

**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS**

Wednesday, April 5, 2017 @ 5:30 p.m.  
Governmental Center, 2<sup>nd</sup> Floor Commission Chambers  
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES OR EXERCISES  
(Pledge of Allegiance)
2. ROLL CALL
3. APPROVAL OF MINUTES  
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
  - a. Minutes of March 15, 2017 (Regular Meeting) ..... 3
  - b. Minutes of March 22, 2017 (Special Meeting) ..... 10
4. FIRST PUBLIC COMMENT

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

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

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

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

5. APPROVAL OF AGENDA
6. CONSENT CALENDAR:

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

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

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

a.	Receive and File:	
1)	Northern Lakes Community Mental Health Minutes of February 16, 2017 .....	11
2)	Traverse Area District Library Minutes of February 16, 2017 .....	16
b.	Approvals:	
1)	National Law Enforcement Officers Week Proclamation.....	20
2)	National Correctional Officers and Employees Week Proclamation.....	22
3)	Equipment & Bicycles for Auction/Disposal .....	24
4)	Purchase of Five (5) Patrol Vehicles for the Sheriff's Office and Budget Adjustment .....	28
5)	FY 2017 Budget Adjustments .....	31
6)	Farmland Preservation Board Appointments .....	36
7)	Property Acquisition (Updated policy with changes will be distributed)	
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
a.	Introduction of Mary Haverty, Commission on Aging Director and Bill Hendry, Human Resources Director	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	GRAND TRAVERSE COUNTY SHERIFF'S OFFICE:	
1)	Additional Compensation for Sheriff (Clothing Allowance & Physical Maintenance Program) .....	39
b.	DRAIN COMMISSIONER:	
1)	Re-affirmation of Support for Determination of Lake Level for Duck Lake and Expansion of Special Assessment District .....	41
c.	PARKS & RECREATION:	
1)	Release of Fund Balance for New Playground at Civic Center .....	47
d.	COUNTY ADMINISTRATION:	
1)	Annual Audit Recommendation.....	49
10.	OLD/UNFINISHED BUSINESS:	
a.	Monthly Update (Commission on Aging) (Requested by Gore-Follette)	
b.	Human Resources Vendor Contract (Requested by Mair)	
c.	County Administrator Hiring Process (Lathrop) .....	53
d.	Defined Benefit Contribution Analysis for Active Non-Contract Employees and Other Documentation Associated with this Subject for Discussion .....	55 & 66
11.	NEW BUSINESS:	
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
a.	Pavement Surface Evaluation and Rating (PASER) System Report (Mair)	
14.	NOTICES	
a.	April 11, 2017 – Equalization Meeting (Steve Curry from MAC)	
b.	April 12, 2017 - Special Study Session - Pension Debt Discussion	
c.	Ad Hoc Committees (April 5, 11, 12) Parks & Planning interviews	
15.	CLOSED SESSION (IF REQUIRED)	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Regular Meeting  
March 15, 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, Tom Mair, Addison Wheelock, Jr., Ron Clous, Dan Lathrop,  
Cheryl Gore Follette, and Carol Crawford

APPROVAL OF MINUTES

March 1, 2017 – Regular Session

Moved by Wheelock, seconded by Johnson to approve the minutes listed above. Motion carried.

PUBLIC COMMENT

Chris Kushman, spoke in support of the Boardman Lake Trail grant applications

Heather Smith, spoke on the Park Place Brownfield Plan and watershed plan.

Rick Buckhalter, spoke on Park Place Brownfield Plan and Boardman Lake Trail grant applications.

APPROVAL OF AGENDA

Move *Items Removed from Consent Calendar* to before Special Orders of Business.

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

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.

A. RECEIVE AND FILE

1. Northern Lakes Community Mental Health minutes of January 19, 2017
2. Airport Commission Organizational Meeting minutes of January 24, 2017

3. Airport Commission Regular Meeting minutes of January 24, 2017
4. Grand Traverse Conservation District Monthly Report for February
5. Road Commission Monthly Report for March
6. 2016 Planning Commission Annual Report – *removed from calendar*

#### B. APPROVALS

1. Resolution 22-2017  
Planning  
Revolving Loan Fund Application for Berg Well Drilling
2. Resolution 23-2017  
April 2017 is Social Host Awareness Month – Proclamation
3. Resolution 24-2017  
Finance  
FY 2017 Budget Amendments
4. February 2017 Claims Approval – *removed from calendar*
5. Proclamation to Recognize Girl Scouts “Operation American Soldier” – *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

A-6	Page	23	By	Clous
B-4	Page	37	By	Gore Follette
B-5	Page	60	By	Johnson

Moved by Gore Follette, seconded by Johnson to approve the Consent Calendar minus items A-6, B-4 and B-5. Motion carried.

#### ITEMS REMOVED FROM CONSENT CALENDAR

##### **A-6 2016 Planning Commission Annual Report**

Moved by Clous, seconded by Lathrop to receive and file the 2016 Planning Commission Annual Report. Motion carried.

**B-4 February 2017 Claims Approval**

Staff directed to show detail of claims totaling \$1000 or more by vendor.

Resolution 25-2017

Finance

February 2017 Claims Approval

Moved by Gore Follette, seconded by Clous to approve Resolution 25-2017.

Motion carried

**B-5 Proclamation to Recognize Girl Scouts “Operation American Soldier”**

Commissioner Johnson presented the Proclamation to Meredith and Amanda Allen.

Resolution 26-2017

Proclamation

Recognize Girl Scouts “Operation American Soldier”

Moved by Mair, seconded by Wheelock to approve the Proclamation to Recognize Girl Scouts “Operation American Soldier”

SPECIAL ORDERS OF BUSINESS

**a. Public Hearing for Grant Applications (4) for the Boardman Lake Trail Loop**

Jean Derenzy, Director Community Development /Codes, reviewed Boardman Lake Trail Loop Grant Applications and answered Commissioners’ questions.

Chairwoman Crawford declared the public hearing open at 6:02 p.m.

Public Comment

The following people gave comments regarding the Grant Applications (4) for the Boardman Lake Trail Loop

**Rick Buckhalter**

**Marsha Smith**

**Chris Kushman**

There being no further comments or correspondence, Chairwoman Crawford closed the public hearing at 6:15 p.m.

**b. Public Hearing on the Park Place Redevelopment Area – Brownfield Plan**

Jean Derenzy, Director Community Development/Codes, reviewed the Park Place Redevelopment Area Brownfield Plan.

Eric Helzer, Park Place Representative, reviewed the investment in Park Place Hotel and plan for the conference center.

Rob Bacigalupi, Downtown Development Authority Executive Director, spoke on the public infrastructure improvements.

Marty Colburn, City of Traverse City Manager, spoke on the working partnership between all entities involved.

Chairwoman Crawford declared the public hearing open at 6:15 p.m.

**Public Comment**

The following people gave comments regarding the Park Place Redevelopment Area – Brownfield Plan

**Alex Mowczan  
John Pack  
Marsha Smith  
Bill Golden  
Scott Hardy  
Kent Wood  
Trevor Tkach  
Kelly Jo Bowman**

There being no further comments or correspondence, Chairwoman Crawford closed the public hearing at 7:11 p.m.

**c. Boardman River Restoration Project – Boardman Dam Removal Presentation (Conservation Resource Alliance)**

Frank Dituri, Implementation Team, spoke on the Boardman River Restoration Project. Amy Beyer, Conservation Resource Alliance Director, gave an overview and update on the Boardman River Restoration Project. Dan DeVaun, AECOM Senior Water Resource Engineer, explained the plan for viewing the draw down process.

**Recessed at 7:24 p.m.  
Reconvened at 7:30 pm**

**DEPARTMENT ACTION ITEMS**

**a. Community Development**

1. Boardman Lake Trail Loop – Approval Grant Applications (4)

Resolution 27-2017

Community Development

Support for the Michigan Natural Resources Trust Fund Grant  
for the Boardman Lake Trail – Bridges, etc.

Resolution 28-2017

Community Development

Support for the Michigan Natural Resources Trust Fund Grant  
for the Boardman Lake Trail – Boardwalk, etc.

Resolution 29-2017

Community Development

Support for the Land and Water Conservation Fund Grant  
for the Boardman Lake Trail

Resolution 30-2017

Community Development

Support for the Recreation Passport Grant  
for the Boardman Lake Trail

Moved by Wheelock, seconded by Mair to approve Resolutions 27-2017, 28-2017, 29-2017 and 30-2017

Motion carried.

2. Park Place Redevelopment Area – Approval of Brownfield Plan

Resolution 31-2017

Community Development

Approval for Brownfield Plan

Park Place Redevelopment Area – 300 East State Street

Moved by Gore Follette, seconded by Johnson to approve Resolution 31-2017.

Roll Call Vote: Yes 6 No 1

Nays: Clous

3. Approval of Economic Development Corporation Amended ByLaws

Tom Menzel, County Administrator, reviewed the Economic Development Corporation Amended ByLaws.

Resolution 32-2017

Economic Development Corporation

Amended ByLaws

Moved by Wheelock, seconded by Gore Follette to approve Resolution 32-2017

Motion carried.

**b. Health Department**

1. Medical Examiner Contract

Wendy Trute, Health Officer, and Dr. Joyce deJong, Medical Examiner, reviewed the medical examiner contract and answered Commissioners' questions.

Moved by Gore Follette, seconded by Wheelock, to approve the Medical Examiner contract.  
Motion carried.

**c. Finance**

1. Budget to Actual Revenue and Expenditure Report  
Jody Lundquist, Finance Director, reviewed the Budget to Actual Revenue and Expenditure Report.

**OLD BUSINESS**

**a. Property Acquisition & Disposal**

Commissioners discussed and requested the following modifications:

VII Policy Standards Section (J) be removed, add clause indicating only take property for a public purpose.

VIII Real Property Disposal Guidelines Section (B)(i) be removed.

IX Policy Review modified to have the Board of Commissioners review the policy every three years.

Civil Counsel will make the changes to the Property Acquisition & Disposal Policy and the modified policy will be placed on the April 5, 2017 consent calendar for review.

Moved by Gore Follette, seconded by Lathrop to approve the Property Acquisition & Disposal with the above modifications.

Motion carried.

**b. Natural Gas Contract**

Resolution 33-2017

Administration

Natural Gas Contract and Purchasing Policy Amendment

Moved by Gore Follette, seconded by Johnson to approve Resolution 33-2017.

Motion carried.

**NEW BUSINESS**

None

**PUBLIC COMMENT**

Brad Warren, spoke on the Keystone Soccer Complex and Keystone Property sale.

Scott Hardy, spoke on the Keystone Property.

**COMMISSIONER/DEPARTMENT REPORTS**

**a. Facilities Management (Marty Dunham)**

Marty Dunham, Facilities Manager, gave a presentation on the Facilities Department.



**b. Staffing Plan Process – Discussion**

Moved by Gore Follette, seconded by Mair to rescind Resolution 12-2016 and that hiring and firing of positions that report directly to the County Administrator, be brought to the Board of Commissioners for advice and consent.

Commissioner Gore Follette withdrew her motion, Commissioner Mair withdrew his second.

**c. Draft RFP for County Administrator**

Consensus of the Board was to move forward with the RFP and Board directed staff to finalize formatting.

NOTICES**a. March 16, 2017 at 9:00 a.m. – Board Basics Training****b. March 22, 2017 – Special Board Meeting – Attorney-Client Update Regarding Collective Bargaining****c. March 29, 2017 – Special Study Session – Pension Debt Discussion Rescheduled to April 12, 2017**

Commissioner Mair requested Human Resource Contract be placed on the April 5, 2017 agenda.

Commissioner Gore Follette requested monthly update on Commission on Aging and update on Animal Control at a future meeting.

CLOSED SESSION

None

Meeting adjourned at 9:23 p.m.

\_\_\_\_\_  
Sarah B. Lutz, Chief Deputy County Clerk

\_\_\_\_\_  
Carol

\_\_\_\_\_  
Crawford, Chairwoman

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

GRAND TRAVERSE COUNTY  
BOARD OF COMMISSIONERS

Special Session  
March 22, 2017

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

OPENING CEREMONIES OR EXERCISES

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

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

PUBLIC COMMENT

**Steve Largent**, Drain Commissioner, gave an update on future drain projects and issues with the office and the salary of the drain commissioner.

OPEN SESSION

Peter Cohl gave a brief update on the following topics:

- A) Biography for Peter Cohl and firm
- B) Review of the law regarding the Co-Employer Relationship between County Commissioners and Elected County Officers (AO No. 1998-5 included)
- C) Legal Update on Collective Bargaining
- D) Review of Dismissal of Five Teamsters Unfair Labor Practice Charges by the Administrative Law Judge and Teamsters Withdrawal of Four out of the Five Grievances re: Health Insurance (PA 152)

Commissioner Gore Follette requested that they put on the April 5th agenda discussion of the county audit and if they will be going out for bids for this service.

CLOSED SESSION

- A) Update on Contract Negotiations with Various Bargaining Units
- B) Update on Various Union Grievances Pertaining to Health Insurance (PA 152); and;
- C) Update of the Unfair Labor Practice Charges Filed by Various Bargaining Units Regarding Health Insurance (PA 152)

Moved by Crawford, seconded by Clous to go into closed session at 6:05 p.m. to discuss the items listed above pursuant to MCL 15.267 and MCL 15.268(c).

Roll Call Vote: Yes 7



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

## Board of Director's Meeting Minutes

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February 16, 2017

2:30 PM

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**1. CALL TO ORDER:**

Northern Lakes Community Mental Health, 204 Meadows Drive, Grayling with skype to 105 Hall Street, Traverse City, Michigan. Dave Stephenson called the meeting to order at 2:55 p.m.

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

Traverse City - Michael MacCready, Nina Zamora, and Ty Wessell.

Board Members Absent: Dean Vivian (advance notice) and Al Cambridge (advance Notice).

Others Present: Grayling - Karl Kovacs, Chief Executive Officer; Deb Lavender, Executive Secretary; Becky Vincent, Director of Integrated and Managed Care; Matt Leiter, Human Resources Director; Tracy Andrews, Recipient Rights Director; Dave Simpson, Residential Services Administrator; Karen Kendal, Evergreen Home; and April Weinrick, Wright Street Home.

Traverse City: Lauri Fischer, Director of Finance; Mary Marois, Interim Director for Children and Families; Kari Barker, Director of Quality Improvement and Compliance; and Sherrie Moseler, Director of Northern Health Care Management.

Timekeeper – Betty Bushey

**2. AGENDA:** Add 2016 Recipient Rights Annual Report after Item 12.

<b>MOTION:</b>	<b>The Board Approved the January 19, 2017 Agenda with the addition.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gerald Micketti
<b>SECONDER:</b>	Randy Kamps

**3. CONFLICT OF INTEREST DECLARATION:**

There was no conflict of interest declaration.

