

1. Packet

Documents: [RMA 1-13-16.PDF](#)

GRAND TRAVERSE COUNTY
RESOURCE MANAGEMENT & ADMINISTRATION COMMITTEE

Wednesday, January 13, 2016, at 6:00 p.m.
Commission Chambers, 2nd Floor, Governmental Center
400 Boardman, Traverse City, MI 49684

***Grand Traverse County provides mandated and necessary services
that ensure safety and add value to our community.***

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.

Pages

CALL TO ORDER

1. OPENING CEREMONIES OR EXERCISES

2. ROLL CALL

3. APPROVAL OF MINUTES:

a) December 9, 2015 3

4. FIRST PUBLIC COMMENT

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

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

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

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

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

*****All information identified on the Consent Calendar can be viewed in its entirety @ www.grandtraverse.org.**

- a. Receive and File:
 - 1) Conservation District Monthly Report 7
 - 2) Road Commission Monthly Report 10
 - 3) County Staff Report 11
- b. Approval:
 - 1) 2016 Hauler Licenses 20
- c. Action on Consent Calendar:

| | |
|---|----|
| 7. SPECIAL ORDERS OF BUSINESS: | |
| 8. ITEMS REMOVED FROM CONSENT CALENDAR | |
| 9. DEPARTMENT ACTION ITEMS: | |
| a. FAMILY COURT: | |
| 1) Acceptance of Grant Funding (IMMEDIATE APPROVAL) | 21 |
| b. SAFE HAVEN GRANT APPLICATION (IMMEDIATE APPROVAL) | 22 |
| c. EMERGENCY MANGEMENT: | |
| 1) Emergency Management Performance Grant Supplemental Award (IMMEDIATE APPROVAL) | 28 |
| d. PLANNING & DEVELOPMENT: | |
| 1) Staffing Plan Amendment to Planning & Development Department..... | 31 |
| e. VETERANS AFFAIRS: | |
| Operational Millage for Veterans Services | 34 |
| f. GTSO: | |
| 1) Jail – Medical Service Proposals | 35 |
| 2) Fleet Management Services Contract | 42 |
| 10. UNFINISHED BUSINESS: | |
| 11. NEW BUSINESS: | |
| a. Assign Ad Hoc Committee (Parks & Recreation Interviews) | |
| b. Assign Ad Hoc Committee (Expenses – Procurement Cards) | |
| 12. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.) | |
| 13. COMMISSIONER COMMITTEE REPORTS: | |
| 14. NOTICES AND/OR ANNOUNCEMENTS: | |
| 15. CLOSED SESSION: | |
| 16. ADJOURNMENT: | |

Although this Committee includes all members of the Grand Traverse County Board of Commissioners, recommendations are made, and final action is taken at the Board Meeting at the end of the month.

2016 Resource Management & Administration Committee:

Alisa Kroupa, Chair

Carol Crawford, Vice Chair

Ron Clous

Bob Johnson

Sonny Wheelock

Christine Maxbauer

Dan Lathrop

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

GRAND TRAVERSE COUNTY
RESOURCE MANAGEMENT AND ADMINISTRATION COMMITTEE

December 9, 2015

Chairperson Kroupa called the meeting to order at 6:00 p.m. at the Governmental Center.

OPENING CEREMONY AND EXERCISES

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

PRESENT: Addison Wheelock, Jr., Christine Maxbauer, Dan Lathrop, Bob Johnson, Carol Crawford, Ron Clous, and Alisa Kroupa

APPROVAL OF MINUTES

Correction to Commissioner Crawford's last name was made prior to the meeting. There being no further corrections to the November 11, 2015 minutes, they were approved as presented.

PUBLIC COMMENT

Frank Dituri – read letter on behalf of Boardman River Dams Project Implementation Team.

Bob Cooney, Grand Traverse County Prosecuting Attorney – spoke on budget.

Tom Bensley, Grand Traverse County Sheriff – spoke on budget.

T. J. Andrews – spoke on proposed Soil Erosion and Sedimentation Control Ordinance.

APPROVAL OF AGENDA

There being no changes to the agenda, it was approved as presented.

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 there from 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 and file or approval) is approved by a single Committee action adopting the consent calendar.

A. RECEIVE AND FILE

1. Conservation District Monthly Report
2. Resource Recovery Manager's Report
3. Road Commission Monthly Report
4. County Staff Report

B. APPROVAL

None

C. ACTION ON CONSENT CALENDAR

The Chief Deputy County Clerk read the Consent Calendar for the record

Moved by Crawford, seconded by Johnson to approve the Consent Calendar as presented.
Motion carried.

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM THE CONSENT CALENDAR

None

DEPARTMENT ACTION ITEMS**A) CENTRAL DISPATCH/911****1. Radio Maintenance Contract**

Jason Torrey, 911 Director, reviewed the Radio Maintenance Contract and answered Commissioners' questions.

Moved by Maxbauer, seconded by Lathrop to recommend approval of entering into a one year service agreement with Motorola Solutions at a monthly cost of \$492.31 to provide onsite infrastructure repair and local services of existing radio systems.

Motion carried.

B) ADMINISTRATION/FINANCE**1. Landfill Surcharge for 2016**

Moved by Maxbauer, seconded by Lathrop to recommend approval of reducing tipping fee from \$2.00 to \$1.50.

Roll Call Vote: Yes 6 No 1

Nays: Wheelock

2. Deputy Administrator Update

Tom Menzel, County Administrator, gave an update on the search for Deputy Administrator.

UNFINISHED BUSINESS**A) SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE**

Bob Cooney, Prosecuting Attorney, reviewed the proposed Soil Erosion and Sedimentation Control Ordinance.

Moved by Lathrop, seconded by Maxbauer to recommend approval of the Soil Erosion and Sedimentation Control Ordinance with addition under Miscellaneous Provisions, Section 3 after Effective add "when approved by MDEQ".

Motion carried.

B) SOCIAL MEDIA POLICY

Bob Cooney, Prosecuting Attorney, reviewed the proposed Social Media Policy and

answered Commissioners' questions.

Moved by Maxbauer, seconded by Crawford to recommend approval of the Social Media Policy with the addition under Section IX, media department as designated by the County Administrator.

Motion carried.

C) BOARD & COMMITTEE UPDATE (AD HOC COMMITTEE RECOMMENDATIONS)

1. Traverse Area District Library (TADL)

Moved by Kroupa, seconded by Crawford, to recommend reappointment of Tom Kachadurian and Jason Gilliam to the Traverse Area District Library board to a four year term, January 1, 2016 through December 31, 2019

Motion carried.

2. Planning Commission

Moved by Kroupa, seconded by Maxbauer, to recommend appointment of Jeff Cockfield and Robert Fudge to the Planning Commission to a three year term, January 1, 2016 through December 31, 2018

Motion carried.

3. Building Code of Appeals

Moved by Kroupa, seconded by Lathrop, to recommend reappointment of Angelo Vozza and appointment of Jack Ocobock to the Building Code of Appeals to a four year term, January 1, 2016 through December 31, 2019.

Motion carried.

NEW BUSINESS

None

PUBLIC COMMENT

None

COMMISSIONER COMMITTEE REPORTS

Commissioner Wheelock reported on:

Long Lake Township meeting

Expired Rehmann contract with regard to audits

Commissioner Johnson reported on:

Union Township meeting

Commissioner Maxbauer reported on:

Senior Center merger with Parks and Recreation

The Rock center in Kingsley

Commissioner Lathrop reported on:

Peninsula Township meeting

Commissioner Crawford reported on:
Whitewater Township meeting

Commissioner Kroupa reported on:
MTA Luncheon
Parks and Recreation Business Development Team
Blair Township meeting
Garfield Township Planning meeting
Pete Correia, Peninsula Township Supervisor, dancing with Swingshift and the Stars.

NOTICES AND/OR ANNOUNCEMENTS

None

Meeting adjourned at 7:10 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Alisa Kroupa, Chairperson

APPROVED: _____
(Date) _____ (Initials) _____

| Monthly Parkland Responsibilities | Nature Center Visitation this Month | | Nature Center Visitation |
|---|--|---|--|
| Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate. | Program Participants this month 122 | | December 2014 148 |
| | Drop ins this month 44 | | Program Participants December 2014 127 |
| | Nature Center Visitation this year 5,836 | | Drop ins December 2014 21 |
| | Nature Center Visitation since 2008 62,752 | | |
| Activity Detail | Conservation District Pillar | Location of activity | Property Owner |
| Finished Peepers Program for Fall of 2015. Finished with 190 Peepers. The most served in the Fall season to date | Education | Boardman River Nature Center | TC |
| Completed first Saturday program in two years. Had 7 attend program (10 registered and paid) and 3 attended the guided hike. 15 People total came through the Nature Center | Education | Boardman River Nature Center | TC |
| Competed and Mailed soft touch mailing to foundation updating them on EE accomplishments | Education | Boardman River Nature Center | TC |
| Held special Peepers program for US Coast Guard Station TC playgroup | Education | Boardman River Nature Center | TC |
| Attended Northwest Michigan Association of Volunteer Administrators as a representative of GTCD | Education | Boardman River Nature Center | TC |
| Completed the Evening with the Owls program. Had 65 attend. We did a new format with a hike first and presentation after. | Education | Boardman River Nature Center | TC |
| Peeper parent appeal letter went out. About 40 parents | Education | Boardman River Nature Center | TC |
| Continued to assist growers as they work towards verification | Agriculture | On Farm | N/A |
| Provided MAEAP updates for Antrim, Benzie, and Leelanau Conservation District Boards of Directors | Agriculture | Other | JA/LR |
| Conducted one on farm risk assessment | Agriculture | On Farm | JA/LR |
| Conducted one new verification | Agriculture | On Farm | JA/LR |
| Conducted 4 re-verifications | Agriculture | On Farm | JA/LR |
| Attended GT Fruit Grower Council Meeting | Agriculture | Other | JA/LR |
| Attended Ag Industry breakfast | Agriculture | Other | JA/LR |
| Presented to Suttons Bay Rotary Club about MAEAP | Agriculture | Other | JA/LR |
| Attended the Great Lakes Fruit and Vegetable Expo in Grand Rapids | Agriculture | Other | JA/LR |
| Created Employee Development Plan for 2016 | Agriculture | Other | JA/LR |
| Met with MDARD Regional Coordinator for review | Agriculture | Other | JA/LR |
| Completed USDA security training | Agriculture | Other | JA/LR |
| Made BRNC driveway improvements (potholes) using gravel and dumptruck | Parklands (including Parklands-based ISN) | Boardman River Nature Center | Grand Traverse County |
| Chainsawed downed trees reported by park visitors (NER) | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County |
| Familiarized and inspected new BRT trail created by TART volunteers (coordinated by Tom Vitale) | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County |
| Assisted with developing Parklands Program Guide dates and language | Parklands (including Parklands-based ISN) | Other | RR/TV |
| Assisted with writing Parklands Annual Report article | Parklands (including Parklands-based ISN) | Other | RR/TV |

