROGRAMS:

- Kingsley (KTown) and Traverse City (Youth Health and Wellness Center)-
 - o Adolescent Health Centers provided over 130 visits with a 93% appointment show rate.
 - o Clinic supervisor was interviewed by TC Central for their Black & Gold quarterly student magazine regarding Sex Ed in Michigan.
 - o Continued to provide full range of immunizations to clients by providing approximately 30 immunizations.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program
 - o State Maternal Infant Health Program held a webinar to update staff around the state regarding current Cycle 6 changes. The webinar highlighted Medicaid Services Administration, Baby Friendly Hospitals, General Nutrition, Working with WIC, Nutrition for Gestational Diabetes. The webinar was well received by staff and administration.
 - o Maternal Child Health Staff Meeting introduced the team to new employees; Cathy Stauber RN, and Melanie Villanueva MSW.
- Healthy Futures- Deb Deering RN has begun to transition from Maternal Infant Health Program to leadership of Healthy Futures. The average monthly caseload for Healthy Futures is over 800 pregnant/postpartum women and infants.
- Children's Special Health Care Services- On Sunday, February 26th, Pat Drake and Cathy Stauber, Children's Special Health Care Services clinicians, attended a bowling social hosted by the Juvenile Diabetes Research Foundation at Incredible Mo's. Pat and Cathy attended the social to participate, network and represent Children's Special Health Care Services. Their participation at this event allowed them to meet with families who have children with type one diabetes. All families who attended the event had the opportunity to meet with staff to ensure those who attended were knowledgeable of the program, enrolled with the program. This event captured two families who would qualify and benefit from the family-centered services offered by Children's Special Health Care Services.
- Pediatric Cardiac Clinic- Grand Traverse County Health Department continues to staff monthly clinics with Children's Special Health Care clinicians Pat Drake and Cathy Stauber.
- Head Start- Planning for Fall 2017 clinics will begin late Spring 2017.

- WIC- Breastfeeding Peer Counselor Christine Thompson updated Maternal Child Health staff on WIC 2016 Breastfeeding rates. Grand Traverse County Health Department's WIC program **exceeds State breastfeeding rates for all 6 categories** tracked for duration. Breastfeeding lowers healthcare costs, lowers baby's risk of obesity, diabetes, cancer, asthma, allergies, and Sudden Infant Death Syndrome. Categories include:
 - One Week: State rate 87%; Grand Traverse County Health Department: 94%;
 - Two Week: State rate 76%; Grand Traverse County Health Department 86%;
 - Four Weeks: State rate 60%; Grand Traverse County Health Department 76%;
 - Six Weeks: State rate 49%; Grand Traverse County Health Department 65%.
 - Two Months: State rate 43%; Grand Traverse County Health Department 56%.
 - Six Months: State rate 16%; Grand Traverse County Health Department 23%.
- Hearing & Vision- Planning has begun for Kindergarten Round Up staffing. Round ups begin in May and go through June. Depending on the size of the school, all 3 Vision and Hearing Technicians and 2 Public Health Nurses will be needed to staff the Round Up dates.
- Blood Lead - LEAD outreach event held on February 26. This was a coordinated outreach event held by the Juvenile Diabetes Research Foundation. Pat Drake and Cathy Stauber, Children's Special Health Care Services clinicians, participated. During the event, program materials for LEAD Awareness were distributed to families and others in attendance. The pamphlet Fight Lead Poisoning with a Healthy Diet was provided to approximately 35-40 individuals. Those in attendance were able to review the provided literature and dialogue with health department nurses regarding their individual concerns.

Information Technology (2)

- The County continues working on the development of a Strategic Plan for the Information Technology Department that will assist in planning for current and future year investments. This strategic plan was created through departmental input and technical expertise of staff and additional resources. The Strategic Plan will prioritize projects and help determine the feasibility for enabling staff to utilize technology to perform functions and services for citizens in the most efficient and effective manner. We expect the Strategic Plan to be complete in April.

MSU Extension (7, 8)

- Health & Nutrition Instructor Michelle Smith RD will be starting a *Show Me Nutrition* class series with 3rd graders at Fife Lake Elementary this month. *Show Me Nutrition* is a six-week program where students engage in age appropriate, interactive, hands-on activities that promote good eating habits, positive body image, physical activity and food safety. The program is available to schools where at least 50% of students are eligible for the National School Lunch Program.
- Michelle Smith RD will also be working with the Michigan Youth Opportunities Initiative through Health and Human Services during spring break to teach nutrition and cooking skills to foster youth in transition. Additionally she will be delivering a food science lesson to Traverse Heights Elementary students in conjunction with the education enrichment being offered there by our 4-H Program Coordinator, Karin Stevens.

Parks and Recreation (7)

- mParks Conference: Director attended the mParks (formerly Michigan Recreation and Park Association) conference in Grand Rapids from January 31 through February 4. During the conference, Director assisted County Administrator Menzel with two presentations to mParks Conference attendees. During the “Leading Change” program, Menzel discussed working with a budget deficit, the challenge of county legacy costs, and the process for and challenges of making organizational changes. During the Leadership Summit, attended by Parks and Recreation leaders such as directors and supervisors, Menzel presented topics that affect the Parks industry, such as park policies, coordinating and ensuring quality of facilities management and park care, legacy costs and parks departments, and more. Both sessions were well-received, and Menzel has had positive reviews and comments.
- Easling Pool: Preventative maintenance was conducted on pool air handler in January, and air handler operations are reported to be optimal. Friends of Easling Pool is actively seeking donations for refurbishing Easling Pool, and target amount is \$625,000. Checks made out to GTCPR may be mailed or delivered to the Treasurer’s Office at the Governmental Center, 400 Boardman Avenue, Suite 104, Traverse City, Michigan 49684. January 2017 Grand Traverse Bay Y Central use included 28 joins, with 305 total household memberships (468 individuals, total), and 4,209 visits (highest yet, up 1,200 visits from December 2016).
- Two Grand Traverse Band of Ottawa and Chippewa Indians 2% grants were awarded to Parks and Recreation, one in the amount of \$10,000 for improvements and upgrades to the county’s Natural Education Reserve park, many necessary because of the dam removal project, and one in the amount of \$15,000 for engineering/planning costs for extension of the TART Trail loop around the Boardman Lake. The trail will intersect the county’s Medalie Roadside Park, a property which would logically serve as a trailhead along the completed route.

Parks and Recreation/Senior Center Network (7)

- 974 seniors participated in 3,540 units of service
- 46 new members joined in February
- Second year’s agreement executed with the Rock to have programming space for seniors in Kingsley.
- Staff participated in leadership training with the Poverty Reduction group, attended meetings for Bay Area Senior Advocates, Northwest Michigan Volunteer Administrators, met with numerous new partners for programming. Monthly staff was meeting held. Manager made presentation to local church group upon their request.
- Planning has begun for a fall health fair in Grawn in partnership with St. Patrick’s Catholic Church.
- Planning for 2017 Cherry Festival Senior Events is underway.

- Expanded efforts made to promote outreach programming in the Interlochen and Grawn communities. Staff met with numerous businesses and agencies to arrange for distribution of Senior Center Network materials.
- AARP income tax preparers are offering free income tax services to seniors through April 15. This year, service has been expanded to Interlochen, Kingsley, and Fife Lake locations.
- First travel escort training has taken place. Four to five volunteers will be trained to organize and facilitate tours for the senior center.
- A new line dancing group meets at Twin Lakes on Wednesdays, 1 p.m. Objectives are to create a following to support line dancing retreats with renowned instructors brought in for weekend activities, and generate revenue for Twin Lakes Park.
- Special programs in February: Valentine parties, Windows 10 classes, Social Security options, cell phone classes, and a visit by local weatherman, Joe Charlevoix.
- Coming in March: Tech club forming in Interlochen for seniors to receive help with smart devices; Celtic crochet class coming to Interlochen on Thursdays; "Get Your Spark Back" will explore homeopathic healing concepts, led by licensed occupational therapist, Carolyn Schwab; St. Patrick's Day and Mardi Gras celebrations throughout the network; Singles Fun Night on March 23 will give single seniors a place to meet others; "Photographic Journeys" with award-winning photographer Chris Doyal; jewelry making class; captioned phone demonstrations for hearing impaired. During week of March 20, all locations will be "decked out" like cruise ships, complete with complimentary lunches and drink specials. Classes, demonstrations, entertainment, and luxury prizes to be offered throughout the week, sponsored by numerous local businesses.
- Support Groups: Job support provided by Kelly Services; Options for Senior Living assists seniors with questions about housing; Parkinson's; Healthy Eating; free legal advice, and various grief support groups in cooperation with Munson Medical Center.
- Regular programming: Lunch served daily at noon; daily exercise classes; monthly blood pressure and glucose monitoring, massages, reflexology, and foot care; art classes; knitting clubs; quilting group; basket weaving; fisherman's club; games of all kinds; monthly casino trip to Manistee; Saturday Socials; and daily information and referral service provided, as needed.
- Preparations for Second Annual 90 Over 90 event underway. Sponsored by Senior Center Network and Grand Traverse Pavilions. Residents encouraged to provide names and addresses of anyone over 90 years old so that they receive personal invitations to this grand event in May. Commissioners and administration are invited to join this event as V.I.P. guests.

Community Development (1, 3, 4, 7, 8)

- ECONOMIC DEVELOPMENT

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 wasted no time in establishing that they are a focused and hands-on group. The new by-laws will be presented to the County Board at their March 15th meeting, along with their new mission and vision statement. The new Board has no shortage of plans and exciting goals and will play a key role in promoting our area as a vibrant business community.

➤ **BROWNFIELD REDEVELOPMENT**

Park Place – New Conference Center – A neighborhood informational meeting was held Monday, February 20 at the Park Place Courtyard with the architect, for the proposed project as well as representatives from the Brownfield Redevelopment Authority, the City and the Downtown Development Authority. The City of Traverse City gave their approval of the project on February 21, with the plan to be reviewed by the Board of Commissioners March 15.

➤ **SOIL EROSION PROGRAM (8)**

We are in the process of implementing the ability to accept credit cards for Soil Erosion permits.

Planning (3, 4, 7, 8)

- Recent reorganization of the Planning & Development Department has resulted in the creation of a new Planning Department for the County.
- The Planning Department is currently investigating development of a host of professional planning services that would be available for local communities within the County. Services provided at modest fees may include master plan development (as well as recreation plans and subarea plans), meeting facilitation, community engagement, and grant writing services. Such effort would build on long time relationship between County Planning and local communities and provide for greater collaboration in the future.

Probate Court

- No report provided.

Prosecuting Attorney (7)

- The following is a monthly report of Prosecutor's Office activity for the month of February 2017.
- Prosecution As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of February, we engaged in the following:
 - Authorized 152 misdemeanor warrants
 - Authorized 35 felony warrants
 - Authorized 16 juvenile petitions
 - Initiated 7 neglect/abuse case

- Handled the following matters in Family Court:
 - 5 allegedly mentally ill cases
 - 36 referrals from the Office of Child Support

Civil Counsel

- Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of February, we reviewed three contracts for the following departments:
 - Parks and Recreation: one
 - Pavilions: one
 - Administration: one
- FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law including determining whether the requested information should be exempt from disclosure. For the month of February, we reviewed thirteen requests, and provided advice and consultation to the following departments:
 - Health: two
 - Administration: three
 - Treasurer: one
 - Clerk: one
 - Sheriff: three
 - Construction Codes: one
 - Central Dispatch: two
- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of February, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Administration
 - Clerk
 - Planning
 - Planning Department
- Ordinance Drafting - As you know, under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For February we did not prepare any ordinances.

- Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of February, we represented the County in the following:
 - *In the matter of the Petition of the Grand Traverse County Treasurer for Foreclosure of Certain Parcels of Property (2014 Unpaid Property Taxes)*. If real property taxes are unpaid, Michigan's General Property Tax Act, MCL 211.78 et seq, permits the County Treasurer to commence a tax foreclosure action in circuit court requesting that the Court transfer ownership of the property to the County. MCL 211.78 allows the Treasurer to obtain a judgment of foreclosure after a hearing and notice to the affected property owners. By law, the hearing occurs three years after delinquent taxes are due. The three year period allows the property owner to redeem the property or enter a payment plan with the Treasurer. On February 13th, Judge Power conducted a hearing and granted the Treasurer's request for a judgment of foreclosure. This case is now closed.
 - *Grand Traverse County v Bradley Buck et al.* In February, we filed two separate inmate reimbursement lawsuits seeking \$3,780.00 in total. As with the other lawsuits, we will seek to obtain default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of February, Chris Forsyth attended the regular board meetings and the study sessions.
- If you have any questions concerning the above, please let us know.

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- Started the process to refund the Pavilions bond with a scheduled settlement of May 2017 saving the Pavilions over \$270,000.00 in interest.
- We had our foreclosure hearing in Circuit Court, all documents were filed and we are on track for Foreclosure April 1. Sent out 112 final foreclosure notices to parcels set to be foreclosed.
- Prepared preliminary reconciliations with the 13 townships and City to facilitate early settlement with the townships next month.

- Processed 211 regular service, 79 expedited and 1 hand carry passports totaling 291 in February 2017 compared to 219 in February 2016.

Veterans Affairs (7)

- No report provided.



County Staff Report April 2017

Strategic Goals

1. Maintain financial strength and stability
2. Strengthen and expand the County's use of technology
3. Address infrastructure needs
4. Continue community engagement and access to information
5. Ensure that County is viewed as a fair and equitable employer
6. Expand the capabilities of the Board of Commissioners
7. Advance the health and quality of life of the region
8. Protect and preserve County's water resources, forests, natural areas and scenic beauty

Administration/Board of Commissioners/Resource Recovery (1, 2, 4, 7, 8)

- The first Household Hazardous Waste (HHW) collection was held March 23. Collections are scheduled May 11, June 22, August 10, and October 14. Appointments are required and can be made at recyclesmart.info or by calling the RecycleSmart hotline at (231) 941-5555.
- The brush drop off site opened Saturday, April 1 for the 2017 season. Brush site hours are Tuesdays from 12 to 7 and Thursdays and Saturdays 9 to 3. Accepted material includes grass clipping, leaves, brush, stumps up to 18" in diameter, untreated construction wood, and pallets.
- RecycleSmart will be hosting its 1st annual Earth Day Event Saturday, April 22 from 10 to 2 at Medalie Park. The free, fun, family event partners with Parks and Recreation and other community organizations. Come join in the fun...see a garbage truck up close, watch a worm composting demonstration, participate in hands-on activities, gain valuable environmental information, participate in a scavenger hunt, enjoy some food and more!

Central Dispatch/911 (7)

- No report provided.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- Please welcome Mary Haverty as the new Director of the Commission on Aging!

Community Development & Codes (1, 3, 4, 7, 8)

- ECONOMIC DEVELOPMENT

The GTEDC, continues to be very active as a board completing the revisions to bring by-laws up-to-date; identifying mission and vision statement, as well as continued work on the following projects:

- Staff is meeting with the Center for Automotive Research (CAR) on Tuesday, April 11th to finalize plans for hosting the annual membership dinner during the July 31 through August 3, 2017 conference. The GTEDC will be working with identifying businesses to highlight during this conference and make connections to help our local economy.
- GTEDC will be working on a new webpage accurately reflecting how the GTEDC can help in business development.
- The GTEDC is working with TC New Tech potential partnership on new tech incubator space.

➤ BROWNFIELD REDEVELOPMENT

- The Brownfield Redevelopment Authority (BRA) approved the Brownfield Plan for the Food for Thought redevelopment at their March 23 meeting. The Brownfield Plan is for the developer, Tamarack Holdings, LLC to perform interior demolition and lead and asbestos abatement activities for the repurposing/refurbishing of the former Long Lake School into a production facility for Food For Thought, a specialty manufacturer of jams, salsas, sauces, honey, and condiments. Long Lake Township will review the Plan on April 18, and a public hearing is scheduled for April 19 before the County Board of Commissioners.
- The Brownfield Authority has requested a subcommittee be formed representing the City and County to discuss eligible activities within the City. This will help the Brownfield in putting together Brownfield Plans that meet the needs of the City in accomplishing goals. The first meeting is expected to be held in May.