**4. BOARD CONSENT AGENDA:**

A. *Consideration of Board Consent Agenda*  
*Board Meeting Minutes*

<b>MOTION:</b>	<b>The Board Approved the January 19, 2017 Board Meeting Minutes.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Randy Kamps
<b>SECONDER:</b>	Nicole Miller

### *Committee of the Whole Meeting Minutes*

<b>MOTION:</b>	<b>The Board Approved the January 19, 2017 Committee of the Whole Meeting Minutes.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary Stefanko
<b>SECONDER:</b>	Nicole Miller

### *Financial Statements*

<b>MOTION:</b>	<b>The Board Approved the Financial Statements.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ty Wessell
<b>SECONDER:</b>	Randy Kamps

There was discussion about improving the timeliness of cash flow. Concern was noted about the payments for Autism.

Reference was made to the outstanding balance for the residential/inpatient usage. This could be related to the hospital contracts not being finalized with the NMRE. It may also be related to the hospital coordinating benefits with other third party payers who may be primary before NLCMHA. In those instances where there is a primary payer, NLCMHA Medicaid funds are the last resort and the dollar value of the claim will be reduced by the payment of the primary insurer.

#### **5. OWNERSHIP LINKAGE:**

A. *Citizen Comment* -  
None.

B. *Ownership Communication*  
None.

#### **6. CHIEF EXECUTIVE OFFICER'S REPORT:**

An update was provided on the 298 Work Group. The NMRE Search Committee will be interviewing candidates for the CEO position tomorrow. There was discussion of a date for the Strategic Planning Retreat and a news article with quotes by Karl regarding potential changes to the Affordable Care Act, Market Place and Medicaid Expansion was attached. Modifications will be made to the Contract Summary Report by striking out "approve or receive" and adding the estimated financial value of the contract.

In response to previous Board questions regarding turnover in the residential home staff, a report was provided by Dave Simpson, Residential Services Administrator and Matt Leiter, Human Resources Director. The Specialized Residential Services Unit has undergone reorganization and restructuring to better serve our residents and to hold all staff to a higher degree of accountability. We are working to add Home Supervisor Assistants in each of our NLCMHA operated homes. Other changes have or will be made to sustain quality, improve performance, and staff morale.

Karl thanked the board for his evaluation, greatly appreciated the feedback and is looking forward to have further discussions. It was very informative and very helpful.

#### **7. NORTHERN MICHIGAN REGIONAL ENTITY REPORT:**

No comments.

## 8. ASSURANCE OF ORGANIZATIONAL PERFORMANCE:

A. Receipt of CEO Response to Monitoring Report – 2.4 Financial Management (Internal Inspection).

<b>MOTION:</b>	<b>The Board has approved Policy 2.4 Financial Management- Internal Inspection</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gerald Micketti
<b>SECONDER:</b>	Betty Bushey

B. New Operational Worries – A board member had been contacted by a reporter about recent legislation and he was not sure of the protocol. Karl noted that he had not responded to a similar request.

C. February Monitoring Assignment

Policy 2.2 Treatment of Employed Workforce Members (Internal Inspection) – complete and turn in.

## 9. BOARD MEANS SELF-ASSESSMENT:

A. Receipt of Board Monitoring Report – 3.9 CEO Compensation (Direct Inspection)

<b>MOTION:</b>	<b>The Board has reviewed Policy 3.9 CEO Compensation- Direct Inspection and found that we are 100% in compliance.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gerald Micketti
<b>SECONDER:</b>	Randy Kamps

Identified that we may want to provide training as to how to fill out these sheets. The NLD Committee discussed and suggested a change.

3.10 – Board Member Conflict of Interest (Direct Inspection)

<b>MOTION:</b>	<b>The Board has reviewed Policy 3.10 Board Member Conflict of Interest- Direct Inspection and found that we are 100% in compliance.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gerald Micketti
<b>SECONDER:</b>	Nicole Miller

B. February Monitoring Assignment

3.5 Meeting Agendas and Schedules (Direct Inspection) – complete and turn in.

## 10. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

A. *Ends – None.*

B. *Executive Limitations – None.*

C. *Board/CEO Linkage – None.*

D. *Governance Process/Ownership Linkages*

Nominating Leadership Development Committee

Board Policy Monitoring Process –one page summary with attachments. Karl reviewed the process and the documents. If there is a “no” then a comment will be required.

Ownership Linkage Plan – Suggestions were provided for the groups that we are seeking linkages.

Gerald suggested that these are the groups we need to contact. The plan needs more work. What are we looking for or seeking? What is working and what is not? What are your concerns? Dave identified the progress they made with the schools.

A three question survey was sent to providers and collaboratives which is a survey that is sent out for the annual submission. We also completed the survey with the Consumer Advisory Council Work Group and the Recipient Rights Advisory Committee. The questions were: what do you see as being the most significant mental health needs that are not currently being adequately addressed in our community, From the perspective of Northern Lakes Community Mental Health Authority what trends have you identified that CMH should be aware of, Based on what you have shared please identify the top three concerns/priorities. We have completed the biannual community survey that the board approved and this will be presented in April. May is Mental Health Month.

The Ownership Linkage Plan will be rewritten.

Board Planning Retreat – This is to review the Strategic Plan and how the board policies match up. The retreat will be held in Traverse City and will be held in September. A doodle poll will be sent to board members to determine the date.

Board Member Terms – Gerald noted that he would not be returning; Nicole, Dean, Ty, Gary, and Cheryl agreed to return. Grand Traverse County will advertise for a replacement for Gerald.

<b>MOTION:</b>	<b>The Board will Receive and File the 2016 Recipient Rights Annual Report.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gerald Micketti
<b>SECONDER:</b>	Carol Crawford

#### Board By-Laws

<b>MOTION:</b>	<b>The Board approved the Board By-Laws.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Carol Crawford
<b>SECONDER:</b>	Randy Kamps

## 11. OWNERSHIP LINKAGE:

A. Citizen Comment - None.

## 12. ANNOUNCEMENTS/BOARD MEMBER REPORTS/BOARD ASSOCIATION CONF:

- Mark Sloan will be at the Traverse City Office presenting on Trauma Informed Care on February 21st.
- A new program at NMC called SOAR or Enable. Meeting today to discuss the components of the program.
- Paraplegic silver medalists are presenting a sport (volleyball-hockey) and agreed to come to do an exhibition to teach the teachers how to make it work in schools. This is for individuals with a visual impairment. Individuals who can see will use a mask over their eyes. The date is March 11th at Leland Public School around 11:00 am.
- The MACMHB Conference was held in Kalamazoo and Karl, Becky and Carol attended. There was a fundraiser for Lt. Governor Calley and Karl attended and thanked him for his efforts on the 298 Facilitation Workgroup. Carol noted that she did a couple of the Boardworks modules that were very beneficial.

**13. AGENDA PLANNING (TC):**

Carry forward.

**14. MEETING EVALUATION:**

#1- we spent our time on the most important governance topics: majority was satisfactory

#2- we encouraged diversity of viewpoints: majority was excellent

#3- our decisions were made collectively: majority was excellent

#4- The Board used its time effectively: majority was satisfactory

#5- What is the most important thing the Board could do to improve our function as a board? More orientation.

**15. ADJOURNMENT:**

<b>MOTION:</b>	To adjourn the meeting.
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Carol Crawford
<b>SECONDER:</b>	Betty Bushey

The meeting adjourned at 4:30 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Dave Stephenson, Chairperson

\_\_\_\_\_  
Nicole Miller, Board Secretary

\_\_\_\_\_  
Debra Lavender, Recording Secretary



Board of Trustees Regular Meeting  
MINUTES (approved)  
Thursday, February 16, 2017 at 5:00pm  
**McGuire Community Room**  
610 Woodmere Ave., Traverse City, MI 49686

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1. **Call to Order**

The meeting was called to order by President Gillman at 5:00pm. Present were Gillman (President), Payne (Vice President), Kachadurian (Treasurer), Jones (Secretary), Marek, Moyer, and Gersch (Trustees). Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

2. **Pledge of Allegiance**

All members in attendance stood and recited the Pledge of Allegiance to the Flag of the United States of America.

3. **Approval of agenda**

Payne suggested an amendment to the agenda: under New Business item c, resolution of endorsement for the new building efforts of Peninsula Community Library. It was **MOVED** by Kachadurian, **SUPPORTED** by Marek, to approve the agenda including the aforementioned amendment as presented. Motion **CARRIED**.

4. **Public Comment**

President Gillman opened the floor for public comment. There was none.

5. **Approval of minutes**

a. *Regular Meeting of January 19, 2017*

It was **MOVED** by Marek, **SUPPORTED** by Kachadurian, to approve the regular meeting minutes of January 19, 2017 as presented. Motion **CARRIED**.

b. *Closed Session of January 19, 2017*

It was **MOVED** by Kachadurian, **SUPPORTED** by Payne, to approve the closed session meeting minutes of January 19, 2017 as presented. Motion **CARRIED**.

6. **Oath of Office Affirmation – Caroline Gersch, City Appointee**

President Gillman welcomed city appointed board member Caroline Gersch. Following a brief introduction to the board members Gillman confirmed Gersch's committee assignments and Jones performed the oath of office with Gersch responding affirmatively.

7. **Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following:

- Plans are progressing for April's Funding Future Readers celebration and auction event to benefit the Preschool Interactive Learning Area in the Youth Services Department. Parsons will be meeting in early March with the designer Alyce Riemenschneider, and the mural artist Glenn Wolff. They will be providing visual representations of the upgrade to be displayed at the event.



- TADL's Pour For More special event at The Filling Station held on February 2<sup>nd</sup> was successful, bringing in an additional \$500 in proceeds to benefit TADL. Special events are also scheduled at Earthen Ales on February 21<sup>st</sup> and Rare Bird Brewpub on February 23<sup>rd</sup>.
- The Finance committee recently discussed concerns with the facility boilers, however since that meeting Facilities Manager, Bruce Bennett, reported that one of the issues may already be resolved.
- The 20<sup>th</sup> annual Poet's Night Out will be held April 23<sup>rd</sup> and the library will be closed on Monday, February 20<sup>th</sup>, for the annual staff in-service day.
- The Youth Services Department TSO Tots at TADL event was very well attended and the children really enjoyed it.
- The Brownfield plan will go before the County at the County Commissioner's meeting on March 1<sup>st</sup>. This plan would redirect taxes collected by TADL. Parsons encouraged the board members to attend.

President Gillman noted that Administrative Reports were included in the board packet. There were no additions to those reports.

**b. *Financial Report***

Parsons provided an update to her December 2016 financial reports included in the board packet, reporting that bills are still coming in for 2016 and that tax chargebacks are also incoming. Overall 2016 was a good year, with \$391K in excess revenues at this time. Parsons will provide the board another update in March which should be close to final figures for 2016.

Parsons then confirmed her January 2017 reports, highlighting the following:

- Revenue – TADL has received property tax revenues of over \$2mil to date. There should be an influx of tax receipts following the February 10<sup>th</sup> payment deadline. Antrim County pledged slightly less support this year support for Talking Book Library services due to a small reduction in the number of patrons residing in the county and currently using the service. Overdue fines are up a bit over last January and contributions are skewed downward due to the large donation made in January last year. Overall revenues are doing well.
- Expenses – Much of the expense so far is due to the member library allocation payments that are approved and issued at the annual meeting in January. Retirement fund contributions are down significantly due to the change in the MERS plan offered. Overall expenses at this time are in good standing.

**c. *Member Library Reports***

- Vicki Shurly, Director of Peninsula Community Library (PCL), thanked the TADL board for the member library agreement payment. She briefly reviewed the current status of the new building project: Cornwell Architects will design a building to meet the rural landscape and Zrimec and Wick will handle fundraising. A 2016 year-end fundraising appeal brought in \$112K for the project, with an average gift of \$500. Shurly read several endorsements for the project given by many prominent local residents. With thanks to Interlochen Public Library's board president, Pat Thompson, PCL's new slogan is 'Building the Heart of the Community'.
- Written reports from Julie Kintner, Director of Fife Lake Public Library and Renee Kelchak, Director of Interlochen Public Library were included in the board packet.

**d. *Committee Reports***

- President Gillman noted that the Facilities and Services Committee and the Personnel Committee had not met.
- Finance Committee – Kachadurian reported that the Finance Committee had met. The committee discussed and prioritized a list of future goals. Roof repair is a top priority, with other infrastructure projects also high on the list. Relocation of the Teen Services Department

was amongst the list of proposed future plans. The finance committee suggests that the facilities committee review that proposal in more depth. The Michigan Library Association recommends a 17% fund balance. Although by policy, TADL must retain a 15% general fund balance, the current balance is nearly at 17%. The committee recommends exploring a revised policy to coincide with MLA standards.

- Policy Committee – Marek noted that the Policy Committee had met and discussed two policy items later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – MaryIn Lawrence, Friends Board President  
Lawrence reported that the recent media sale raised \$4000. A Book Sale is planned for the last weekend in April.

8. **Presentation: Local History Collection Update – Amy Barritt**

Barritt gave a brief history of two new additions to the Local History Collection archives: a purple heart earned by long-term resident PFC Alfred Lensen in France in 1819; and an extensive 40-year span of photographs taken by John Robert Williams of the people, products, and places of the region. Barritt explained the preservation treatment that each item receives and the plans for digitizing the most important and requested photographs in the photographic collection. Since the acquisition, over 216 hours of sorting, organizing, and handling this collection has been logged by Williams and six volunteers.

9. **New Business**

a. *Policy Revision – 3.2 Borrowing Parameters and Delinquent Charges*

Parsons noted that new regulations prohibit libraries from turning over debts to collection agencies prompting a terminology change from Collection Agency to Material Recovery Agency which corresponds to actual practice. It was MOVED by Marek, SUPPORTED by Kachadurian to approve the revision of policy 3.2 Borrowing Parameters and Delinquent Charges as presented. Motion CARRIED.

b. *Policy Revision – 3.21 Loan Parameters*

Parsons introduced loan parameter revisions which include: a slight reduction in the number of renewals; a new distinction in the multi-disc materials loan period; and additional loan periods for new items added to the collection. Several language simplifications were also made that do not affect the terms of the policy. It was MOVED by Payne, SUPPORTED by Marek to approve the revisions of policy 3.21 Loan Parameters as presented. Motion CARRIED.

c. *Resolution of Endorsement*

It was MOVED by Payne, SUPPORTED by Marek to pass a resolution of endorsement for the fundraising and construction efforts of the Peninsula Community Library as well as any committees formed in agreement with the Peninsula Community Library for the efforts to build a library and community center. Motion CARRIED.

Kachadurian noted that as a peninsula resident, he feels that PCL's new building will help soften the controversial closure of Old Mission Peninsula School, where PCL is currently located, and feels confident that the new library will be even better than the old one. Shurly thanked the TADL board for the endorsement.