| | | | | |
|---|--|---|-----------------------|--------|
| Repaired fencing at Boardman Pond Trailhead | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County | RR |
| Picked up a very large amount of trash dumped at Boardman Pond Trailhead | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County | RR |
| Collaborated with TART in finishing boardwalks along newly constructed stretches of the BRT on the NER | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County | TV |
| Cleared debris and pruned branches off of ADA trail from Lone Pine Trailhead on the NER | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County | TV |
| Pruned trails from Oleson Bridge trailhead | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County | TV |
| Installed 'No Overnight Parking' signs at the Nature Center parking lot | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County | TV |
| Changed seasonal displays and cleaned trailheads at the NER | Parklands (including Parklands-based ISN) | Natural Education Reserve/Boardman Valley Nature Preserve | Grand Traverse County | TV |
| Assisted in repairs to trailer with N. Fred (BRCS) | Parklands (including Parklands-based ISN) | Other | N/A | TV |
| Spoke with Bob Summers regarding the 20th Annual R.W. Summers Fly Rod raffle. | Stewardship (Boardman River and Non-parklands ISN) | Boardman River and its tributaries | Private Property | SL |
| Attended a GT County Farmland and Open Space Annual meeting | Agriculture | Other | Grand Traverse County | SL/LR |
| Spoke with Joe Fields, former MDNR Area Forest Manager regarding a possible forestry display at the Nature Center funded through the Michigan Forest Association. | Education | Boardman River Nature Center | N/A | SL |
| Attended an AmeriCorps Site Supervisor Orientation meeting in Gaylord in preparation for the AmeriCorps member serving GTCD as a Parkland Technician who is starting in January. | Parklands (including Parklands-based ISN) | Other | N/A | SL/KEG |
| Prepared a 2% grant application to the GT Band to support the purchase of replacement tools including shovels, rakes, chainsaws, brushmower, and other misc. tools that need replacing. | Parklands (including Parklands-based ISN) | Other | N/A | SL |
| Met with a college student interested in a career in the Natural Resource management field. | Education | Other | N/A | SL |
| 11/30-12/1 - Attended, presented, & updated at MISC annual meeting (~45 present) | Stewardship (Boardman River and Non-parklands ISN) | Leelanau/Benzie/Manistee Counties | N/A | KEG/EC |
| 12/3 - Presented <i>Habitat Matters</i> to Master Gardener final class (~35 present) | Stewardship (Boardman River and Non-parklands ISN) | Leelanau/Benzie/Manistee Counties | N/A | KEG |
| 12/4 - Presented to TBAISD's JA reverse-internship day (~40 students, 2 teachers, 2 community members) | Stewardship (Boardman River and Non-parklands ISN) | in schools | N/A | KEG/EC |
| 12/7 - Presented <i>Habitat Matters</i> to Manistee Christian Science Olympiad (5 present) | Stewardship (Boardman River and Non-parklands ISN) | Leelanau/Benzie/Manistee Counties | N/A | EC |
| 12/10 - Met with Mark Randolph (Kalkaska CD) about planning & moving forward with CAKE CISMA | Stewardship (Boardman River and Non-parklands ISN) | Other | N/A | KEG |
| 12/16 - Attended & reported at BCD board meeting (~12 present) | Stewardship (Boardman River and Non-parklands ISN) | Leelanau/Benzie/Manistee Counties | N/A | EC |
| 12/17 - Attended AmeriCorps Supervisor training (~3 contacted about ISN) | Stewardship (Boardman River and Non-parklands ISN) | Other | N/A | KEG/SL |
| 12/18 - "Attended" MI TIS plan webinar | Stewardship (Boardman River and Non-parklands ISN) | Other | N/A | KEG |
| Drafted 2015-16 ISN monthly budget | Stewardship (Boardman River and Non-parklands ISN) | Other | N/A | KEG |

| | | | | |
|--|--|-------|-----|----|
| Forestry made 2 site visits on 180 acres | stewardship (Boardman River and Non-parklands ISN) | Other | N/A | KR |
|--|--|-------|-----|----|

TV = Tom Vitale, Parklands Steward

SS = Sam Shaughnessy, Administrative Assistant

TF = Tricia Forgrave, Finance & HR Coordinator

MC = Marsha Barber Clark, Executive Director

MK = Max Kotelniki, AmeriCorps VISTA member

KEG = Katie Grzesiak, ISN Coordinator

RR = Reb Ratliff, Parkland Steward

TC = Taryn Carew, Education Director

KR = Kama Ross, District Forester (GT; Leelanau; Benzie)

SL = Steve Largent, Conservation Team Coordinator/Boardman River Program Coordinator

EC = Emily Cook, ISN Outreach Specialist

LR = Laura Rigan, MAEAP Technician

JA = Jessica Alpers, MAEAP Technician



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

TO: Chair – Resource Management and Administration Committee

FROM: Jim Cook, Manager

DATE: January 6, 2016

SUBJECT: **MONTHLY REPORT FOR THE JANUARY 13, 2016 MEETING
AT 6:00 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: Board of County Road Commissioners

A commissioner or I will be available to answer questions and provide current information on the following items:

- 1. Drainage Districts** - Drainage districts in Peninsula Township continue to be discussed among residents, township and the County Drain Commission. A special meeting has been scheduled for January 7, 2016 with 6:45 and 7:00 PM appointments for public input.
- 2. Manager's Performance Appraisal** - The compiled Manager's performance appraisal will be conducted on January 7, 2016.
- 3. Teamster's 214 Negotiations** - We have transitioned into arbitration with meetings scheduled for this month.
- 4. Organizational Structure** - Steven Bye, PS, will join our team on Monday, January 18. Bye has been providing surveying services in the greater Grand Traverse County area for many years. We look forward to his arrival. The 2016 Organizational Meeting will be held on January 7, 2016 at 7:15 PM.
- 5. Randolph Street Speed Limit** - The Board approved reducing the speed limit on the county portion of Randolph Street to 25 MPH. Public petition and policing agencies supported the change.



County Staff Report

January 2016

Strategic Goals

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

Administration/Board of Commissioners (1, 2, 4)

- The Resource Recovery RFP (Request for Proposals) for 1) Solid Waste Management Plan Amendment or Update preparation, 2) Household Hazardous Waste (HHW) collection services, 3) brush drop off site services, and 4) recycling education and coordination services was issued January 6. Proposals are due January 27 and recommendation is anticipated in February. In the meantime, Administration staff is working to fulfill duties of the office until contracts are in place.
- Staff is continuing Resource Recovery's work in processing 2016 hauler license applications for all local waste, recycling and yard waste haulers. In order to be in compliance with Grand Traverse County Ordinance #17, anyone collecting, transporting, delivering, or disposing of solid waste, yard waste or recyclable materials generated by another person within Grand Traverse County must obtain a hauler license.

County Drain Commissioner (3,7,8)

- Completed the winter inspections and delineated the on-going maintenance requirements for all 13 existing county drainage systems.
- Received the formal Notice of SAW Grant Approval on December 4. In summary, the Drain Commissioner plans to provide a \$8,000 required match performing in-kind services for the \$85,000 SAW Grant project creating a Storm Water Asset Management Plan. This will initiate an accurate inventory of over 30 miles of drainage conveyance systems currently existing in the 13 County drainage system assets. First on the schedule is to generate precise computer mapping of those infrastructure assets for incorporation into the County's public GIS interactive mapping system while also assisting with the implementation of the County's new Soil Erosion Ordinance as required. Finally, an assessment and amendments proposed, to improve the quality of storm water entering, as well as leaving the drains before entering State waters, and to address water quality problems related to unpermitted storm water runoff and non-point sources of pollution.
- Arranged for an interim funding Drain Note loan to complete the engineering and legal work required for improvements to the existing Cass Road Drain. This includes detailed

Lidar survey work, researching easement acquisitions, and delineating the utilities locations to determine the final drainage district boundaries for the improvements to the Drainage District, which is now quite expansive due to the downstream bottlenecks on Miller Creek which is causing it to jump its' banks producing the upstream flooding. Drain Commissioner has reviewed the computer modeling alternatives for the proposed drainage system and selected one for the property owner's evaluation. Types of improvements proposed are railroad crossing culverts replacement, closed storm sewer construction, open drain construction, and creek bank reinforcement.