➤ CONSTRUCTION CODE DIVISION (7)

- We are interviewing for a new Building Inspector along with a Plumbing Inspector. We are also working with our IT Department on how to implement new software to help with efficiencies and assist our local building community in tracking and monitoring permits and inspections.
- We will be updating the credit card processing system within a few weeks and will also be implementing the online application and payment processing system similar to the process undertaken by Soil Erosion.
- Annual report will be available in May identifying the increased numbers in both building and trade permits.

➤ SOIL EROSION PROGRAM (8)

- With the help of Deputy County Clerk Sarah Lutz we have implemented a credit card processing system in the Soil Erosion office and are in the process of establishing an online application and payment processing system.

- The division goal of Soil Erosion is to move back to the LaFranier Building after successfully completing the probation period and having this “probation” lifted off the Department; timeline end of 2017. There are a few pieces left to complete to have probation lifted which will make Grand Traverse County once again identified as a leader in Soil Erosion.

County Clerk (4)

- Stats for month of March
 - o New Circuit and Family Court Cases filed: 30 civil, 68 domestic, 14 felony, and 14 juvenile.
 - o Five (5) jury pools sent out for Circuit Court trials.
 - o Clerked one (1) trial lasting 3 days.
 - o Clerked 3 County Commission meetings.
 - o Vital Records filed: 180 births, 120 deaths, and 27 marriage licenses.
 - o DBAs filed: 113
 - o Concealed Pistol applications filed: 113
 - o Concealed Pistol fingerprints done: 64
 - o Concealed Pistol Licenses issued: 117
 - o Notary Bonds/Applications: 26
 - o Passport Photos taken: 212
 - o Certified Copies: 637 customers (this could be 1 or many copies per customer)
 - o Wedding Ceremonies: 10
 - o Voter Registrations: 168

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- No report provided.

Facilities Management (3)

- Facilities is continuing its work to conduct inspections of County facilities which will provide comprehensive information to develop a Capital Improvement Plan (CIP). The CIP will assist the County to plan and make the necessary investments to improve and maintain our facilities.

Friend of the Court

- No report provided.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- Administration-
 - o Health Officer Trute attended and presented at the Munson Healthcare Community and Population Health Committee, Munson Medical Center Community Health

Committee and the Grand Traverse Community Collaborative on the status of three key Public Health initiatives in Northern Michigan:

- Northern Michigan Public Health Alliance- Aims are better health, better care and lower cost. Their mission is to develop, implement and sustain models of shared public health services that increase capacity, contain costs, maximize assets and more effectively impact health outcomes. The Alliance is a collaboration of six local health departments and several others. It was also selected as the backbone organization for the Northern Michigan Community Health Innovation Region.
 - Community Health Innovation Region- Described the State Innovation Model and the Community Health Innovation Region (CHIR.) The overall goal of the CHIR is to develop community capacity to improve population health. Specific goals are to have a community-centered design, have a community-integrated health system and to have a collaborative community health needs assessment, which will lead to greater collective impact. In the community health innovation region, partners act cohesively with a broad-based vision for region-wide impact, to make the environment healthier and to connect health services with relevant community services.
 - Community Health Needs Assessment and Improvement Plans- Provided information on the health impact pyramid, collective impact and community health improvement plans. The major takeaway was that working together in partnership by leveraging collective resources can truly make a more profound impact when trying to move the needle in regard to community health issues.
- The management team continues to explore options for reorganization or innovative ways to staff programs as vacancies arise. We assess the current program needs, funding and any anticipated changes or program goals for all positions. The health department team is very resilient and open to positive changes and continually looking for ways to provide the best possible services to our community.
 - Reviewed the SWOT analysis involving all staff from 2016 and the previous health department strategic plan in preparation for strategic planning to develop a new three year strategic plan.
- Community Outreach-
- Began working on the plans for the final phase of the Northern Michigan immunizations grant, which will be focusing on Grand Traverse County through the end of the year. Specific marketing and media campaigns will be unfolding in our area May through December.
 - Began initial planning meetings for the Baby Tent for the 2017 Cherry Festival.
 - In process of designing ad for the Grand Traverse Women's Magazine Motherhood issue for the Family Planning and Breast and Cervical Cancer programs.

- In process of compiling and designing the 2016 Annual Report.
- Provided an interview on the importance of vaccination, waiver education and related senate bills with Capital News, MLive and legislators.
- Reviewed and published information (online) regarding the County Health Rankings and Grand Traverse County rising from 7 on the list in 2013 to 4 on the list in 2016. This is both in Health Outcomes and Health Factors.
- Facilitated quarterly Child Death Review team meeting March 3, 2017.
- Participated in the Perinatal Regional Collaborative Network meeting March 20, 2017.
- Participated in the Regional Perinatal Smoking Initiative meeting March 24, 2017. The group of regional and state community partners are continuing to explore and engage in train the trainer opportunities for SOPHE's Script and Tobacco Cessation Treatment Specialists to create a consistent implementation strategy for providing interventions aimed at decreasing maternal smoking rates.

➤ Northern Michigan Public Health Alliance

- NMPHA Maternal Child Health Quality Improvement Committee- Members participated in State provided educational webinars for implementation of a regional maternal child health assessment on March 9, 2017 and on March 29, 2017. These webinars reviewed our local public health progress to date through 1) Organization 2) Engaging Community Partners and 3) Visioning and provided participants with strategies to gather assessment information. We are working together with community partners who will provide a broad range of perspectives, representing a variety of groups and activities within the community, including parents, as we begin to gather information about maternal child health in our 21 county Northern Michigan region.
- CHoosing All Together (CHAT) - The Alliance has partnered with the University of Michigan to offer this innovative approach to soliciting community members' feedback. A "game board" is under development based on results of community health needs assessment that will be used in county-level sessions of constituents. More to follow.
- Maximizing Reimbursement - Alliance members are sharing methods for maximizing reimbursement from Medicaid and commercial insurers, including the Medicaid Outreach matching mechanism. The Steering Committee passed a resolution supporting the Public Health and Prevention Fund, which was slated to be cut in the American Health Care Act.

➤ Finance

- Year-End - Finished closing the 2016 calendar year for the Health Department.

- Annual Audit - Continued to prepare information for the annual County audit.
- Prepared and submitted 2016 Actual Maintenance of Effort report for State of Michigan.

MEDICAL EXAMINER DIVISION

- Leelanau and Grand Traverse Counties approved a new contract for WMED for medical examiner services. A revised interlocal agreement and budget will be presented in April.
- Recruiting and hiring a pool of medical examiner investigators. All will complete more in depth training from WMED, job shadow experienced investigators in other counties and will be completing investigations from beginning to end, including on scene, by the end of April.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISIONS

➤ Environmental Health

- Attended One Health Webinar regarding prevalence and spread of Lyme Disease in Michigan.
- Prepared our second bat specimen of the year for shipment to the Michigan Department of Health & Human Services Lab in Lansing. The bats were found in homes in Traverse City and were tested for the presence of rabies. Both bats tested negative.
- Attended monthly meeting of the Traverse Bay Area Hoarding Task Force. Some of the main goals of this task force include: First responder safety during emergency situations involving a resident with hoarding history; Providing a place for agencies to share information and collaborate in support of persons with hoarding conditions.
- Four (4) of our Environmental Health Staff attended the 73rd Annual Michigan Environmental Health Association (MEHA) Education Conference at the Holiday Inn Hotel and Conference Center in Big Rapids on March 15 and 16. This conference helps continue MEHA's mission of promoting the highest standards in environmental health.
- Participated in a regional emergency preparedness exercise in Crisis Emergency Communication and Response in developing Public Information and dissemination on March 2nd.
- Tom Buss was guest speaker for an Environmental Masters class for Grand Valley State University on March 14th.

➤ Animal Control

- We continue to implement our Animal Control program with one (1) part-time officer at 25 hours per week, with support from the following stakeholders: Grand Traverse County Sheriff's Office, Grand Traverse County Prosecutor's Office, Grand Traverse County Health Department (Communicable Disease and Environmental Health Divisions), and Cherryland Humane Society.

- Advertizing will begin in early April to fill a seasonal Animal Control Specialist position to expand animal control services throughout the busy summer and fall season.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

➤ Emergency Management

- Hosted the National Incident Management System course - IS-400. The class had 25 participants from the supervisory and executive level of many public safety disciplines from Grand Traverse and surrounding areas.
- Met with local banking security group to coordinate the use of CodeRED for security notifications.
- Begun conversing with local law enforcement agencies for initial training, and non-emergent uses of CodeRED “groups” for more efficient methods of disseminating focused info to different key community organizations.
- Attended and began planning operations for the removal of the Boardman Dam.
- Hosted the annual National Weather Service Spring Storm Spotter Workshop. The program was widely attended again this year.

➤ Emergency Preparedness

- Northern Michigan Public Health Emergency Preparedness coordinated and operated a public health exercise in Crises Emergency Communication and Response/Public Information development and dissemination on March 2nd.
 - The local health department worked with its collaborative partners to coordinate, develop, distribute information to the public regarding a public health emergency.
 - New and advanced processes in developing and coordinating information with the public have recently been implemented across Northern Michigan Public Health Emergency Preparedness within the Crisis Emergency Communication and Response Plan that was finalized in February.
- Grand Traverse County Health Department Northern Michigan Public Health Emergency Preparedness Workshop was conducted during the Safety Day Training of March 21st. During this Workshop, staff were able to view and learn more about the newly acquired and implemented Point of Dispensing Go Kits as well as the Northern Michigan Public Health Emergency Preparedness Mobile Medical Unit.
- Grand Traverse County Health Department participated in NMPHEP SharePoint Platform Trainings to better understand how to share documents and information with its collaborative partners in real time. Interactive training tasks and drills throughout the year were planned with staff at this time.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

➤ Communicable Disease Program

- o Communicable Disease staff investigated 61 communicable diseases/animal bites and exposures for the month of March.
- o Staff participated in a webinar regarding Lyme Disease presented by the Michigan Department of Health and Human Services.
- o Supervisor and Director attended the National Incident Management System Incident Command System (ICS) 400 class.
- o Staff participated in two webinars related to the prevention, diagnosis and treatment of tuberculosis: "The Mycobacteriology Lab" was presented by the National Tuberculosis Nurse Coalition and "World TB Day 2017: The Numbers are In" was presented by the Southeastern National Tuberculosis Center.

➤ Reproductive Health

- o Reproductive Health staff provided services for 106 men and women, of which 40 were new clients to the program.
- o Continued participation in the Tobacco Dependence Grant through monthly conference calls.
- o Supervisor participated in a HIV Prevention Webinar through the Michigan Department of Health and Human Services.

➤ Immunizations

- o Completed 2017 work plan for regional immunization grant activities, including key promotion and education strategies to target birth dose Hep B rates which run nearly 9% below the State average, explore, plan and implement school-based immunization clinics at Traverse City High School, further advocate for 'no wrong door' to receive immunizations, develop and distribute a bi-monthly provider newsletter, and create a welcome packet for both VFC and non-VFC providers in our community.
- o Immunization Clinics at Adolescent Health sites as well as the Grand Traverse County Health Department still encourage clients to receive the annual seasonal flu vaccination as our season has been a late one. Although, Grand Traverse County continues to rank 3rd in the State of Michigan for Flu coverage ages 6 months to 8 years, our rates are still nearly 40% below the Healthy People 2020 target of 70%.

ADOLESCENT HEALTH

➤ K-Town Youth Care & Youth Health & Wellness Center

- o Clinics were updated to a new format of the Risk Assessment for Adolescents that each client completes annually.
- o Clinics provided 146 total visits in March to local Adolescents with a 93% overall show rate.

- Counselors provided over 60 visits to local adolescents.
- Clinic staff attended local presentation on public awareness of the Human Trafficking problem.

MATERNAL AND CHILD HEALTH PROGRAMS:

➤ Maternal Infant Health Program

- Jodi Kelly and Lori Wesolowski presented at the Infant Mortality Reduction Plan Learning Collaborative in Lansing to highlight accomplishments of the Northwest Michigan Smoking Workgroup. The workgroup was started in 2011 as part of the Perinatal Regional Initiative due to the high percent of mothers who smoked during pregnancy in Grand Traverse County and the surrounding area. We were asked to present on the process in Northern Michigan that lead us to the point of focusing our 21 county initiative on SCRIPT ® to decrease maternal smoking rates. SCRIPT ® is an award-winning, evidenced-based program shown to be effective in helping thousands of pregnant women quit smoking. SCRIPT ® stands for Smoking Cessation and Reduction in Pregnancy Treatment Program.
- Two new employees were welcomed to the Grand Traverse County Health Department. Maternal Child Health Nurse Kristy Bison-Moesch, and Lacey Edgecomb Office Specialist.
- The Office of Inspector General team arrived on March 22, 2017 to audit the Maternal Infant Support Program for Medicaid billing. Open and closed charts from the last 7 years were scanned for review. The results are pending.
- Deb Deering, Pat Drake, and Cindy Purvis attended a 2 day course training in preparation to take the International Board Certified Lactation Consultant (IBCLC) certification test. As a requirement of the WIC program, IBCLCs must be part of the overall WIC Program. All 3 nurses work in Maternal Child Health Programs. IBCLCs provide expert breastfeeding and lactation care, promote changes that support breastfeeding and help reduce the risks of not breastfeeding.

➤ Healthy Futures

- Local Maternal Child Health Block Grant 2017-18 completed for submission. This grant augments funding for Healthy Futures. The focus of the 2017-18 workplan continues to follow the national performance measure breastfeeding: A) Percent of infants who are ever breastfed and B) Percent of infants breastfed exclusively through 6 months.

➤ Children's Special Health Care Services

- Effective March 1, 2017, families with Medicaid or Healthy Michigan must apply to an approved Medicaid provider in order to receive reimbursement for transportation for appointments which require downstate medical specialist appointments. The process to become an approved provider includes an online application which takes 3 hours to complete. The person providing the transportation (father, mother, relative) must submit to a background check in order to be approved to be able to

transport the child. We anticipate this new policy will add a barrier for some families to be able to transport their child for much needed medical services.

➤ Pediatric Cardiac Clinic

- o Participated in initial dialogue with the University of Michigan Pediatric Division and Munson Medical Center as the Specialty Clinics explore increase access opportunities for 2018, including potential increase in clinic days.

➤ Head Start

- o Fall 2017 planning meeting scheduled for May 16, 2017. Health Department Nursing, Clerical, and Vision and Hearing staff will meet with Head Start stakeholder to plan clinics, lead by Vikki Klingelsmith, Hearing and Vision Coordinator.

➤ WIC

- o Stan Bien state WIC Director held a conference call on March 29, 2017 to update local WIC Coordinators on Department of Agriculture WIC funding. There are no foreseeable budget cuts through the end of 2017. Depending on WIC client participation number, there may be cuts in 2018. Out of the 83 counties in Michigan, 48% have seen a drop in population. If funding adjustments are made in WIC, they will take place after 2018 after the first quarter.

➤ Hearing & Vision

- o School-aged Hearing Screenings are at 83% of last year's total screenings after only the first quarter 2017.
- o Preschool hearing and vision screenings are at over 50% of last year's total screenings at this point as well.
- o Hearing and Vision team have made over 300 referrals for follow-up based on screening results thus far this year.

➤ Blood Lead Testing

- o Planning for spring/summer internal and external community education opportunities has begun for the Childhood Lead Poisoning Prevention Program. Past events include Kids Day at the Cherry Festival as well as Kids Day at the Northwestern Michigan Fair. This year we are hoping to expand to the Great Start 5 to One Neighborhood Center Playgroups. Playgroups are for families with infants to preschool (birth to 5 years of age). In Grand Traverse County, the event meets and is hosted by Incredible Mo's on the 2nd and 4th Thursday of every month.

Human Resources (5)

- Please welcome, Bill Hendry as the new Director of Human Resources!

Information Technology (2)

- We are continuing to complete the development of an IT Strategic Plan that will assist the County in addressing much needed technology upgrades. We expect this to be presented to the Board of Commissioners in May.

