

1. 8:00 A.M. Packet

Documents:

[PACKET.PDF](#)

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, January 16, 2019 @ 8:00 a.m.
Governmental Center, 2nd Floor Commission Chambers
400 Boardman, Traverse City, MI 49684

General Meeting Policies:

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

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

CALL TO ORDER:

1. OPENING CEREMONIES OR EXERCISES (Pledge of Allegiance)

2. ROLL CALL

3. APPROVAL OF MINUTES (Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)

- a. Minutes of December 19, 2018 (Regular Meeting)..... 3
- b. Minutes of December 26, 2018 (Special Meeting) 9
- b. Minutes of January 2, 2018 (Organizational 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. Please be respectful and refrain from personal or political attacks.

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

All Information identified on the Consent Calendar can be viewed in it's entirety at www.grandtraverse.org.

a. Receive and File:

- 1) Northwestern Regional Airport Commission minutes of November 20, 2018 16
- 2) Department of Health & Human Services Board meeting minutes of November 27, 2018 21
- 3) Grand Traverse Conservation District – December 2018 report 24
- 4) Road Commission – January report..... 31
- 5) Tradewinds letter dated January 8, 2019 32

b.	Approvals:	
1)	Commission on Aging – Receipt of \$25,000 Gift from the David P. Sheetz Foundation	35
2)	Approval of Brownfield Appointment recommended by City of Traverse City	37
3)	CodeRED Emergency alert system, weather warning extension, and Integrated Public Warning Alert System (IPAWS)	41
4)	December 2019 Claims	69
5)	Michigan Department of Natural Resources Common Merganser Control Program.....	93
6)	Annual Maintenance Renewal for 911 Call Handling System	94
c.	Action:	
7.	SPECIAL ORDERS OF BUSINESS:	
8.	ITEMS REMOVED FROM CONSENT CALENDAR	
9.	DEPARTMENTAL ITEMS:	
a.	PARKS & RECREATION:	
1.	Request to Execute a Recreational Trail Easement for the Boardman Lake Loop Trail Project.....	102
b.	FACILITIES:	
1)	Jail – Completion of Observation Cells and Meeting Rooms	108
2)	Law Enforcement Center - Security Camera Installation	114
3)	Lawn Care Contract	129
c.	VETERANS AFFAIRS:	
1)	Vehicle Purchase Request.....	164
d.	IT:	
1)	Advance Public Safety, APS by Central Square Technology Software Licenses/Maintenance & Support Renewal.....	166
2)	On Base by Hyland Software Licenses/Maintenance & Support Renewal.....	169
e.	ADMINISTRATION/FINANCE:	
1)	MERS Defined Benefit Pension Payment for 2019	179
10.	OLD/UNFINISHED BUSINESS:	
a.	AVST Voicemail System Maintenance Renewal	181
b.	2019 Board Rules	184
c.	Invocation Policy	206
d.	Motion to Rescind Appointment to TADL Board.....	215
11.	NEW BUSINESS:	
a.	Code of Ethics/Conflict of Interest policy	222
b.	Resolution in Appreciation of Funding Received (Schmidt and Inman)	229
12.	SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13.	COMMISSIONER/DEPARTMENT REPORTS:	
14.	NOTICES:	
15.	CLOSED SESSION IF NEEDED:	
16.	ADJOURNMENT	

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
December 19, 2018

Chairwoman Crawford called the meeting to order at 5:33 p.m. at the Governmental Center.

OPENING CEREMONIES OR EXERCISES

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

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

SPECIAL GUESTS

The Traverse City Central High School Choir treated the commissioners and public to a holiday serenade.

APPROVAL OF MINUTES

Minutes of December 5, 2018 – Special Session, Road Commissioner Interviews

Minutes of December 5, 2018 – Regular Meeting

Moved by Gore Follette, seconded by Wheelock to approve the minutes as presented.
Motion carried.

PUBLIC COMMENT

Alison Ernst spoke about the Traverse Area District Library potential candidates.

Bonnie Spanier thanked Tom Mair for his service on the County Commission.

Amy Barritt thanked Tom Mair for his service on the County Commission and spoke about the Traverse Area District Library potential candidates.

Matthew Schoech spoke about the County debt information and he thanked Bonnie Scheele and the Clerk's office for their work.

Chris Radu thanked Dan Lathrop and Bob Johnson for their service on the County Commission. He also spoke about the pension liability.

APPROVAL OF AGENDA

Remove: a-1, Interdiction Team, under Departmental Items.

Moved by Crawford, seconded by Gore Follette to approve the agenda with the removal of the Interdiction Team under Departmental Items.