- Received an engineered private drainage solution on the proposed Cedar Hills Drainage District in Long Lake Township as they have requested. The Drain Commissioner is now awaiting their recommendations on the alternative they are proposing.
- An update on the proposed Logan Hills and Braemar Estates Drainage Districts in Peninsula Township is that Peninsula Township has asked their engineer to review the issue further and provide alternatives. We are awaiting the answers to specific questions on those proposed alternatives raised by the Road Commission and residents, therefore are currently "backing-off" on scheduling the Board of Determination meetings due to conflicts either real or perceived. This is in order to sort out the challenges and remaining questions associated with moving forward on either a private or a public drainage solution.
- Drain Commissioner continues to work with legal counsel and consulting engineer in addressing the Judge's questions for the Court's evaluation relative to establishing a special assessment district to continue to maintain the mandated lake level of Duck Lake. On February 1, we will meet with the Judge for a pre-hearing conference on the matter.
- For the last two years, the Drain Commissioner has each year documented, at the least, preparing for and participating in 62 required meetings. Driving 4,490 miles. Working an average of 5 hours per day, at an annual salary of \$7,217.60 and no benefits, resulting in a verifiable cost of \$5.55 paid per productive hour by taxpayers for professional services rendered by the drain commissioner.

Facilities (3)

- Facilities staff responded to an early morning report of increased temperatures within the walk-in cooler at the Jail. Investigation revealed that the compressor had failed. We quickly arranged for use of a refrigerated truck, and with assistance from the inmate kitchen crew, moved all of the food from the cooler to the truck.. This action prevented any loss of food until the compressor was replaced.
- A report of water dripping from the ceiling at the Historical Courthouse led to the discovery of a failed exhaust fan. The water spot was caused by melting snow that had blown through the louvers of the fan located in the attic.
- Additional electrical service will be installed within the Civic Center meeting room. This \$5,200 project will allow for dedicated circuits on each of the 15 treadmills being installed under the agreement with the YMCA.

- Seasonally, winter has finally arrived. (Yea for the snow enthusiasts!) The grounds crew is kept busy with both snow removal and salt applications.
- Installing the new Governmental Center generator will begin towards the end of the month. The project will be completed by both Facilities Management and Advantage Electric.

Health Department (7,8)

ADMINISTRATION & FINANCE DIVISION

- FY2016 Budget - The 2016 Health Department budget was completed and approved.
- Affiliation Agreements - Started the process of developing an Affiliation Agreement template to use for all colleges and universities interested in having their students come to the Health Department for a clinical or fieldwork experience.

MEDICAL EXAMINER DIVISION

- Working to finalize and summarize 1st full year as a tri-county medical examiner's office. Will present summary to all three county boards once complete.
- Distributing body bags, identification tags and bag seals to medical examiner investigators in all three counties.
- Working with Munson and investigators to improve and streamline forms at morgue and make scene investigation form electronic.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Private and Type III Drinking Water Supply Program- We received acknowledgment from the Michigan Department of Environmental Quality (MDEQ) of their review and approval of our Self-Assessment of the Private and Type III Drinking Water Supply Program. Our Department met all Minimum Program Requirements (MPR's).
- Animal Control- Closing out program due to budget cuts, inventorying the supplies and working on transition plan.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - Emergency Manager conducted a table top exercise for the administrative incident management team of NMC dealing with a winter storm and building collapse.
 - Coordinating active shooter/lockdown drills for all county/city buildings to be held Jan. 18th.
 - Conducted planning meetings with CherryT Ball drop and Traverse City Film Fest organizers to develop emergency plans and incident action plans for their respective events.
 - The county and city of Traverse City each officially received a \$100,000 reimbursement from the state of Michigan Section 19 Disaster Relief fund grant in

respect to the August 2nd wind storm. Additionally a \$1570 Hazardous Materials Emergency Preparedness grant for the Local Emergency Planning Team was awarded to Grand Traverse County from the state.

➤ Emergency Preparedness

- The Northern Michigan Public Health Emergency Preparedness Team received final boards of health approval during the first of the month and was officially implemented. An exercise and training calendar was reviewed and dates for exercising and training Grand Traverse County Health Department staff on vaccine preventable disease outbreaks was planned. The NM PHEP Team plans to exercise health department staff twice in the next 8 months determine strengths and weaknesses in response efforts.
- Administratively, the NM PHEP Team begun meeting on the development of the Exercise and Training fund for the budget period of 2016 to help improve the exercise and training capacities of the health department staff.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program- Continue responding to the ongoing chicken pox outbreak, ending 2015 with 50 cases. Responded to a total of 82 reportable communicable diseases in GT County. Staff started our community provider education about communicable diseases and reporting.
- Reproductive Health – Provided reproductive health care services to 114 women and men.
- Adolescent Clinics- Continued to provide medical and mental health services to students during winter school break including over 100 visits for medical and 100 visits for mental health for the month of December. Continued fulfilling immunization requirements for exchange students from TCAPs. Both clinics held a Community Action Council meeting with good turnout including the continuation of the Student Advisory Council for Youth Health & Wellness Center. VFC site visits conducted at each clinic demonstrated compliance for each clinic with the VFC immunization program requirements.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program- Received official full certification from the State for an 18 month cycle and submitted our written corrective action plan.
- Healthy Futures- Implemented pilot with Munson outreach to make first contact post delivery at the hospital during WIC outreach encounters, demonstrating initial success to connect with clients. We hit a record high contacts for the months October, November and December 2015 of 200 during our Munson outreach. Total outreach contacts through Munson encounters with a public health professional for 2015 was nearly 700. Great job Outreach Team to connect with new moms, dads, and newborns.
- Children's Special Health Care Services- Effective 1/1/2016 all MiChild beneficiaries were converted over to a Medicaid program, receiving the same benefits as Medicaid beneficiaries.

- Pediatric Cardiac Clinic- Clinic outreach plans for 16 pediatric specialty clinics to be held at Munson for University of Michigan Specialty physicians. Our public health nurses assist in these clinics to reach Medicaid eligible clients.
- Immunizations-Our 2016 Immunization Action Plan was submitted this past month to the State, which includes exercising employees during flu outreach clinics for preparedness, earlier offerings of waiver classes to avoid a rush prior to start of school year, and continue work on the Northern Michigan Vaccine Preventable Disease (VPD) Task Force (formerly Immunization Task Force). With the rise in VPD reportings through the Communicable Disease Program and the media notifications throughout 2014 and 2015 regarding Pertussis, Chicken Pox, and Measles, we have seen an increase in overall requests for immunizations at the health department, upwards of a 47% increase in appointments and a 63% increase in walk-in clients compared to calendar year 2014.
- WIC- The State WIC had implemented a software update to the MiWIC system back in November, leading to continued local health department glitches in access and complete computer data entry. We have still been able to issue benefits as needed by clients, however, there has been increased time spent on re-work. The State WIC IT help desk has been inundated with phone calls from providers throughout the state attempting to complete documentation requirements. Another update is planned for this winter/spring. After a concerted effort to improve our WIC immunization rate for 19-36 month old children during the Fall 2015, we are starting to see the positive product from our education efforts as we reached 80%. While we still have a ways to go to meet our goal; we are moving the needle in the right direction. Congrats to the WIC team for making immunizations a priority for our vulnerable population.

Human Resources (5)

- Currently recruiting for 10 positions County-wide with a total 118 requisitions posted County-wide for the year 2015. For the year 2014 we had a total of 94 requisitions.
- Layoffs and bumping are in progress with the restructuring in departments and reduction of budgets.
- The labor agreements with Circuit Court Association and Supervisors are complete. Mediation is scheduled for Central Dispatch and Central Dispatch Supervisors in January.
- Working on changes from open enrollment and end of the year/new year changes.

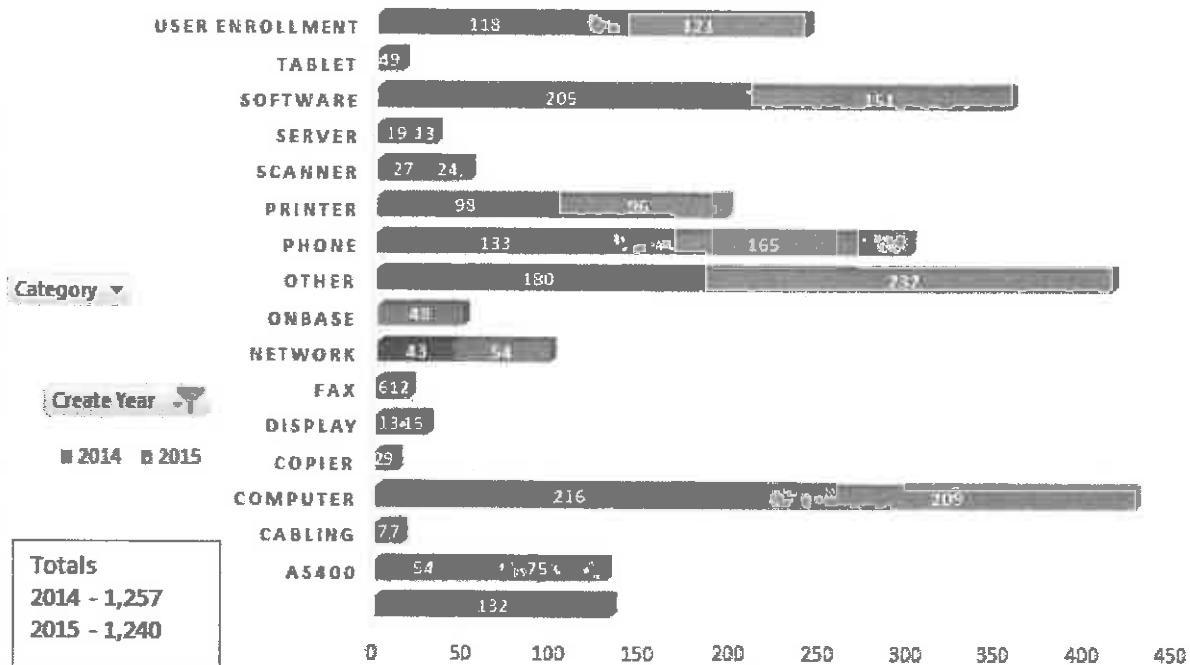
Information Technology (2)

- IT met with Parks and Recreation staff and YMCA staff to determine the computer needs for the YMCA at the Civic Center. It was decided that the YMCA will install their own Charter Internet connection, computers, network switches, and wireless access points. The YMCA will utilize existing network cabling in the building. IT will assist if any additional cabling is necessary.
- The Circuit Court Notices application server was upgraded from an older version of software to the latest version that integrates with MS Office 2013. The server generates both printed and electronic notices for Circuit Court Administration.