MSU Extension (7, 8)

- April 22nd is Earth Day! We hope you will join us!
Michigan 4-H Beach Clean-Up Community Service Event –
 The 2016 Michigan 4-H delegation of 4-H Citizenship Washington Focus is hosting a beach clean-up event with the help of Sterling State Park in Monroe and Traverse City State Park in Traverse City. This community service project is planned for Saturday, April 22nd at the Traverse City State Park. We will meet at the park to work from 10 a.m.-noon, no park passes are required to enter the beach area. We will clean up the beach and park area, rake and any other odd jobs they have for us. Gloves and garbage bags will be provided to those helping with the clean-up. Other equipment individuals are asked to bring are rakes, shovels and brooms. The event is open to the public; we would love your help! We are asking for RSVP's for this event so we know how many youth and adults to plan for. Contact Ruth Svec if you are interested in participating, 231-715-6232 or Karin Stevens, 231-922-4825 or steve552@msu.edu.



- 4-H Exploration Days – “Journey to Success” is the theme of this year’s 4-H Exploration Days. Youth and chaperones ages 11 and up, will be visiting MSU campus from June 21-23. Youth will choose one or two classes for their three-day stay. There are more than 200 session choices held on and off campus. Youth will live in a Michigan State University dorm and eat in the cafeteria—just like MSU students do. Sessions are taught by people who know their stuff, including MSU faculty members, 4-H volunteers, staff members and other experts. It’s not all sessions! There’s plenty of time for fun, including swimming, skating, souvenir shopping, exploring, bowling, basketball—even a great dance Thursday night. Register today and make plans to join us. Invite a friend! Youth do not need to be 4-H members to attend. The link for session information is http://msue.anr.msu.edu/program/info/4_h_exploration_days. Families need to bring paperwork into our MSU office with a \$90 registration fee. Transportation by bus is provided for a nominal fee. Registration ends April 28th!



Parks and Recreation (7)

- Traverse City Roller Derby, already an official partner of county Parks and Recreation, chose County Parks as one of its three charity partners for 2017. Through this partnership, Parks and Recreation will be co-promoted and receive a third of the donations from TCRD’s biggest fundraiser, the Birthday Bash held on March 11, and any donations collected at a Parks and Recreation guest table during one home bout. Thank you, TCRD!
- The Michigan Fitness Foundation/Michigan Trails’ Michigander Bicycle Tour has expanded its use of the Civic Center as a base camp this summer. Group will be there twice – between July 14 and 16, and again between July 20 and 22. Cyclists are designating various county park stopovers during their rides in our region, such as Medalie Park, Natural Education Reserve, and Twin Lakes Park.
- Spring kicked off show and expo season at the Civic Center:
 March 17 through 19: Hunting and Fishing Expo

March 24 through 26: Camper and RV Show
 April 7 through 9: Lakefront and Cottage Show
 May 17: BASA Senior Expo
 August 18 through 20: Master Spa Show

- An Earth Day event hosted and promoted by Resource Recovery/Recycle Smart (contracted to Iris) will be held at Medalie Roadside Park on Saturday, April 22, between 10 a.m. and 2 p.m. The event is fun, educational, and free. Parks and Recreation will be present with at least nine other organizations. Interactive activities and demonstrations, giveaways, and, socializing will take place. TART Trail volunteer cleanups are scheduled along the east Boardman Lake Trail that day, which should also lead attendees to the event.
- A community build for the new Campbell Community Playground at the Civic Center has been tentatively scheduled to take place the week of May 8, 2017. Stay tuned for more details!

Parks and Recreation/Senior Center Network (7)

- 1,175 seniors participated in 4,783 units of service.
- 38 new members joined in March.
- AARP income tax preparers are offering free services to seniors through April 15. This year, service has been expanded to Interlochen, Kingsley, and Fife Lake locations.
- Travel plans for 2017: Spring, summer, and fall "Mystery Trips;" Holland Tulip Festival; Bluegrass Country and the Ark Encounter; Islands of New England; Chicago; Colorado Trains; Historic Midland; Art Prize; Amish Acres; Tigers' game; monthly casino trips to Manistee.
- Special programs in March: Tech clubs began in Interlochen and in Traverse City for assistance with smart devices. Students from high school meet one-on-one with seniors for instructional support. "Get Your Spark Back," led by licensed occupational therapist Carolyn Schwab, explored homeopathic healing concepts and was met with good response. St. Patrick's Day and Mardi Gras celebrations will held throughout the network. Singles Fun Night on March 23 brought nearly 40 people who made new friends. March 20 "Cruise Week" was a huge success with daily record attendance for lunch and entertainment. Sponsors included Alliance for Senior Housing, Comfort Keepers, Cruise Planners, Family Hearing Center, Holli Home Health Care, John A. Scott, PC, Jordan Balkema Elder Law Center, Llife Story Funeral Home, Monarch Home Health Care, Senior Benefit Solutions, and Traverse City Wedding and Party Rentals.
- Coming in April: "Here:Say" for seniors; bike repair class with McClain's Cycle and Fitness; Tigers' opening day lunch; estate planning, summer sports registration; "Emergency Preparedness" with Gregg Bird; "Ageism and the 21st Century;" basket-making; hearing aid clinic; "Parade of Senior Homes;" and "Shredding Week" with ProFILE.

- April 23 through 29 is National Volunteer Appreciation Week. The Senior Center will recognize over 100 volunteers who contributed nearly 10,000 hours in 2016 with a special insert in the *Record Eagle*. A celebration of volunteers will take place at the Senior Center in June, when all of the “snowbirds” have returned. Commissioners are invited and encouraged to participate in this special event on the Senior Center Beach.
- Support Groups: Job support provided by Kelly Services; “Options for Senior Living” assists seniors with questions about housing; Parkinson’s; healthy eating; computer/iPad tutoring; free legal advice; and various grief support groups in cooperation with Munson Medical Center.
- Preparations for Second Annual 90 Over 90 event underway. Sponsored by Senior Center Network and Grand Traverse Pavilions. Residents encouraged to provide names and addresses of anyone over 90 years old so that they receive personal invitations to this grand event in May. Commissioners and administration are invited to join this event as VIP guests.
- Senior Center Network is exploring an agreement with the VISTA project through the United Way to expand hours and assist with fundraising for the Senior Center Traverse City building renovation. Tendercare Traverse City has offered to host a bowling fundraiser in August to help raise funds for building renovation.

Planning (3, 4, 7, 8)

- The Planning Department is now offering professional community planning services to local communities. Services include master plans, recreation plans, development review assistance, grant applications, and customized training. Services are provided at a cost-effective rate and can be tailored for a community’s planning needs.
- The Planning Department will be hosting the Citizen Planner Classroom Series this May and June at the Governmental Center. Citizen Planner is a 7-session land use training and certificate course for community land use decisions makers offered by MSU Extension. Online registration is available at: <http://events.anr.msu.edu/CPGT17>

Probate Court

- No report provided.

Prosecuting Attorney (7)

- Authorized 198 misdemeanor complaints
- Authorized 50 felony complaints
- Authorized 11 juvenile petitions
- Handled 1 new Neglect/Abuse case
- Alleged Mentally Ill cases referred by Probate Court = 9
- Referrals from Office of Child Support = 21
- Cases filed in Family Court = 20
- Defendants served with Summons & Complaint = 13
- Judgments = 12

- March Jail Lawsuit
- County vs. Tayler Levi Curtis, File No. 17-32040-CZ
- Total = \$2,263.53

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- We settled with all the townships by the second week in March and the City shortly after. Our delinquent tax pay-out is just under 5,000,000, down about 150,000 from last year.
- We had our meeting with Standard & Poors to review our bond rating and based on our financial situation they have affirmed our AA bond rating.
- Processed 178 regular service, 30 expedited and 2 hand carry passports totaling 210 in March 2017 compared to 134 in March 2016.

Veterans Affairs (7)

- Department continues to enhance service following millage funding by adding one FTE staff member and realigning current staff.

GRAND TRAVERSE CONSERVATION DISTRICT MARCH 2017 REPORT

CONSERVATION TEAM

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Received over a dozen resumes and applications for the Conservation Technician position. Interviews were conducted and the job was offered to former Conservation Intern Russell Carter. He is scheduled to begin on April 10.
- Spoke with Parks & Recreation Director Kristine Erickson regarding the 2% grant the County received for work on the NER.
- Coordinated and met with the NER Advisory Committee for a regular quarterly meeting.
- Solicited membership for the NER Advisory Committee to park stewards.
- Coordinated a site-walk of the proposed Boardman River Trail from Meadows Pavilion to the Cass Rd. Bridge.
- Collaborated with TART representatives in planning efforts for the Boardman River Trail.

Routine Monitoring and Maintenance

- Met with Casey Ressler from CRA regarding the use of the District's time-lapse cameras to record the removal of Boardman Dam.
- 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.
- Contacted American Waste to report over-flowing trash dispensers.
- Repaired fencing at Beitner Canoe Landing.
- Replaced damaged boardwalk railing at Beaver pond.
- Changed seasonal posters at all information stations to reflect spring themes.
- Repaired and leveled boardwalk on the Sabin Loop trail.

Other

- Reviewed several draft signs at the request of Michels Corporation the contractor selected to remove Boardman Dam. These signs are primarily public information and directional signs for the NER trails.
- Met with the US Army Corps of Engineers, Michels Corporation and several other project partners regarding the planned start date for the removal of Boardman Dam and other important logistics.
- Removed blue bird boxes along dam berm of Boardman Pond.

BOARDMAN RIVER STEWARDSHIP

- Started selling kayak raffle tickets to help fund our stewardship work on the Boardman River. The kayak raffle will be held at the Adams Fly Festival scheduled for the June 3rd.
- Re-arranged several downed hazard trees from the Forks to Brown Bridge.
- Met with Brett Fessell of RCA, LLC re: severe 100' erosion site just downstream of the large wood habitat project. Added this site to the existing permits for the large wood project. Restored the site using a combination of toe-wood and composted wood chips. (See City of TC above for other related activities)



- Attended a think-tank lunch meeting for Nature Change – Conversations About Conservation and Climate hosted by the Land Information Access Association & UpNorth Media Center. Dr. Joe VanderMeulen recorded the placement of the footbridge over the river at Brown Bridge.
www.Naturechange.org
- Met with Jim Carpenter of Cherryland Electric re: proposed trimming under the powerlines near the river.
- Picked up 5-temperature loggers from MDNR fisheries biologist Heather Hettinger for placement in the river.
- Met with Ms. Hettinger re: upcoming fish passage informational meeting to be held at the Nature Center.

ENVIRONMENTAL EDUCATION/BOARDMAN RIVER NATURE CENTER

Nature Center Visitation this Month: 764
Program Participants this month: 660
Drop ins this month: 104
Nature Center Visitation this year: 1,611

Nature Center Visitation March 2016: 856
Program Participants March 2016: 714
Drop in February 2016: 142
Nature Center Visitation since 2008: 72,224

Program Participation & Program Planning:

- 2017 Nature Day Camp Registration
 - \$11,158 in received camp registration fees (2016 at this time \$800)
 - \$5,853 in pending camp registration fees
 - **Total Camp Revenue- \$17,011**
- Ran nine Environmental Education Preschool Programs (Knee High Naturalist & Peepers)
 - 95 Peepers participants include 31 new families to GTCD Programming
 - Three Knee High Naturalist Programs consisting of eight participants each week
- Offered four Spring Break Programs servings 42 participants. This spring break programming resulted in over \$1,000 in paid camp sign-ups.
- Open second Saturday. Offered two owl programs. Morning owl program served 17 families and afternoon live raptor presentation had over 100 participants.

Other Accomplishments:

- Scheduled and confirmed all 2017 NEST (Nature Education for Students and Teachers) Programs.
- Completed 2017 State of Michigan licensing needs for the 2017 day camp season.
- Attended Traverse City Kids Expo- Talk to approximately 85 people about programming at the Boardman River Nature Center.
- Attended Rotary Camps and Services meeting for area camps. This meeting happens twice a year. 15 area camps (residential and day) in attendance.
- Met with Grass River Natural Area to explore possible partnership opportunities.
- Attended NMC job fair on behalf of GTCD to highlight seasonal positions.

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:

- 4/1-4/30: Native Plant Garden Flat Preorder
- 4/8, 10:00pm: Domestic Drinking well water screening



- 8/8, 10am: Boardman River Nature Center Open
- 4/26, 5:00pm: Planting Native Workshop
- 3/28-3/31, 1pm: Spring Break Series Program
- 4/4, 4/11, 4/18, 4/25, 10am: Peepers Preschool Programming

FOOD SAFETY

Conferences and Networking Opportunities

- February 22 - 23 Michigan Grape and Wine Conference
- March 7 - 8 Michigan Farmers Market Conference

Training

- On-line coursework developed by FDA and the industry, has been assigned to the Food Safety Technicians. There are 32 courses with exams at the end of each course. Have completed 16.
- Required *Produce Safety Alliance Grower Training Course* - completed January 19.
- *Better Process Control School*, required for Food Safety Technicians. Four day program completed with certification from FDA, March 19.

Upcoming

- *Food Service/Safety Certification Training*, April 11.
- *MDARD Food and Dairy Division Annual Training*, April 25 - 27.
- *FSPCA Preventive Controls Human Food Training Course*, May 2 - 4.
- *New Educator Workshop*, May 17 - 18.

FORESTRY ASSISTANCE PROGRAM (FAP)

Trainings: Early Succession Forest Training - Gaylord

On-Site Visits:

Grand Traverse County

1. 7 acs., Long Lake Twp.
2. 30 acs., Mayfield Twp.
3. 14 acs., Garfield Twp.
4. 20 acs., East Bay Twp. S.
5. 8 acs., Paradise Twp.
6. 23 acs., Grant Twp.
7. 62 acs., Grant Twp.
8. 1 ac. Peninsula Twp.S.
9. Bluff Road
10. 10 acs., Garfield Twp.

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

FAP Referrals to Private Sector: 8 FAP Referrals to Public Sector: 0

In-office Contacts: 53 landowners Follow-up Contacts: 80 landowners/qualified foresters

FAP Promotion/Program Development:

1. Update website/forester referral lists/landowner email lists
 2. Forest Soils Presentation by Dr. Schaetzl - 90 in attendance
 3. Interview with Joe Vandermulen's Nature Change website 1 - Dr. Schaetzl and 2 - Charles St. Charles
 4. FAP Monthly conference call
 5. Institute for Sustainable Foraging Board meeting (final)
 6. GTCD Planting Workshop - approximately Teams- 14 students attended
 7. Manned FAP Booth for TC Hunting and Fishing Expo. (three days)
 8. FAP Quarterly Review with Regional Supervisor
 9. Forest Health Interview with Record Eagle
-

INVASIVE SPECIES NETWORK

Acres Treated: 0

Sites Treated: 0

Surveyed: 0

Sites Surveyed: 0

Volunteers: 0

Volunteer Hours: 0

Active Contacts: 112

Passive Contacts: 14,213 + website

Meetings/Presentations:

- 2/27-3/3 - Participated in National Invasive Species Awareness Week
- 3/2 - Attended NMC Job Fair (10 active, 30 passive contacts)
- 3/7 - ISN/TWC Phragmites planning meeting (1 present)
- 3/16 - Presented *Habitat Matters* to Grand Traverse Area Beekeeping Club (30 present)
- 3/21 - Hosted ISN Partner Meeting
- 3/22 - Private land site visit (GT County) with Inhabitech LLC (2 contacts)
- 3/25 - Held booth at Michigan Bluebird Festival (50 passive, 25 active contacts)
- 3/28 - Presented *Habitat Matters* to TC Newcomers Club (62 present)

Treatments and Surveys:

- 3/27 - Private land site visit, Blair Twp (2 acres, 1 contact)
- Preparation for field season

Other Accomplishments:

- New GBB participant: Lakeshore Native Gardens
- Designed *Go Beyond Beauty* general participant sign
- Printed GBB participant materials



- NISAW blurb on IPR's Alamanac (>1,000 reach)
- Drafted & published [treatment graphic](#)
- Hired Survey Technicians
- [Registration](#) is open for Trade-Up/Barberry Dumpster Day!