10. **Public Comment**

President Gillman opened the floor for public comment. There was none.

*JONES*

~~Payne~~, with agreement from Kachadurian, gave compliments to the staff on the new TADL website. Parsons noted that the new website was designed and implemented by TADL's network specialist Bill Rockwood, along with Jill Porter's and Matt Wiliford's assistance.

11. **Adjournment**

With a motion by Payne and support from Marek, President Gillman adjourned the meeting at 5:46pm.

Respectfully submitted,

Approved by board vote on March 16, 2017,

*V. Carpenter*

V. Carpenter, Recording Secretary

*Joseph Jones*

Joseph Jones, Board Secretary



## Action Request

Meeting Date:	April 2017		
Department:	Sheriff's Office	Submitted By:	T. Bensley
Contact E-Mail:	tbensley@gtsheriff.org	Contact Telephone:	231-995-5019
Agenda Item Title:	National Law Enforcement Officers Week proclamation		
Estimated Time:	5	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

### Summary of Request:

May 15th is designated as Peace Officers Memorial Day in honor of all fallen officers and their families. Each year National Police Week is designated as a time to honor the service and sacrifice of those law enforcement officers killed in the line of duty. This year the specific dates are May 14-20, 2017.

Grand Traverse County Sheriff's Office and the Traverse City Police Department will hold their annual memorial service on Thursday, 5/18/17, in front of the Governmental Center.

### Suggested Motion:

I would respectfully request that the Board of Commissioners acknowledge May 14-20, 2017 as National Law Enforcement Officers Week and sign the attached proclamation(s) to show support for our Law Enforcement Officers for the risks that they face on a day to day basis keeping our communities safe.

### Financial Information:

Total Cost:	0.00	General Fund Cost:	0.00	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:

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

### Attachments:

Attachment Titles:  
Proclamation for National Law Enforcement Officers Week 2017

## Proclamation for National Police Week 2017

To recognize National Police Week 2017 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 sworn law enforcement officers serving in communities across the United States, including the dedicated members of the Grand Traverse County Sheriff's Office;

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice;

WHEREAS, between 140-160 law enforcement officers are killed in the line of duty each year;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial each spring, there are currently more than 20,550 names engraved on the walls of the National Law Enforcement Officers Memorial;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 29<sup>th</sup> Annual Candlelight Vigil, on the evening of May 13, 2017;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year from May 14-20;

WHEREAS, May 15<sup>th</sup> is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that the Grand Traverse County Board of Commissioners formally designates May 14-20, 2017, as Police Week in Grand Traverse County, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

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Board  
Grand

Carol Crawford, Chairman  
of Commissioners  
Traverse County



## Action Request

Meeting Date:	April 2017		
Department:	Sheriff's Office	Submitted By:	T. Bensley
Contact E-Mail:	tbensley@gtsheriff.org	Contact Telephone:	231-995-5019
Agenda Item Title:	National Correctional Officers and Employees Week proclamation		
Estimated Time:	5	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

### Summary of Request:

The first full week of May is National Correctional Officers and Employees Week as designated by President Ronald Reagan in 1984. This year the specific dates are May 7-13, 2017. This week is intended to recognize Corrections Officers and staff members on the work that they do in maintaining safe, secure facilities and in tending to the custody and care of inmates.

### Suggested Motion:

I would respectfully request that the Board of Commissioners acknowledge May 7-13, 2017 as National Correctional Officers and Employees Week and sign the attached proclamation(s) to show support for what our Corrections staff does on a day to day basis.

### Financial Information:

Total Cost:	0.00	General Fund Cost:	0.00	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:

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

### Attachments:

Attachment Titles:  
Proclamation for National Correctional Officers and Employees Week 2017

## **Proclamation for National Correctional Officers and Employees Week 2017**

To recognize National Correctional Officer and Employees Week 2017 and to honor the service of those correctional officers and employees who gave the ultimate sacrifice to the corrections field.

WHEREAS, correctional officers are trained law enforcement professionals dedicated to maintaining secure correctional facilities and ensuring the public safety; and

WHEREAS, correctional facilities across the United States, both civilian and military, public and private are run by highly-qualified and experienced men and women with a deep understanding of the challenges and difficulties within the profession; and

WHEREAS, correctional officers and employees are responsible for the custody, care and reform of thousands of offenders every year as well as the maintenance of safe and secure facilities; and

WHEREAS, correctional officers work in very demanding and stressful conditions, face many challenges and put their lives at risk every day; and

WHEREAS, correctional officers and employees are some of the most resourceful, capable, committed, patient and persistent professionals in criminal justice and in our nation; and

WHEREAS, correctional officers and employees serve admirably in many different capacities, including jail administration, wardens, chaplains, nurses, supervisors, managers and directors; and

WHEREAS, correctional officers and employees teach, train, mentor, counsel and treat thousands of offenders; and

WHEREAS, correctional officers and employees provide offenders with direction, hope and a new focus while preparing them for reentry and life outside of corrections; and

WHEREAS, correctional officers and employees rise to meet most any challenge and serve this honorable profession nobly and admirably; and now

THEREFORE, BE IT RESOLVED that the Grand Traverse County Board of Commissioners formally designates May 7-13, 2017, as Correctional Officers and Employees Week in Grand Traverse County, and publicly salutes the service of correctional officers and employees in our community and in communities across the nation.

\_\_\_\_\_  
Carol

Grand

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Crawford, Chairman  
Board of Commissioners  
Traverse County



## Action Request

Meeting Date:	April 2017		
Department:	Sheriff's Office	Submitted By:	Nate Alger
Contact E-Mail:	nalger@gtsheriff.org	Contact Telephone:	231-995-5015
Agenda Item Title:	Equipment and Bicycles for Auction / Disposal		
Estimated Time:	5	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(in minutes)		

### Summary of Request:

Attached are lists of items deemed as surplus and/or unclaimed that the Sheriff's Office would like to auction off to the public via the Record Eagle and/or PublicSurplus.com.

The first list includes two department patrol vehicles, both have been determined to have no further use as department vehicles due to their mileage and/or mechanical condition:

#56, a 2007 Ford Police Interceptor, VIN 2FAFP71W27X149674

#21, a 2008 Ford Police Interceptor, VIN 2FAFP71V68X143417

as well as miscellaneous equipment that still has value but no useful purpose for our department.

The second list is of found/abandoned bicycles that remain unclaimed. The GTSO and the TCPD hold a combined bicycle auction in May each year and we would like to include these bicycles in that auction.

### Suggested Motion:

I would respectfully request that the Board of Commissioners review the attached lists and declare them as surplus and unclaimed and allow the Sheriff's Office to auction them off.

### Financial Information:

Total Cost:	0.00	General Fund Cost:	0.00	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:

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

### Attachments:

Attachment Titles:

Surplus vehicles/equipment and unclaimed bicycles.



R E S O L U T I O N

**xx-2017**

**Surplus Equipment – Grand Traverse Sheriff’s Office**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 5, 2017, and reviewed a request from the Grand Traverse County Sheriff’s Office to declare items as surplus and approve for auction; and,

WHEREAS, attached is a list which includes two department patrol vehicles with both determined to have no further use due to mileage and/or mechanical condition as well as miscellaneous equipment that still has value but no useful purpose for the department; and,

WHEREAS, also attached is a second list of found/abandoned bicycles that remain unclaimed that will be auctioned during the annual auction which is held in conjunction with the Traverse City Police Department; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County declares the attached lists of equipment, etc., described above be declared surplus and approves same for auction.

APPROVED: April 5, 2017

# THOMAS J. BENSLEY, SHERIFF

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## Grand Traverse County Sheriff's Office Memorandum



851 Woodmere Avenue  
Traverse City, Michigan, 49686

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To: Cheryl Wolf  
From: Sgt. Roy Raska  
**RE: Surplus Equipment**  
Date: 3-14-17

Cheryl Wolf, the following vehicles have been deemed surplus to our department. They have been deemed this do to their mileage or mechanical condition. I have also listed several other pieces of equipment that still have value but are no longer usable by our department. This equipment will be listed in the Record Eagle and put on Public Surplus.com for the public to bid on. The items that were posted are the following:

Vehicle #56 2007 Ford Police Interceptor, 2FAFP71W27X149674  
Vehicle #21 2008 Ford Police Interceptor, 2FAFP71V68X143417

Sears/Craftsman 10" table saw 3HP  
Sears/Craftsman 10" radial arm saw  
Water ski, Hydroslide by Nash  
20-Mechanical shotgun locks

Respectfully,

Sgt. Roy Raska

**GRAND TRAVERSE COUNTY SHERIFF'S OFFICE  
BICYCLES FOR AUCTION**

**05/06/2017**

128-4518-15	Northwoods Bike	#3635
128-10464-15	Street Cruiser Bike	#3666
128-14851-15	Huffy Bike	#3667
128-787-16	Schwinn Bike	#3735
128-2945-16	Trek 800 Bike	#3736
128-4048-16	Mongoose BMX Bike	#3758
128-4366-16	Roadmaster Bike	#3760
128-5301-16	Huffy Stone Mtn Bike	#3759
128-5970-16	Free Spirit Bike	#3756
128-6798-16	Thruster BMX Bike	#3763
128-7261-16	Junk-Unknown Bike	#3761
128-7567-16	Trek Classic Bike	#3766
128-7626-16	Quentin Mountain Bike	#3755
128-8050-16	Next Bike	#3765
128-8076-16	Rallye 260SX bike	#3764
128-8346-16	Next Mountain Bike	#3762
128-8980-16	Kent 1800 bike	#3768
128-8980-16	Huffy Santa Fe bike	#3767
128-10717-16	Magna 21 speed bike	#3800
128-10842-16	Specialized Bike	#3801
128-10842-16	Royce Union Bike	#3805
128-11125-16	Schwinn Stardust	#3802
128-11780-16	Trek Bike	#3803
128-12043-16	Specialized Bike	#3804
128-13119-16	Roadmaster Bike	#3807
128-13193-16	Huffy Blackhorn Bike	#3806
128-13879-16	Huffy Bike	#3808
128-14303-16	Chaos FS20 Bike	#3809
128-15542-16	Spalding DynaSpt bike	#3810
128-15542-16	Huffy Stoked bike	#3814
128-15542-16	Trek Jet bike	#3813
128-15841-16	Roadmaster Bike	#3811
128-16008-16	Schwinn Bike	#3812
128-16439-16	Schwinn Bike	#3847
128-18980-16	Revolutions Bike	#3848
128-19557-16	Vertical Edge bike	#3856
128-20392-16	Huffy Bike	#3855



## Action Request

Meeting Date:	April 5, 2017		
Department:	Sheriff's Office	Submitted By:	Captain Clark
Contact E-Mail:	cclark@gtsheriff.org	Contact Telephone:	995-5045
Agenda Item Title:	Purchase of 5 Patrol Vehicles		
Estimated Time:	Consent Calendar (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

The Sheriff's Office requests the authorization to purchase five (5) Dodge Chargers for use in the Field Services Division. The amount for a Dodge Charger through MiDeal is approximately \$25,000. MiDeal is an extended purchasing program which allows Michigan local units of government to use state contracts to buy goods and services. Local governments benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids. There are over 400 contracts available to MiDeal members.

The Sheriff's Office has worked with the County Administration and the Finance Department to identify a source of funding for the purchase of these vehicles. Approval to amend the 2017 budget to appropriate unexpended 2016 fund balance in the Capital Improvement Fund for this purpose is requested.

County Administration, the Finance Department and the Sheriff's Office are working together to develop a vehicle replacement policy for recommendation to the Board of Commissioners. This policy will guide future annual appropriation requests for vehicle acquisition and disposal.

### Suggested Motion:

1. Approve a budget amendment to the adopted 2017 budget appropriate the use of Fund Balance and authorize the Finance Department to take the necessary action to implement this action.
2. Approve the purchase of five (5) Dodge Charges for the Field Services Division.

### Financial Information:

Total Cost:	\$125,000	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:			
<b>Reviews:</b>	Signature		Date
Finance Director		3/29/2017	
Human Resources Director			
Civil Counsel			
<b>Administration:</b>	<input type="checkbox"/> Recommended	Date:	
<u>Miscellaneous:</u>			

### Attachments:

Attachment Titles:  
Budget Amendments Fiscal Year 2017 and MiDeal Price List

**BUDGET AMENDMENTS**  
**FISCAL YEAR 2017**

As requested on April 5, 2017

**472      CAPITAL IMPROVEMENT**

**000      Non -Departmental**

Increase Revenue

472-000-401.00	Fund Balance Forward	125,000.00
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Increase Expenditures

472-000-978.00	Vehicle	125,000.00
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NOTES: To authorize use of fund balance for the purchase of five (5) Sheriff's Department patrol vehicles. In 2016 \$203,710 was appropriated within the Capital Improvement Fund for payments to Enterprise and for direct vehicle purchases of which \$128,710 remained unexpended as of December 31, 2016.

RESOLUTION

**xx-2017**

**Vehicle Purchase – Grand Traverse Sheriff’s Office**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 5, 2017, and reviewed a request to authorize appropriation of funds and approve the purchase of five (5) Dodge Chargers for use in the Field Services Division. The amount through MiDeal, the approved State purchasing program, is approximately \$25,000 each; and,

WHEREAS, The Sheriff’s Office has worked with County Administration and the Finance Department to identify a source of funding for the purchase of these vehicles as identified in the Budget Amendment attached hereto; and,

WHEREAS, County Administration and Finance are working together to develop a vehicle replacement policy for recommendation to the Board of Commissioners which will guide future annual appropriation requests for vehicle acquisition and disposal; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the attached budget amendment to appropriate the use of Fund Balance in the amount of \$125,000, and authorizes the Finance Department to take the necessary steps to implement this action.

BE IT FURTHER RESOLVED, THAT Grand Traverse County approves the purchase of five (5) Dodge Charges for the Field Services Division of the Grand Traverse County Sheriff’s Department.

APPROVED: April 5, 2017



## Action Request

Meeting Date:	April 5, 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 (in minutes)	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2017 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2017 budget as presented.

### Suggested Motion:

Approve FY2017 budget amendments as presented.

### Financial Information:

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

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

Reviews:	Signature	Date
Finance Director		3/29/2017
Human Resources Director		
Civil Counsel		
Administration:	<input type="checkbox"/> Recommended	Date:
Miscellaneous:		

### Attachments:

Attachment Titles:  
Budget Amendments Fiscal Year 2017

## BUDGET AMENDMENTS FISCAL YEAR 2017

As requested on April 5, 2017

### **101        GENERAL FUND**

#### **325 Sheriff - Administration**

#### **351 Sheriff - Corrections (Detention)**

##### Increase Expenditures

101-325-969.70	Aviation	11,000.00
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##### Decrease Expenditures

101-351-977.00	Machinery & Equipment	11,000.00
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NOTES: To amend original Sheriff - Administration and original Sheriff - Corrections (Detention) budget for the purchase of drones to enhance the Aviation program.