Roll Call Vote: 5 Yes, 2 No

Nay: Johnson and Mair

CONSENT CALENDAR

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A. RECEIVE AND FILE

None

B. APPROVALS

1. Resolution 206-2018
Resource Recovery
2019 Hauler Licenses
2. Martin Luther King Training Day – Removed from calendar.
3. Resolution 207-2018
Finance
November 2018 Claims
4. Resolution 208-2018
Finance
Budget Amendments
5. Boards & Committees – Appointment Recommendations – Removed from calendar.
6. Resolution 209-2018
2019 Remonumentation Grant Agreement
7. Resolution 210-2018
2019 Fee Schedule
8. IT/Telecommunications – AVST Voicemail System Maintenance Renewal – Removed from calendar.
9. Resolution 211-2018
Health Department
Surplus Equipment

ACTION ON THE CONSENT CALENDAR

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

b-2	Page 11	By Mair
b-5	Distributed	By Johnson
b-8	Page 65	By Clous

Moved by Wheelock, seconded by Clous to approve the Consent Calendar minus items b-2, b-5, and b-8. Motion carried.

SPECIAL ORDERS OF BUSINESS

Presentation of Awards to Commissioners

Vice Chairman Clous distributed service plaques to the following Commissioners:

Tom Mair
 Dan Lathrop
 Bob Johnson
 Cheryl Gore Follette
 Carol Crawford

ITEMS REMOVED FROM CONSENT CALENDAR

b-2 - Martin Luther King Training Day

Commissioner Mair suggested that the County have mandatory sexual harassment training.

Resolution 212-2018
 Martin Luther King Training Day

Moved by Mair, seconded by Clous to approve Resolution 212-2018. Motion carried.

b-8 - IT/Telecommunications – AVST Voicemail System Maintenance Renewal

Ming Mays, IT Director, and Randy Filkins, IT Telecommunications, explained the renewal contract and answered Commissioners' questions.

Moved by Wheelock, seconded by Johnson to table the AVST Voicemail System Maintenance Renewal until the second meeting in January. Motion carried.

b-5 - Boards & Committees – Appointment Recommendations

Commissioners discussed how members should be selected to serve on the Traverse Area District Library (TADL) Board.

Public Comment

The following people spoke about the TADL Board appointments:

Jason Gillman
David Bieganski
Andy Marek

Resolution 213-2018
Boards and Committees
Appointments

Moved by Crawford, seconded by Clous to approve Resolution 213-2018 with the removal of the Traverse Area District Library board appointments. Motion carried.

Traverse Area District Library Board Appointments

Moved by Crawford, seconded by Gore Follette to approve the appointments of Susan Odgers for a 4 year term ending 12-31-2022 and Stephanie Mathewson to fill a vacancy ending 12-31-21 to the Traverse Area District Library board.

Roll Call Vote: Yes 4, No 3

Nay: Johnson, Lathrop, and Clous

DEPARTMENT ACTION ITEMS

a. Sheriff's Office

1) Interdiction Team – **Removed from agenda**

2 Request for Bid – (Jail Ad Hoc) Needs Assessment

Chris Forsyth, Deputy Administrator, explained the RFP process. Commissioners discussed proceeding with an RFP or contacting Jim Robertson, who had done a needs assessment of the jail a few years ago.

Moved by Gore Follette, seconded by Wheelock to contact Jim Robertson and request that he provide do an update on the current condition of the jail and a needs assessment. The motion was amended to reflect that the cost of this contract with Robertson shall not exceed \$10,000.00.

Roll Call Vote: Yes 6, No 1

Nay: Clous

b. Health Department/Emergency Management

1) 2019 Vehicle Lease (Emergency Management)

Gregg Bird, Emergency Manager, explained the need for a new vehicle for the Emergency Management office.

Moved by Gore Follette, seconded by Johnson to authorize the Emergency Manager to order the 2019 Ford F-250 XL 4x4 truck lease.
Motion carried.

OLD/UNFINISHED BUSINESS

a. Drain Commissioner

1) Cass Road Drain Advance – Miller Creek Property Purchase

Moved by Lathrop, seconded by Clous to postpone discussion on the Cass Road Drain Advance/Miller Creek Property purchase.

Roll Call Vote: Yes 2, No 5

Nay: Mair, Wheelock, Gore Follette, Johnson and Crawford

Motion failed.

Steve Largent, Drain Commissioner, Larry Protasiewicz, Spicer Group, and Stu Kogge, GEI Consultants, gave a presentation on the Cass Road Drain and the request to purchase the Miller Creek property.

Moved by Gore Follette, seconded by Lathrop to adjourn action on this item.

After consultation with Kit Tholen, Deputy Civil Counsel, the Commissioners decided not to vote on the motion and no action was taken on the Cass Road Drain Advance/Miller Creek Property purchase.