Upcoming Events:

- 4/6, 2pm: *Go Beyond Beauty* Spring Meeting

MAEAP

Farms Visited: 12

Risk Assessments Completed: 12

Farms Verified: 1

Update:

- Two new MAEAP Technicians:
 - Lauren Silver – Antrim and Grand Traverse Counties
 - Lizzy Freed – Benzie and Leelanau Counties

MAEAP Trainings:

- 2/1 Integrated Pest Management School
- 3/9 Crops 101: Conservation Tillage and Residue Management
- 3/21 Crops 101: Wind Erosion: WEQ & WEPS
- 3/23 Crops 101: Water Erosion: RUSLE2 & IET
- 3/30-3/31 Crop*A*Syst Training

Conferences & Networking:

- 2/22-2/23 Grape & Wine Conference
- 3/3 Soil & Water Conservation Society Chapter Seminar
- 3/11 Highland Agriculture & Natural Resources Conference
- 3/15 NWM Food & Farming Network Study Session at The Father Fred Foundation

Current Projects:

- Working with:
 - 4 farms in Grand Traverse
- Risk Assessments Completed: 12
- 3/24 1 new MAEAP Verification: Vineyard in Grand Traverse County (Kingsley)

Upcoming Events:

- 4/8 Domestic Drinking Water Well Screening
- 4/19 Farm Bill Forum with U.S. Senate Committee on Agriculture, Nutrition, and Forestry
- 4/22 Recycle Smart Earth Day MAEAP Booth



Action Request

Meeting Date:	4/19/2017		
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 Supplemental Information		
Estimated Time:	0 (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

The 2016 Planning Commission Annual Report was received and filed at the March 15, 2017 meeting of the Board of Commissioners. Attached as requested is a "breakdown" of the reviews and recommendations made by the Planning Commission in 2016, including follow-up action by the local jurisdiction. This information will be made a part of the future annual reports of the Planning Commission.

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

Attachments:

Attachment Titles: 2016 Planning Commission Annual Report Supplemental Information

2016 Zoning and Master Plan Reviews and Recommendations

Pursuant to Section 307 of Public Act 110 of 2006 (Michigan Zoning Enabling Act), a township shall submit for review and recommendation the proposed zoning ordinance or zoning ordinance amendment to the county. The county will have waived its right for review and recommendation of an ordinance if the recommendation of the county planning commission has not been received by the township within 30 days from the date the proposed ordinance is received by the county. Staff reviews and recommendations are provided to the Grand Traverse County Planning Commission (GTCPC) for its consideration.

<u>Month</u>	<u>Community</u>	<u>Review and Recommendation</u>
January	Blair	<p>Preliminary Review of Conditional Rezoning Text Amendment</p> <p><u>Township PC Recommendation:</u> This is a preliminary review as provided per GTCPC Policy. The Blair Township Planning Commission will recommend upon review of amended conditional rezoning language by the County Planning Commission.</p> <p><u>GTCPC Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission recommends that Blair Township use the MTA conditional rezoning model in place of the proposed ordinance amendment language. Approved unanimously.</p> <p><u>Township Action:</u> No action taken.</p>
February	East Bay	<p>Zoning Ordinance Amendment #1-16 Lot Coverage</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCPC Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Adopted Zoning Amendment. March 14, 2016</p>
	Peninsula	<p>Kieft PA 116 Farmland Agreement</p> <p><u>Township PC Recommendation:</u> Township PC does not review PA 116 applications.</p> <p><u>GTCPC Recommendation:</u> Recommends approval of the farmland agreement for Kieft. Approved unanimously.</p> <p><u>Township Action:</u> Approved application. March 15, 2016.</p>

March	Long Lake	<p>Zoning Ordinance Amendment #02-16-01, Group Child Care Home</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Adopted Zoning Amendment. April 12, 2016</p>
	Long Lake	<p>Zoning Ordinance Amendment #02-16-02, Recreational Vehicles</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Adopted Zoning Amendment. April 12, 2016</p>
	Long Lake	<p>Zoning Ordinance Amendment #02-16-03, Miscellaneous Amendments</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Adopted Zoning Amendment. April 12, 2016</p>
	Blair	<p>ZOA 104-05-16-01 Text Amendment</p> <p><u>Township Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Further, that the Township consider the comments of the Commissioners and Planning Staff. The Commission made the following recommendations:</p> <ol style="list-style-type: none"> 1. Section 10.01 Purpose of this Zoning District. Consider including wording relative to “living” in the district, e.g. “... a place for people to live, shop, work, recreate...” Residences are not mentioned; consider including wording about integrating multi-family housing to make it more cohesive.

2. Section 16.04 Fences. Usually there's a 10-foot utility easement behind the road setback. Consider amending item 1h. of proposed language to read, "All fences shall be erected one (1) foot or more behind the road right of way."
3. Section 18.32 Multiple-Family Residential Developments. Unclear whether 10% is per acre. Consider amending item 10 of proposed language to read, "... not less than ten percent (10%) of the development."

Approved unanimously.

Township Action: Adopted Zoning Amendment. April 12, 2016

April

Acme

ZOA #38, Temporary Outdoor Sales & Stores

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Adopted Zoning Amendment. May 10, 2016

Garfield

Ordinance 68, Amendment 2, Signs, Accessory Structures & Misc.

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Adopted Zoning Amendment. May 24, 2016

May

Peninsula

ZOA #190, Miscellaneous Items

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Adopted Zoning Amendment except bed and breakfast establishment items sent back to Planning Commission for further work. June 14, 2016

Acme ZOA #37 Planned Development

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Recommendation was made for section 19.6(c)(1), Density Transfer, to add some flexibility in the percentage. Approved unanimously.

Township Action: Changes made to address concerns Grand Traverse County Planning Commission cited in their review regarding the specified wetland percentage that may prevent sensitive lands from being protected. Adopted Zoning Amendment. October 4, 2016

June Acme ZOA #39, Site Plan Review & Application Process

Township PC Recommendation: Send the proposed Zoning Ordinance Amendment 039 to amend the procedures and requirements of the Site Plan Review process under Article VIII of the Acme Township Zoning Ordinance with additional recommendations incorporated to the Grand Traverse County Planning Commission for review and to be brought back before the Planning Commission for deliberation.

GTCP Recommendation: Administrative review for site plans is common in many communities. Most are conducted with a review by the Zoning Administrator. In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Adopted Zoning Amendment. August 9, 2016

Acme ZOA #040, Business District

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: : Adopted Zoning Amendment contingent upon a favorable review by the Grand Traverse County Planning Commission. Motion carried by unanimous vote. June 7, 2016

	East Bay	ZOA #1-16, Places of Public Assembly
		<u>Township PC Recommendation:</u> Approval by Township Board
		<u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.
		<u>Township Action:</u> Adopted Zoning Amendment. November 14, 2016
	Garfield	ZOA #Z-2016-02 Rezoning from the A-1 Agricultural District to the R-M Mobile Home Residential District
		<u>Township PC Recommendation:</u> Approval by Township Board
		<u>GTCP Recommendation:</u> Moved by Albers, seconded by Cockfield that in accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action with recommended suggestions. It was noted the number of acres rezoned should read 31, not 37, and that it is unclear what land will be partially rezoned. Approved unanimously.
		<u>Township Action:</u> Adopted Zoning Amendment. July 28, 2016
August	Acme	ZOA #042, US-31/M-72 Business District Amendments
		<u>Township PC Recommendation:</u> Approval by Township Board
		<u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action, with consideration for staff comments concerning definitions. Approved unanimously.
		<u>Township Action:</u> Adopted Zoning Amendment. October 4, 2016
September	Acme	Engle Farmland Agreement Application (a.k.a. PA 116)
		<u>Township PC Recommendation:</u> Township PC does not review PA 116 applications.
		<u>GTCP Recommendation:</u> Recommends approval of the farmland agreement for Engle. Approved unanimously.
		<u>Township Action:</u> Approved PA 116 Application. October 4, 2016

East Bay Rezoning 1-16 - From Manufactured Housing and High Density Residential (MHC) to Airport Services (AS)

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Approved Rezoning #1-16 as presented with the exclusion of the four parcels owned by Bob Follett. November 14, 2016

East Bay Zoning Amendment 2-16 - Airport Services (AS) District

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Understanding the Township's interest in seeing a certain character of development near the airport, the Township may want to consider greater focus on building types, particularly building mass, building location in context to surrounding area, and potentially intended uses by building type. References to an architectural style may be more appropriate in a master plan, guidebook or the intent section of the proposed amendment. Comments made on existing lighting standards and building envelope efficiency. Recommended that last paragraph of section 3.E. be put under the Intent section and a map should be included. Approved unanimously.

Township Action: Adopted Zoning Amendment #2-16 noting that in Section 2c, sentence one shall read, "... decorative masonry wall and/or opaque fence . . . " October 10, 2016

East Bay Zoning Amendment 3-16 - Removal of Minor Text

Township PC Recommendation: Approval by Township Board

GTCP Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Adopted Zoning Amendment #3-16 deleting the words "or reestablish" from Section 231.6c of the Zoning Ordinance. October 10, 2016

East Bay Zoning Amendment 4-16 - Revisions Manufactured Housing and High Density Residential (MHC) District

Township PC Recommendation: Approval by Township Board

GTCPC Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Adopt Zoning Amendment #4-16. October 10, 2016

Green Lake Zoning Amendment 16-01 - Various Text Amendments

Township PC Recommendation: Approval by Township Board

GTCPC Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Adopt Zoning Amendment. January 10, 2017

October Blair Township Master Plan Review Report and Recommendation

Township PC Recommendation: Approval

GTCPC Recommendation: The Grand Traverse County Planning Commission reviewed the proposed Blair Township Master Plan pursuant to the Michigan Planning Enabling Act at its meeting on October 18, 2016. As required by the Act, the Grand Traverse County Planning Commission considers the proposed master plan to be consistent with the master plans of adjacent municipalities and the County master plan. Furthermore, the Planning Commission offers the following comments:

1. The County Planning Commission supports and encourages the efforts to improve Chum's Corner area and develop trails and trail connections.
2. As part of its infrastructure plans, the Township should consider broadband services as an essential part of the community infrastructure serving businesses and residents.
3. The Plan should serve the Township well and identifies a clear, achievable implementation section with prioritized action steps.

Approved unanimously.

Township Action: No action at this time.

Grant	<p>Zoning Ordinance Map Amendment 2016-01</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Item referred back to Township Planning Commission.</p>
Long Lake	<p>Zoning Ordinance Amendment 09-16-04 Agri-Business Overlay District</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. For consideration, the Township may want to create additional definition of a “farm” as permitted the Uses Permitted by Right section to avoid situations, in light of the 50% rule, that may result in intense processing operations. The Township may also want to consider whether a 100-foot setback for events adjacent to residential areas is sufficient. Approved unanimously.</p> <p><u>Township Action:</u> Adopt Zoning Amendment 09-16-04. November 10, 2016</p>
Peninsula	<p>Zoning Ordinance Amendment 191 Land Use Permits</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Adopt Zoning Amendment 191.</p>
Traverse City	<p>City Master Plan Review and Recommendation</p> <p><u>GTCP Recommendation:</u> The Grand Traverse County Planning Commission reviewed the proposed City of Traverse City Master Plan amendment pursuant to the Michigan Planning Enabling Act at its meeting on October 18, 2016. Based upon its review, the Grand Traverse County Planning Commission considers the proposed master plan to be consistent with the master plans of adjacent municipalities and the County master plan. Approved unanimously.</p> <p><u>City Action:</u> No action at this time.</p>

November	East Bay	<p>Zoning Ordinance Amendment 5-16</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Adopted Zoning Amendment #5-16. December 12, 2016</p>
	East Bay	<p>Zoning Ordinance Amendment 6-16</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. Approved unanimously.</p> <p><u>Township Action:</u> Adopted Zoning Amendment #6-16. December 12, 2016</p>
	Mayfield	<p>Zoning Ordinance Amendment 16-01</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. County Planning Commissioners had two questions for the Township to consider: Is it legal to require “contact information” to the zoning administrator under 4.29(b) and how will family members of migrant farm workers be addressed in the provisions. Approved unanimously.</p> <p><u>Township Action:</u> Adopted Zoning Amendment 16-01. December 12, 2016</p>
December	East Bay	<p>Zoning Amendment 7-16</p> <p><u>Township PC Recommendation:</u> Approval by Township Board</p> <p><u>GTCP Recommendation:</u> In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission’s proposed action. The Township should consider clarifying the sentence in Section f (2) of the draft zoning amendment for easier comprehension of the requirement. A sketch of a building layout may work best in clarifying the requirement. Approved unanimously.</p>

Township Action: Adopted Zoning Amendment #7-16 with County recommendations for changes and the additions to the drawing as suggested. January 9, 2017

East Bay Master Plan Amendment 1-16

Township PC Recommendation: Approval by Township Board

GTCPC Recommendation: In accordance with the Zoning Enabling Act and having considered neighboring zoning and the County Master Plan, the County Planning Commission concurs with the Township Planning Commission's proposed action. Approved unanimously.

Township Action: Approved Resolution 2017-1 regarding Master Plan Amendment #1-16. January 9, 2017

Benzie County Master Plan Review

GTCPC Action: The Grand Traverse County Planning Commission reviewed the proposed Benzie County Master Plan pursuant to the Michigan Planning Enabling Act at its meeting on December 20, 2016. As required by the Act, the Grand Traverse County Planning Commission considers the proposed master plan to be consistent with the master plans of adjacent municipalities in Grand Traverse County and the Grand Traverse County master plan. Furthermore, the Planning Commission offers the following comments:

1. Overall the Plan is very well done, comprehensive and achievable, recognizing its agriculture and resort roots and attributes.
2. The Plan includes an impressive amount of research and discussion, particularly around housing and transportation. There appears to be an opportunity for more regional approach for public transit with greater cooperation between BATA and the Benzie Bus system.
3. There doesn't appear to be any mention of water protection initiatives for the Lake Michigan shoreline.
4. Also, in light of the compact created to preserve Great Lakes waters from "taking" by other governments for their own water systems, perhaps this might be an addressable point within the Plan.
5. It's recommended that the Planning Commission consider coordinating land use and transportation strategies with the County's Road Commission.

Approved unanimously.

County Action: Adopted January 19, 2017.



PROCLAMATION

Older Americans Month 2017

A PROCLAMATION

Whereas, Grand Traverse County includes older Americans who richly contribute to our community; and

Whereas, we acknowledge that what it means “to age” has changed—for the better.

Whereas, Grand Traverse County Senior Center Network and Commission on Aging are committed to supporting older adults as they take charge of their health, explore new opportunities and activities, and focus on independence; and

Whereas, Grand Traverse County Senior Centers and Commission on Aging can provide opportunities to enrich the lives of individuals of *all ages* by:

- involving older adults in the redefinition of aging in our community;
- promoting home- and community-based services that support independent living;
- encouraging older adults to speak up for themselves and others; and
- providing opportunities for older adults to share their experiences.

Now therefore, Board of Commissioners of Grand Traverse County do hereby proclaim May 2017 to be Older Americans Month. We urge every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.

Dated this 19th day of April, 2017

Carol Crawford,
Grand Traverse County Board Chair



Action Request

Meeting Date:	April 19, 2017		
Department:	Finance	Submitted By:	Jody Lundquist
Contact E-Mail:	jlundquist@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	March 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 March 2017 is requested for approval, as attached. A check distribution summary is also included for your review. Further detail regarding disbursements may be requested directly from the Finance Department.

Suggested Motion:

Approval of the requested claims and payroll disbursements for the month of March 2017.