### **101        GENERAL FUND**

#### **331 Sheriff - Marine Law Enforcement**

##### Increase Revenues

101-331-582.00	Local Grants	16,918.00
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##### Increase Expenditures

101-331-934.01	Boat Repair & Maintenance	16,918.00
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NOTES: To amend original Sheriff - Marine Law Enforcement budget for a boat motor replacement made possible by a 2% grant distribution from Grand Traverse Band.



**222 GRAND TRAVERSE COUNTY HEALTH FUND****200 Food Service Program****206 Private Water****207 Onsite Sewage**Increase Revenues

222-200-462.00	Food service licenses	18,000.00
222-200-462.10	Food service inspection fees	1,500.00
222-200-607.00	Food service charges for services	3,500.00
222-200-626.14	Food service plan review	8,000.00
222-206-463.10	Private water permit amendment	700.00
222-207-463.01	Septic and well permits	2,000.00
	Total	<u>33,700.00</u>

Increase Expenditures

222-200-702.00	Full Time & Regular Part Time	25,000.00
222-200-715.00	FICA	1,875.00
222-200-716.00	Health, Optical & Dental	2,500.00
222-200-716.02	Short & Long Term Disability	1,000.00
222-200-718.01	Retirement DC	625.00
222-206-702.00	Full Time & Regular Part Time	650.00
222-206-715.00	FICA	50.00
222-207-702.00	Full Time & Regular Part Time	1,500.00
222-207-715.00	FICA	250.00
222-207-716.00	Health, Optical & Dental	100.00
222-207-716.02	Short & Long Term Disability	50.00
222-207-718.01	Retirement DC	100.00
	Total	<u>33,700.00</u>

NOTES: To record budget amendment for Environmental Health programs for additional revenues to be collected with an expected busier season than 2016. These revenues, in addition to the grant funds in each Environmental Health program, will be used to support hiring an additional .90 FTE Sanitarian.

**222 GRAND TRAVERSE COUNTY HEALTH FUND****416 Family Planning**Decrease Revenues

222-416-699.00	Transfer In	6,500.00
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Decrease Expenditures

222-416-702.00	Full Time & Regular Part Time	3,000.00
222-416-715.00	FICA	300.00
222-416-716.00	Health, Optical & Dental	300.00
222-416-716.02	Short & Long Term Disability	50.00
222-416-717.00	Life Insurance	15.00
222-416-718.01	Retirement DC	350.00
222-416-718.05	Retirement DB	525.00
222-416-719.00	Workers' Compensation	90.00
222-416-942.00	Indirect Costs	970.00
222-416-942.01	County Indirect	550.00
222-416-969.59	Personal Health Indirect	350.00
	Total	6,500.00

NOTES: To reclassify a portion of Family Planning Program budget to the Womancare Program budget.

**222 GRAND TRAVERSE COUNTY HEALTH FUND****417 Womancare**Increase Revenues

222-417-699.00	Transfer In	6,500.00
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Increase Expenditures

222-417-702.00	Full Time & Regular Part Time	3,000.00
222-417-715.00	FICA	300.00
222-417-716.00	Health, Optical & Dental	300.00
222-417-716.02	Short & Long Term Disability	50.00
222-417-717.00	Life Insurance	15.00
222-417-718.01	Retirement DC	350.00
222-417-718.05	Retirement DB	525.00
222-417-719.00	Workers' Compensation	90.00
222-417-942.00	Indirect Costs	970.00
222-417-942.01	County Indirect	550.00
222-417-969.59	Personal Health Indirect	350.00
	Total	6,500.00

NOTES: To reclassify a portion of Family Planning Program budget to the Womancare Program budget.

**471 COUNTY FACILITIES**

**756 Civic Center Pool**

Increase Revenues

471-756-401.00	Fund Balance Forward	13,450.00
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Increase Expenditures

471-756-932.00	Equipment Repair & Maintenance	13,450.00
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NOTES: Purchase order 9185 to Van Dyken Mechanical, Inc. for Dectron Unit Controls upgrade was not utilized during 2016. Amend current year budget for work performed during 2017.

**472 CAPITAL IMPROVEMENT**

**000 Non -Departmental**

Increase Revenues

472-000-401.00	Fund Balance Forward	50,843.00
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Increase Expenditures

472-000-977.10	System Software	50,843.00
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NOTES: To authorize use of fund balance for completion of the contract agreement between Karpel and the Prosecuting Attorney. Resolution 32-2015 approved a budget of \$120,222 to be taken from the capital improvement fund to be used for this software purchase. Phase II of this project is scheduled for 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 5, 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 5, 2017



## Action Request

Meeting Date:	April 5, 2017		
Department:	County Administration	Submitted By:	
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Boards & Committees - Farmland Preservation Board		
Estimated Time:		Laptop Presentation:	<input type="radio"/> Yes <input type="radio"/> No
	(in minutes)		

### Summary of Request:

The Farmland Preservation Board will hold their annual meeting next week. Because they meet so infrequently, I'm recommending that we update necessary appointments prior to that meeting, so they may have a full board present. In reviewing the membership, we have two appointments to renew prior to their meeting. They have terms that end mid year (June 30th) that were not updated last year .

One representative is Rob Manigold who is one of two representatives for Agricultural Operations. Rob has served on this Board for less that one full term (6-25-14) and would like to continue.

The Township Association representative, Doug White, has served on the board since 2013. We have contacted them regarding their current recommendation and they will be meeting on April 6, 2017.

Please reappoint Rob Manigold, Agricultural Operations Rep., to the Farmland Preservation Board effectively immediately for the term ending 6-30-19.

If recommended by the Michigan Township Association at their 4-6-17 meeting, please reappoint Doug White, Township Rep., to the Farmland Preservation Board for the term ending 6-30-19.

PLEASE NOTE: We have had no other qualified applicants apply to the Farmland Preservation Board in the past year. Should the MTA make a different recommendation, I will bring that back to you for consideration next month.

### Suggested Motion:

Approve appointments as recommended. Reappoint Rob Manigold, Agricultural Operations Rep., to the Farmland Preservation Board effectively immediately for the term ending 6-30-19, and, if recommended by the Michigan Township Association at their 4-6-17 meeting, reappoint Doug White, Township Rep., to the Farmland Preservation Board for the term ending 6-30-19.

### Financial Information:

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

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

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

### Attachments:

Attachment Titles:

## RESOLUTION

**xx-2017**

### **Boards & Committees – Farmland Preservation Board**

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on April 5, 2017 and reviewed recommendations to make appointments to the Farmland Preservation Board; and,

WHEREAS, The Farmland Preservation Board will hold their annual meeting on April 11, 2017, and renewal of necessary appointments is recommended, so that they may have a full board present, if possible, due to the infrequency of their meetings; and,

WHEREAS, Farmland Preservation terms end mid-year (June 30<sup>th</sup>) and one representative is Rob Manigold who is one of two representatives for Agricultural Operations. Rob has served on this Board for less than one full term and would like to continue his service; and,

WHEREAS, The current Township Representative, Doug White, has served on the board since 2013, and the Michigan Township Association (MTA) recommendation for the Farmland Preservation is on their agenda for April 6, 2017.


WHEREAS, we have had no other qualified applicants apply to this Board in the past year.

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

- 1) Rob Manigold, Agricultural Operations Representative, effectively immediately for the term ending 6-30-2019; and
- 2) Doug White, Michigan Township Association Representative, for the term ending 6-30-2019; contingent upon recommendation by the MTA Board on 4-6-17.

APPROVED: April 5, 2017

## Action Request

	<b>Meeting Date:</b> March 15, 2017		
	<b>Department:</b> Sheriff's Office		<b>Submitted By:</b> Undersheriff Nate Alger
	<b>Contact E-Mail:</b> nalger@gtsheriff.org		<b>Contact Telephone:</b> 995-5015
	<b>Agenda Item:</b> Resolution for additional compensation for the Sheriff of Grand Traverse County		
	<b>Estimated Time:</b> NA		<b>Laptop Presentation:</b> No
<b>Type of Request:</b> Policy, Plan, and/or Procedure		<b>Requested Action:</b> Consent Agenda	
<b>Summary Of Request:</b> <p>Resolution pertaining to additional compensation for the Sheriff of Grand Traverse County in the form of clothing allowance and participation in the Physical Maintenance Program.</p> <p>Clothing allowance currently is \$750.00 Physical Maintenance stipend is dependent upon performance in the test.  70% = \$500.00  80% = \$750.00  90% = \$1000.00</p> <p>After 3 consecutive years of 80% or higher there is a \$300.00 physical maintenance bonus.</p>			
<b>Suggested Motion:</b> <p>Receive and Approve Agreement</p>			
<b>Financial Information:</b> Clothing allowance currently is \$750.00 Physical Maintenance is dependent upon performance			
<b>Total Cost:</b>		<b>Budgeted Item</b>	<b>Fund:</b>
If not included in budget, recommended funding source:			
<b>Local Preference:</b> No		<b>Vendor Selection:</b>	<b>Grant Source:</b> State
<b>Impacts to Other Departments and/or External Agencies:</b> NA			
<b>Approved / Reviewed by:</b> Administrator Finance Director Human Resources Director Civil Counsel Department Head	<b>Approved</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Reviewed</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Strategic Plan Impact:</b> <input type="checkbox"/> Goal One <input type="checkbox"/> Goal Two <input type="checkbox"/> Goal Three <input type="checkbox"/> Goal Four <input type="checkbox"/> Goal Five <input type="checkbox"/> Goal Six <input type="checkbox"/> Goal Seven <input type="checkbox"/> Goal Eight
<b>Proposed Performance Measures/Indicators:</b>			
<b>Follow-Up Requirements:</b>			
<b>Miscellaneous:</b>			
<b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Attachment Titles:</b> Resolution pertaining to additional compensation for the Sheriff...	

Version Date: 02/2016

R E S O L U T I O N

**xx-2017**

**Additional Compensation for the  
Sheriff of Grand Traverse County for Clothing Allowances  
and Participation in the Physical Maintenance Program**

WHEREAS, The Grand Traverse Board of Commissioners met in regular session on April 5, 2017 and reviewed the request to approve a clothing allowance and physical maintenance stipend for the Sheriff of Grand Traverse County; and,

WHEREAS, the Grand Traverse Board of Commissioners recognize that the Sheriff has historically received additional compensation in the form of clothing allowances and physical maintenance stipends; and,

WHEREAS, the Grand Traverse Board of Commissioners recognizes that the Grand Traverse County Sheriff's Office Policy dictates that all officers shall be professional in their appearance, including the Sheriff; and,

WHEREAS, the Sheriff is required to be present in various situations and circumstances that require varying attire; and,

WHEREAS, the Grand Traverse Board of Commissioners recognize that the Grand Traverse Sheriff's Office Policy is that officers will be measured annually to determine their level of fitness to perform their mandatory obligations; and,

WHEREAS, the Sheriff, as any other law enforcement officer, is required to respond to and answer emergency calls and take law enforcement action, and must maintain physical readiness to do so;

NOW, THEREFORE, BE IT RESOLVED THAT The Grand Traverse Board of Commissioners agree that the Sheriff shall receive additional compensation in the form of a clothing allowance equal to that received by the Command Officers and a stipend for his participation in the required Physical Maintenance Program commensurate to the amounts dictated by the contracts of the participating bargaining units and subject to availability of funding in the Sheriff's department budget.

APPROVED: April 5, 2017



## Action Request



Meeting Date:	4/5/2017		
Department:	Drain Commission	Submitted By:	S. Largent
Contact E-Mail:	slargent@grandtraverse.org	Contact Telephone:	922-4807
Agenda Item Title:	Re-Affirmation of Support For Determination of Lake Level for Duck Lake and Expansion of		
Estimated Time:	15	Laptop Presentation:	No
	<small>(in minutes)</small>		

### Summary of Request:

On April 15, 2015, through Resolution 41-2015, the County Board of Commissioners authorized a preliminary study be done by a licensed professional engineer to re-affirm the normal lake level and expand the special assessment district for Duck Lake. The recommendations from that study, among other items, was to leave the legal summer lake level, as set by the Circuit Court in 1959, as is at 837.3 and to set a winter low lake level 0.50 feet lower at 836.8 to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds. Per Resolution 113-2015, the Prosecuting Attorney's Office initiated proceedings in Grand Traverse Circuit Court to reaffirm the normal lake level and to set a winter lake level as described above. Resolution 113-2015 also determined that the whole of the cost of the project shall be defrayed by a special assessment. The Circuit Court hearing, scheduled for May 8th at 2:30 pm, is limited to establishing the appropriate lake level along with the recommended seasonal variation and to determine which properties should be a part of the special assessment district. The Circuit Court will NOT be deciding whether to levy a special assessment and how much shall be levied. The Grand Traverse County Board of Commissioners is responsible for determining the necessity and amount of any special assessment.

### Suggested Motion:

The Grand Traverse County Board of Commissioners support the scheduled Circuit Court proceeding to re-affirm the legal Duck Lake summer level at 837.3 and establish the winter low lake level at 836.8 and to expand the special assessment district to defray the whole cost of the project that includes maintenance and repair of the water control structure as well other recommendations outlined in June 2015 Dam Inspection Report.

### Financial Information:

Total Cost:	N/A	General Fund Cost:	N/A	Included in budget:	
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If not included in budget, recommended funding source:

N/A

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		

Administration:	Recommended	Date:	
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Miscellaneous:

Attachments:	N/A
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Attachment Titles: Duck Lake resolutions.BOC4\_5\_17

RESOLUTION

41-2015

**Drain Commissioner -- Duck Lake Level Special Assessment District**

WHEREAS, Part 307 of the Natural Resources and Environmental Protection Act ("NREPA"), MCL 324.30701 et seq., permits the establishment of lake levels for inland lakes and provides for the establishment of a lake level special assessment district as a means to perform and finance projects to maintain the lake levels; and

WHEREAS, on October 13, 1958, the Grand Traverse County Board of Supervisors adopted a resolution to have the normal water level established for Duck Lake, and directed the Prosecuting Attorney to petition Circuit Court for such a determination; and

WHEREAS, on June 18, 1959, Grand Traverse County Circuit Court Judge Charles L. Brown, issued an order setting the normal height and level of water for Duck Lake to be 873.3 feet; and

WHEREAS, on June 22, 1960, the Board of Supervisors adopted a resolution establishing a special assessment district for Duck Lake; and

WHEREAS, it is the recommendation of the Grand Traverse County Drain Commissioner that the normal water level for Duck Lake be re-affirmed and the special assessment for Duck Lake be expanded by filing a petition with the Circuit Court pursuant to Section 30702 of Part 307 of NREPA; and

WHEREAS, pursuant to Section 30703 of Part 307, the County Board of Commissioners may adopt a resolution requiring that a preliminary study be conducted by a licensed professional engineer prior to filing a petition pursuant to Section 30702 of Part 307.