NEW BUSINESS

None

PUBLIC COMMENT

Mike Stimac spoke in favor of the Drain Commissioner's proposal to purchase the Miller Creek property.

COMMISSIONER/DEPARTMENT REPORTS

Commissioners Mair, Lathrop, Gore Follette, Johnson, and Crawford gave final remarks regarding being on the Commission.

NOTICES

Current Job Openings

Chairwoman Crawford directed the public to go to our website, www.grandtraverse.org, Human Resources Department, to get information on current job openings.

CLOSED SESSION

a. To consider strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement as permitted under MCL 15.268(c)

Moved by Crawford, seconded by Johnson to go into Closed Session at 8:23 p.m. to consider strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement as permitted under MCL 15.268(c)

Roll Call Vote: Yes 7

Moved by Wheelock, seconded by Johnson to return to regular session at 8:43 p.m.
Motion carried.

Collective Bargaining Agreements

Moved by Crawford, seconded by Gore Follette to ratify the tentative agreements reached with the AFSCME Supervisory and the Teamsters Lieutenants and Captains bargaining units and authorize the board Chair to execute finalized contracts following review and approval of labor counsel. Motion carried.

Meeting adjourned at 8:45 p.m.

Bonnie Scheele County Clerk

Carol Crawford, Chairwoman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Special Session
December 26, 2018

Vice Chairman Clous called the meeting to order at 11:00 a.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 and Ron Clous

EXCUSED: Carol Crawford

PUBLIC COMMENT

None

CLOSED SESSION – Strategy and negotiation connected with the negotiation of a collective bargaining agreement.

Moved by Wheelock, seconded by Johnson to go into closed session at 11:02 a.m. to discuss strategy and negotiation connected with the negotiation of a collective bargaining agreement.

Roll Call Vote: Yes 6, Excused 1

Moved by Wheelock, seconded by Johnson to return to regular session at 11:22 a.m.

13th CIRCUIT COURT

Moved by Clous, seconded by Wheelock to authorize County Administration, consistent with the requirements of Supreme Court Administrative Order 1998-5, to calculate the increased cost of the Court employee's Defined Benefit Plan over that provided by the Funding Unit's Personnel Policies and to amend the Circuit Court's 2019 Budget to reflect the cost to maintain this inconsistent Defined Benefit Plan.

Roll Call Vote: Yes 6, Excused 1

PUBLIC COMMENT

None

ADJOURNMENT

Meeting adjourned at 11:24 a.m.

Bonnie Scheele, County Clerk

Ron Clous, Vice Chairman

APPROVED: _____
(Date) (Initials)

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Organizational Meeting
January 2, 2019

Bonnie Scheele, County Clerk, 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: Betsy Coffia, Bryce Hundley, Brad Jewett, Addison Wheelock, Jr. (5:35 p.m.),
Ron Clous, Gordie LaPointe, and Rob Hentschel

PUBLIC COMMENT

Beth Friend, East Bay Township Supervisor, welcomed the new Board of Commissioners.

Karl Kovacs, CEO Northern Michigan Community Mental Health, requested the Board consider appointing Carol Crawford to the NM Community Mental Health Board.

Commissioner Wheelock arrived at 5:35 p.m.

Jennifer Alexander spoke in opposition to the Invocation Policy

Jason Gillman requested that the Board rescind the Traverse Area District Library Board appointment made last month.

John Coleman spoke in opposition to the Invocation Policy

David Petrove spoke in opposition to the Invocation Policy

Heather Kingham spoke in opposition to the Invocation Policy

Matthew Schoech spoke about the form of government created by the U.S. Constitution.

Harold Gurien spoke in opposition to the Invocation Policy

ELECTION OF CHAIRPERSON

County Clerk Scheele explained the process for nominating commissioners to be Chairperson and opened the floor for nominations.

Nominations

Commissioner Clous made a motion, seconded by Commissioner Jewett, to nominate Commissioner Hentschel as the 2019/2020 Chairperson.

Commissioner Hundley made a motion, seconded by Commissioner Coffia, to nominate Commissioner Wheelock as the 2019/2020 Chairperson.

There being no further nominations, the County Clerk asked the nominees if they would like to speak on their qualifications as a chairperson. Commissioners Hentschel and Wheelock both addressed the Board regarding their qualifications. The County Clerk opened the floor to discussion.

Voting on Nominee(s)

Roll Call Vote on Commissioner Hentschel to be elected as County Board Chairperson for 2019/2020 term.

Roll Call: Yes 4, No 3

Nay: Hundley, Wheelock and Coffia

A majority of Commissioners voted to elect Commissioner Hentschel as the Grand Traverse County Board Chairperson and the election was closed.