- IT Help Desk ticket statistics for 2014/2015. Many support requests are also received through phone calls and emails that are not be represented in the statistics below.

Count of Category

IT HELP DESK TICKETS FOR 2014/2015



MSUE (7, 8)

- The 2016 Northwest Michigan Orchard and Vineyard Show is set to take place Jan. 12-13 at the Grand Traverse Resort. Hosted by MSU Extension along with the Grand Traverse Fruit Growers' Council, the show offers two days of educational programs about tart and sweet cherries, apples, and wine grapes. Some of the topics to be covered include: Maximum Residue Limits (MRL); Spotted wing drosophila; updates from MSU Extension on various projects; Tart cherry cost of production; Discussions on the latest research on tart cherry, sweet cherry, apple, wine grape, vineyards and hops. The Cherry Marketing Institute will hold its annual meeting and luncheon, along with the Sweet Cherry Summit. Vendors will be on hand for the duration of the two-day event. More information: 231-946-1510 or nwmihort@msu.edu.

Parks and Recreation (7)

- The Senior Center Network, formerly part of Commission on Aging, has joined the Parks and Recreation Commission and Department. The Parks and Senior Center Network relationship will create even more recreational and wellness opportunities for all members of our community, and align with Parks and Recreation's mission to "enhance community and quality of life through people, parks, and programs." Staffing and services at the Senior Center Network remain the same.

- Easling Pool at the Civic Center Park is expected to reopen under Grand Traverse Bay YMCA's management mid-January 2016. "Y Central" at the Civic Center also will also feature a fitness facility in the former meeting room. For more information, contact the YMCA at 231-486-6357.
- Parks and Recreation has received a \$40,000 donation from Meredith and Daniel Falconer to help fund a new playground at the Grand Traverse County Civic Center. It is estimated that a new play structure will cost between \$130,000 and \$150,000. Parks and Recreation already has \$12,000 in grants earmarked for the new playground. The grant monies were awarded by Blue Cross Blue Shield of Michigan for our community's high participation in two "My Big Green Gym" fitness challenges held in 2013 and 2014. Other funding sources, such as grants and private donations, are being sought for the project. No tax dollars will be devoted to the project.
- Reservations for camping on Power Island-Bassett Island this summer are now being taken by the Parks and Recreation Department. The number of campsites have increased from four to ten this year, with five sites on Bassett Island and five on Power Island. Call 231-922-4818 or visit <http://www.grandtraverse.org/Facilities/Facility/Details/Power-Island-Bassett-Island-8>.

Planning & Development (1, 3, 4, 7, 8)

- In order to improve customer service and increase dialog with the development industry, the Planning & Development Department has recently merged with Construction Code Department. Construction Code will now be a division of the Planning & Development Department. Operations will remain in their current locations; however, improvements being planned include development of a strategic plan, technology and equipment upgrades, and establishing a regular forum with development representatives.
- Through the Community Development Agreement, staff has been working with the City of Traverse City in the development a request for proposals (RFP) for a Planning & Design Charrette for the 8th Street corridor in the City. A week long charrette is being planned for May. Assistance was provided by the National Charrette Institute.

Prosecuting Attorney (7)

- Prosecution As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of December, we engaged in the following:
 - Authorized 200 misdemeanor warrants
 - Authorized 47 felony warrants
 - Authorized 24 juvenile petitions
 - Initiated 2 neglect/abuse case
 - Handled the following matters in Family Court:
 - 2 allegedly mentally ill cases

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

- *Grand Traverse County v. Thomas Antoine et al.* In December, we filed 9 separate inmate reimbursement lawsuits seeking \$19,174.52 in total. As with the other lawsuits, we will seek to obtain multiple default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
- *In re Duck Lake.* We filed the petition to determine the lake level for duck lake with the Circuit Court on October 6th. By filing the petition on behalf of the Board of Commissioners, we are requesting the Court hold a hearing to reaffirm the normal lake level of Duck Lake at 837.3 feet, the lake level set by the Circuit Court at a hearing held in 1959, and to set a winter lake level at 836.8 feet so as to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds. Finally, the petition requests that the Circuit Court confirm the special assessment district boundaries within 60 days following the hearing. At this point, we are waiting for the Court to set a hearing date.

➤ **Board of Commissioners' Meetings** - We attend every Board meeting, committee meeting and any special meetings. For the month of December, Chris Forsyth attended the public health and safety committee meeting and the ways and means committee meeting. Bob Cooney attended the resource management and administration committee meeting, and the regular board meeting.

Treasurer (1)

➤ December tax bills went out and we are receiving payments from the townships and reconciling balances between the Township, Equalization and our databases for easier settlement.

➤ December Board of Review adjustments for all townships and the City have come in, we are processing about 80 prior year adjustments and we are working to get refunds or bills out to taxpayers. We also will be entering the 2015 adjustments into our database for settlement purposes.

➤ Processed 116 regular service, and 18 expedited passports in December.

➤ We are transitioning our new Chief Deputy Treasurer Cindy Green into the office while sharing her with the Finance Department to continue to process payroll until her replacement is hired and trained.

Agenda Item

COMMITTEE: Resource Management & Administration
FROM: Sarah Adams, Administration
FOR MEETING DATE: Wednesday, January 13, 2016
SUBJECT: 2016 Hauler Licenses

SUMMARY OF ITEM TO BE PRESENTED:

Staff has received and reviewed the following applications for 2016 hauler licenses:

Solid Waste Haulers:

S-2016-04 Area Waste

Special Solid Waste Haulers:

SP-2016-05 Mills Construction Service

SP-2016-06 Grandpa's Garage

Yard Waste Haulers:

Y-2016-03 Landscape Management

Y-2016-04 Brian Zimmerman & Associates

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

RECOMMENDATION:

Approve 2016 hauler licenses as submitted by staff and authorize signature by Board of Commissioners Chair.

Board of Commissioners
Committee Agenda Item

TO: Resource Management & Administration Committee

FROM: Kris Randall, Family Court Administrator

MEETING DATE: January 13, 2016

RE: Grant Approval

SUMMARY OF ITEM BEING REQUESTED: Acceptance of 2 grant awards received by the Family Division of the Circuit Court.

1. Aggression Replacement Training Grant - Grant amount is for \$121,991.00. The Grant will used to develop and implement classes for juveniles on probation with aggressive history to avoid expensive out of home placement. The aggression replacement program has a well-documented history of success.
2. Juvenile Drug Court Grant - Grant amount is \$40,000.00. The Grant will continue to fund the Juvenile Sobriety Court for juvenile probationers whose substance abuse contributed to their crime and are at high risk of re-offending and relapse.

RECOMMENDATION:

Board of Commissioners
Committee Agenda Item

TO: Resource Management & Administration Committee

FROM: Erin House, OVW Grant Project Coordinator
Safe Haven
Child and Family Services of Northwest Michigan

MEETING DATE: January 13, 2016

RE: Safe Haven Grant Application - ***IMMEDIATE APPROVAL***

SUMMARY OF ITEM BEING REQUESTED:

Attached, please find information regarding the Safe Haven Program. In order to receive OVW funding to operate a Safe Haven program, the application for federal grant funding must come from a state or local unit of government. Thus, in 2009, Child and Family Services began partnering with Grand Traverse County to apply for OVW funding for the Traverse City Safe Haven site.

Thus, Child and Family Services and Legal Services of Northern Michigan are once again requesting that Grand Traverse County support and sponsor the FY 2016 Justice For Families grant application. The grant application and budget will be entirely written by staff of Child and Family Services, Legal Services, and Grand Traverse County employee Erin House, the current Safe Haven Grant Project Coordinator. There are some documents that must be signed by an "authorized representative" of Grand Traverse County and some documents that must be submitted by the Grand Traverse County Finance Department as the fiscal agent/sponsor of this grant. Erin House is working with Chris Cramer, Cherry Wolf and Carol Stocking to see that these aspects of the grant application are taken care of. All grant monies will be awarded to Grand Traverse County which would then subcontract with Child and Family Services, Legal Services of Northern Michigan, and a contractual county employee who will be the "grant project coordinator" to see that the services funded by the grant are delivered in accordance with the grant requirements.

Representatives from Safe Haven, the Grand Traverse County Courts and Legal Services will be at the meeting to answer any questions you may have.

RECOMMENDATION: ***Immediate approval*** to move forward with support and sponsorship of the Safe Haven Grant Application which is due later this month.

Grand Traverse County Safe Haven Program
and FY 2016 Justice For Families Federal OVW Grant Application

The Need for a Safe Haven Program in our Community:

Domestic violence continues to affect families even after the parents' relationship has ended. In fact, the risk of occurrence of emotional and physical abuse including harassment, stalking, physical assaults, and even lethal violence can actually increase after the victim parent has left the relationship. This is due to the fundamental issues of dominance and control present in domestic violence relationships; the mentality of, "If I can't have you, no one can." When the parents have children-in-common, communication and interactions regarding the children, including child visitation/exchange creates the opportunity for the abuser to monitor, harass, control, stalk and/or physically or sexually harm their former partner and/or their children.