IT IS RESOLVED BY THIS BOARD OF COMMISSIONERS, that the County retain licensed professional engineer Larry J. Protasiewicz, who shall conduct a preliminary study pursuant to Part 307 of NREPA related to re-affirming the normal lake level and expanding the special assessment district for Duck Lake; and

FURTHER, IT IS RESOLVED that the Chairman of the County Board of Commissioners is authorized to approve the attached proposal for a preliminary study as prepared by Larry J. Protasiewicz.

FINALLY, IT IS RESOLVED that this resolution shall be effective immediately.

Approved: April 15, 2015

HEREBY CERTIFIED TO BE A  
TRUE AND CORRECT COPY OF THE RECORD ON  
FILE WITH THE OFFICE OF COUNTY CLERK  
BONNIE SCHEELE  
GRAND TRAVERSE COUNTY CLERK  
BY: Diana Miller  
CLERK/DEPUTY COUNTY CLERK  
DATE: March 24, 2017

RESOLUTION

113-2015

**Drain Commissioner—Duck Lake; Determination of Special Assessment District; Initiate proceedings for determining normal inland lake level and establishing special Assessment District**

WHEREAS, Part 307 of the Natural Resources and Environmental Protection Act (“NREPA”), MCL 324.30701 et seq., permits the establishment of lake levels for inland lakes and provides for the establishment of a lake level special assessment district as a means to perform and finance projects to maintain the lake levels; and

WHEREAS, it is the recommendation of the Grand Traverse County Drain Commissioner that the normal water level for Duck Lake be re-affirmed and the special assessment for Duck Lake be expanded by filing a petition with the Circuit Court pursuant to Section 30702 of Part 307 of NREPA; and

WHEREAS, pursuant to Section 30703 of Part 307, the County Board of Commissioners on April 15, 2015 at its Ways and Means Committee Meeting adopted a resolution requiring that a preliminary study be conducted by licensed professional engineer, Larry J. Protasiewicz prior to filing a petition pursuant to Section 30702 of Part 307, and

WHEREAS, on July 22, 2015, Mr. Protasiewicz completed the preliminary study, which was reviewed by the Grand Traverse County Board of Commissioners and attached to this resolution; and

WHEREAS, pursuant to Section 30711 of Part 307, the Board of Commissioners may by resolution that the whole of the cost of the project to establish and maintain a normal lake level for Duck Lake shall be defrayed by special assessments against the following that are benefited by the project: privately owned parcels of land, political subdivisions of the state, and state owned lands under the jurisdiction and control of the Michigan Department of Environmental Quality; and

WHEREAS, based on the completed preliminary study, the Grand Traverse County Board of Commissioners desires to initiate proceedings in the Grand Traverse County Circuit Court for determining normal lake level of Duck Lake, and establishing a special assessment district for Duck Lake pursuant to Section 30704 of Part 307, which authorizes the initiation of

such proceedings by authorizing the Prosecuting Attorney or other legal counsel to file a petition in the Circuit Court; and

THEREFORE, IT IS RESOLVED BY THIS BOARD OF COMMISSIONERS, that the Board of Commissioners determines that the whole of the cost of the project to establish and maintain a normal lake level for Duck Lake shall be defrayed by special assessments against the following that are benefited by the project: privately owned parcels of land, political subdivisions of the state, and state owned lands under the jurisdiction and control of the Michigan Department of Environmental Quality.

FURTHER, IT IS RESOLVED, based on the preliminary study prepared by Larry J. Protasiewicz, the Board of Commissioners finds it expedient to have determined and established the normal levels of Duck Lake, and

FURTHER, IT IS RESOLVED that the Grand Traverse County Prosecuting Attorney is hereby directed to initiate a proceeding in the Grand Traverse County Circuit Court by filing a petition in the Grand Traverse County Circuit Court for determination of the normal level for Duck Lake and establishing a special assessment district, and

FURTHER, IT IS RESOLVED that the Board of Commissioner retains attorney Scott W. Howard, and the law firm of Olson Bzdok and Howard PC to serve as co-counsel and assist the Prosecuting Attorney in preparing and handling the petition to be filed in Grand Traverse County Circuit Court, and

FINALLY, IT IS RESOLVED that this resolution shall be effective immediately.

APPROVED: August 26, 2015

I HEREBY CERTIFY THIS COPY TO BE A  
TRUE AND CORRECT COPY OF THE RECORD ON  
FILE WITH THE OFFICE OF THE COUNTY CLERK,  
CONNIE CORNELLE  
GRAND TRAVERSE COUNTY CLERK  
BY: Diana Miller  
CLERK/DEPUTY COUNTY CLERK  
DATE: March 24, 2017

### **Disadvantages**

- I. Costs are incurred in establishing normal (legal) levels; i.e. costs of studies and surveys, court costs, cost of preparing assessment roll and noticing, cost of acquiring, constructing, operating and maintaining the control structures necessary for maintaining the legally established level(s). These costs are normally passed along to the benefited property owners by special assessment.
- II. Length of time to get a legal level(s) established can be long, (one year or more).
- III. Stabilizing lake levels can have an adverse impact on pike spawning, if flooding of marshes on the lake fringe is reduced or eliminated during pike spawning periods.

### **PROPOSED SUMMER AND WINTER LAKE LEVELS**

Spicer Group recommends the current summer elevation of 837.05, NAVD88 remain as is from April 1 through October 31. We recommend the winter lake level be set at a low lake level elevation of 836.55 NAVD88 from November 1 through March 31.

### **CONCLUSION AND RECOMMENDATIONS**

Spicer Group recommends the following:

1. Leave legal summer lake level as is at 837.3 NGVD29 = 837.05 NAVD88.
2. Set winter low lake level 0.50 feet lower at 836.8 NGVD29 = 836.55 NAVD88.  
Consideration should be given to mailing out a questionnaire regarding proposed lake levels to landowners for input and conduct a public meeting.
3. Perform minor maintenance, clearing and additional riprap, on the Lake Level Control Structure.
4. Consideration should be given to repairing minor cracks in concrete dam with epoxy.
5. Perform detailed Hydrology and Hydraulics calculations on the Duck Lake and downstream channel to upgrade the Hydrology and Hydraulics data.
6. Conduct detailed land survey of Dam and Narrows to determine ownership.
7. Explore grant opportunities to install electronic remote sensing equipment that monitor the lake level.

## RESOLUTION

**xx-2017**

### **Reaffirmation of Support for Determination of Lake Level for Duck Lake and Expansion of Special Assessment District**

WHEREAS, The Grand Traverse Board of Commissioners met in regular session on April 5, 2015 and reviewed the request of the Drain Commissioner to reaffirm support for determination of the lake level for Duck Lake and the expansion of the special assessment district; and,

WHEREAS, on April 15, 2015, through Resolution 41,2015, the County Board of Commissioners authorized a preliminary study be done by a licensed professional engineer to reaffirm the normal lake level and expand the special assessment district for Duck Lake; and,

WHEREAS, The recommendations from that study, among other items, was to leave the legal summer lake level, as set by the Circuit Court in 1959, as is at 837.3 and to set a winter low lake level 0.50 feet lower at 836.8 to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds; and,

WHEREAS, Per Resolution 113-2015, the Prosecuting Attorney's Office initiated proceedings in Grand Traverse Circuit Court to reaffirm the normal lake level and to set a winter lake level as described above; and,

WHEREAS, Resolution 113-2015 also determined that the whole of the cost of the project shall be defrayed by a special assessment; and,

WHEREAS, the Circuit Court hearing, scheduled for May 8th at 2:30 pm, is limited to establishing the appropriate lake level along with the recommended seasonal variation and to determine which properties should be a part of the special assessment district but the Circuit Court will NOT be deciding whether to levy a special assessment and how much shall be levied. The Grand Traverse County Board of Commissioners is responsible for determining the necessity and amount of any special assessment.

THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, That Grand Traverse County support the scheduled Circuit Court proceeding to re-affirm the legal Duck Lake summer level at 837.3 and establish the winter low lake level at 836.8;

BE IT FURTHER RESOLVED, To expand the special assessment district to defray the whole cost of the project that includes maintenance and repair of the water control structure as well as other recommendations outlined in the June 2015 Dam Inspection Report.

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

APPROVED: April 5, 2017



## Action Request

Meeting Date:	April 5, 2017		
Department:	Parks and Recreation	Submitted By:	Kristine Erickson
Contact E-Mail:	kerickson@grandtraverse.org	Contact Telephone:	231-922-4511
Agenda Item Title:	Request for Release of Fund Balance for New Playground at Civic Center		
Estimated Time:	Five to 10 Minutes <small>(in minutes)</small>	Laptop Presentation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Summary of Request:

In fall 2014, the former, 18-year-old playground at Civic Center Park was closed for two reasons: (1) noncompliance of the aging, wood structure with national playground safety standards, and (2) elevated levels of arsenic found in the soil. The structure was removed in spring 2015. Since that time, the Parks and Recreation Commission and Department have been committed to constructing a new, unique play structure for our community. During the first quarter of 2015, Parks and Recreation surveyed the community about the components they desired and a theme for a new playground. Based on survey results, three playground vendors submitted designs. The community voted on them, and the winning design was also voted in favor by the Parks and Recreation Commission. In 2016, a new site for the play structure was identified in the park, west of the former Kids Kove. In August 2016, Parks and Recreation successfully raised \$50,000 from community members and others throughout the state and nation for the "Get Out and Play Project" to fund a new playground. The State of Michigan (MEDC and MSHDA) matched that amount with a \$50,000 grant. Today, there are \$170,886 in total funds (comprised of donations and two wellness grants from Blue Cross-Blue Shield of Michigan) earmarked for the new, nearly 10,000-square-foot "Campbell Community Playground" at the Civic Center. Of that amount, \$161,886 are in the Parks and Recreation's Fund Balance, and \$9,000 are in the County's Special Projects Fund. A community build is scheduled to take place the week of May 8, 2017, and equipment, materials, and work need to be ordered at least five weeks prior. Parks and Recreation is respectfully requesting that the County Board approve releasing the funds, so that the new playground can be constructed. Then, our community's children can get out and play again at one of the region's most beloved and heavily used parks.

### Suggested Motion:

Authorize the release of \$161,886 from Parks and Recreation Fund Balance, and of \$9,000 from the County's Special Projects Fund for Parks and Recreation to fund Phase I of the new Campbell Community Playground project at Civic Center Park.

### Financial Information:

Total Cost:	\$170,886	General Fund Cost:	\$0	Included in budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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If not included in budget, recommended funding source:

Parks and Recreation Fund Balance and County's Special Projects Fund, as noted above.

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:

## RESOLUTION

**xx-2017**

### **Release of Fund Balance for New Playground at Civic Center**

WHEREAS, The Grand Traverse Board of Commissioners met in regular session on April 5, 2017 and reviewed the request of the Director of Parks & Recreation to authorize the release of \$161,886 from the Parks and Recreation Fund Balance and \$9,000 from the County's Special Projects Fund for Parks and Recreation to fund Phase I of the new Campbell Community Playground project at Civic Center Park; and,

WHEREAS, In fall 2014, the former, 18-year-old playground at Civic Center Park was closed for two reasons: (1) noncompliance of the aging, wood structure with national playground safety standards, and (2) elevated levels of arsenic found in the soil; and,

WHEREAS, The structure was removed in spring 2015 and, since that time, the Parks and Recreation Commission and Department have been committed to constructing a new, unique play structure for our community; and,

WHEREAS, During the first quarter of 2015, Parks and Recreation surveyed the community about the components they desired and a theme for a new playground and based on survey results, three playground vendors submitted designs; and,

WHEREAS, The community and the Parks and Recreation Commission voted on the designs submitted and the new site for the play structure was identified in 2016, west of the former Kids Kove; and,

WHEREAS, In August 2016, Parks and Recreation successfully raised \$50,000 from community members and others throughout the state and nation for the "Get Out and Play Project" to fund a new playground with the State of Michigan (MEDC and MSHDA) matching that amount with a \$50,000 grant; and,

WHEREAS, Today, there are \$170,886 in total funds (comprised of donations and two wellness grants from Blue Cross-Blue Shield of Michigan) earmarked for the new, nearly 10,000-square-foot "Campbell Community Playground" at the Civic Center; and,

WHEREAS, A community build is scheduled to take place the week of May 8, 2017, and equipment, materials, and work need to be ordered at least five weeks prior.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT, Grand Traverse County approves release of funds in the amount of \$161,886 from the Parks and Recreation Fund Balance and of \$9,000 from the County's Special Projects Fund for Parks and Recreation to fund Phase I of the Campbell Community Playground project at the Civic Center Park.

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

APPROVED: April 5, 2017





# Memorandum

Grand Traverse County  
County Administration  
400 Boardman Avenue  
Traverse City, Michigan 49684  
(231) 922-4780 Fax (231) 922-4636

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**TO:** Board of Commissioners  
Chairwoman, Ms. Carol Crawford  
Vice-Chair, Mr. Ron Clous

**FROM:** Thomas F. Menzel, County Administrator  
Jennifer DeHaan, Deputy Administrator  
Jody N. Lundquist, Finance Director

**DATE:** March 27, 2017

**SUBJECT:** Annual Audit Recommendation

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The Board has requested information regarding the County audit and this memo is intended to provide you with an update.

We are continuing to close out the 2016 fiscal year in order to prepare the County's 2016 financial statements and for the County's annual audit. As part of this year's annual audit, we will be conducting an in-depth review of our internal controls of the County's financial operations. Several issues have been identified by the new finance director that need to be investigated further in the annual audit process. We have held bringing the engagement letter to the Board until such time as the majority of work related to the audit is completed so that the internal processes are not impacted by the announcement of this review. This review is consistent with all other internal reviews that have been completed for other departments.

Several issues regarding the security of the County's IT system including the deletion of budget data, the inability to audit and restrict access to certain AS400 functions and unauthorized access to emails/calendars by internal staff have heightened the need for additional review and testing of controls during the annual audit process. The audit is also expected to address the suspected use of public resources for the Commission on Aging millage, questions regarding the available fund balance for the pension payment, and other concerns over financial policy and procedural matters.

The examples above continue to demonstrate the need to continuously review processes and policies that ensure the integrity of our accounting system. When some of these issues developed we did not have a finance director and we now have the expertise to identify these issues and need to fully investigate them.