The County Clerk handed the meeting over to Chairman Hentschel.

ELECTION OF VICE CHAIRPERSON

Chairman Hentschel called for nominations for Vice Chairperson of the Board of Commissioners for 2019.

Nominations

Commissioner Jewett made a motion to nominate Commissioner Clous as the Vice Chairperson for 2019.

There being no further nominations, the Chairman declared the nominations closed.

Voting on Nominee

Roll Call Vote on Commissioner Clous to be elected as County Board Vice Chairman for 2019.

Roll Call Vote: Yes 7

A majority of Commissioners voted to elect Commissioner Clous as the Grand Traverse County Board Vice Chairman and the election was closed.

APPROVAL OF AGENDA

Add: Traverse Area District Library Appointment under New Business

Add: Study Session to be scheduled for January 9, 2019 under New Business

Moved by Clous, seconded by LaPointe to approve the agenda with the addition of TADL appointment and study session under New Business. Motion carried.

ADOPTION OF STANDING RULES

Commissioners reviewed the Board Rules of Order.

Moved by Clous, seconded by Wheelock to approve the Board Rules of Order as presented.
Motion carried.

A) Changes to the Board Rules for Consideration

1) Invocation Policy

An amended Invocation Policy was distributed.

Moved by Clous, seconded by Jewett to approve the Invocation Policy that was distributed.

Moved by Coffia, seconded by Hundley, to amend the original motion to have a moment of silence added as an agenda item before or after the Pledge of Allegiance.

Kit Tholen, Civil Counsel, explained that according to Robert's Rules of Order the motion made by Commissioner Coffia would not be an amendment but a different motion.

Chairman Hentschel indicated that they would continue to discuss the original motion made by Commissioner Clous.

PUBLIC COMMENT

John Coleman asked questions about the new Invocation Policy distributed.

Katie Bean-Larson opposed to the Invocation Policy

Steve Horne opposed to the Invocation Policy

Matthew Schoech supports the Invocation Policy

Moved by Hundley, seconded by Coffia to table the decision on the Invocation Policy until the next meeting. This motion supersedes the previous motions on the table.

Roll Call Vote: Yes 4, No 3

Nay: Clous, Jewett and Hentschel

2) Additional Board Rule Changes

Chairman Hentschel suggested changes to 10.3.6, 10.3.3 and the process on motions to rescind in the Board Rules

Moved by Hentschel, seconded by Coffia to direct staff to make the changes to the Board Rules and bring the amended Board Rules back for approval. Motion carried.

3) Pension Liability Information

Moved by Hentschel, seconded by Clous to have the Chairman state before the approval of the agenda at every meeting the following information: Last recorded percentage of pension funded; the dollar amount needed to be fully funded; and the date the information was provided to the County.

Moved by Coffia, seconded by Hentschel to table action on the motion above until the next meeting. Motion carried.

4) Study Sessions

Moved by LaPointe, seconded by Clous to direct staff to amend the Board Rules to state that no formal action will be taken at a study session. Motion carried.

ADOPTION OF ANNUAL RESOLUTION

Resolution

1-2019

**Resolution Permitting the Treasurer to Waive
Administration Fee and Interest Charge on
Delinquent Taxes for Senior Citizens
And Others Specified by Law**

WHEREAS, Act 166 of P.A. of 1977, section 59 (3) as amended, permits County Boards of Commissioners to direct the County Treasurer to waive the administration fee (4%) and interest charges of (1% per month) added after the last day of February for senior citizens, eligible widows, totally and permanently disabled, or blind, as defined in said Act, between March 1 and April 30 on taxes in the first year of delinquency; and,

WHEREAS, it is the recommendation of the County Board that the County Treasurer be authorized to waive the administration fee and interest between March 1 and April 30 for taxes in the first year of delinquency for eligible taxpayers,

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT THE County Treasurer is hereby directed to waive the administration fee and interest between March 1 and April 30 for taxes in the first year of delinquency for eligible taxpayers as provided in Act 166 of the Public Acts of 1977, section 59 (3), as amended.

Moved by Wheelock, seconded by Clous to approve Resolution 1-2019. Motion carried.

APPROVAL OF SCHEDULES

A) Board of Commissioners' Meeting Dates and Times

Moved by Jewett, seconded by Clous to change the start time of the Board of Commissioner meetings to 8:00 a.m.. The meeting dates will remain on the 1st and 3rd Wednesday of the month and the study sessions will remain on the 2nd and 4th Wednesday of the month.