Financial Information:

Total Cost:	\$5,301,546.44	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		4/13/2017
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:
March 2017 Claims and Check Distribution Summary

AUDIT COMMITTEE**MARCH 2017 CLAIMS**

TYPE	DATE	AMOUNT
CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	3/1/2017	270,180.23
CLAIMS AND ACCOUNTS	3/3/2017	44,093.69
CLAIMS AND ACCOUNTS	3/8/2017	165,230.99
CLAIMS AND ACCOUNTS	3/15/2017	22,280.15
CLAIMS AND ACCOUNTS	3/16/2017	115,336.41
CLAIMS AND ACCOUNTS	3/20/2017	16,160.33
CLAIMS AND ACCOUNTS	3/21/2017	559,622.59
CLAIMS AND ACCOUNTS	3/27/2017	381,137.36
CLAIMS AND ACCOUNTS	3/28/2017	85,554.86
TOTAL CLAIMS & ACCOUNTS		1,659,596.61
IMMEDIATE PAYMENTS	3/1/2017	9,253.52
IMMEDIATE PAYMENTS	3/3/2017	59,770.33
IMMEDIATE PAYMENTS	3/8/2017	40,694.68
IMMEDIATE PAYMENTS	3/9/2017	1,629.43
IMMEDIATE PAYMENTS	3/9/2017	31,260.51
IMMEDIATE PAYMENTS	3/10/2017	96,316.84
IMMEDIATE PAYMENTS	3/14/2017	116,628.07
IMMEDIATE PAYMENTS	3/15/2017	129,733.78
IMMEDIATE PAYMENTS	3/17/2017	963,609.45
IMMEDIATE PAYMENTS	3/17/2017	1,218.66
IMMEDIATE PAYMENTS	3/22/2017	12,149.44
IMMEDIATE PAYMENTS	3/23/2017	4,585.34
IMMEDIATE PAYMENTS	3/23/2017	18,554.79
IMMEDIATE PAYMENTS	3/24/2017	119,746.91
IMMEDIATE PAYMENTS	3/24/2017	4,189.44
IMMEDIATE PAYMENTS	3/27/2017	2,111.66
IMMEDIATE PAYMENTS	3/29/2017	33,927.30
IMMEDIATE PAYMENTS	3/31/2017	3,269.70
Checks issued and voided during March		-1,075.00
TOTAL IMMEDIATE PAYMENTS		1,647,574.85
TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS		3,307,171.46
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	3/14/2017	31,640.29
HEALTH	3/28/2017	22,388.19
TOTAL HEALTH CLAIMS		54,028.48
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	3/1/2017	8,609.35
DPW Check Runs	3/10/2017	190,174.35
DPW Check Runs	3/20/2017	14,752.06
DPW Check Runs	3/23/2017	8,135.55
DPW Check Runs	3/30/2017	6,745.51
TOTAL DPW CHECK RUNS		228,416.82
TOTAL RECONCILING ITEMS		282,445.30
Total Claims, Immediate Pay, Health & DPW		3,589,616.76
Monthly Check Distribution Summary		3,589,616.76
	Difference	0.00
PAYROLL		
PAYROLL	3/10/2017	833,610.26
PAYROLL	3/24/2017	828,388.99
BENEFITS	3/31/2017	332,375.73
TOTAL PAYROLL		1,994,374.98
FOR BOARD APPROVAL:		
TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY & PAYROLL		5,301,546.44

REQUEST APPROVAL

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

Payee Name	Amount
GARFIELD CHARTER TOWNSHIP Total	548,395.50
GRAND TRAVERSE COUNTY Total	544,285.09
PRIORITY HEALTH Total	401,135.69
EAST BAY CHARTER TOWNSHIP Total	145,888.66
TRAVERSE CITY TREASURER Total	123,920.92
TYLER TECHNOLOGIES INC Total	112,342.00
ACME TOWNSHIP Total	79,217.61
STATE OF MICHIGAN Total	78,059.79
* Confidential * Total	52,191.41
COHL, STOKER & TOSKEY PC Total	48,629.53
ADDICTION TREATMENT SERVI Total	48,422.38
EAGLE VILLAGE, INC. Total	43,990.96
DELTA DENTAL Total	42,944.03
TRAVERSE CITY LIGHT & POW Total	42,927.21
KARPEL SOLUTIONS Total	40,643.44
CORRECT CARE SOLUTIONS Total	37,987.60
ELMWOOD TOWNSHIP Total	36,521.38
CHILD & FAMILY SERVICES O Total	35,200.56
PORCELAIN PATROL SERVICE Total	34,592.42
FATHER FRED FOUNDATION Total	30,850.00
CONSUMERS ENERGY Total	30,022.65
DTE ENERGY Total	28,822.60
PENINSULA TOWNSHIP Total	27,963.21
MEDLER ELECTRIC COMPANY Total	27,553.72
PROJECT CHERRY TREE Total	27,000.00
CH2M HILL INC. Total	25,237.41
CONSERVATION RESOURCE ALL Total	25,000.00
GOODWILL HOMELESS SERVICE Total	25,000.00
FIFTH THIRD BANK Total	22,280.15
AMERICAN INTERLOCK LTD Total	19,911.35
CITY OF TRAVERSE CITY Total	18,449.59
SHELL CREDIT CARD CENTER Total	16,930.56
COMFORT KEEPERS Total	16,512.18
ARAMARK Total	16,400.94
CHERRYLAND HUMANE SOCIETY Total	15,974.31
CHERRYLAND ELECTRIC Total	15,813.71
DANN'S HOUSE Total	15,000.00
ESRI INC. Total	13,800.00
DUHADWAY,KENDALL & ASSOCI Total	13,595.53

Payee Name	Amount
BIS DIGITAL Total	13,212.11
MGT OF AMERICA INC Total	12,250.00
IMAGESOFT, INC. Total	10,718.80
PAULA SAGALA LLC Total	10,695.00
OFFICE DEPOT,INC Total	10,573.64
LINCOLN NATIONAL LIFE INS Total	10,479.67
AT&T GLOBAL SERVICES Total	10,401.70
MICHIGAN INDIAN LEGAL SER Total	10,000.00
GUARDIAN MEDICAL MONITORI Total	9,934.65
IRIS WASTE DIVERSION SPEC Total	9,925.00
KRISTA L DRISCOLL Total	9,899.21
GOURDIE-FRASER, INC Total	9,442.31
WMU HOMER STRYKER MD SCHO Total	9,000.00
ROBERT T. ADCOCK Total	8,405.02
CUTTIN IT CLOSE OUTDOOR Total	8,130.00
ATT MOBILITY Total	7,989.55
AREA AGENCY ON AGING OF Total	7,503.00
LIGHTHOUSE INSURANCE Total	7,500.00
TNVC INC. Total	7,450.00
MATTHEW CONNOLLY Total	7,125.00
ELMER'S CRANE & DOZER Total	7,092.00
HEALTH DEPT OF NORTHWEST Total	6,981.00
KARI RISINGER Total	6,739.24
ENGINEERED PROTECTION SYS Total	6,478.00
GRAND TRAVERSE BAND OF Total	6,400.00
ROBERT A MICKEVICIUS Total	6,250.00
EMERSON NETWORK POWER LIE Total	6,095.00
BAY AREA TRANSPORTATION A Total	6,000.00
CHERRY CAPITAL CAB, LLC Total	5,965.00
SHAWN WORDEN Total	5,586.00
STARR COMMONWEALTH Total	5,475.68
REANN R GORTON Total	5,437.83
MICHIGAN STATE POLICE - B Total	5,250.86
MUSKEGON RIVER YOUTH HOME Total	5,033.28
HOME STRETCH NON-PROFIT Total	5,000.00
THE ROCK Total	4,800.00
KELLY SERVICES, INC. Total	4,757.71
LAND INFORMATION ACCESS A Total	4,640.00
CHIEF SUPPLY CORPORATION Total	4,629.66
TRAVERSE CITY FLEET REPAI Total	4,558.67
TNT OUTDOOR SERVICES LLC Total	4,530.00
JASON A RAZAVI . Total	4,500.00
BEST BUY Total	4,499.97

Payee Name	Amount
VERIZON WIRELESS Total	4,435.98
THOMSON REUTERS - WEST Total	4,278.43
CALHOUN COUNTY Total	4,200.00
86TH DISTRICT COURT Total	4,127.00
MICHAEL P COLLINS Total	4,090.62
BRETT C BAIRD Total	4,079.33
JOSEPH LOPEZ Total	4,005.20
APPLIED CONCEPTS, INC. Total	3,812.00
CHILD & FAMILY SERVICES Total	3,741.16
NICHOLS PAPER & SUPPLY CO Total	3,671.01
DOUGLAS A KING Total	3,600.00
JACOB GRAFF Total	3,600.00
VINCENT J MALONEY Total	3,560.00
PITNEY BOWES Total	3,528.10
KINGSLEY AREA SCHOOLS Total	3,446.17
YORK RISK SERVICES GROUP, Total	3,436.36
EXTRA PACKAGING LLC Total	3,320.00
TRAVERSE CITY AREA PUBLIC Total	3,193.23
4FRONT CREDIT UNION Total	3,118.34
ALDO DAVIS INC Total	3,000.00
NORTHERN PUMP & WELL Total	3,000.00
THE EBCO COMPANY LLC Total	2,979.26
KYLE B TREVAS Total	2,900.00
MANAGEMENT & BEHAVIOR CON Total	2,775.00
MARK A RISK Total	2,700.00
GREAT LAKES BUSINESS SYST Total	2,644.53
NORTHERN OFFICE EQUIPMENT Total	2,637.92
ROSS HICKMAN Total	2,625.00
TRAVERSE CITY RECORD EAGL Total	2,553.32
BAYWATCH RESORT, LLC Total	2,535.00
D&M REALTY, A MICHIGAN CO Total	2,500.00
MANPOWER Total	2,466.76
BERNTSEN INTERNATIONAL, I Total	2,466.00
MARK AYERS PLOWING Total	2,400.00
MUNSON MEDICAL CENTER Total	2,365.65
NEXUS FAMILY SERVICES INC Total	2,360.00
MICHIGAN PIPE & VALVE Total	2,216.00
EXCEL OFFICE INTERIORS Total	2,209.60
ROSCOMMON COUNTY JUVENILE Total	2,184.00
EAST BAY LEGAL Total	2,183.33
TITLE CHECK LLC Total	2,106.48
CURT MCNITT Total	2,100.00
TREDROC TIRE SERVICES,LLC Total	2,039.75

Payee Name	Amount
GRAND TRAVERSE COUNTY ROA Total	2,033.60
R&S NORTHEAST LLC Total	2,029.11
PHILIP A SETTLES Total	2,025.00
MISSAUKEE WILDERNESS YOUT Total	2,015.00
KT KLUMPP LLC Total	2,000.00
PAUL HUBBELL Total	2,000.00
UNITED STATES POSTAL SERV Total	2,000.00
WARREN WAHL Total	2,000.00
TELE-RAD, INC. Total	1,898.99
CHARTER COMMUNICATIONS Total	1,871.10
D & W AUTO Total	1,865.78
NATIONAL RESTAURANT ASSOC Total	1,833.22
XAVUS SOLUTIONS Total	1,827.00
AMERICAN WASTE Total	1,825.00
CDM MOBILE SHREDDING LLC Total	1,815.00
CYNTHIA ANN CONLON Total	1,783.00
JOHNSON OUTDOORS Total	1,750.00
JENNIFER WHITTEN ATTORNEY Total	1,732.00
NORTHWOODS PRINTERS/OFFIC Total	1,701.25
SOUTHTOWN PROPERTY MANAGE Total	1,700.00
POLLARD WATER Total	1,637.70
GOVERNMENTAL BUSINESS SYS Total	1,631.89
KANE & ASSOCIATES, PLC Total	1,625.00
MICHELE CANFIELD Total	1,596.16
JOSEPH G MOLLIKA Total	1,589.00
MID-AMERICAN TITLE COMPAN Total	1,584.89
JEFFERY BROSCHE Total	1,550.00
WOODCREEK ASSOCIATES LLC Total	1,539.00
TOP LINE ELECTRIC LLC Total	1,507.90
KIM MILWARD Total	1,475.00
BLUE LAKES BY THE BAY LLC Total	1,420.00
MICHAEL LAHEY Total	1,413.77
LESLEY'S LANDSCAPING Total	1,380.00
INTERNATIONAL CODE COUNCI Total	1,329.64
A BROOKS DARLING Total	1,304.00
TOTAL AUTOMOTIVE SOLUTION Total	1,300.60
PAUL T. JARBOE PLC Total	1,300.00
DAVID M KIPLEY Total	1,250.00
FERGUSON'S LAWN EQUIPMENT Total	1,226.53
HEATHER R BLANTON-DYKSTRA Total	1,224.00
JENNIFER K. BUSICK Total	1,214.41
TBA CREDIT UNION Total	1,211.72
TASER INTERNATIONAL, INC. Total	1,205.65

Payee Name	Amount
SHEREN PLUMBING AND HEATI Total	1,203.51
ORKIN PEST CONTROL Total	1,174.69
OLIVER AND COMPANY Total	1,170.00
CDW GOVERNMENT,INC. Total	1,158.28
KCI Total	1,134.32
ACCESSDATA Total	1,119.00
SUZANNA KOSTOVSKI Total	1,112.51
ASHLEE TRAINER Total	1,100.00
CINTAS CORP #729 Total	1,099.42
SPEEDWAY SUPERAMERICA LLC Total	1,073.89
D/LT. DANIEL KING Total	1,072.27
SATELLITE TRACKING OF PEO Total	1,071.00
JEAN ALLGAIER Total	1,042.32
ALISA GALLO Total	1,037.79
SINCLAIR BROADCAST GROUP Total	1,015.00
REDWOOD TOXICOLOGY LABORA Total	1,009.56
SAVE-A-LOT Total	1,000.00
ALL OTHER PAYEES UNDER \$1,000	120,900.51
Grand Total	\$ 3,589,616.76

R E S O L U T I O N

xx-2017

Claims Approvals – March 2017

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 19, 2017, and reviewed claims and payroll disbursements for the month of March 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 March 2017 are hereby approved. (See file for attachments.)

APPROVED: April 19, 2017



Action Request

Meeting Date: 4/19/2017

Department: Health- Medical Examiner Division

Submitted By: Wendy Trute

Contact E-Mail: wtrute@gtchd.org

Contact Telephone: 995-6100

Agenda Item Title: Medical Examiner Interlocal Agreement

Estimated Time: 2
(in minutes)

Laptop Presentation: ☐ Yes ☐ No

Summary of Request:

Ammendment #2 to the Regional Medical Examiners Office (RMEO) interlocal agreement was drafted by legal for medical examiner services which reflects the recently approved appointment of Joyce deJong and staff from the Western Michigan University Homer Stryker MD School of Medicine (WMED) as the Medical Examiner and deputy medical examiners respectively to complete the current medical examiner 4 year term ending in 2017. It reflects the reflect the appropriate pro-rated monththly budget amounts for April 1 - December 31, 2017 for Grand Travers and Leelanau Counties and the departure of Benzie County from the Agreement. Grand Traverse County Health Department administers the medical examiners office as delineated in the intragovernmental agreement for medical examiner services between Grand Travers and Leelanau counties.

Suggested Motion:

Approval ammendment 2 interlocal agreement for regional medical examiner services between Leelanau and Grand Traverse Counties.

Financial Informatic

Total Cost:

General Fund Cost:

Health Dept
Appropriation

Included in budget: ☒ Yes ☐ No

If not included in budget, recommended funding source:

*Fixed Budget: Grand Traverse = \$160,512 Leelanau = \$40,131 Variable Budget: Grand Traverse = \$96,708 Leelanau = \$23,202
Above are 9 month budget amounts for April 1 - Dec 31, 2017; Budget ammendments included in monthly budget report from Finance
department with supporting budget and documentation.*

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:

Yes

Attachment Titles: 1. 2nd Amendment to RMEO Agreement; 2. Suggested RMEO Resolution 3. 2017 BUDADJS RMEO
MedicalExaminer.pdf

**SECOND AMENDMENT TO INTERLOCAL AGREEMENT FOR THE
CREATION OF A REGIONAL MEDICAL EXAMINER’S OFFICE FOR THE
COUNTIES OF GRAND TRAVERSE AND LEELANAU**

This second amendment entered into by and between the County of Grand Traverse, a municipal corporation and political subdivision of the State of Michigan, 400 Boardman Avenue, Traverse City MI (“GTC”), and the County of Leelanau, a municipal corporation and political subdivision of the State of Michigan, 8527 E. Government Center Dr., Suite 101, Suttons Bay, Michigan 49 49682 (“LC”), collectively referred to as the “Parties”, or individually as a “Party”, shall set forth the changes to the Interlocal Agreement creating the Regional Medical Examiner’s Office (hereafter “RMEO”).