The Government Finance Officers Association (GFOA) Best Practice for audit procurement states that "properly performed audits play a vital role in the public sector by helping to preserve the integrity of the public finance functions and by maintaining citizens' confidence in their elected officials." While the GFOA best practice encourages a competitive process for the

selection of independent audit firms, it also emphasizes that multi-year agreements should last at least five-years and that cost should never be the sole criterion for the selection of a firm. The American Institute of CPA's (AICPA) also affirms the detrimental impact mandatory rotation may have on audit quality in its letter to the Public Company Accounting Oversight Board (PCAOB). In it, the AICPA supports its conclusions by offering citations of academic research and studies that demonstrate audit quality increases with a firm's tenure.

We will be bringing a policy recommendation to the Board of Commissioners regarding the bidding process for independent audit firms to put some consistency and structure into future audits. As transitions between audit firms require significant staff time and a learning curve for the new firm to have a solid base of experience and understanding of County operations. For this year, the review/audit would be better served by using the existing auditing firm who is familiar with our systems and how the data and information is presented. A new firm will require new formats, new reports, etc., which are not easily available with the County's antiquated software systems.

As we continue to review systems and processes in all departments, the Finance Department needs this review as well and now is the time to enhance the scope of the annual audit to provide the Board and administrative staff more updated and critical information so that we can implement improved systems and processes.

I will predict that we will find a great many areas for improvement since this is a common result of internal audits by outside resources and has proven to be true when we reviewed the Commission on Aging, IT Department and others.

This review or extensive audit of Finance will be in concert with our charter to review departments and determine areas of needed improvement and then layout plans to do so. In this case, this review will undoubtedly improve public trust, transparency, and accountability.

Again, if Commissioners have questions, please ask.



# BEST PRACTICE

## Audit Procurement

### BACKGROUND:

The Government Finance Officers Association (GFOA) has long recommended that state and local governmental entities obtain independent audits of their financial statements performed in accordance with the appropriate professional auditing standards. Properly performed audits play a vital role in the public sector by helping to preserve the integrity of the public finance functions and by maintaining citizens' confidence in their elected leaders.

### RECOMMENDATION:

GFOA makes the following recommendations regarding the selection of auditing services:

- The scope of the independent audit should encompass not only the fair presentation of the basic financial statements, but also the fair presentation of the financial statements of individual funds and component units. The cost of extending full audit coverage to the financial statements of individual funds and component units can be justified by the additional degree of assurance provided. Nevertheless, the selection of the appropriate scope of the independent audit ultimately remains a matter of professional judgment. Accordingly, those responsible for securing independent audits should make their decision concerning the appropriate scope of the audit engagement based upon their particular government's specific needs and circumstances, consistent with applicable legal requirements.
- Governmental entities should require in their audit contracts that the auditors of their financial statements conform to the independence standard promulgated in the General Accounting Office's *Government Auditing Standards* even for audit engagements that are not otherwise subject to generally accepted government auditing standards.
- Governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors. Such multiyear agreements can take a variety of different forms (e.g., a series of single-year contracts), consistent with applicable legal requirements. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.
- Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract, consistent with applicable legal requirements. Ideally, auditor independence would be enhanced by a policy requiring that the independent auditor be replaced at the end of the audit contract, as is often the case in the private sector. Unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a policy of mandatory auditor rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory. Except in cases where a



multiyear agreement has taken the form of a series of single-year contracts, a contractual provision for the automatic renewal of the audit contract (e.g., an automatic second term for the auditor upon satisfactory performance) is inconsistent with this recommendation.

- Professional standards allow independent auditors to perform certain types of nonaudit services for their audit clients. Any significant nonaudit services should always be approved in advance by a governmental entity's audit committee. Furthermore, governmental entities should routinely explore the possibility of alternative service providers before making a decision to engage their independent auditors to perform significant nonaudit services.
- The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit. In no case should price be allowed to serve as the sole criterion for the selection of an independent auditor.

#### References:

- *CPA Audit Quality: A Framework for Procuring Audit Services*, General Accounting Office, August 1987.
- *Audit Management Handbook*, Stephen J. Gauthier, GFOA, 1989.
- *An Elected Official's Guide to Auditing*, Stephen J. Gauthier, GFOA, 1992.
- *Governmental Accounting, Auditing and Financial Reporting (GAAFR)*, Stephen J. Gauthier, GFOA.



## Memorandum

Grand Traverse County  
Board of Commissioners  
400 Boardman Avenue  
Traverse City, Michigan 49684  
(231) 922-4797 Fax (231) 922-4636

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**TO:** County Commissioners

**FROM:** Commissioner Lathrop

**DATE:** March 27, 2017

**SUBJECT:** County Administrator Process

I am concerned with the process we are using to select the next County Administrator. I think the idea of forming a blue ribbon panel composed of outstanding community leaders experienced in the hiring of CEOs is a good one. I'd like to have a discussion about this concept at the next Board meeting.

- 1) The February 2<sup>nd</sup> memo from Administrator Menzel on Recruiting and Selection recommendations had some key points we need to consider to improve the outcome of our search process for a new administrator. I had not heard anything since the memo on his recommendation and thought they should be discussed.
- 2) I thought the memo deserved some consideration and I also enjoyed the article included from the Wall Street Journal on the "seven steps to reducing bias in hiring".
3. Key point that I have interest in and I would hope others would as well, is the involvement of community leaders with experience in hiring top level managers that would be called a Blue Ribbon Panel.
- 4) The suggestion was one he has used successfully by using the search firm for the National Search – which would provide the Blue Ribbon Panel 10-15 candidates to look at and interview by phone or face to face. This would be a two-step process.
- 5) The Panel value is that you have experienced interviewers who know how to drill down and ask the 2<sup>nd</sup> and 3<sup>rd</sup> questions beyond a series of questions provided by a search firm – that is called experienced interviewing.
- 6) The list of final candidates that would be sent to the Board would be well vetted and the Panel would have a Pride of Authorship in whoever was chosen and as ~~well~~ as a result, would help them integrate into the community.
- 7) Make the process less political – look at skills and job requirements for a long term hire that could bring stability to the Administrator position.
- 8) We need to ask key people with experience to donate 2 or 3 weekends to this process to help their community.



**GRAND TRAVERSE COUNTY  
FINANCE DEPARTMENT**

400 BOARDMAN AVENUE  
TRAVERSE CITY, MI 49684-2577

FINANCE DIRECTOR  
DEPUTY FINANCE DIRECTOR  
FAX

(231) 922-4680  
(231) 922-4682  
(231) 922-4638

TO: Tom Menzel, County Administrator  
FROM: Jody Lundquist, Finance Director *JL*  
DATE: February 13, 2017  
SUBJECT: Defined Benefit Contribution Analysis for Active Non-Contract Employees

Board of Commissioners Resolution 48-2016 required all active non-contract employees participating in the County's defined benefit pension plan to begin contributing 10% of gross wages effective January 1, 2017. Chairwoman Crawford requested an analysis of the financial impact on the County of lowering the required defined benefit employee contribution for this group of employees from 10% to 6% and 3%.

Based on the January 2017 wage data and contribution invoice received from MERS, the non-contract defined benefit employees will contribute a total of approximately \$51,502 during 2017 when required to contribute 10%. The annual required contribution (ARC) for the three noncontract employee divisions will total approximately \$1.5 million, which constitutes approximately 29% of the County's total 2017 defined benefit ARC.

It is important to note that the County's annual required contribution is the sum of the minimum amount actuaries estimate the County must contribute in order to fund the normal cost, or cost of the benefits earned for service performed *during* the year, and the unfunded accrued liability, or the liability due for all benefits earned on *prior* service.

Active employees that contribute towards their pension benefits are contributing towards the normal cost of the benefit they are earning after January 1, 2017. Because the ongoing cost of defined benefit pensions are higher than one-time defined contributions to a 401(a) account, employee contributions assist in equalizing the total compensation earned by the employee and total cost of the employee to the County.

Upon notifying MERS of Resolution 48-2016, MERS' actuaries recalculated the County's annual required contribution to include the modified benefit and employee contribution percentage. The cost data presented relies on those figures. Assuming that the benefit defined in resolution is not changed but the amount of employee contribution is lowered from 10%, the County's annual required contributions to each of the three divisions will increase. The following information was estimated using basic assumptions provided by MERS and will be subject to change upon formal actuarial review.

Annual Required Contribution will increase by:	
Employee Contribution Reduced from 10% to 6%	\$17,510.54
Employee Contribution Reduced from 10% to 3%	\$30,643.45

Reducing the employee contribution from 10% to 6% or 3% will increase the total annual required contributions to those three divisions from \$1,501,272 to \$1,518,782 or \$1,531,915, respectively, and will require the 2017 adopted budget to be amended.

Please let me know if you have any questions or are in need of any additional information or analysis.

c: Jennifer DeHaan, Deputy County Administrator



**GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS RESOLUTION**  
**ADOPTING AND IMPLEMENTING A TEN PERCENT (10%) CONTRIBUTION FOR**  
**CURRENT NON-UNION COUNTY EMPLOYEES AND ELECTED OFFICIALS ELIGIBLE**  
**TO PARTICIPATE IN THE GRAND TRAVERSE COUNTY SPONSORED MERS DEFINED**  
**BENEFIT PLAN**

48-2016

WHEREAS, Grand Traverse County's pension plan has been administered by the Municipal Employees Retirement System ("MERS") since 1967; and,

WHEREAS, Grand Traverse County offers a MERS defined benefit plan to certain eligible participants employed prior to 2001. Approximately eighty-eight (88) current employees and elected officials are eligible to participate in the Grand Traverse County sponsored MERS defined benefit plan. This includes current union employees, non-union employees and elected officials; and,

WHEREAS, based on the most recent annual valuation reports, Grand Traverse County's unfunded accrued liability for pension obligations was valued at \$45.8 million dollars. Grand Traverse County's unfunded accrued liability for pension obligations is expected to grow to \$51.2 million dollars by the end of 2016; and,

WHEREAS, the funded status of the Grand Traverse County MERS defined benefit plan is 48%. For purposes of comparison, the average funded status of all Counties' MERS defined benefit plans is 76%; and,

WHEREAS, the funded status of the Grand Traverse County MERS defined benefit plan is the lowest of all Counties in MERS; and,

WHEREAS, absent changes in the Grand Traverse County MERS defined benefit plan, the current projected required employer contribution will increase from \$4.8 million in 2016 to \$8.8 million in 2026; and,

WHEREAS, Grand Traverse County has commissioned an expert to assess, report and make recommendations to the Board of Commissioners regarding possible and recommended steps to address the County's substantial unfunded pension and unfunded retiree healthcare liabilities; and,

WHEREAS, the expert has made numerous recommendations to the Board of Commissioners which may mitigate the growth of, and/or marginally reduce, Grand Traverse County's unfunded pension and retiree healthcare liabilities; and,

WHEREAS, one of the "preferred" recommendations to the Board of Commissioners which may mitigate the growth of, and/or marginally reduce, Grand Traverse County's unfunded pension and retiree healthcare liabilities; and,

WHEREAS, on average, employees in other Counties – for years – have been required to make significant employee contributions to their County's MERS defined benefit pension plans. By contrast, only nine (9) of Grand Traverse County's currently

active eighty-eight (88) MERS defined benefit eligible employees/elected officials contribute to their pension, and even then the contribution rates for the nine (9) employees are only .67% and 2% which is a fraction of the average employee contributions for other Counties; and,

**WHEREAS**, the County Board of Commissioners has the exclusive Constitutional and statutory authority to fix and change as permitted by law, the compensation for Grand Traverse County officers and employees. Const. Art. 7, Sect. 9; MCL 45.401 (1); MCL. 45.421 and MCL. 46.11 (g); and,

**WHEREAS**, a number of the possible mechanisms which may be available to address the unfunded pension and retiree healthcare liabilities, as to certain units of Grand Traverse County employees, may not be subject to implementation until certain legal obligations are satisfied and/or until such time as possible current collective bargaining provisions expire; and,

**WHEREAS**, as an initial step to begin to address these issues, the County has concluded that, while unfortunate, it is necessary to require and implement an immediate ten percent (10%) contribution to the pension plan for those current non-union employees and elected officials eligible to participate in the Grand Traverse County MERS defined benefit pension plan; and,

**WHEREAS**, this matter has been reviewed by the County Administrator's Office, Human Resources, Labor Counsel, and MERS; and,

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS**, THAT effective the first full payroll period on or after January 1, 2017, current non-union employees and elected officials of Grand Traverse County who are eligible to participate in the Grand Traverse County MERS defined benefit pension plan shall be required to contribute ten percent (10%) to their pension plan. This resolution authorizes that such contributions be made through payroll deduction of the affected employees/elected officials.

**BE IT FURTHER RESOLVED THAT** the Grand Traverse County Board of Commissioners hereby adopts the attached plan amendment for MERS Division 10 (Elected Officials), MERS Division 11 (General Non-Contract Hourly) and MERS Division 18 (General Non-Contract Exempt) and authorizes and Chairperson of the Board of Commissioners to execute such plan amendments.

**BE IT FURTHER RESOLVED THAT** the Grand Traverse County Clerk shall execute and forward to MERS such further and additional documents as MERS may require to effectuate the above described ten percent contribution requirement for all current non-union employees and elected officials of Grand Traverse County eligible to participate in the Grand Traverse County MERS defined benefit pension plan.

**APPROVED:** April 27, 2016

## MEMORANDUM

TO: Board of Commissioners

FROM: Non-contract defined benefit employees

Bob Cooney, Kathy Pahl, Brenda Miller-Gokey, Hon. Tom Power, Bruce Remai, Debra Fountain,  
Lori Wesolowski, Dianne Thompson, Cheryl Goodwin

RE: Resolution 48-2016

DATE: January 16, 2017

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**REQUEST FOR ACTION:** It is requested that this Board reconsider Resolution 48-2016 which made extreme cuts to the pension benefits of just 11 (now 9) County employees<sup>1</sup> with no impact on over 300 current defined contribution plan (DC) employees and over 400 retirees and former vested defined benefit employees.<sup>2</sup> Beginning January 1, 2017, Resolution 48-2016 cut future pension benefits in half for these 9 employees by reducing their pension multiplier from 2.5 to 1.25.<sup>3</sup> At the same time, these same 9 employees are now required to pay 10% of their *gross wages* for  $\frac{1}{2}$  the pension benefit as an employee contribution.<sup>4, 5</sup> We are asking this Board to include our request for reconsideration on its strategic planning session agenda currently scheduled for January 28, 2017.

**THE PROBLEM:** Resolution 48-2016 was passed, at least in part, based upon two faulty assumptions: (1) that the County was facing a \$4.1 million budget deficit in 2017;<sup>6</sup> and (2) that MERS would require

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<sup>1</sup> Since Resolution 48-2016 was passed, only 9 of these employees remain. At least two left for reasons directly related to Resolution 48-2016.