PUBLIC COMMENT

John Coleman opposed to changing the start time

Jason Gillman supports changing the start time

Courtney Klatt opposed to changing the start time

Dave Petrove opposed to changing the start time

Donna Hornberger opposed to changing the start time

Katie Bean Larson opposed to changing the start time

Harold Lassers opposed to changing the start time

Alisa Korn supports changing the start time

Roll Call Vote: Yes 4, No 3

Nay: Coffia, Hundley and Wheelock

B) Commissioner Appointments/Assignments for 2019

Chairman Hentschel distributed a list of appointments to boards and committees.

Tom Bensley, Sheriff, spoke about Commissioner Wheelock's experience on the Criminal Justice Coordination Committee.

Moved by LaPointe, seconded by Coffia to adopt the appointments presented by Chairman Hentschel with the option for the Commissioners to speak to the Chairman regarding changes to their appointments. Motion carried.

C) Mileage and Meals & Incidental Rates for 2019

Dean Bott, Finance Director, explained the IRS mileage, meals and incidental rate reimbursements for 2019.

Moved by Wheelock, seconded by Jewett to approve the 2019 reimbursement rates. Motion carried.

OLD BUSINESS

None

Commissioners took a break at 7:55 p.m.

Commissioners returned to regular session at 7:59 p.m.

NEW BUSINESS

1) Traverse Area District Library (TADL) Appointment

Moved by Clous, seconded by LaPointe to rescind the appointment of Susan Odgers to the TADL Board pending legal advice of civil counsel on if they have the authority to rescind this appointment.

Jason Gillman and Steve Horne answered Commissioners' questions regarding the number of applicants interviewed for the TADL board.

Roll Call Vote: Yes 4, No 3

Nay: Coffia, Hundley and Wheelock

2) Study Session January 9, 2019

Commissioners will have a study session on January 9, 2019 to discuss the County financials and the pension.

PUBLIC COMMENT

Donna Hornberger made comments about the TADL agreement

Jason Gillman made comments about the TADL agreement

David Petrove made comments about the TADL agreement

NOTICES

Reminder that all future board meetings and study sessions will begin at 8:00 a.m. instead of 5:30 p.m.

Meeting adjourned at 8:35 p.m.

Bonnie Scheele, County Clerk

Rob Hentschel, Chairperson

APPROVED: _____
(Date) (Initials)

I. Unfinished Business:

1. Bob Neleson, Prein & Newhof, gave a report on the ongoing maintenance of the Obstacle Action Plan (OAP) and wildlife hazards at the airport.

The OAP is reviewed annually and is part of the Airport Layout Plan (ALP). The OAP identified several areas that require obstacle removal and/or wildlife hazard removal efforts to facilitate compliance with grant assurances and Part 139 standards.

Attorney Zeits commented that as law currently reads, the Michigan Aeronautics Code, the Michigan Zoning Enabling Act and a case state that airports, with respect to aeronautical uses, are exempt from local zoning jurisdiction. It is very clear in the Aeronautics Code that hazards, which include obstacles such as trees, and wildlife that pose a danger to aviation are public nuisances and need to be removed. It is our opinion that all of this tree removal which is for the purpose of aviation obstacle removal and mitigation of wildlife hazards to aviation would be exempt from any City zoning ordinance.

Prein & Newhof solicited bids from contractors known to perform this type of work with certified arborists or forestry professionals familiar with DNR/DEQ requirements for wetland work.

Bids were received for five proposed phases in the total amount as follows:

Roman Empire Tree Service, LLC	\$301,543.58
Casey's Excavation	\$352,559.80
Wonsey Tree Service, Inc.	\$408,365.00

Roman Empire Tree Service, LLC is the low bidder for the project. Bid documentation was reviewed, and the bidder was found to be responsible and responsive to the bid documents.

It was moved by Commissioner Ahrns and supported by Commissioner Kern to approve Prein & Newhof's recommendation to award the bid for obstacle removal and wildlife hazard removal to Roman Empire Tree Service, LLC in the amount of \$301,543.58 more or less subject to review and acceptance of substance by the Airport Director and review and acceptance of form by Airport Counsel. MOTION PASSED.

J. New Business:

1. Based upon discussion at the September Strategic Planning Session, Steven Baldwin Associates is proposing Task Order #4 to move forward with the task of facilitating the possible transfer of TVC's governance from a commission to an authority.

The project entails the transfer of the operation and management of TVC from Grand Traverse and Leelanau Counties to a new regional airport authority. The primary elements of the project include the following general activities:

- The review of enabling legislation, and possible amendments (e. g., regarding zoning).
- The creation of the Authority and defining criteria for Board membership, including inaugural and follow-up meeting support throughout the transfer process and post FAA approval.
- Development of necessary governing documents including leases, services agreements, assignment and assumption agreements, opinion of the Airport Consultant, and preparation of the draft and final Federal Aviation Regulation (FAR) Part 139 Airport Operating Certificate applications.
- Coordination and negotiation with the FAA, including potential requested revisions to the application.
- Coordination with internal and external stakeholders.
- Policy analysis and support.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Ahrens to approve Task Order #4 for Steven Baldwin Associates to facilitate the TVC governance model transfer at an estimated cost of \$85,000 - \$95,000. MOTION PASSED.