RECITALS

WHEREAS on December 10, 2014, the Parties together with Benzie County entered into an Agreement creating a RMEO;

WHEREAS under the terms of the Agreement, GTC appointed Dr. Nicole Fliss as its medical examiner and Dr. Kari Young as Deputy Medical Examiner, both of whom acted as medical examiners for the Parties;

WHEREAS on December 31, 2016, Dr. Fliss resigned as GTC’s medical examiner;

WHEREAS on December 31, 2016, Dr. Young resigned as GTC’s deputy medical examiner;

WHEREAS, on December 21, 2016, GTC appointed Dr. Joyce deJong as its Medical Examiner and Drs. Joseph Prahlow, Rudolph Castellani, Elizabeth Douglas, Amanda Fisher-Hubbard and Brandy Shattuck as its Deputy Medical Examiners, all of

whom are employed with Western Michigan University Homer Stryker M.D. School of Medicine („WMED”) effective January 1, 2017;

WHEREAS, on March 21, 2017, Benzie County terminated its participation in the RMEO effective March 31, 2017;

WHEREAS, on March 15, 2017, GTC and WMED executed an Agreement that sets forth the terms and conditions for the medical examiner services that Dr. deJong and the other doctors listed above shall provide to the Parties effective April 1, 2017;

WHEREAS, on January 10, 2016, LC formally appointed Dr. deJong as its Medical Examiner and the other doctors listed above as its Deputy Medical Examiners” effective January 1, 2017;

WHEREAS, given that Benzie County now longer is a party to the Agreement, that the Parties have appointed a different medical examiner and deputy medical examiners, and given that these changes affect the shared cost of providing medical examiner services, the Parties desire to amend the terms of the Agreement related to these changed circumstances;

WHEREAS, pursuant to the RMEO Agreement, any amendment to the Agreement shall be in writing and agreed upon by the Parties;

NOW, THEREFORE, the Parties agree to the following terms and conditions as a Second Amendment to the Agreement based upon the foregoing statements:

AGREED UPON SECOND AMENDMENT

1. Any reference to Benzie County in the Agreement is hereby deleted.
2. Section, 3. AGREEMENT DURATION AND TERMINATION, shall be amended to state as follows:

This Agreement shall become effective on April 1, 2017 and unless terminated as set forth below shall continue to December 31, 2017. Thereafter, this Agreement shall renew for four additional terms which each renewal term shall be one year in length, and each renewal term shall be on the same terms and conditions as set forth in this Agreement. This Agreement shall automatically renew for each successive renewal term unless one Party notifies, in writing, the other Party of its intention not to renew this Agreement, at least 60 days prior to the expiration of the then current term.

Notwithstanding any other provision in this Agreement to the contrary, a Party may terminate its participation under this Agreement by giving 90 days written notice to the other Party.

3. Section 4.b., as stated under the heading GTC SERVICES TO LC AND BC, shall be amended to state as follows:

- a. GTC shall appoint Dr. Joyce deJong as its medical examiner who shall act as the medical examiner for all the parties. In addition, GTC shall also appoint Drs. Joseph Prahlow, Rudolph Castellani, Elizabeth Douglas, Amanda Fisher-Hubbard and Brandy Shattuck as the Deputy Medical Examiners subject to approval of the GTC's Board of Commissioners. Additional Medical Examiners may be appointed upon approval by the Parties. The Parties agree that GTC shall be responsible for the supervision over the services to be performed by the Medical Examiner, Deputy Medical Examiners and Medical Examiner Investigators pursuant to this Agreement including compensation. GTC shall be solely responsible for the compensation of the Medical Examiner, Deputy Medical Examiner(s) and Medical Examiner Investigators.

4. Section 5., FEES FOR SERVICES, shall be amended to state as follows:

In consideration of GTC's promises under this Agreement, LC agree to pay GTC its share of the RMEO's operating and maintenance costs. Specifically, LC agrees to pay \$4459.00 per month, not to exceed a total sum of \$40,131 per year, for the duration of this Agreement. This compensation shall be paid in monthly installments on or about the tenth day of each month:

- a. The first payment for services is prorated to a monthly fee of \$4459.00 and shall be paid by May 1, 2017.
- b. All monthly payments shall be due and payable by LC without any further notice or demand from GTC.
- c. Each monthly payment shall be made by check drawn on a county account and shall be made payable to the "Grand Traverse County" and delivered to the attention of the Grand Traverse County Treasurer, 400 Boardman Avenue, Traverse City MI 49684.

- d. Each such payment shall clearly identify that it is a monthly payment being made pursuant to this Agreement and identify the calendar month for which LC intended the payment to apply. LC agree that GTC, in its discretion, may apply any monthly payments received from LC to any past due amount or monthly payment then due and owing to GTC pursuant to this Agreement.
- e. Each year, prior to the anniversary date of the Agreement, GTC shall review its personnel costs and any costs directly related to the ability of GTC to provide services under this agreement. If those costs have increased, GTC shall notify LC in writing of the amount of and the reason for the increased costs for the service under the Agreement no later than 30 days before the anniversary date of the Agreement. Those increased costs will be assessed as fees to LC from the anniversary date of the Agreement for a one (1) year period. If LC objects to those increased fees, GTC may cancel the Agreement as set out in Paragraph 3 of the original Interlocal Agreement or the parties may agree to amend the fee increase to a different amount, which shall be effective for a one year period beginning the anniversary date of the Agreement and continuing for a one (1) year period from each anniversary date. If an amended fee is not negotiated until after the anniversary date of the Agreement, LC shall be responsible for payment of the increased fee for each month only in the event a mutual agreement amending the increase fee is reached.
- f. In addition to the fee for operating and maintaining the RMEO, LC shall be responsible from time to time for additional "contractual costs," which are costs related to the following services on a per case basis:
 - i. Body transportation to the morgue;
 - ii. Transportation to/from a forensic autopsy;
 - iii. Medical Examiner investigation fees;
 - iv. Lab and/or toxicology fees;
 - v. External Examination fees; and
 - vi. Forensic autopsy fees;

GTC shall send LC a separate invoice for any contractual costs, which shall be paid within thirty days of receipt. Payment for contractual costs will be paid in the manner as outlined in the above paragraph c.

2. Except as otherwise stated in this Second Amendment, the Agreement shall remain in full force and effect, and to the extent there is a conflict between the terms of the

Agreement, the First Amendment and the terms of this Second Amendment, the terms and provisions of this Second Amendment shall govern and control.

3. This Amendment may be executed in any number of counterpart originals, each of which, when taken together, shall be deemed to be one and the same instrument. Executed copies of this Amendment may be delivered between the parties via telecopy (facsimile) or electronic mail.

In witness whereof, the individuals signing below hereby acknowledge that they have been authorized to execute this Amendment to the Agreement on behalf of the Parties:

COUNTY OF GRAND TRAVERSE

By:_____

Its: _____

By:_____

Its: _____

COUNTY OF LEELANAU

By:_____

Its: _____

By:_____

Its: _____



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 25698

Budget Adjustment Option:

- ☐ A Increase an expenditure and decrease an expenditure
- ☒ B* Increase an expenditure and increase a revenue
- ☐ C* Decrease an expenditure and decrease a revenue
- ☐ D Decrease a revenue and increase a revenue

Directions: Check appropriate option. Only one option per form. Only one fund number per form. Please use whole dollar amounts only.

*Requires board approval

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 648 401.00	Fund balance	74,698.00
		222 648 582.00	Local grants	14,762.00
		222 648 607.00	Charges for services	19,900.00

109,360.00


<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Number	Account Name	Amount
		222 648 805.02	Contractual Other	109,360.00

109,360.00

Check Figure

Summary:

To record budget amendment for Medical examiner program for the 9-month contract with Western Michigan University Homer Stryker School of Medicine (WMED) to perform medical examiner services approved on March 15, 2017 by the Board of Commissioners. This partnership will enhance our medicolegal investigations through improved technology via tele-medicine and web-based industry standard software and will increase the capacity for medical examiner investigators to respond to all scenes providing higher quality, more consistent scene investigations.

Signature: 

Date: 4/13/2017

Accountant Approval: 

Date: 4/13/17

Finance Director Approval: 

Date: 4/13/17

Board of Commissioner Meeting Approval Date: _____

RESOLUTION

xx-2017

Medical Examiner Contract

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on February 1, 2017 and approved a 90-day letter of intent to continue services while establishing a contract agreement with Western Michigan University Homer Stryker MD School of Medicine (WMED) to perform medical examiner services; and,

WHEREAS, Grand Traverse County approved the contract agreement with Western Michigan University Homer Stryker MD School of Medicine (WMED) to perform medical examiner services on March 15, 2017; and,

WHEREAS, This partnership will enhance our medicolegal investigations through improved technology via tele-medicine and web based industry standard software and will increase the capacity for medical examiner investigators to respond to all scenes providing higher quality, more consistent scene investigations; and,

WHEREAS, The contract also meets the need for additional medical examiner capacity to ensure on-call capacity 24/7/365 days a year and will provide expertise and staffing that will further our progress towards a local regional medical examiner's office with a forensic pathologist in the future; and,

WHEREAS, The proposed contract concludes the 9 months of fiscal year 2017 and the current medical examiner term expiring 12/31/2017, and allows for four (4) one-year renewals subject to the reappointment of Joyce deJong as medical examiner and appropriation of funds from the board of commissioners; and,

WHEREAS, This contract, negotiated and approved by civil counsel, is for a professional service and based upon providing quality service to Grand Traverse and Leelanau Counties.

THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves addendum #2 to the Interlocal Agreement and the affiliated 2017 budget expenditures to operate the medical examiner's office.

BE IT FURTHER RESOLVED TO approve and authorize the County Administrator or Board Chair to sign the documents necessary in order to effectuate this action.

APPROVED: April 19, 2017



Action Request

Meeting Date:	April 19, 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		4/13/2017
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2017

R E S O L U T I O N

xx-2017

Budget Amendments

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 19, 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: April 19, 2017

BUDGET AMENDMENTS

FISCAL YEAR 2017

As requested on April 19, 2017

297 G. T. COUNTY COMMISSION ON AGING

- 718 Homemaker
- 719 Home Health Aids
- 721 Respite
- 722 Foot Care

Increase Revenue

297-718-401.00	Fund Balance Forward	3,000.00
297-719-401.00	Fund Balance Forward	9,415.00
297-721-401.00	Fund Balance Forward	9,490.00
297-722-401.00	Fund Balance Forward	3,095.00
	Total	<u>25,000.00</u>

Increase Expenditures

297-718-818.00	Contract Services	3,000.00
297-719-818.00	Contract Services	9,415.00
297-721-818.00	Contract Services	9,490.00
297-722-818.00	Contract Services	3,095.00
		<u>25,000.00</u>

NOTES: To amend original budget for On-Call and Nursing Supervisor services for 2017 from Comfort Keepers. Expected costs are \$9,525 for On-Call services and \$15,475 for Nursing Supervisor services.



Action Request

Meeting Date:	April 19, 2017		
Department:	County Clerk	Submitted By:	Bonnie Scheele
Contact E-Mail:	bscheele@grandtraverse.org	Contact Telephone:	231.922.4760
Agenda Item Title:	2017 Hauler Licenses		
Estimated Time:	Consent Calendar <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Summary of Request:

Staff has received and reviewed the following applications for 2017 hauler licenses:

Yard Waste Applications Received:

Y-2017-11 Grandpas Garage
Y-2017-12 Old Mission Associates
Y-2017-13 Cuttin' It Close Outdoor

The above applications have been found to be administratively complete and fee has been paid.
(License numbers will be granted upon approval)

Suggested Motion:

Approve 2017 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

Financial Information:

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

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

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

Attachments:

Attachment Titles:

R E S O L U T I O N

xx-2017

2017 Hauler Licenses

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 19, 2017, and requests to approve hauler licenses for 2017 as follows:

Y-2017-11 Grandpas Garage

Y-2017-12 Old Mission Associates

Y-2017-13 Cuttin' It Close Outdoor

WHEREAS, the above Hauler Licenses have been found to be administratively complete and approval is recommended; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve Hauler Licenses for 2017 as identified above.

BEIT FURTHER RESOLVED THAT, the Board of Commissioners authorizes the Board Chair to effectuate the necessary documents to implement the Board authorized action.

APPROVED: April 19, 2017

RESOLUTION

xx-2017

Boards & Committees – Planning Commission and Parks & Recreation Commission

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 19, 2017 and reviewed recommendations of the Ad Hoc Committees assigned to hold interviews to fill the current vacancies on the Planning Commission and Parks & Recreation Commission; and,

WHEREAS, recommendation is made to appoint Jennifer Hodges and John Nelson to fill the two (2) vacancies on the Planning Commission for the remainder of the three year terms ending December 31, 2019; and,

WHEREAS, also, recommendation is made to appoint Rodney Kivell to fill one (1) vacancy on the Parks & Recreation Commission for the remainder of the three year term ending December 31, 2019; and,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONER, THAT Grand Traverse County approve the following appointments:

1) Jennifer Hodges and John Nelson to fill two (2) vacancies on the Planning Commission for the remainder of the three year terms ending December 31, 2019; and

2) Rodney Kivell to fill one (1) vacancy on the Parks & Recreation Commission for the remainder of the three year term ending December 31, 2019.

APPROVED: April 19, 2017

RESOLUTION

xx-2017

Approval of Firm for County Administrator Search

WHEREAS, the Grand Traverse County Board of Commissioners met in special session on April 12, 2017, and reviewed recommendation to approve accepting the proposal from GovHR USA to conduct an executive search to find a County Administrator; and,

WHEREAS, the Ad Hoc Committee assigned, received six proposals from search firms by the closing date of April 10th @ 4:00 p.m. and reviewed same; and,

WHEREAS, The Committee recommended accepting the proposal of GOV HR USA and moving forward with an agreement at the special session on April 12, 2017.

WHEREAS, Board Rules require all members to be present at a special session in order to add an agenda item.

WHEREAS, as one member of the board had to leave prior to the special session, Civil Counsel recommends the action taken be ratified.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County accepts the proposal from GOV HR USA in the amount of \$21,000 to provide recruitment services for the position of County Administrator.

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

APPROVED: April 19, 2017

NOTICE OF PUBLIC HEARING
GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

PLEASE TAKE NOTICE THAT a Public Hearing shall be held before the Grand Traverse County Board of Commissioners on Wednesday, **April 19, 2017 at 5:30P.M.** in the Governmental Center Commission Chambers, second floor, 400 Boardman Avenue, Traverse City, MI on the adoption of a Brownfield Plan for the Food For Thought Center – former Long Lake Elementary School redevelopment, located at 7600 N. Long Lake Road; parcel number 28-08-011-021-00, within which the Brownfield Authority shall exercise its powers pursuant to and in accordance with the provisions of the Brownfield Redevelopment financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996 as amended.

The Brownfield Plan provides for the developer, Tamarack Holdings, LLC to perform interior demolition and lead and asbestos abatement activities for the repurposing/refurbishing of the former Long Lake School, located in Long Lake Township. The redevelopment will be the primary production facility for Food For Thought, a specialty manufacturer of jams, salsas, sauces, honey, and condiments. In addition, rental spaces will be available for food related businesses, offices, classrooms, and a retail store for products produced at the facility.

Brownfield Plan will request the State Department of Environmental Quality participation to address environmental concerns and request the Michigan Economic Growth Authority's participation for eligible activities.

The County Board of Commissioners encourages citizen participation and wishes to obtain the view and comments on the proposed project. Further information, including description of project is available for public inspection by contacting Jean Derenzy, Director of Economic Development and Codes at 922-4513; 400 Boardman Avenue, Traverse City, Michigan. All aspects of the project will be open for discussion at the public hearing.