Since 2004, Grand Traverse County has had a "Safe Haven" supervised visitation and safe exchange center housed within Child and Family Services on Veterans Drive in Traverse City. Supervised visitation allows parents that either pose a potential risk of physical or emotional harm to their children, or who do not have an established and healthy relationship with their children, to visit their children in a supervised setting where the safety and well-being of their children can be assured. Safe child exchange allows parents who have a history of domestic abuse or stalking, or an inability to co-parent safely and respectfully, to exchange their children for visitations without having to have any contact (in person, visual, or auditory) with the other parent during the exchange. In addition, all communications regarding the children and the logistics of scheduling/rescheduling visits is conducted by Safe Haven staff, the parents never interact directly.

Without a Safe Haven site, supervised visits that should occur either don't occur or occur in a way which is, at best, not ideal and, at worst, unsafe. If visits do not occur, numerous legal issues arise for both parents. For the parent being denied visits, they are being denied their constitutional right to parent their children. Parents without legal means are often simply denied access to their children. Parents with legal means, will challenge their lack of access to their children and, without sufficient grounds to deny this right and without an intermediate safeguard option like Safe Haven, the Court will typically be required to grant the parent unsupervised access to their children, even if the Court has some level of concerns for the safety of the children. And, the victim parent who may have denied visitation due to concern for the well-being of their children can be subject to sanctions by the court, and even jail, for denying visitation. If visits do occur, but outside the setting of Safe Haven, they frequently occur in a way that is potentially unsafe for the children either because the visit is entirely unsupervised or because it is supervised by someone who has insufficient training to properly supervise the visits

and to intervene should a concern arise; or someone who is too closely related to the visiting or custodial parent and thus may be influenced by bias towards one parent or the other.

The lack of access to a program like Safe Haven endangers not only the children, but also the victim parent if there has been a history of abuse within the parents' relationship. Without a program like Safe Haven, all too often victim parents will endanger themselves by agreeing to supervise the co-parents' visits themselves or, in many cases, the victim parent may decide to actually stay with or return to their abuser as a means to protect their children if they are afraid of what might happen if the abuser has unsupervised access to their children. If the victim parent is the one that is supervising the visits, that exposure to the offending parent places the victim parent at risk of continued abuse, threats, manipulation and coercion during contact with the co-parent.

The same is true if the victim parent has to have contact with the offending parent to arrange and conduct child exchanges for parenting time. While courts often try to implement other "safeguards" like having the parents exchange the children at a police station or other public place, those places – including police stations – are not designed or staffed to adequately supervise these exchanges and the individuals at these locations are not prepared nor trained to intervene or document any problem that may arise. We have heard countless stories of victim parents being sexually groped during child exchanges in public and police parking lots when they are trying to get their children in and out of child safety seats; and countless stories of actual physical assaults occurring in these same parking lots including – very recently in Grand Traverse County – a woman having her arm broken by her child's father in a McDonald's parking lot during a child exchange while he verbally abused and threatened her and after he punched her father in her face when her father, who was there in hopes of ensuring that the child exchange went smoothly, tried to intervene to protect his daughter and infant granddaughter. Even more common are threats and verbal abuse that occur during these contacts, as well as the control and manipulation of the offending parent who frequently cancels or fails to show for visits or exchanges, comes way early or late for visits or exchanges, or who fails to return children at the scheduled time, if at all, as way to disrupt, coerce and intimidate the victim parent.

The History of Collaboration between Grand Traverse County and Child and Family Services' Safe Haven Program:

Beginning in the early 2000s, across the United States, supervised visitation and safe exchange centers began to be recognized and implemented as an effective way to address the issues outlined above. In May of 2004, Child and Family Services of Northwest Michigan began providing supervised visitation and safe child exchange services at their Traverse City location on Veterans Drive. From May of 2004 through January 31, 2009 the Traverse City Safe Haven site was funded by a federal Office of Violence Against Women (OVW) grant awarded to the Michigan Department of Human Services' Michigan Domestic Violence Prevention and

Treatment Board (MDVPTB). The MVPTB used their OVW grant award to fund and oversee three Safe Haven sites in Michigan, one of which was the Traverse City Site. At the conclusion of this grant project, Child and Family Services, in collaboration with Grand Traverse County, decided to try to apply directly to OVW for funding for the Traverse City Safe Haven Site. From February 1, 2009 through September 20, 2010, Child and Family Services (CFS) used local community funds to continue to operate the Traverse City Safe Haven site while CFS sought to receive direct funding for this site from the Office of Violence Against Women.

In order to receive OVW funding to operate a Safe Haven program, the application for federal grant funding must come from a state or local unit of government. Thus, in 2009, Child and Family Services partnered with Grand Traverse County to apply for OVW funding for the Traverse City Safe Haven site. The grant application was successful and, since October 1, 2010, the Traverse City Safe Haven site has been funded by two, 3-year grants from OVW that were directly awarded to Grand Traverse County. From FY 2010 – 2013, Child and Family Services used the federal grant funds totaling \$300,000 to operate the Safe Haven site in Traverse City. In FY 2013, Grand Traverse County received additional federal grant funds totaling \$500,000 to continue to fund the Traverse City site and to also to fund a satellite Safe Haven site in Mancelona at the request of 13th Circuit and 86th District Courts as well as the 46th Circuit and 87th District Courts which cover Kalkaska, Otsego and Crawford Counties.

Grand Traverse County contracts with Child and Family Services to provide the actual supervised visitation and safe exchange services and with an individual (currently Erin House, J.D.) who serves as the Grant Project Coordinator overseeing the grant project and ensuring that Child and Family Services adheres to the grant requirements and that all federal funds are spent correctly. The Grant Project Coordinator also serves as the liaison between Grand Traverse County, Child and Family Services, and all local court and collaborative community partners and referral sources and ensures that collaborative meetings and training for staff occurs.

The Safe Haven program is not fully funded by the federal grant awarded to Grand Traverse County. Child and Family Services uses private donations as well as generous grant funding from the United Way, Rotary Charities and the Grand Traverse Band of Odawa Indians to supplement the federal funds in order to fully fund the operation of both Safe Haven sites.

The Safe Haven program serves more than 150 families per year at the Traverse City and Mancelona Sites and conducts many hundreds of supervised visits and over a thousand safe child exchanges every year. The Safe Haven program receives most of its referrals from Grand Traverse County but also receives referrals and serves families from Antrim, Benzie, Charlevoix, Kalkaska, Leelanau, Otsego, Wexford Counties as well as some families that travel from downstate or further north or east within Michigan. The Safe Haven program receives most of its referrals from the Friend of the Court but also serves families that are self-referred or referred by the Criminal courts, Family courts, Probate courts, the Department of Health and Human Services and foster care agencies.

The Grant funding requires that all families served by the center that have any history of domestic or sexual abuse or stalking be served at no cost to either parent.

The FY 2016 Justice For Families Grant Application:

The community is indebted to Grand Traverse County for sponsoring the federal Safe Haven grant project these last five years. Both the Family and Criminal Courts, as well as the Department of Health and Human Services and Legal Services of Northern Michigan, have come to rely on Safe Haven to provide these essential services in our community.

The current federal funding for Safe Haven will end on September 30, 2016. Thus, Child and Family Services, Legal Services, and the Courts are asking Grand Traverse County to sponsor the next application for federal OVW funding to continue this program. Without federal funding, the two Safe Haven sites may be shut down or forced to significantly reduce their hours and staff which would limit the number of families that they could serve and the quality and safety of the services provided.

In years past, the Safe Haven Program has been funded by a specific grant for Safe Haven programs through OVW. Beginning in FY 2014, OVW incorporated the Safe Havens grant program into the “Justice For Families” grant program. The incorporation, which impacts the FY 2016 grant application, requires that grant applicants who seek funding to provide supervised visitation and safe exchange services also provide services in an additional “purpose area.” For FY 2016, OVW outlined five allowable other “purpose areas” for which grant applicants could apply for funding. After significant discussion with court partners, the Women’s Resource Centers of the Grand Traverse Area and Northern Michigan, and Legal Services of Northern Michigan, it has been decided that the greatest additional need in our community to protect victims of domestic abuse and their children is access to civil legal assistance in matters involving Personal Protection Orders, divorce and custody.

Thus, Child and Family Services and Legal Services of Northern Michigan are requesting that Grand Traverse County support and sponsor the FY 2016 Justice For Families grant application. The grant application and budget will be entirely written by staff of Child and Family Services, Legal Services, and Grand Traverse County employee Erin House, the current Safe Haven Grant Project Coordinator. There are some documents that must be signed by an “authorized representative” of Grand Traverse County and some documents that must be submitted by the Grand Traverse County Finance Department as the fiscal agent/sponsor of this grant. Erin House is working with Chris Cramer, Cherry Wolf and Carol Stocking to see that these aspects of the grant application are taken care of. All grant monies will be awarded to Grand Traverse County which would then subcontract with Child and Family Services, Legal Services of Northern Michigan, and a contractual county employee who will be the “grant project coordinator” to see that the services funded by the grant are delivered in accordance with the grant requirements.

Supplemental Information:

To see the full FY 2016 Justice for Families Grant Solicitation go to:
<http://www.justice.gov/ovw/file/795026/download>

To learn more about the way the Safe Haven program operates see the attached Safe Haven program summary documents.

Representatives from Safe Haven, the Grand Traverse County Courts and Legal Services will be at the January 13, 2015 RM&A meeting to provide further information and answer any questions Commissioners may have about the Safe Haven program and the proposed FY 2016 OVW Justice For Families grant application.