<sup>2</sup> Report on Unfunded Pension & Retiree Health Care Liabilities, prepared by Mary Lannoye, March 2016, p 5 (hereinafter "Lannoye Report").

<sup>3</sup> The average MERS pension plan multiplier for Grand Traverse County employees is between 2.5 and 2.8, with the "vast majority of DB employees at 2.5." Grand Traverse County's benefit multipliers are "quite comparable to other municipalities in MERS." Lannoye Report, p 6.

<sup>4</sup> 10% is the maximum allowable employee contribution per MERS plan rules. Given a 50% reduction in the pension multiplier, one MERS employee conceded that these employees may be entirely self-funding their pension plan, thereby receiving no actual pension benefit as compared to over 377 other County employees and another 400 retired or vested defined benefit employees. A MERS actuarial study would be necessary to confirm the actual numbers. The average employee contributions to the MERS DB pension plan for all municipalities is between 5.5 and 6.5%, however, as noted above, average multipliers for other MERS DB pension plans range from 2.0 to 2.8 with the majority set at 2.5. Lannoye Report, pages 6 and 17. It should be noted that per MERS plan documents, employees are *not* allowed to simply opt out of the plan to avoid a 10% cut in gross wages.

<sup>5</sup> In addition to passing Resolution 48-2016, the Board also passed Resolution 49-2016 the same day, thereby raising health insurance premium co-pays to 20% for all non-contract employees, which includes 8 of the 9 remaining employees affected by Resolution 48-2016. This was an increase of \$2,061 for a family plan, and \$1,649 for a double plan, further compounding the financial hardship for 8 of these 9 employees.

<sup>6</sup> Lannoye Report, p 5. See also Grand Traverse County Pension Stabilization Plan, Presentation to MERS Board of Directors, July 21, 2016, slide 3 (attached) (hereinafter "MERS Presentation."

such draconian cuts in order to extend the amortization period for paying off the County's unfunded pension liability. Since Resolution 48-2016 was passed, the Treasurer has found that the actual budget deficit is about \$671,000,<sup>7</sup> which does not take into account \$500,000 in department savings due to new millage revenue, and County administration has conceded that the budget deficit is substantially less than predicted, although the exact number remains unclear.

Second, in a presentation to MERS on July 21, 2016, County administration requested an increased amortization period for its unfunded pension liability. The cuts called for in Resolution 48-2016 were cited as support for the increased amortization period.<sup>8</sup> The administration made similar statements in a letter to MERS CEO Chris DeRose dated April 20, 2016.<sup>9</sup> However, in a Resolution dated September 12, 2016, the MERS Board of Directors resolved to allow any of its over 800 municipalities with currently closed groups "a one-time opportunity to reset their existing UAL amortization period up to 25 years fixed."<sup>10</sup> The resolution does *not* require municipalities to make any specific cuts or structural changes as County administration assumed would be required for relief.

The cuts created by Resolution 48-2016 are fundamentally unfair because they severely impact both the income and retirements of just 9 current DB employees while having no effect on the approximately 377 other current employees and another 400 currently retired or vested former employees.<sup>11</sup> The cuts have resulted in the inexplicable situation where supervisory employees are compensated less than the persons they supervise. The cuts have caused undue stress and financial hardship to a small group of employees simply because they chose to remain in the DB plan 17 years ago.

While the Board's plan was to negotiate with the bargaining units to impose similar cuts to contract employees,<sup>12</sup> no bargaining units have entered into similar agreements as of this date and all appear to be headed to fact finding. The largest of these groups - circuit court and friend of the court - includes 28 of the remaining DB employees and is composed almost entirely of DB employees. The circuit court has retained its own attorney - at County expense - to defend its agreement with its employees to retain

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<sup>7</sup> As reported in the Record Eagle, Officials question \$4.1 million deficit projection, September 25, 2016. This figure does not include nearly \$563,000 in revenues generated by the new veterans' affairs millage. With this millage, the veterans' affairs department, with a current budget of \$500,000, is now self-funded by the millage, thereby saving the County about \$500,000 in general fund dollars.

<sup>8</sup> MERS Presentation, slide 4.

<sup>9</sup> The letter states in part: "I will be submitting additional changes to the County Board for consideration on April 27<sup>th</sup> that will lower our Health Care costs and for the non-union D/B employees, lower the multiplier to 1.25% and require a 10% co-pay over the 0% that is their current contribution. . . . [I]f I could get MERS to consider a longer amortization schedule . . ." Letter to Chris DeRose, April 20, 2016.

<sup>10</sup> MERS Board Meeting Minutes, September 12, 2016. Municipalities with unclosed groups were allowed up to 30 years. *Id.*

<sup>11</sup> See Mary Lannoye Report, p 5. Ms. Lannoye specifically states that the "advantage" to this plan is that it only affects a small group of employees while not affecting these other groups. This is exactly why the Resolution is unfair.

<sup>12</sup> As of November, there were a total of 71 contract and non-contract employees on the DB plan. Since then, a confirmed 5 of those employees have retired, leaving only 66 employees. These retirements have no doubt increased the County's unfunded pension liability since those employees are now drawing pensions and no longer contributing to the plan, a trend that will continue if no change is made. Again, the amount of the increase in unfunded pension liability would require a MERS actuarial study.

their current pension benefits. The County is now paying for two attorneys in that case which could take months if not years to settle.

It has been suggested in various public statements and documents that DB employees should be subject to a penalty for having accrued the benefits they have in the past. This is an argument that has no merit in contract negotiations, and may be unconstitutional as applied to this small group of employees as the Michigan Constitution protects against taking away pension benefits already earned. The draconian cuts in this case can only be seen as vindictive and intended as an indirect means to take back benefits already earned.

Finally, while this small group of employees has been asked to sacrifice so much, the County continues to pursue a course of rewarding some other non-contract, salaried employees with generous stipends (just four employees are receiving \$73,200 annually in extra compensation in addition to their regular salaries, and, in some cases, pension benefits).<sup>13</sup> Together, this extra compensation adds up to a great deal more than the 10% employee contributions made by this group. All 9 of the employees in the group impacted by Resolution 48-2016 are salaried and have never received extra compensation for additional hours worked. At the same time, the County failed to exercise any serious review of most County department budgets for 2017, and gave substantial pay increases to a handful of employees. All of this belies County administration's asserted urgency in passing Resolution 48-2016 and it is a bit like rubbing salt in the wounds of 9 employees who saw their compensation cut 10% and their retirements benefits cut in half.

**PROPOSED SOLUTIONS:** Possible solutions may include rescinding Resolution 48-2016 or at least the 10% employee contribution while awaiting the outcome of negotiations with the bargaining units. It has been a long standing tradition that the County treats its non-contract employees at least as well as the its union employees, recognizing that these employees do not have union protections, and tend to have earned supervisory or managerial positions based upon superior performance.

Other solutions that might be considered are: (1) different combinations of multipliers and employee contributions that are more equitable in nature;<sup>14</sup> conversion to a defined contribution plan equal to similarly situated employees (6% employer contribution plus up to a 3% employer match); and simply rescinding the resolution altogether to honor the commitment the County made 17 years ago when these employees opted to remain in the DB plan and to prevent existing employees from having their future pensions reduced from the amounts they may have counted on for nearly two decades.<sup>15</sup>

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<sup>13</sup> The total employee contribution for the 9 employees is estimated to be somewhere between \$50,000 and \$60,000.

<sup>14</sup> As the Lannoye Report points out: "There are numerous combinations of multipliers and FAC options the County could pursue with MERS." However, "at the request of the County, MERS issued supplemental valuations" for only one combination: a 1.0 multiplier and a frozen final average compensation. Lannoye Report, p 18. No valuation was included for a 10% employee contribution.

<sup>15</sup> It should be noted that the April 27, 2016 Board of Commissioners Meeting was scheduled as a study session on this issue, not intended for final passage of Resolutions 48-2016 and 49-2016. Nevertheless, became a final No employee input was solicited prior to the meeting

**CONCLUSION AND ACTION REQUESTED:** At this time, the nine remaining defined benefit, non-contract, exempt employees and elected officials affected by Resolution 48-2016 are requesting this Board to (1) place this item on its agenda for its January 21<sup>st</sup> strategic planning session; (2) immediately suspend the 10% employee contribution until such time as the bargaining units reach agreement with the County, and (3) re-evaluate the Board's position with regard to these nine employees in light of the results of collective bargaining. It is simply unfair to treat this small group of employees so disparately from their peers and to impose the immediate hardship of a 10% reduction in gross wages. As one former employee stated upon resigning, these cuts are "unconscionable."<sup>16</sup> We intend to address the board and to answer any questions during first public comment at the Board's strategic planning session on January 28<sup>th</sup>.

c: Tom Menzel, Administrator

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<sup>16</sup> See Record Eagle Article, "More GT employees leave," August 7, 2016.

DB Active Employees

David Bauer  
 Kimberly Sheridan  
 Casey Wise  
 Paul Johnson  
 Sally Dreves  
 Gregory Fasel  
 Nathan J Ritter  
 Michael N Makowski  
 Travis A Horn  
 Kyle A Egelski  
 Thomas G. Power  
 Robert A. Cooney  
 Dorothy E. Stremle  
 Debra A Fountain  
 Cheryl Goodwin  
 Lynne Stockwell  
 Angela L Pelletier  
 Cynthia Conlon  
 Karen Copeland  
 Eric Salani  
 Alisa R Gallo  
 Terri L. Andresen  
 Margeret Pierce  
 Tracie Mullen  
 Martha Hornbaker  
 Laura Burke  
 Jessica L. Jaynes  
 Frances K Boyle  
 Carol Rose  
 Julie Dubay  
 Jayne Arnold  
 Ellene Peters  
 Kirsten Keilitz  
 Brooke Bearup-DeBoer  
 Tamantha Willoughby  
 Karen Sanchez  
 Stacy Osborne  
 Sally Rath  
 Carol J Bradway  
 Amber Swift  
 Amy B Tulpa  
 Brandt Waldenmyer  
 Jeanne Bredin  
 Ariana Spafford  
 Karen Grant  
 Katrina Girardin

Pub. Wks.

Clerks

resigned Fac. Mgt.

Fac. Mgt.

Pub Wks

Pub Wks.

Sheriff Deputies



Circuit Ct.

PAD

COA - resigned (Emily Rice, COA, resigned earlier last yr)

Sheriff

Cin Ct.

Clerks

FOC

resigned

Ct.

FOC



Cir Ct.

"

FOC

"

Cin Ct.

FOC

FOC

FOC

"

Cir Ct.

"

"

FOC

Cir Ct.

Heide McNichols	Health
Jamie Beck	↓
Deborah Deering	
Michael Kolbusz	↓
Patricia Drake	Dist.
Dawn M. Wagoner	Sheriff
Margo R. Thorpe	"
Holly J. Miller	"
Jane M. Marsh	"
Jeremy C. Hogue	FOC
Teri Stine	?
Bruce Remail	Constn. Code
Carol L. Stocking	PAO
Kathy Pahl	
Dianne M. Thompson	Pub. Wks.
Lori Wesolowski	Health
Brenda S. Miller-Gokey	Sheriff
Randy L. Fewless	↓
Christopher E. Barsheff	
Gregory S. McManemy	
Roy L. Raska	
Paul Scott	
James J. Drogowski	
Christopher L. Oosse	
Ryan Kigar	

67 remaining total (9 non-contract ; 58 contract)  
 33 C.C. / FOC





## Action Request

Meeting Date:	January 16, 2017		
Department:	Various	Submitted By:	Non-K DB Group
Contact E-Mail:	rcooney@grandtraverse.org	Contact Telephone:	231-922-4612
Agenda Item Title:	Reconsideration of resolution 48-2016		
Estimated Time:	30 <small>(in minutes)</small>	Laptop Presentation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Summary of Request:

Resolution 48-2016 imposed dramatic cuts to the pension plans of eleven (now 9) non-contract, defined benefit employees. The resolution requires employees to contribute 10% of their gross wages to the plan (the previous employee contribution was \$0) AND reduces the pension multiplier for future years of service from 2.5 to 1.25, equating to a 50% reduction in pension benefits. At the same time, these same employees were affected by Resolution 49-2016 which increased health care co-pays to 20% resulting in an increase to the employee of nearly \$2,500 in family health care costs. Some employees have already left employment due to these changes.

The stated reasons for the change were (1) a projected 2017 budget deficit of \$4.1 million; and (2) the necessity of making structural changes in order to encourage MERS to extend the amortization period for unfunded pension liability. Both of these assumptions were later determined to be wrong. The Grand Traverse County Treasurer has since found the budget deficit to be more in the range of \$625,000 for 2017 which did not include nearly \$600,000 in new millage revenue. In addition, in September 2016 MERS has offered to all of its municipalities a one time amortization period extension of up to 25 years without any requirement that such draconian cuts be made to employee benefits. The cuts were unfair and call upon a very small group of employees to sacrifice too much to address the county's unfunded pension liability. Of the 71 remaining DB employees, both contract and non-contract, 33 of those employees are in the circuit court group which has signed an agreement with the Chief Judge of the Court which makes no change to those employee's pension benefits.

### Suggested Motion:

Rescind resolution 48-2016's 10% employee contribution immediately. schedule a study session to consider a variety of alternatives to address both non-contract and contract employees on the DB plan that would be fair to all, including alternative, less severe changes to employee contribution amounts and multiplier reduction, and/or conversion to a hybrid or DC plan. Send a formal request to MERS for actuarial evaluation and to address procedural concerns.

### Financial Information:

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

Employee contributions estimated to be between \$50,000-\$60,000. Cost of changes to pension multiplier would require an actuarial study by MERS.

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:

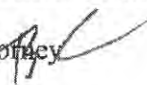
Attachment Titles:  
Resolution 48-16; Memorandum to Board of Commissioners dated January 16, 2017; DB employees as of 11-16



**Robert A. Cooney**  
**Prosecuting Attorney**

324 Court Street  
Traverse City, Michigan 49684-9958  
(231) 922-4600 FAX (231) 922-4698

MEMORANDUM

**TO:** Grand Traverse County Board of Commissioners  
**FROM:** Robert A. Cooney, Prosecuting Attorney   
**DATE:** March 1, 2017  
**RE:** Resolutions Foregoing Increases in Pay in Exchange for Pension and Health Care Benefits

As you will recall, I spoke during public comment at your February 15, 2017 regular board meeting regarding a number of resolutions passed by the Board of Commissioners over the years where defined benefit employees and elected officials gave up pay increases to maintain or improve pension and health care benefits. I have attached a copy of those resolutions for your consideration at your special meeting regarding pension debt.