GRAND TRAVERSE COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE PUBLIC HEARING UPON TWENTY-FOUR (24) HOURS NOTICE TO GRAND TRAVERSE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE GRAND TRAVERSE COUNTY CLERK BY CALLING AS FOLLOWS:

BONNIE SCHEELE, CLERK
GRAND TRAVERSE COUNTY
231-922-4760
TDD 922-4412



Memorandum

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

To: County Board of Commissioners

From: Jean Derenzy, Director Community Development

Date: April 19, 2017

Subject: Brownfield Plan – Food for Thought Center

The Brownfield Authority reviewed the Brownfield Plan for the repurposing/refurbishing of the former Long Lake School at their March 23, 2017 meeting. The Long Lake Township board will review the combined Brownfield Plan/381 Work Plan for consideration of concurrence at their April 18 meeting.

The redevelopment will be completed by Tamarack Holdings, LLC for the primary location for Food For Thought Center, a specialty manufacturer of jams, salsas, sauces, honey and condiments. In addition, rental spaces will be available for food related businesses, offices, classrooms, and a retail store for products produced at the facility.

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 former Long Lake School has been designated as functionally obsolete by the Long Lake Township Assessor and therefore eligible for reimbursement of eligible activities.

Private Activities: Reimbursement for eligible brownfield activities is being requested within the Brownfield Plan totaling \$510,823. Brownfield eligible activities are outlined on the attached Table 1.1 and 1.2

Capital Investment is estimated at \$4.8 million.

Brownfield Capture Area / Private Investment: The Brownfield Plan will encompass 10.49 acres, which encompasses the former Long Lake Elementary School. Currently, as the property is publically held by the Traverse City School District there is no tax generation on this property. The taxable value at the end of the brownfield plan is estimated at \$2,900,000.

Community Impact: There are numerous community impact components to this redevelopment project. The following are the highlighted impacts:

- Repurposing an old school building, removing responsibility of upkeep from TCAPS and placing it in private hands
- Bringing property back on the tax base
- Repurposing building into a community asset that partners with one of our largest economic drivers, agriculture
- Additional jobs as well as assistance in business start-ups
- Bringing in community partners such as Munson, NMC and MSU.

Duration of Plan and Tax Capture: Plan as written will be for twelve years (12) years, being 8 years to reimburse eligible activities and four (4) years of capture into the Local Site Fund. Tax capture will occur on all taxes, except any debt and special assessments. Capital investment is estimated to be \$4.8 million. At the end of the Brownfield Plan, Long Lake Township will realize approximately \$6,450 (\$2,613 Township allocated and \$3,837 fire/ambulance) and Grand Traverse County will realize approximately \$14,449.

The Brownfield Authority recommends to County Board of Commissioners, based upon the reasonable costs, the positive economic impact to all local taxing jurisdictions and the positive community impact, that approval of the Brownfield Plan for Food for Thought Center be approved.

RECOMMENDATION:

The Brownfield Authority recommends to the County Board of Commissioners to approve the Food For Thought Center Brownfield Plan and adopt the attached resolution.

RESOLUTION

Approval for Combined Brownfield Plan and Work Plan Food For Thought Center – Long Lake Township

WHEREAS, The Brownfield Redevelopment Authority met in regular session on March 23, 2017 and reviewed the Brownfield Plan for the Food For Thought Center located a 7730 North Long Lake Road; and

WHEREAS, Pursuant to Act 381, concurrence must be received by the governmental unit in which brownfield plan lies, being Long Lake Township; and,

WHEREAS, Long Lake Township concurred with Plan on April 18, 2017; and,

WHEREAS, the Plan identifies eligible activities totaling \$510,823; and,

WHEREAS, the Plan will allow for the repurposing of the former Long Lake School into a specialist manufacturing of jams, salsas, sauces, honey and condiments; and,

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. Repurposing an old school building that has sat vacant.
 - b. Increasing Tax base.
 - c. Additional jobs and assistance in start-up companies.
 - d. Works with our local agriculture economy.
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 2030.
 - c. The costs of eligible activities proposed are reasonable and necessary to carry out the purposes of the Brownfield Financing Act.
3. Pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996, as amended, being MCL 125.2651, *et seq*, the Grand Traverse County Board of Commissioners hereby approves the Combined Brownfield Plan and Work Plan for Food For Thought Center in Long Lake Township.

Dated:

Traverse City, MI



Cherry Capital Airport - TVC

April 4, 2017

Mr. Thomas F. Menzel
Grand Traverse County Administrator
Grand Traverse County
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Menzel:

The Northwestern Regional Airport Commission (NRAC), as operator of the Cherry Capital Airport (TVC), has completed planning and environmental consultation for the extension of the primary runway (Runway 10/28) from a length of 6,900 feet to an overall runway length of 7,015 feet. The objective of the proposed 115-foot extension is to provide additional runway length in order to reduce or eliminate weight penalties for existing users and thus increase operational efficiency for aircraft that currently utilize the Airport.

This extension project has been under development since 2006. However, the runway extension has been part of the Airport Master Plan since 1966 when the original east west runway was constructed. Phase I of the project was completed in 2013; extending the runway from 6,500 feet to 6,900 feet. Since 2013, the Airport, Federal Aviation Administration (FAA), State of Michigan, tenants, and consultants have studied the best alternatives to meet the established goals while minimizing the impact to the surrounding property owners and the traveling public.

The Airport has determined the need to maintain a facility that meets the requirements of the existing users, in particular the airlines that provide a valuable economic engine to the Northwest Lower Michigan region. The Airport is required by the FAA to resolve existing obstructions and potential future obstructions to the approach to this runway. The Airport pursuant to State and Federal regulations is required to provide adequate height clearance for aeronautical users through the means of avigation easements and/or condemnation. The Airport intends to work with adjacent property owners through an appraisal and review appraisal process as required by the FAA for the acquisition of avigation easements on approximately 35 parcels. The enclosed Resolution is requesting authorization as owner of the property to acquire aviation easements in connection with the extension of Runway 10/28 approach area.

The Airport will use Airport funding, Airport Improvement Program – entitlement funding from the FAA and the State of Michigan, and Passenger Facility Charge (PFC) funding. The total project cost is estimated at \$11,461,000 with \$5,917,500 Federal, \$328,750 State of Michigan, \$328,750 Airport funds and \$5,214,750 Passenger Facility Charge funds.

At the request of the Northwestern Regional Airport Commission, we respectfully ask this item be placed before your Board. Along with this request, I am willing to conduct a full presentation in regard to this matter. Please contact me with any questions.

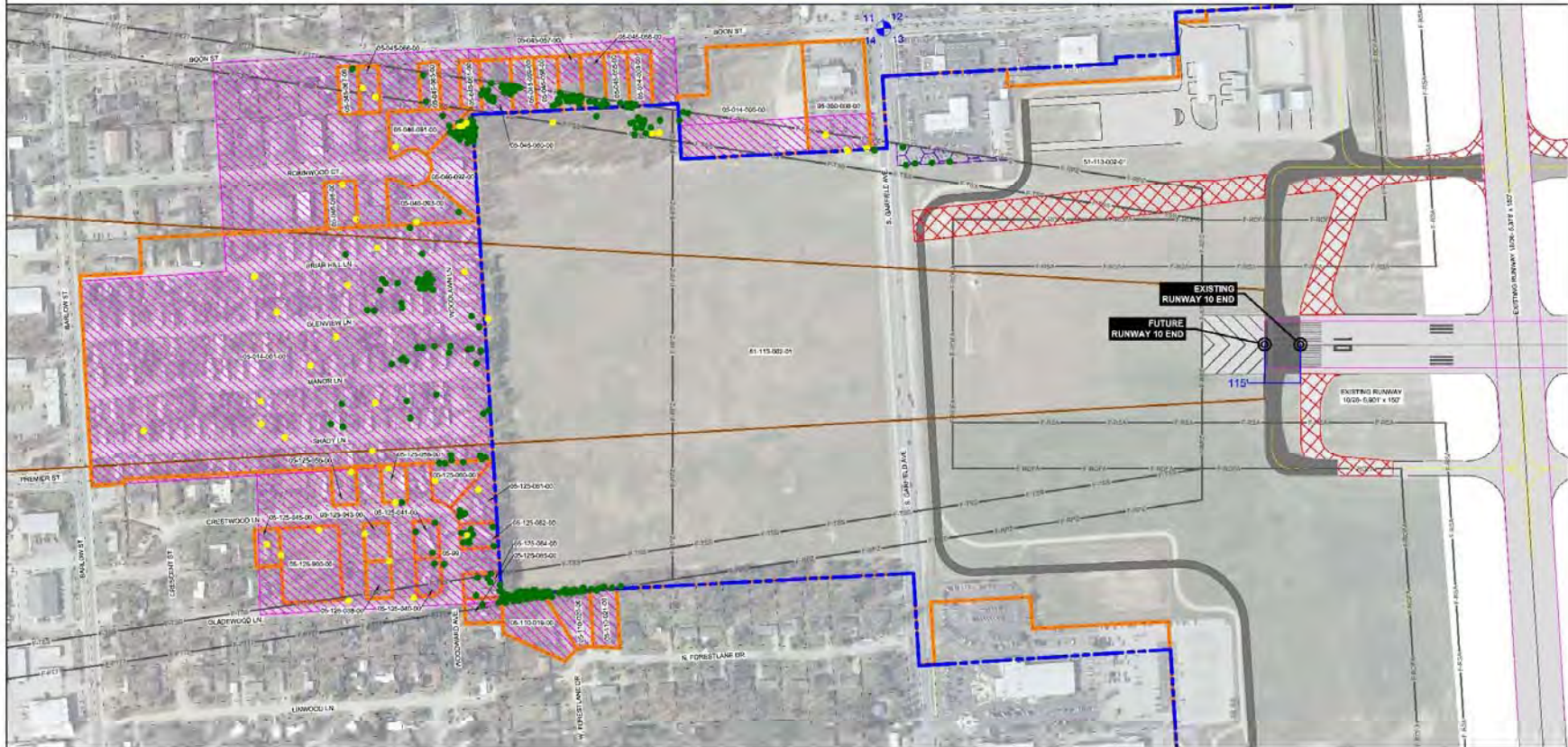
Sincerely,

A handwritten signature in black ink, appearing to read 'K.C. Klein', with a long horizontal flourish extending to the right.

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

Enc.

TVC RUNWAY 10 OBSTRUCTIONS



NOTE:

OBSTRUCTIONS LOCATED ON THE ROAD BELONG TO PARCEL 05-88. THESE OBSTRUCTIONS MAY BELONG TO THE PARCEL CLOSEST TO THESE OBSTRUCTIONS.

- F-100 — FUTURE RUNWAY SAFETY AREA
- F-100X — FUTURE RUNWAY OBJECT FREE AREA
- F-100Z — FUTURE RUNWAY PROTECTION ZONE
- F-100Y — FUTURE FAR PART 77 APPROACH SURFACE
- F-100 — FUTURE THRESHOLD SITING SURFACE
- F-100 — FUTURE GULDSLOPE QUALIFICATION SURFACE

LEGEND

- EXISTING PAVEMENT
- FUTURE RUNWAY CENTERLINE
- FUTURE PAVEMENT
- RUNWAY
- TAXIWAY CENTERLINE
- PAVEMENT TO BE REMOVED

- PARCEL WITH POTENTIAL OBSTRUCTIONS
- FUTURE AVIGATION EASEMENT
- AIRPORT PROPERTY BOUNDARY
- OBSTRUCTION WITHIN 10 FEET BELOW SURFACE
- OBSTRUCTION

CHERRY CAPITAL AIRPORT
TRAVERSE CITY, MI

01/2017

RUNWAY 10 FEDERAL AVIATION REGULATIONS PART 77 OBSTRUCTIONS - 34:1

**Mead
& Hunt**

2805 Port Lanning Road
Lansing, MI 48906
Phone: 313.324.4334
mead@mead.com

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Resolution #2017-_____

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING NORTHWESTERN REGIONAL AIRPORT COMMISSION TO ACQUIRE
AVIGATION EASEMENTS IN CONNECTION WITH THE EXTENSION OF RUNWAY 10-28 RUNWAY
APPROACH AREA AND RESOLUTION OF NECESSITY**

WHEREAS, the Grand Traverse County Board of Commissioners met in Regular Session on April ____, 2017; and

WHEREAS, Grand Traverse County and Leelanau County are owners of the property associated with the Cherry Capital Airport, a public airport (the "Airport"); and

WHEREAS, Grand Traverse County and Leelanau County (the "Counties") acquired the Airport from the City of Traverse City on July 6, 1990; and

WHEREAS, under Section 134 of the Michigan Aeronautics Code (MCL 259.134), the Counties jointly operate the Airport through the Northwestern Regional Airport Commission (NRAC); and

WHEREAS, the NRAC has determined to extend Runway 10-28 for public airport purposes and should the current Environmental Assessment project result in a finding of no significant impact (FONSI) the NRAC will move forward with the purchase of avigation easements to facilitate the removal of trees within the extended runway approach surface for Runway 10-28; and

WHEREAS, the NRAC intends to establish through an appraisal and review appraisal process the amount it believes to be just compensation for the acquisition of avigation easements on approximately 35 parcels and present Good Faith Offers of Just Compensation to acquire the necessary avigation easements for those parcels; and

WHEREAS, the extension of Runway 10-28 is necessary for the improvement of the Airport to accommodate present and future aeronautical users of the Airport and the acquisition of new and modifications of existing avigation easements are necessary for the purpose of providing adequate height clearance for aeronautical users associated with the extension (the "Project"); and

WHEREAS, pursuant to 259.132, the acquisition of any lands for the purpose of establishing airports, landing fields or other aeronautical facilities; the acquisition of airport protection privileges; the acquisition, establishment, construction, enlargement, improvement, maintenance, equipment and operation of airports, landing fields and other aeronautical facilities, and the exercise of any other powers granted to Grand Traverse and Leelanau Counties and the NRAC under the Aeronautics Code, are declared to be public, governmental and municipal functions, exercised for a public purpose, and matters of public necessity; and

WHEREAS, the NRAC may be unable to acquire the necessary rights in some or all of the parcels identified in Exhibit A, attached hereto and made a part hereof, (the "Properties") through negotiation; and

WHEREAS, it may become necessary to initiate condemnation proceedings for the rights needed in the Properties A, for the Project, which include the acquisition of avigation easements necessary to provide adequate height clearance for aeronautical users (the "Private Property Rights").

NOW, THEREFORE, BE IT RESOLVED, the Board on this _____ day of _____, 2017, does declare and determine as follows:

1. That in the event that the current Environmental Assessment project result in a FONSI, the NRAC be and is hereby authorized to negotiate with the owners of the Properties and to establish and present an amount of just compensation through the use of an Appraiser and Review Appraiser for the Private Property Rights necessary for the Project and make good faith written offers to acquire the Private Property Rights to the owners of the Property pursuant to Section 5 of the Uniform Condemnation Procedures Act

2. The terms and conditions as approved by the NRAC of the Good Faith Offers of Just Compensation are hereby approved and that the Private Property Rights acquired shall be held jointly in the name of Leelanau County and Grand Traverse County for the purpose of expanding and operating a public airport as provided in MCL 259.133, 134, and 135.

3. A technical amendment to the Joint Operating Agreement for the NRAC and the Agreement Amending and Replacing Lease of May 1, 1972, in order to specify the Private Property Rights acquired from the owners of the Properties, shall be incorporated collectively with the legal description set forth and referenced in those agreements.

4. The NRAC's right to continue to act in an agency relationship as specified in paragraph XI of the Amended Joint Operating Agreement dated February 17, 1999, is reaffirmed and the NRAC is authorized to take any and all actions to complete the acquisition of the Private Property Rights and the terms of sale for the Good Faith Offers of Just Compensation on behalf of both Grand Traverse and Leelanau Counties.

5. The Project is necessary and that said Project is a necessary public improvement for the use and benefit of the public.

6. That it is necessary to acquire the Private Property Rights in the Private Property for the Project in accord with plans for the Project on file with the NRAC (the "Plans").