This document was prepared and submitted by Erin House, J.D., Safe Haven Grant Project Coordinator

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE:

Resource Management & Administration

FROM:

Gregg Bird, Emergency Management Supervisor

FOR MEETING DATE:

January 13, 2016

SUBJECT:

**Emergency Management Performance Grant (EMPG)
Supplemental Award - for IMMEDIATE APPROVAL**

SUMMARY OF ITEM TO BE PRESENTED:

This is a signature addendum for Grand Traverse County to receive an additional \$1,611.88 in EMPG funding from the State of Michigan. State is requesting approval as soon as possible.

RECOMMENDATION:

Approve the EMPG Grant Supplemental Award from the State of Michigan, **EFFECTIVE IMMEDIATELY**

DISPOSITION:



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

RICK SNYDER
GOVERNOR

COL. KRISTE KIBBEY ETUE
DIRECTOR

December 21, 2015

Mr. Gregg Bird
Emergency Management Supervisor
Grand Traverse County
2600 LaFranier Road
Suite A
Traverse City, Michigan 49686

Re: Fiscal Year 2014 Emergency Management Performance Grant (EMPG)
Grant Number: EMW-2014-EP-00023

Dear Mr. Bird:

This letter is being sent to inform you that the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) has identified available funds for supplemental distribution to local programs under the Fiscal Year 2014 Emergency Management Performance Grant (EMPG) program.

The initial funding allocation for this grant was based on 38.0896% of the estimated budget submitted by each local program for the salary, overtime and associated fringe benefits for one program manager. In Fiscal Year 2014, the EMPG program had a 50% cost match requirement (cash or in-kind) as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 USC 5121-5207. Specifically, Title VI, sections 611(j) and 614. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

Based on the total amount identified as available for distribution, the percentage used for calculating this one-time supplemental funding allocation is 40.5139%. Future allocations will not be based on this percentage. To ensure the local match requirement of 50% is met, the amended percentage of 40.5139% has been applied to the total amount of allowable costs submitted for reimbursement under the FY 2014 EMPG grant. The amount that your local program will receive is the difference between the total amount of actual reimbursements using the initial percentage (38.0896%) and what the total amount of reimbursements would have been using the revised percentage (40.5139%). A table detailing this calculation follows.

| | |
|---|--------------------|
| FY 2014 EMPG Program Manager Costs Submitted: | \$66,483.00 |
| Funding Allocation at 38.0896%: | \$25,323.00 |
| Revised Funding Allocation at 40.5139%: | \$26,934.88 |
| Total Allowable Costs Submitted for Reimbursement FY 2014 EMPG | \$66,905.64 |
| Actual Reimbursements: (38.0896% up to maximum allocation) | \$25,323.00 |
| Revised Reimbursement Amount: (based on 40.5139% up to maximum allocation) | \$26,934.88 |
| Supplemental Amount Awarded: | \$1,611.88 |

Mr. Gregg Bird
Page 2
December 21, 2015

All conditions detailed within the existing grant agreement for the Fiscal Year 2014 EMPG grant program will apply to this supplemental payment.

As part of receiving this supplemental payment, please sign as indicated below and return one copy no later than December 31, 2015 as follows:

Michigan State Police, Emergency Management and Homeland Security Division
Ms. Michelle Glisdorf
Grants and Financial Management Section
4000 Collins Road
Lansing, Michigan 48910

The individual or officer signing this letter certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the jurisdiction he or she represents

If you have any questions, please do not hesitate to contact Ms. Penny Burger, Grants and Financial Management Section Manager, at 517-333-5046 or by e-mail at burger@michigan.gov.

For the Chief Elected Official:

Printed Name

Title

Signature

Date

For the Local Emergency Program Manager:

Gregg Bird
Printed Name

Emergency mgmt. Coordinator
Title

Signature

Date

For the Subgrантor (Michigan State Police, Emergency Management and Homeland Security Division)

Chris A. Kelenske, Commander
Printed Name

Deputy State Director of Emergency
Management and Homeland Security Division
Title

Chris A. Kelenske
Signature

Date

RESOURCE MANAGEMENT & ADMINISTRATION COMMITTEE

SUBJECT: Staffing Plan Amendment to Planning & Development Department

FROM: John Sych, AICP, Director, Planning & Development
Jean Derenzy, Deputy Director, Planning & Development

FOR MEETING DATE: January 13, 2016

BACKGROUND:

In order to improve customer service, the Planning & Development Department has recently been assisting the Construction Code Department. Both Departments have interaction with the development industry. Interaction by the Planning & Development Department often occurs at the onset of development proposals, including activities related to planning and economic development incentive programs, while interaction by the Construction Code Department is at the implementation stage of developments. There is a natural relationship between the two departments as they relate to development and, after some investigation, it was found that numerous counties have planning, development, and building functions within one department.

In order to maintain a customer friendly environment, several other improvements are necessary, including technology upgrades and increased dialog with the development industry. This reorganization plan repositions Construction Code as a division of the Planning & Development Department. The reorganization is based on an assessment of the existing positions and determination of the positions needed to facilitate Department activities. This plan also maximizes the capacity of staff in implementing numerous programs, projects, and services. At this time, there will be no changes to the Soil Erosion & Sedimentation Control program.

To summarize, the following additions/deletions will take place:

- Deletion of Construction Code Director
- Addition of Construction Code Supervisor
- Deletion of Office Specialist and Office Clerk in Construction Code Division
- Addition of Office Coordinator in Construction Code Division

A proposed organizational chart for the Planning & Development Department is provided below. Because of the increased oversight provided by the Director and Deputy Director of the Planning & Development Department, a portion of those two positions will be funded by Construction Code revenues and thereby provide a savings to the General Fund.

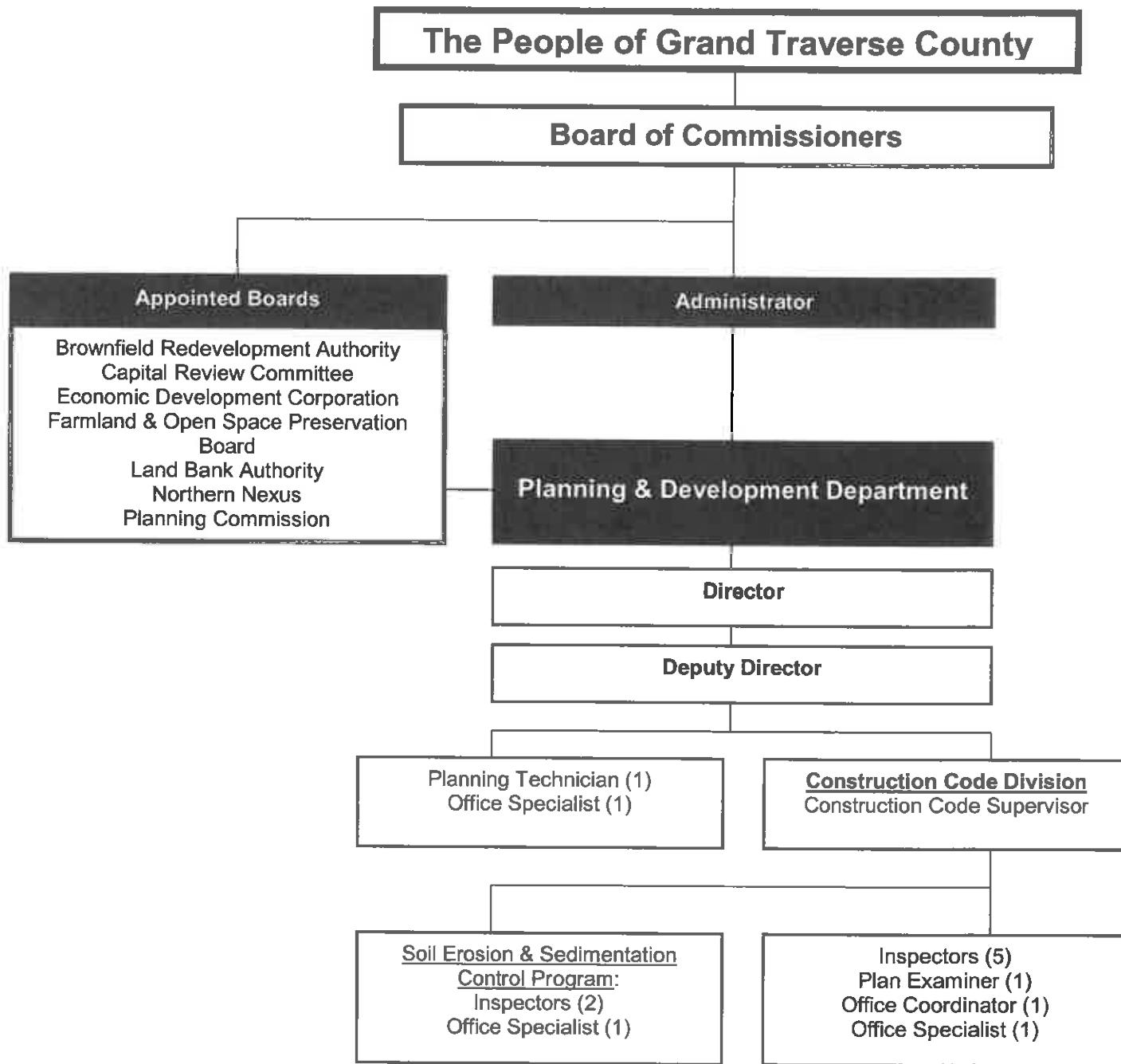
In addition to staffing changes, the Construction Code Division will make the following improvements:

- Goals, objectives, and measures will be set in order to increase and maintain a customer friendly environment
- An online permitting/tracking software program will be installed and related improvements will provide better tracking/measurements of success
 - Link the program to Equalization Department by identifying new investments
 - Tracking will allow for measuring the economic impact of development
 - Tablets for field personnel will be supplied to reduce reporting times and to provide real-time inspection results

- A summit of representatives from the development industry.
 - Attendees will include developers, contractors, homebuilders, design professionals, business representatives, etc.
 - Goal of the summit is to define issues and identify action steps for reform that will make all services business friendly.