2. Northstar Entertainment Group, Inc. has provided written 30 day notice to terminate their lease of 26,250 square feet of land. This was received on November 6, 2018 via email. Airport Director Klein would like to waive payment of the lease for December 1, 2018 to December 6, 2018. This will terminate the lease as paid in full once November's payment is received.

Northstar Entertainment has sold their adjoining property and the new tenant does not have need for the leased airport property.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Johnson to approve the termination of the Northstar Entertainment Group, Inc. lease in accordance with the lease terms and to waive the rental due for December 1 to December 6, 2018. MOTION PASSED.

3. Due to the condition of the pavements in the west t-hangar area, it is necessary to begin design work for the west t-hangar taxiway reconstruction which will include moving the west t-hangar gate.

The project is included in the 2019 FAA grant cycle. Expenses will be paid by the NRAC with reimbursement taking place when the grant is issued.

Based upon recommendation of the Airport Director, it was moved by Commissioner Johnson and supported by Commissioner Kern to approve the Prein & Newhof contract to provide design engineering services for the west t-hangar taxilane reconstruction in the amount of \$55,000. MOTION PASSED.

4. To be in compliance with Engineering Brief 89, as requested by the airport's certification inspector, it is necessary to begin design work for modifications to the airfield signage.

This project is included in the 2019 FAA grant cycle. Expenses will be paid by the NRAC with reimbursement taking place when the grant is issued.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Johnson to approve the Prein & Newhof contract to provide design engineering services for airfield signage updates in the amount of \$34,000. MOTION PASSED.

5. Mead & Hunt has been contracted to provide tree clearing in the Runway 10 approach. Change Order No. 1 amends the original contract to the "as built" quantities and provides for additional topsoil that was needed. This change order is in the amount of \$40,700 for a total project cost of \$1,592,830.

As part of the Runway 10 approach tree clearing contract, Wonsey Tree Service, Inc. is requesting final payment of \$339,230. Airport Director Klein would like to hold a \$25,000 retainage from this payment until an outstanding damage claim is cleared up.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Johnson to approve Change Order No. 1 for the Mead & Hunt contract in the amount of \$40,700 and approve payment to Wonsey Tree Service, Inc. less a retainage of \$25,000. MOTION PASSED.

6. On May 11, 2017, Mead & Hunt received bids on behalf of Cherry Capital Airport for a multi-tasking piece of snow removal equipment. Bids were cancelled as a result of PFC cash flow issues related to the Runway 10 project.

Mead & Hunt will develop specifications for the purchase of the new SRE equipment and prepare bidding documents to provide to prospective bidders. Mead & Hunt will advertise, review bids, and provide a recommendation to award.

The cost of this project is \$4,403.34 and is eligible to be paid with PFC funds.

Based upon recommendation of the Airport Director, it was moved by Commissioner Kern and supported by Commissioner Johnson to approve the

Mead & Hunt contract for design of snow removal equipment acquisition specifications in the amount of \$4,403.34. MOTION PASSED.

7. During the FAA certification inspection, Avflight's fuel facility was operating with an ABC fire extinguisher rather than a BC fire extinguisher as required by regulations. Avflight was asked to correct and achieved compliance.

This issue raised concerns that the default paragraph in the Retail Fuel Sales Contract is an inefficient way to deal with regulation compliance issues. It currently only allows for a default and terminal of the contract.

Through discussion with Avflight, the amendment would establish an approach to address regulation compliance defaults in a manner other than declaring a default.

Based upon recommendation of the Airport Director, it was moved by Commissioner Ahrns and supported by Commissioner Rushton to amend Avflight's Retail Fuel Sales Contract as presented. MOTION PASSED.

K. Reports of the Airport Director:

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

L. Public Comment: None

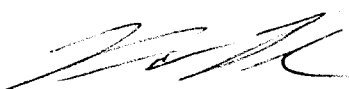
M. Commissioner Comment:

Commissioner DeYoung requested an update on the carpet project. Airport Director Klein indicated that the carpet is scheduled to arrive in 2 weeks and that all of the concrete cuts have been completed.

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:10 p.m.