7. That the NRAC is hereby directed and authorized to initiate condemnation procedures through its attorneys under the Michigan Uniform Condemnation Procedures Act and the Michigan Aeronautics Code on behalf of Grand Traverse County in Grand Traverse County Circuit Court in the names of Grand Traverse County and Leelanau County, jointly to acquire the Private Property Rights in the Private Property as such proceedings may become and are necessary for the Project and the Private

Property Rights so acquired shall be held by Grand Traverse County and Leelanau County as tenants in common.

BE IT FURTHER RESOLVED, that all actions taken to date by the NRAC, and contractors of the NRAC to acquire the Private Property Rights for the Project in accord with the Plans are hereby ratified, approved, and determined to be necessary for the Project and in the public interest.

Be it further resolved that the County Clerk is directed to forward this resolution to the NRAC.

Motion by: _____

Seconded by: _____

Roll Call Vote:	Aye	Nay
Carol Crawford	_____	_____
Dr. Dan Lathrop	_____	_____
Ron Clous	_____	_____
Cheryl Gore Follett	_____	_____
Dr. Bob Johnson	_____	_____
Tom Mair	_____	_____
Addison Wheelock, Jr.	_____	_____

State of Michigan
County of Grand Traverse

I, Bonnie Scheele, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office of the whole thereof. In testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the _____ day of _____, 2017.

Bonnie Scheele, Grand Traverse County Clerk




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: April 13, 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 February 28, 2017.

In your review of the report, it may be helpful to note that YTD Activity reflects actual activity recorded as of April 13, 2017 for the period ending February 28, 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. At February 28, 2017, 17% of the County's fiscal year has passed. When reviewing the attached report, the percentage of budget used year to date should be below 17% unless accounted for by timing of expenditures such as one-time purchases or distributions.

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.

The County's budgeting practice has been to fully fund the cost of wages and benefits for vacant positions for the entire year. For those departments with vacant positions for all or part of the fiscal year, activity is expected to end under budget. Similarly, funds receiving General Fund support may have received greater than projected revenue or had lower than budgeted expenditures. Instead of transferring the full amount of the original appropriation, Fourth Quarter appropriations have been reduced pending further review. Additionally, the County was able to secure alternate funding from the Brownfield Authority to fund the Boardman River Dam removal and has postponed transferring a contribution to pre-fund retiree healthcare until an irrevocable trust is established. A list of these as well as other significant events leading to a projected surplus for the FY2016 year-end are outlined below.

Vacancies in Administrative Departments	420,000
Family Court Reorganization and Program Elimination	280,000
Register of Deeds change in accounting for transfer	115,000
OPEB Transfer pending Irrevocable Trust Establishment	200,000
Boardman Dam Removal and other contingencies	200,000
Appropriations to other funds not transferred	700,000
Total of Summarized Events	1,895,000

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 FEBRUARY 28, 2017

SUMMARY BY FUND

FUND	FUND NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 2/28/2017	AVAILABLE BALANCE	% BUDGET USED
101	GENERAL FUND	38,000,571	37,656,469	37,195,093	3,005,357	34,189,736	8%
131	13TH CIRCUIT COURT	1,946,168	1,809,648	1,942,407	202,131	1,740,276	10%
136	86TH DISTRICT COURT	3,972,943	3,840,521	4,048,012	371,216	3,676,796	9%
202	COUNTY SPECIAL PROJECTS	27,322	-	-	-	-	0%
207	CENTRAL DISPATCH/911	2,529,742	2,360,167	2,490,107	888,050	1,602,057	36%
208	PARKS AND RECREATION	538,039	522,162	495,794	88,246	407,548	18%
209	MAPLE BAY DEVELOPMENT	10,000	-	-	-	-	0%
215	FRIEND OF THE COURT	2,199,191	2,037,865	2,079,488	255,216	1,824,272	12%
216	SAFE HAVENS	143,574	143,574	-	-	-	0%
222	HEALTH DEPARTMENT	6,273,922	6,108,674	6,117,956	844,956	5,273,000	14%
251	VETERANS' TRUST FUND	70,200	56,436	50,200	10,973	39,227	22%
252	VETERANS' MILLAGE	-	-	627,389	62,064	565,325	10%
256	REGISTER OF DEEDS AUTOMATION	123,704	126,149	179,500	2,386	177,114	1%
260	COMMUNITY CORRECTIONS PA511	746,004	746,036	733,913	82,620	651,293	11%
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	3,057	21,048	13%
264	CORRECTIONS OFFICERS TRAINING	63,500	56,621	63,500	3,722	59,778	6%
266	CRIMINAL JUSTICE TRAINING ACT	20,000	10,379	14,000	2,870	11,130	21%
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	60	43,040	0%
281	EDC	155,800	158,960	33,054	-	33,054	0%
287	TNT FORFEITURE FUND	116,633	114,732	95,220	13,384	81,836	14%
288	TNT GRANT	97,970	97,293	97,000	20,525	76,475	21%
292	CHILD CARE FUND	1,887,931	1,635,033	1,863,500	65,303	1,798,197	4%
295	ANIMAL CONTROL	88,825	65,622	133,068	6,950	126,118	5%
297	COMMISSION ON AGING	2,801,912	2,301,134	2,760,782	245,519	2,515,263	9%
298	SENIOR CENTER	652,330	522,289	584,694	55,605	529,089	10%
471	COUNTY FACILITIES	1,928,300	1,668,962	1,927,800	136,430	1,791,370	7%
472	CAPITAL IMPROVEMENT PROJECTS	900,000	529,017	450,000	-	450,000	0%
TOTAL APPROPRIATIONS		65,626,636	62,701,683	64,140,382	6,366,638	57,773,744	10%

GRAND TRAVERSE COUNTY
FISCAL YEAR 2017
BUDGET TO ACTUAL
REVENUE AND EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING FEBRUARY 28, 2017

GENERAL FUND

REVENUE SOURCE	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 2/28/2017	AVAILABLE BALANCE	% BUDGET USED
Taxes	22,865,142	23,291,455	22,968,526	10,178	22,958,348	0%
Licenses and Permits	159,000	188,373	199,000	21,472	177,528	11%
Federal Grants	2,520	100,566	700	-	700	0%
State Grants	3,644,305	3,491,013	3,681,406	295,566	3,385,840	8%
Local Unit Contributions	1,899,712	1,824,040	1,775,056	16,918	1,758,138	1%
Charges for Services	4,665,843	4,312,852	4,599,204	596,806	4,002,398	13%
Fines and Forfeitures	113,100	96,039	111,000	14,334	96,666	13%
Interest and Rents	707,803	704,497	687,930	29,259	658,671	4%
Other Financing Sources	2,501,316	2,610,060	2,378,930	63,243	2,315,687	3%
Transfers In	941,830	1,037,573	810,770	-	810,770	0%
Use of Surplus	500,000	-	-	-	-	0%
TOTAL REVENUES	38,000,571	37,656,469	37,212,522	1,047,774	36,164,748	3%

GRAND TRAVERSE COUNTY
FISCAL YEAR 2017
BUDGET TO ACTUAL EXPENDITURE REPORT (UNAUDITED)
FOR THE PERIOD ENDING FEBRUARY 28, 2017

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016*	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 2/28/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
LEGISLATIVE								
101	Board of Commissioners	367,459	366,581	250,551	13,233	237,318	5%	1%
	SUBTOTAL	367,459	366,581	250,551	13,233	237,318	5%	1%
JUDICIAL								
147	Jury Commission	46,897	39,106	48,271	4,399	43,872	9%	0%
148	Probate Court	734,213	732,513	768,435	85,228	683,207	11%	2%
149	Family Court-Juvenile Division	1,832,797	1,548,554	1,632,230	159,876	1,472,354	10%	4%
	SUBTOTAL	2,613,907	2,320,173	2,448,936	249,503	2,199,433	10%	7%
GENERAL GOVERNMENT								
155	ART Grant	55,019	20,366	101,626	5,679	95,947	6%	0%
172	Administrator/Controller	378,585	283,434	325,023	46,607	278,416	14%	1%
174	Brownfield Administration	189,206	186,269	185,150	26,299	158,851	14%	0%
191	Elections	96,307	90,138	67,852	332	67,520	0%	0%
201	Finance	525,882	438,389	509,586	59,898	449,688	12%	1%
215	County Clerk	893,280	872,467	922,083	123,526	798,557	13%	2%
225	Equalization	412,012	394,948	588,263	64,832	523,431	11%	2%
226	Human Resources	478,034	514,500	579,043	23,369	555,674	4%	2%
229	Prosecuting Attorney	1,649,717	1,610,889	1,709,063	231,226	1,477,837	14%	5%
230	Equalization/East Bay	161,968	152,952	164,831	25,186	139,645	15%	0%
236	Register of Deeds	461,258	332,538	453,780	57,989	395,791	13%	1%
242	County Surveyor	58,187	58,203	58,187	-	58,187	0%	0%
253	County Treasurer	393,035	382,077	400,636	58,553	342,083	15%	1%
257	Cooperative Extension	269,931	264,891	271,092	22,274	248,818	8%	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	92,874	950,606	9%	3%
275	Drain Commission	22,133	19,888	22,133	3,341	18,792	15%	0%
276	Soil Erosion & Sedimentation	174,097	198,635	204,520	24,911	179,609	12%	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	20,062	180,721	10%	1%
402	GIS	171,327	166,646	-	16,782	(16,782)	0%	0%
	SUBTOTAL	9,037,131	8,357,464	9,166,870	908,742	8,258,128	10%	25%
PUBLIC SAFETY								
307	Central Records	864,549	836,993	870,483	91,443	779,040	11%	2%
308	Central Dispatch	266,942	64,294	225,307	-	225,307	0%	1%
311	Sheriff-Special Investigation	201,130	193,660	203,626	27,489	176,137	13%	1%
312	Sheriff-County Investigation	1,101,194	1,059,329	1,090,609	143,825	946,784	13%	3%
314	Sheriff-County Patrol	5,760,262	5,700,665	5,766,027	761,118	5,004,909	13%	16%
315	Off Road Vehicle-GTSD	-	-	-	-	-	0%	0%
316	Secondary Road Patrol	110,851	100,742	107,766	14,413	93,353	13%	0%
325	Sheriff-Administration	617,989	589,248	609,914	81,510	528,404	13%	2%
327	Snowmobile Enforcement	11,819	11,136	19,969	6,764	13,205	34%	0%
331	Sheriff-Marine Law Enforcement	106,511	103,770	123,947	1,521	122,426	1%	0%
348	Medical Marijuana Grant 2016	35,025	21,958	34,813	-	34,813	0%	0%
351	Sheriff-Corrections	5,168,558	5,030,690	5,467,586	678,968	4,788,618	12%	15%
352	Corrections-Interim Services	40,000	35,834	60,000	936	59,064	2%	0%
435	Emergency Management	-	-	-	-	-	0%	0%
	SUBTOTAL	14,284,830	13,748,318	14,580,047	1,807,988	12,772,059	12%	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	-	100%	0%
682	Veterans	502,951	481,115	-	891	(891)	0%	0%
	SUBTOTAL	854,992	823,439	363,123	25,891	337,232	7%	1%
OTHER								
865	Insurance & Bonds	335,000	132,200	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	890,400	1,017,200	-	1,017,200	0%	3%

GENERAL FUND

DEPT #	DEPARTMENT NAME	FY16 AMENDED BUDGET	FY16 ACTIVITY AS OF 12/31/2016*	FY17 AMENDED BUDGET	YTD ACTIVITY AS OF 2/28/2017	AVAILABLE BALANCE	% BUDGET USED	TOTAL GENERAL FUND BUDGET
TRANSFERS								
965	County Law Library Fund	-	-	-	-	-	0%	0%
968	Health Department Fund	1,269,000	1,064,000	1,269,000	-	1,269,000	0%	3%
970	Child Care Fund	875,000	776,263	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	275,556	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	1,622,650	1,622,650	-	1,622,650	0%	4%
979	CIP Fund	450,000	450,000	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	2,931,870	2,972,532	-	2,972,532	0%	8%
986	Community Corrections Fund	48,081	36,061	-	-	-	0%	0%
	SUBTOTAL	9,466,052	8,887,831	9,368,366	-	9,368,366	0%	25%
GENERAL FUND TOTAL APPROPRIATIONS		38,000,571	35,394,206	37,195,093	3,005,357	34,189,736	8%	
GENERAL FUND REVENUES		38,000,571	37,656,469	37,212,522	1,047,774	36,164,748	3%	
PROJECTED SURPLUS (DEFICIT)		-	2,262,263	17,429	(1,957,583)			
BEGINNING FUND BALANCE		8,938,060	8,438,060	10,700,323	10,700,323			
Authorized Use of Surplus		(500,000)	-	-	-			
ENDING FUND BALANCE		8,438,060	10,700,323	10,717,751	8,742,740			

* Ending 2016 activity is unaudited and subject to change. Please refer to the April 13, 2017 memorandum addressed to the County Board of Commissioners for additional information regarding the events that occurred during 2016 resulting in a projected surplus.

SECOND AMENDMENT TO GRAND TRAVERSE COUNTY ROAD COMMISSION

CASS ROAD RIGHT-OF-WAY DEVELOPMENT AGREEMENT

WHEREAS, on August 21, 2013, the GRAND TRAVERSE COUNTY ROAD COMMISSION, a quasi-municipal corporation, of 1881 LaFranier Road, Traverse City, Michigan 496896 (the "Road Commission") and GRAND TRAVERSE COUNTY, a Michigan county, of 400 Boardman Avenue, Traverse City, Michigan, 49684 (the "County") entered into a Cass Road Right-of-Way Development Agreement (the "Agreement"); and

WHEREAS, the Agreement was amended by a First Amendment to the Grand Traverse County Road Commission Cass Road Right-of-Way Development Agreement in 2015 (the "First Amendment"); and

WHEREAS, the parties desire to amend the Agreement again;

NOW THEREFORE, the County and the Road Commission agree to amend the Agreement effective on the ____ day of _____, 2016, as follows:

Section 2.5. is amended to read in its entirety as follows:

2.5 Indemnification.

A. Independent Contractor. The parties shall be considered independent contractors and not agents or employees of the other party. The County and the Road Commission shall not be considered engaged in a joint venture or partnership.

B. Insurance. The County shall maintain during the term of this Agreement unless otherwise set forth below the following insurance and all such insurance shall be evidenced by a certificate of insurance, which shall be provided to the Road Commission prior to commencing the County Development, and such policies shall contain endorsements stating that the Road Commission has been named as an additional insured onto such policy for all claims arising out of the County Development:

i. Commercial General or Professional Liability. Commercial general or professional liability insurance coverage as applicable in the amount of \$5,000,000 per occurrence, including completed operations coverage.

ii. Environmental and Pollution Liability Insurance. Prior to commencement of the County Development, the County shall obtain Environmental and Pollution Liability Insurance in the amount of \$5,000,000 per occurrence or in the alternative, the County must continuously maintain the required Environmental and Pollution Liability coverage on a claims made basis for the duration of the County Development plus three years after completion of the County Development or the County must purchase a three year Extended Reporting Period following expiration of the term of the Environmental and Pollution Liability Insurance.

C. Nothing herein is intended to waive the defense of governmental immunity that may be asserted by either the County or the Road Commission except to the extent of the County's contractual liability to the Road Commission as set forth in this Agreement.

Article 3 is amended to add Section 3.9 to read in its entirety as follows:

3.9 It is acknowledged and agreed that the County Development shall be constructed by the United States Department of the Army (the "United States") and its contractor pursuant to a grant agreement between the County and the United States. The County's obligations under this Article for the construction contract for the County Development shall be satisfied through the contract for construction between the United States and the selected contractor for the County Development.

All other terms of the Agreement and First Amendment except as amended herein shall be and remain the same.

**GRAND TRAVERSE COUNTY
ROAD COMMISSION**

By: _____

By: _____

GRAND TRAVERSE COUNTY

By: _____

By: _____

Approved as to Substance

Tom Menzel, County Administrator

James Cook, Road Commission Manager

Approved as to Form

Christopher J. Forsyth, Deputy Civil Counsel

Karrie A. Zeits, Counsel for the Road Commission