RECOMMENDATION:

Add a new Construction Code Supervisor and Office Coordinator to the Staffing Plan for the Planning and Development Department and delete an Office Specialist and an Office Clerk.





SERVING BENZIE,
GRAND TRAVERSE
& LEELANAU
COUNTIES



GRAND TRAVERSE COUNTY DEPARTMENT OF VETERANS AFFAIRS

2650 LAFRANIER ROAD • TRAVERSE CITY, MI 49686-8972 • (231) 995-6070 • FAX: (231) 929-1983 • TDD: (231) 922-4412
E-MAIL: veterans@grandtraverse.org

MEMORANDUM

TO: *Grand Traverse County Board of Commissioners*

THRU: *Tom Menzel, County Administrator*

FROM: *Chuck Lerchen, Director of Veterans Affairs* 

DATE: *January 07, 2016*

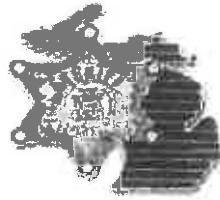
SUBJECT: *Action Item
Operational Millage for Veterans Service's*

The Veteran's Affairs Administrative Committee is seeking Board approval to move forward with the preparation of a ballot proposal seeking funding for the operation of the Veterans Affairs Department. The committee is wishing to present this question to the voters on the ballot for the August 2nd, 2016 primary election.

Recommendation: *Approve to draft the details of the ballot question and return to Board for consideration.*

404THOMAS J. BENSLEY, SHERIFF

Grand Traverse County Sheriff's Office Memorandum



851 Woodmere Avenue
Traverse City, Michigan, 49686

To: Public Health and Safety Committee and Resource Management & Administration
From: Captain Todd H. Ritter
RE: Medical Service Proposals
Date: December 29, 2015

Grand Traverse County has a contract with a vendor who supplies medical services to the Grand Traverse County Jail. These services include a doctor, nurses, operation of the jail medical clinic and associated costs, all medications and pharmaceuticals (including over-the-counter, prescription, psychotropic, HIV, Hepatitis and Biological), Emergency Room and hospitalization, laboratory services, X-Ray services, dental services, and specialists. The current three-year contract with Correct Care Solutions (CCS) expires February 29, 2016. The annual base amount of the contract is \$404,791.32.

There is a contractual "cap" of \$85,000 for all medications and medical services to the inmates. This is included in the contract amount. If these costs exceed the "cap", then the County bears 100% of the excess over the "cap". If costs are less than the "cap", the vendor refunds 100% of the difference. Inmates in the past couple of years have presented some very serious medical illnesses and injuries which required outside treatment. Last year the actual contract cost was \$491,630.59, which was \$619.41 under budget.

HISTORY:

We have had a contract with our current vendor (CCS) since March 1, 2010. Prior to CCS, the county contracted with a local doctor to act as the Medical Director of the jail medical program; the nurses were county employees. In the two years prior to contracting with CCS, the county had approved three FTE positions for Registered Nurses at the jail. In reality, we were only able to consistently fill two of the positions, as the position of "Jail Nurse" was not a highly sought after job in the community and the wages and benefits were considered non-competitive with other nurse positions in the community.

Issues with nurse staffing, training of staff, staff medical support, and backfilling nurses plagued the nursing position within the jail. Combined with increasing healthcare costs, prescription costs, and keeping abreast of contemporary correctional medicine, the "in-house" medical services program became virtually impossible to manage for a facility of our size.

The move to a managed correctional healthcare system was made in March 2010. The new correctional healthcare program brought stability to the nursing staff, standardized the policies, procedures and protocols, introduced a safer and more economic approach to the dispensing of medications and delivery of medical services, and improved the liability protection for the county. The new program now meets state and federal rules and guidelines. It presents a viable means of maintaining current knowledge in the area of contemporary correctional medicine. The staffing of the jail medical program is 100% the responsibility of the vendor.

PROCESS:

The Grand Traverse County Sheriff's Office recently solicited proposals from eight (8) vendors who had indicated an interest in providing medical services to the jail. In addition, we advertised the Request for Proposals in the Traverse City Record-Eagle on Saturday, September 26, 2015, and Sunday, September 27, 2015, as per county policy.

Vendors also received facility data detailing the jail's medical history and associated costs for the past three (3) years of the current contract.

Vendors who received "Request for Proposal" invites were:

- 1. CORRECT CARE SOLUTIONS**
Director of Strategic Planning
1283 Murfreesboro Rd, Suite 500
Nashville TN 37217
- 2. MEDICAL DOCTOR ASSOCIATES**
Staffing Consultant-Correctional Medicine
145 Technology Parkway NW
Norcross, GA 30092
- 3. MEDICAL PARTNERS OF AMERICA, INC.**
195 International Parkway, Suite 102
Lake Mary, FL 32746
- 4. ADVANCED CORRECTIONAL HEALTHCARE**
3922 W Baring Trace
Peoria, IL 61615
- 5. ARMOR CORRECTIONAL HEALTH SERVICES, INC.**
4960 S. W. 72nd Ave., Suite 400
Miami, FL 33155
- 6. NaphCare, Inc.**
2090 Columbiana Rd., Suite 4000
Birmingham, AL 35216

**7. CARING TOUCH NURSING
305 N. Fifth Street
Roscommon MI 48653**

**8. Diamond Pharmacy
625 Kotler Drive, Suite 2
Indiana, PA 15701**

Pre-Bid Conference:

On Thursday, October 8, 2015, a mandatory “Pre-Bid Conference” was held at the jail for any interested medical service vendors. The conference offered prospective vendors the opportunity to review the Request for Proposal and ask any clarifying questions. It also allowed the vendors an opportunity to tour our jail medical facilities and ask questions about our medical service program.

Vendors who attended the mandatory “Pre-Bid Conference” were:

- 1. Correct Care Solutions**
- 2. Advanced Correctional Healthcare**

Proposals were accepted and publicly opened on Wednesday, October 24, 2015. Vendors who submitted a proposal for our medical service were:

- 1. Correct Care Solutions**
- 2. Advanced Correctional Healthcare**

There were no additional responses received from anyone who viewed the Request for Proposal Legal Notices in the Traverse City Record-Eagle.

Vendors who were present at the opening of the proposals were:
None

EVALUATION PROCESS:

Five (5) Corrections staff served as an evaluation team and conducted an in-depth, individual review and evaluation of each of the proposals submitted. The team evaluated each vendor in areas such as responsiveness to the Request for Proposal, experience and reputation for providing jail medical services, references, how the vendor met contractual obligations, customer satisfaction, litigation history, cost, operational methods, after hour emergencies, training, billing procedures, and implementation plan.

References Contacted:

| | |
|------------------------------------|-------------------------------------|
| Iosco County Jail | (Advanced Correctional Healthcare)* |
| Alpena County Jail | (Advanced Correctional Healthcare) |
| Livingston County Sheriff's Office | (Correct Care Solutions) |
| Isabella County Sheriff's Office | (Correct Care Solutions) |

EVALUATION:

After analyzing each vendor's proposal, the evaluation team made the following determinations:

Response to the RFP:

Advanced Correctional Healthcare was not responsive to the RFP and did not provide all of the required information. We were unable to determine what was covered/not covered under the contract, no billing information, renewal information, what services would be provided, or what the duties and obligations would be for the county and the vendor. CCS provided a full sample contract.

Organizational History:

Advanced Correctional Healthcare has been in business since 2002, however, they have had very little expansion in Michigan. Correctional Care Solutions has been in business for over 25 years and have 38 facilities in 31 counties in Michigan.

References:

All agencies that were contacted as "references" were very satisfied with the services of their vendor and would recommend renewing their contracts when they expired. Each facility indicated that they felt that their vendor met all contractual obligations.

Optional Psychiatrist Component:

With the impending retirement of Dr. Lynn Conlon, we asked each vendor to submit a proposal to fulfill the need we will have for psychiatric services. ACH did not specify what services would be included but provided a Psychiatrist quote of \$15, 620. CCS provided a quote of \$31,356 outlining a minimum of (2) hours a week Tele-Psychiatry, the prescribing of psychotropic medications and monitoring of mentally ill inmates and medication management. While ACH's proposal for this option is over \$15,000 less than CCS, I have no way to verify if the services are comparable.

Litigation History:

Each vendor provided litigation history in their proposal. Both vendors appear to be proactive in their risk management to reduce exposure to liability. Both vendors have an excellent record of defending and prevailing in litigation involving medical issues. Both vendors provided liability insurance information.

Cost:

ACH was \$13,000 less than CCS in their base contract; however, they would provide a slightly different staffing plan. Also the lack of detail in their proposal left many questions what supplies, equipment, or services would be covered by the contract. ACH was also \$15,700 less with the psychiatrist quote, but since they did not include any type of detail in their plan, I cannot say this is a fair comparison.

Emergencies:

Each vendor had “on-call” medical personnel identified in the event of an emergency. Each plan was essentially the same and would provide sufficient consult in the event of after-hour medical needs.

Training:

Each vendor offered an array of training to their employees as well as to the jail officers. The plans were determined to be comparable.

Billing Procedures:

ACH did not indicate an itemized billing for their services. CCS provides detailed billing to support their invoices. Implementation Plan: ACH did not specifically address how they would transition/implement their services. CCS is our current vendor and transition/implementation would not be an issue.