Respectfully submitted,



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

**GRAND TRAVERSE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BOARD MEETING MINUTES
NOVEMBER 27, 2018**

PRESENT: Ralph Soffredine, Chair
Rodetta Harrand, Vice-Chair
John Rizzo, Member
Carol Crawford, County Commissioner
Kristine Lagios, DHHS Director

GUESTS: Shelley Boehmer, MCSSA Representative
Joe Bagby, DHHS Community Resource Coordinator
John Redinger, DHHS Foster Care Worker

The regular meeting of the Grand Traverse County Department of Human Services was **called to order at 9:06 a.m.** by Chair Soffredine in the First Floor Conference Room, Traverse City State Office Building, 701 South Elmwood Avenue, Traverse City, Michigan.

PUBLIC COMMENT: Carol Crawford, county commissioner, reported the following on county activities: a three percent raise for employees was approved, new undersheriff chosen to replace Nate Alger, choosing members for board vacancies, balanced budget, suicide jail case has been settled, contract signed with Northern Lakes Community Mental Health for two full-time mental health staff at the county jail.

REVIEW AND FILE:

- A. Green Book** – Assistance Data – September 2018
- B. Trend Report** – Fiscal Years 2016, 2017, 2018

APPROVAL OF AGENDA – Chair Soffredine asked if there were any additions, changes, or corrections to agenda. Kris Lagios asked to add CLPP by Joe Bagby, Program Proposal under New Business, and Holiday Breakfast. Chair Soffredine asked to add CPS and where we stand. Motion to approve agenda as amended was made by Harrand, seconded by Rizzo. Motion carried.

APPROVAL OF MINUTES - The minutes from the September 25, 2018 meeting were reviewed. Motion to approve the minutes as presented made by Rizzo, seconded by Harrand. Motion carried.

FINANCIAL

- A.** Joe Bagby, DHHS Community Resource Coordinator, gave a presentation on the CLPP (Comprehensive Local Purchasing Plan) which pertains to local office funding sources. An explanation was given regarding where reductions were made which consisted of areas where the funds were underutilized.

A thank you card was circulated to the board members from the staff in appreciation of the summer training outing.

Update was given regarding the holiday training breakfast which is scheduled for 12/19/18 from 7:30 a.m. to 9:00 a.m. and will be catered by Panera Bread for \$772. The Leelanau Board allocated \$250. Motion made to allocate \$522 made by Harrand, seconded by Rizzo. Motion carried.

- B.** The Financial Report for September 2018 was reviewed. Motion to accept the financial report made Harrand, seconded by Rizzo. Motion carried.

NEW BUSINESS

- A. Shelley Boehmer – MCSSA Representative** – Ms. Boehmer attendance was to meet the board members as a representative of the organization. She indicated MCSSA works closely with the department looking at hot topics and meeting with new legislators. MCSSA will be hosting the annual conference in Traverse City September 16-18, 2019 and would like board member input. She extended an invitation to members for the Ad Hoc Committee at the conference calls on the second Tuesday of the month. MCSSA literature was distributed to all board members.

B. Personnel

- Assistance Payments Unit – one worker not returning, two resignations, and one worker transferring from Crawford County to fill one of these vacancies.
- Children's Protective Services – one worker transferring from Isabella County.
- Administrative Support – one General Office Assistant who will begin 12/03/18.
- PATH coordinator retired.

C. Director Updates

- Universal Caseload (UCL) – Has been very difficult for staff – clients not being served, phones not working properly.
- Staffing – waiting for legislature approve for 200+ positions. Staffing allocation has not been received.
- Children's Protective Services audit update – working on changes as a result of the findings.

- D. Program Proposal – John Redinger, DHHS Foster Care Worker** – The proposal is to have the local DHHS promote a community event/conference revolving around trauma. Involvement would include community partners or anyone interested. There would be a keynote speaker during the morning session and guest speakers for breakout sessions in the afternoon. The goal is to have a trauma informed community. Cost for the speaker for a four-hour session would be \$7500, venue, guests for breakout session for a total of \$12,500. Motion to tentatively allocate \$12,500 for this event made by Rizzo, supported by Soffredine, negative by Harrand. Motion carried.

- E. Steve Wade – Help Link** – Provided an update on Help Link which began with the origin of filling a gap to help people navigate social services. Help Link took over the Grand Traverse Laundry Project and partner with Agape Financial who offer financial assistance with zero financing and Family Partnership for mentoring. Will be merging with LOVE, Inc. in the future and will be a consolidation of Help Link, Agape Financial, Laundry Project, Family Partnership, and LOVE, Inc.

PUBLIC COMMENT: None.

NEXT BOARD MEETING – December 19, 2018

ADJOURNMENT – The meeting was adjourned 11:17 a.m.