It has been stated by several county officials at meetings and in media statements that defined benefit employees never contributed to their defined benefit pensions. These resolutions make clear that those statements are misinformed. A review of the resolutions indicates that non-contract employees gave up a total of 10.6% in cost of living adjustments from 1990 through 2000, the year the County switched to a defined contribution plan for new hires. During the same period of time, elected officials gave up 5.6-6.4% in cost of living adjustments for pension and .7% for health care benefits. It should be noted that these amounts are equal to or greater than the average employee contribution for MERS employees Statewide who receive, on average, a 2.5 pension multiplier.

I hope that you will consider this information at your special meeting in your discussion of current defined benefit employees.

c: Tom Menzel, Jodi Lundquist, Jen DeHann, Chris Cramer

3-95

R E S O L U T I O N

1995 Non-contract Wage and Benefit Package

WHEREAS, the Legislation and Administration Committee met on December 14 and reviewed the 1995 wage and benefit package for non-contract employees; and

WHEREAS, the Detroit June Consumers Price Index was 4.1%, and the increased cost of health care was .7% of the wage and benefit package, providing a net 3.4% wage increase; and

WHEREAS, the Personnel Department has conducted a survey of all non-contract employees as to their wishes for the 1995 wage and benefit package; and

WHEREAS, the survey indicated some interest in some segments of the non-contract employees for improved pension, however costs were not received from MERS' actuary in a timely manner;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT the Wage and Benefit Package for Non-contract employees for 1995 include a 3.4% wage increase.

Dated: January 25, 1995

R E S O L U T I O N

Elected Officials Salary Increase

WHEREAS, The Legislation and Administration Committee reviewed elected officials salaries at its meeting on October 24, 1989; and,

WHEREAS, It is the recommendation of the Legislation and Administration Committee that elected officials salaries be increased 4.3%, less one percent (1%) to cover additional retirement plan; and

WHEREAS, Any increase that is granted to elected officials will be reduced by one percent (1%) to cover additional retirement plan for the years 1991 and 1992; and,

WHEREAS, The Drain Commissioner will be raised to level 21F for 1990; and,

WHEREAS, Elected Officials salaries are set as follows:

William Rokos, Treasurer \$37,432  
Virginia Watson, County Clerk \$37,432  
Maureen Kennedy, Drain Commissioner \$32,310  
Jack Canfield, Sheriff \$40,447  
Karon Anderson, Register of Deeds \$30,728  
Dennis LaBelle, Prosecuting Attorney \$69,612.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT, Elected Officials salaries shall increase effective January 1, 1990.

Dated: October 25, 1989

R E S O L U T I O N

Non-Contract Employees Salaries - 1993  
and Pension Improvement to B4 on December 1, 1993

WHEREAS, The Ways and Means Committee met in regular session on September 22, 1992, and reviewed the recommendation by Legislation and Administration Committee for wage increase for non-contract employees for 1993 and recommendation for pension improvement for non-contract employees effective December 1, 1993; and,

WHEREAS, The Ways and Means Committee has determined that a 3% cost of living increase will be provided for non-contract employees; and,

WHEREAS, Said cost of living increase shall be reduced by 1.5% for payment of improved retirement benefits; and,

WHEREAS, The Ways and Means Committee has further determined that a pension improvement to B4 for non-contract employees is appropriate and should take effect December 1, 1993,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT, The non-contract employees salaries shall increase by 1.5% effective January 1, 1993,

BE IT FURTHER RESOLVED, THAT, The non-contract employees pension plan shall change to B4 effective December 1, 1993.

Dated: September 30, 1992

R E S O L U T I O N

Retirement Plan Improvement for  
Elected Officials

WHEREAS, the County Coordinator met with Elected Officials to negotiate the wage and benefit package for 1990; and,

WHEREAS, Elected Officials indicated they would be interested in a one percent (1%) reduction in the compensation plan adjustment for each of the next three years, being 1990, 1991, and 1992, in exchange for an improvement in the pension plan to B3; and,

WHEREAS, The Ways and Means Committee met on December 19, 1989, and reviewed the Grand Traverse County budget for 1990; and,

WHEREAS, the Board of Commissioners has adopted a resolution providing that the compensation plan adjustment for Elected Officials shall be decreased by one percent (1%) for 1990, 1991, and 1992 to fund the cost of an improvement in the retirement plan to B3;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT, the B3 plan under the Municipal Employees Retirement System be adopted for all eligible Elected Officials, effective November 30, 1992.

Dated: December 27, 1989

R E S O L U T I O N

Non-Contract Employees Wage Increase

WHEREAS, The Ways and Means Committee met on December 19, 1989, and reviewed the Grand Traverse County budget for 1990, including the wage increase for 1990; and,

WHEREAS, The Ways and Means Committee has determined that a 4.3% increase, less one percent (1%) to cover an improved retirement plan will be provided for non-contract employees; and,

WHEREAS, The compensation plan adjustment determined for non-contract employees for the years 1991 and 1992 will be reduced by one percent (1%) to cover the improved retirement plan benefits;

NOW THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT, the Non-contract employees salary schedule shall increase by 3.3% effective January 1, 1990.

Dated: December 27, 1989



R E S O L U T I O N

Retirement Plan Improvement for  
Non-Contract Employees

WHEREAS, the County Coordinator met with non-contract employees to discuss options for the wage and benefit increase for 1990; and,

WHEREAS, covered employees indicated by a clear majority that they would be interested in a one percent (1%) reduction in the compensation plan adjustment for each of the next three years, being 1990, 1991, and 1992, in exchange for an improvement in the pension plan to B3; and,

WHEREAS, The Ways and Means Committee met on December 19, 1989, and reviewed the Grand Traverse County budget for 1990; and,

WHEREAS, The Ways and Means Committee has determined that the non-contract compensation plan adjustment shall be decreased by one percent (1%) for 1990, 1991, and 1992 to fund the cost of an improvement in the retirement plan to B3;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT, the B3 plan under the Municipal Employees Retirement System be adopted for all eligible non-contract employees, effective November 30, 1992.

Dated: December 27, 1989



R E S O L U T I O N

Elected Officials Salaries - 1991

WHEREAS, The Ways and Means Committee met on December 18, 1990 and reviewed request from Elected Officials for yearly salaries for 1991; and,

WHEREAS, Classification Plan and Salary Schedule has been presented; and,

WHEREAS, Retirement Plan of B-4 is recommended for approval for all elected officials, which encompasses Grand Traverse County Board of Commissioners, effective November 30, 1992; and,

WHEREAS, Any increase that is granted to elected officials will be reduced by one and-a-half percent (1.5%) to cover additional retirement plan for the years 1992 1991; and,

WHEREAS, Elected Officials salaries are set as follows:

William Rokos, Treasurer \$37,440  
Virginia Watson, County Clerk \$37,440  
Maureen Kennedy, Drain Commissioner \$34,476  
Jack Canfield, Sheriff \$40,443  
Karon Anderson, Register of Deeds \$32,214  
Dennis LaBelle, Prosecuting Attorney \$69,615

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT, Above outline salary schedule for elected officials shall be effective January 1, 1991.

Dated: December 28, 1990

R E S O L U T I O N

Non-Contract Employees Salaries - 1991

WHEREAS, The Ways and Means Committee met in regular session on December 18, 1990 and reviewed the Grand Traverse County budget for 1991, including the wage increase for 1991; and,

WHEREAS, Classification Plan and Salary Schedule has been presented; and,

WHEREAS, The Ways and Means Committee has determined that a 4.5% cost of living increase will be provided for non-contract employees; and,

WHEREAS, Said cost of living increase shall be distributed according to Classification Plan and Salary Schedule,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT, The Non-contract employees salaries shall increase ranging between 4.5% and 4.7% consistent with the Classification Plan and Salary Schedule effective January 1, 1991.

Dated: December 28, 1990

295-91  
R E S O L U T I O N

Non-Contract Employees Salaries - 1992

WHEREAS, The Ways and Means Committee met in regular session on December 17, 1991 and reviewed the Grand Traverse County budget for 1992, including the wage increases for 1992; and,

WHEREAS, The Ways and Means Committee has determined that a 4.4% cost of living increase will be provided for non-contract employees; and,

WHEREAS, Said cost of living increase shall be reduced by 1.5% for payment of improved retirement benefits,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT, The Non-contract employees salaries shall increase by 2.9% effective January 1, 1992.

Dated: December 30, 1991

258-95  
R E S O L U T I O N

Recognition of Exempt Non-contract Employees

WHEREAS, all employees not covered by a union, association, or individual contract or agreement are classified as "non-contract", including both exempt and hourly employees; and,

WHEREAS, the entire non-contract group receives the same wage and benefit package adjustment each year; and,

WHEREAS, the Exempt Non-contract employees have shown an interest in purchasing benefits from the approved CPI increase which in the past the hourly employees have not been interested in purchasing; and,

WHEREAS, the Exempt Non-contract employees have been meeting on their lunch hours to explore possible benefit improvements and surveyed their group; and,

WHEREAS, the survey showed an overwhelming interest in purchasing improvements to the retirement plan; and,

WHEREAS, the Municipal Employees Retirement System requires that the legislative body recognize a group of employees for bargaining purposes in order to be covered by a different retirement plan;

THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Exempt Non-contract employees shall be recognized as a separate group for the purpose of establishing a separate benefit package.

DATED: September 27, 1995

## R E S O L U T I O N

1996 Wage and Benefit Package for Exempt Non-contract

WHEREAS, the Exempt Non-contract employees have been meeting on their lunch hours to explore possible benefit improvements; and,

WHEREAS, a survey of their group indicates an overwhelming interest in purchasing the E2 rider for retirement and addition of a floating holiday; and,

WHEREAS, they presented a package to the County Administrator using an estimated CPI of 4%, less an estimated increased health premium cost of .5%, less 3.5% for improved pension benefits; and,

WHEREAS, it is the recommendation of the County Administrator to add a floating holiday and the E2 rider effective January 1, 1996, in lieu of any wage increase for 1996;

THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the Exempt Non-contract Employees group shall receive zero wage increase during calendar year 1996, however, they shall receive one (1) floating holiday and the E2 rider effective January 1, 1996.

DATED: September 27, 1995

295-95  
**RESOLUTION**

1996 Wage and Benefit Package for Elected Officials

WHEREAS, the Elected Department Heads met with the County Administrator to review their wage and benefit package for 1996; and,

WHEREAS, the compensation plan for each Elected Department Head established during the 1995 negotiations set a minimum and maximum range, and included a method for advancing those Elected Department Heads who were not at the maximum through the range by 1.7% each year until they reach the maximum; and,

WHEREAS, the June, Detroit CPI was 2.4% and the cost of the health care increase was .12%; and,

WHEREAS, it is the request of the Elected Department Heads to forego a cost of living increase for 1996 in exchange for adding the E2 rider to the Pension package; and,

WHEREAS, the Legislation and Administration Committee reviewed this request at their October 11, 1995, meeting, and recommends the package, including a 1.7% wage increase for the Sheriff, Register of Deeds, and Drain Commissioner;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT the Elected Department Heads wage ranges shall receive zero wage increase during the calendar year 1996, however, those individuals who are not at the maximum of the range shall advance in the range by 1.7% increase as established during the 1995 negotiations; and,

BE IT FURTHER RESOLVED, THAT the Elected Department Heads shall receive the E2 rider for pension effective January 1, 1996.

Dated: Oct. 25, 1995

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RESOLUTION # 351-97

1998 Non-Contract Exempt Employees Wage and Benefit Package

WHEREAS, the June, Detroit CPI was 2.0% and the cost of the health care increase was a reduction of .18%; and,

WHEREAS, The non-contract exempt employees requested a preference to take the 2.18% effective January 1, 1998; and,

WHEREAS, The non-contract exempt employees also preferred to take the 1998 June, Detroit CPI, less the increased amount in health costs in wages effective January 1, 1999; and,

WHEREAS, The non-contract exempt employees requested that the FAC-3 rider become effective January 1, 1999, with the estimated cost of .96% not taken from the wage and benefit package for the two years (an estimated cost of .45% per year); and,

WHEREAS, The County Administrator has reviewed this request, and recommends same;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT the wage and benefit package for non-contract hourly employees for 1998 shall include a wage increase of 2.18% effective January 1, 1998, and with a wage increase based upon the CPI less the increased cost of health insurance effective January 1, 1999, along with the FAC-3 rider.

Dated: November 26, 1997

392-97  
RESOLUTION

1998 Wage and Benefit Package for Elected Officials

WHEREAS, The County Administrator, has met with the Elected Officials for the purpose of discussing the Elected Officials wage and benefit package for 1998; and,

WHEREAS, The Ways and Means Committee met on December 16, 1997, and reviewed the salaries for Elected Department Heads; and,

WHEREAS, The Ways and Means Committee has recommended an increase in the range and in the actual salaries of the Sheriff, County Clerk, Register of Deeds, County Treasurer, Drain Commissioner, and Prosecutor of 2.5%, which is the June Detroit CPI of 2%, less the increased cost of health insurance (for this year a decreased cost of .18%) and with an additional .32% which provides parity with the Exempt Employees FAC-3 which benefit the Elected Officials already have;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT the ranges and salaries for Elected Officials be increased effective January 1, 1998, as indicated above to:

	<u>Minimum</u>	<u>Maximum</u>	<u>Actual</u>	<u>% Increase</u>
Prosecuting Attorney	65,502	81,877	81,887	2.5%
Sheriff	50,607	63,260	63,260	2.5%
Treasurer	40,507	50,634	50,634	2.5%
County Clerk	37,033	46,291	46,291	5.1%
Register of Deeds	31,528	39,410	39,410	2.5%
Drain Commissioner	33,532	41,914	41,914	2.5%

Dated: December 29, 1997



397-98  
RESOLUTION

1999 Wage and Benefit Package for Non-Contract Hourly Employees

WHEREAS, The Board approved a two year agreement for the Non-contract Hourly employees for 1998 and 1999 which provided for a wage increase for 1999 based on the June 1998 Detroit CPI less the increased cost of health insurance, and less the balance of the cost of the E2 rider for pension; and,

WHEREAS, The valuation received from MERS values the E2 at 2.79%; and,

WHEREAS, 1.18% of the cost was deducted from the cost of living for 1998, leaving a balance of 1.61%; and,

WHEREAS, Most of the County's labor contracts have been settled at a flat 3% as the estimated CPI less health for 1999, 2000, and some also for 2001,

NOW, THEREFORE, BE IT RESOLVED THAT The wage and benefit package for non-contract hourly employees for 1999, 2000, and 2001 be based on a 3% wage and benefit package; and,

FURTHER BE IT RESOLVED THAT the 1999 wage and benefit package be calculated by subtracting 1.61% cost balance for the E2 from an estimated flat amount of 3% cost of living, providing for a 1.39% wage increase; and,

FURTHER BE IT RESOLVED THAT The Defined Contribution Plan shall be implemented January 1, 1999, or as soon thereafter as feasible, with all employees hired after the effective date covered under the Defined Contribution Plan.

APPROVED: November 24, 1998