VENDOR COMPARISONS:

| | <u>CCS</u> | <u>ACH</u> |
|---|---|--|
| 1. Responsive to RFP | Yes | No |
| 2. Number of years in Medical Service | 25+ | 13 |
| 3. Number of Facilities in Michigan | 38 | 5 |
| 4. References/Satisfied? | Yes | Yes |
| 5. Risk Management/Liability Protection | Yes | Yes |
| 6. Liability Insurance | \$1 mill/claim \$5 mill aggregate \$6 mill/claim \$10 mill aggregate | \$1 mill/claim \$3 mill aggregate \$10 mill/claim \$10 mill aggregate |
| Umbrella: | | |
| 7. Base Contract Cost | \$424,495.20* | \$411,284.00 |
| | *annual increases based on CPI (not more than 3.5%) | |
| 8. “Cap” | \$85,000 | \$85,000 |

| | <u>CCS</u> | <u>ACH</u> |
|--------------------------------------|-------------|-------------|
| 9. Personnel/hours per week | | |
| Doctor | 4 hours | Unspecified |
| Nurses (RN's) | 96 hours | 96 |
| Nurses (LPN's) | 24 hours | 24 |
| 10. After-hour/emergency contacts | Yes | Yes |
| 11. Training for staff and officers | Yes | Yes |
| 12. Psychiatrist Services (optional) | \$31,356.00 | \$15,620.00 |

COST ANALYSIS:

It is impossible to predict what illnesses or injuries the inmates will have when they enter the jail. All we can do is use historical figures to help gauge the level of services that will be necessary to treat these conditions. Many inmates who enter the jail do not have the economic means to maintain a healthy lifestyle and do not receive adequate medical care on the streets. The medical conditions they may have are left untreated and become more serious in time. Federal laws require us to address those medical conditions and stabilize the health of the inmates. In many cases, this involves hospitalization at the expense of the county.

The hospital and other facilities are required to bill any inmate insurance companies, but most inmates do not have insurance so the costs ultimately are borne by the county. State laws allow the jail to seek reimbursement from the inmate for these costs. The Sheriff's Office has a process to collect money from the inmate; however, the realized revenue is only a small percentage of the medical costs.

The line items for jail medical services, in the approved 2016 budget, considered the past three (3) year history of medical program costs and should be adequate.

CONCLUSIONS/RECOMMENDATION:

After careful study and comparison, the evaluation team determined that ACH's proposal did not meet many requirements of the RFP and therefore should not be considered. It was impossible to answer many of the operational and procedural questions the evaluation team had because ACH did not enough information in their proposal to delineate how they operated and what responsibilities they would assume.

The evaluation team noted that ACH has had very little expansion with their Michigan client base in the past six years. When ACH submitted a proposal in 2009, they had Leelanau County and Monroe County as their only Michigan clients. They have three additional Michigan counties' jails, but provide substantially less service than we require in each of those jails.

Correct Care Solutions (CCS) has continued to expand in Michigan and now have 38 facilities in 31 counties. We have been quite satisfied with the medical program as administered by Correct Care Solutions (CCS) for the past three (3) years.

We are currently working through a legal issue with CCS surrounding the "Indemnification Clause" in the contract that we may not be able to resolve without taking legal action. While that is not an ideal situation with a vendor, I do not foresee it diminishing the medical services we receive regardless of the outcome. I have met with our Contract Manager to discuss these concerns. I am confident that CCS understands that if we do make the "business decision" to move forward with legal proceedings, it will have no effect on them fulfilling their contractual obligations, with which we have otherwise been very satisfied.

It is the recommendation of the evaluation team that we continue our jail medical service with Correct Care Solutions (CCS) for the next three (3) year contract period.

RESOLUTION:

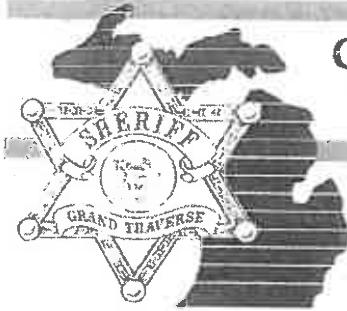
The Grand Traverse County Sheriff's Office requests authorization from the Grand Traverse County Board of Commissioners to award the Jail Medical Service contract to **Correct Care Solutions (CCS)** for a period of three (3) years beginning March 1, 2016 and ending February 28, 2019 at the base contract cost of \$424,495.20 for the first year. Subsequent years' (2 and 3) contract cost increases to be based on the percentage increase for the previous 12-month period in the Medical Care Services component of the Consumer Price Index (CPI), as published by the United States Department of Labor, not to exceed 3.5%.

Thank you.

Respectfully submitted:



Captain Todd H. Ritter, CJO
Jail Administrator



GRAND TRAVERSE COUNTY SHERIFF'S OFFICE

Thomas J. Bensley, Sheriff • Nathan Alger, Undersheriff

Administration

851 Woodmere Avenue, Traverse City, MI 49686-3349 • (231) 995-5000 • FAX (231) 995-5010

Corrections

320 Washington Street, Traverse City, MI 49684-2583 • (231) 922-4530 • FAX (231) 922-4415

Board of Commissioners Committee Agenda Item

Committee: Resource Management and Administration
From: Undersheriff Nathan Alger
RE: **Fleet Management Services Contract**
Meeting Date: January 13, 2015

Information

A presentation will be made to describe this request in detail to the Board of Commissioners at the meeting. As a way of introduction, the Grand Traverse Sheriff's Office had sent out bid requests for plain vehicles for the Investigative Services Division. Those bids were due to us on November 9, 2015. Details of the bid process were given to you for the December 2, 2015 Public Safety Committee meeting. The item was pulled prior to the meeting due to a series of discussions we have had with Mr. Menzel and Mr. Bott about entering into a contract for fleet management with Enterprise Fleet Management.

Jason Weiss, a representative from Enterprise Fleet Management saw our RFB for plain vehicles and contacted us and asked if we would be interested in leasing plain vehicles instead of purchasing. Captain Fewless and I spoke with Mr. Weiss on several occasions in an effort to understand the scope of his services. Essentially, Enterprise Fleet Management offers non-traditional leases to governmental and private entities. What this offers is the ability to change our fleet over more frequently than we currently are without the large outlay of cash for the purchase of vehicles. Many entities are utilizing this service including local entities.

Plain vehicles are not used in the same fashion as patrol cars. Plain vehicles are purchased for the sole reason of not being recognized as a police vehicle. All Detectives and Administrators at the Sheriff's Office use plain vehicles. Ideally, the fleet of vehicles assigned to the Detectives would be a wide array of vehicles consisting of different models and colors. Currently, we purchase a plain vehicle and keep it for an average of 8 years. The length of possession of the vehicles has been driven by funding, not the need to change the vehicle over. In 2015 we purchased two plain cars but prior to that, 2010 was the most recent plain vehicle purchase.

The 2015 budget for vehicle repair in the Investigative Services Division was in excess of \$9500. The Administrative vehicle repair budget was \$5000 in 2015. Both of these line items were nearly completely actualized in 2015. Additionally, the Jail has two plain vehicles and the Field Services Division has three plain vehicles. Repairs to these vehicles would be taken from the vehicle repair lines of those cost centers. Costs of repairs for the plain vehicle fleet will diminish significantly with the lease of new vehicles. Additional cost savings will be recognized because the new vehicles have improved gas mileage.

We provided Mr. Weiss a breakdown of our existing plain vehicle fleet. Mr. Weiss analyzed the fleet for us and provided us a proposal that would allow for the leasing of all of our plain vehicles with the exception of two 2015 vehicles we bought this year for the Investigative Services Division. The annual cost of leasing 17 vehicles will not exceed \$91,068.00. Mr. Weiss has shown that the lease program will save the county money through lease, gas usage, and vehicle maintenance. A significant savings will be recognized due to the sale of the leased vehicles at the end of the contract. This information will be presented to you at the meeting but essentially, the lease amount is based on the estimated future value through the sale of the leased vehicle at the end of the lease. These estimated values are "worst case scenario" and it is believed that the County will recognize considerably more than these amounts. Any amount over the amount factored to determine the cost of the lease for each vehicle will be returned to the County. It was initially estimated that this could be as much as \$59,000.00 over the 17 vehicles at the end of the lease.

During a meeting on December 1, 2015 we met with Mr. Menzel and Mr. Bott to discuss this program. Subsequent to this meeting Mr. Bott identified \$75,000.00 to be used in 2016 for the leasing program. Additionally, Mr. Weiss has provided us a quote of \$61,000.00 for the sale of the 17 vehicles from our existing fleet. By using these funds to pay for the lease program we will be able to pay for nearly the first two years of the leasing program. Understanding this information, we pulled the agenda item asking for the purchase of two plain vehicles at the end of 2015.

We have spoken with Mr. Forsyth specific to the Purchasing Policies requirement to go out for bid on this type of service. Mr. Forsyth determined that this proposal meets an exception in the policy that allows, "When contracts of other local governments or public entities are used, if the contractor extends the terms and conditions to the County, provided that the contract has been awarded through procedures substantially similar to those required by the County's policies."

Disposition

The Grand Traverse Sheriff's Office is requesting the immediate approval of the Board of Commissioners of the Master Equity Lease Agreement(to be provided asap) and the Amendment to the Master Equity Lease Agreement (to be provided asap) with Enterprise Fleet Management using the funds set aside for this program in 2016. Additionally, the Sheriff's Office is requesting that the Board of Commissioners declare the 17 plain vehicles identified for sale through Enterprise Fleet Management as surplus so they may be sold as the vehicles are scheduled for replacement. These identified funds from the sale of these vehicles, and any additional funds from the sale of these vehicles will be used for payment of the leasing contract. We are requesting that Mr. Menzel be the Authorized Official of the Lease Agreements and that Undersheriff Alger and Captain Fewless be the signatories for the lease quotes. The request for immediate approval is due to the deadline of February 28, 2018 with the listed prices for the various vehicles.

/naa