Ralph Soffredine, Chair

Kristine Lagios, Director

Date:_____

_____Approved

_____Corrected and Approved

Grand Traverse Conservation District

December 2018 Report

CONSERVATION TEAM

OWNER/PARKLAND: City of Traverse City – Brown Bridge Quiet Area

Administration

- Attended a City Commission meeting in support of the draft rules for Brown Bridge.
- Prepared 2019 draft Conservation Team Work Plan

Routine Monitoring and Maintenance

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Cleaned and restocked vault-toilets at BBQA parking lots
- Cleared trailhead parking lots of snow
- Coordinated with City's Parks and Rec with hazardous tree removal near canoe landing
- Cleared trails of fallen trees with chainsaws

Other

- Surveyed and mapped invasive phragmites on BBQA bottomlands
- Performed a reconnaissance of oil well sites to determine source of noise complaints
- Began planning for BBQA pole barn enhancements to follow garage door installations

OWNER/PARKLAND: Garfield Township – Various

Administration

- Prepared 2019 draft Conservation Team Work Plan
- Met with Eric Perdonic, Twp. Deputy Planner, and Pete Zirnhelt, to devise winter grooming plans at Silver Lake Recreation Area.

Routine Monitoring and Maintenance

- Cleared and chain-sawed fallen trees across trails at various Garfield parklands.
- Removed illegal dumping of yard waste at the Commons's Long Lake Rd Trailhead
- Followed-up on report of emergency vehicles at the Commons Long Lake Trailhead
- Performed routine trailhead checks to changed dog waste bags and pick up litter, etc.
- Cleared a tree obstructing stream flow at Commons Natural Area resulting in over-flow on Greenspire School property.
- Prepared and pruned trails to accommodate winter grooming efforts at Silver Lake Recreation Area.
- Inspected reported motorized vehicle tracks at Commons (GT County Sheriff's Dept.).
- Blew off boardwalks, trailheads, and timber infrastructure of leafy debris as necessary.

Other

- Met with Board of County Commissioners regarding the purchase of a parcel of property off Cass Road where Miller Creek flows. The property will allow for the development of a by-pass channel that will help to reduce or eliminate flood flows to the north behind Cass Road businesses that currently experience flooding. The property connects with the Township's Miller Creek Nature Reserve.
-

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Prepared 2019 draft Conservation Team Work Plan.
- Provided updates to the NER Advisory Committee.
- Coordinated volunteer work events with TART and the Grand Traverse Hiking Club for continued connectivity along the Boardman River Trail.

Routine Monitoring and Maintenance

- Provided routine trailhead checks to replace dog waste bags, pick-up litter, etc.
- Fixed and replaced cedar rail fencing as needed.
- Cleared trails of debris and limbs as needed.
- Changed seasonal posters at trailhead information stations.

Grants

- Submitted a grant application through the Monarch Watch program for several thousand FREE milkweed plugs to help restore Boardman and Sabin bottomlands.
- Secured plant orders through EQIP MOA funding for spring planting efforts on Boardman and Sabin bottomlands.
- Awarded \$7,500 from the Traverse City Track Club to reconnect boardwalk along the former Beaver Pond loop.

Other

- Met with Sabin Dam removal engineers (AECOM) and contractors (Job Site Services) to establish a recreational (benched) trail during final grading just below where the paved Sabin Dam access road was cut off as part of the dam removal process. Contractors also installed a stormwater basin where the access road terminates to capture runoff from the remaining road above. District staff requested that the basin be placed in such a way that allowed for public access to the benched trail. The engineers and contractors agreed with the request.
 - Met with Job Site Services to determine
 - Continued construction of the Boardman River Trail on the NER in collaboration with TART
 - Assisted with the installation of an automatic door opener at Boardman River Nature Center
 - Attended monthly Implementation Team meeting re: dams removal projects and provided *Bottomlands Update* to the group.
-

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Prepared 2019 draft Conservation Team Work Plan
- Attended and prepared the draft agenda for the monthly Hickory Meadows Advisory Committee (HMAC) meeting.
- Attended and provided updates at the monthly Rec Authority Board meeting.
- Communicated with City staff, contractors, and the HMAC regarding Hickory Hills infrastructure plans, including drain field construction on Meadows property.
- Solicited bids and confirmed orders for native trees and shrubs to plant along the planned buffer in spring.
- Assessed and mapped proposed trail route from M-72 trailhead.
- Coordinated an on-site walk along proposed trail from M-72 trailhead with the HMAC, Matt Cowall, and Commissioner Lewis, for feedback on tentative route set for spring installation.
- Researched and ordered native tree stock at nurseries for planned buffer along property boundary with Hickory Hills.
- Collaborated with the HMAC and Cathlyn Sommerfield, CS Research and Consulting, in further administration and analysis of qualitative user surveys.
- Contracted Wildlife and Wetland Solutions for woody shrub invasive species control.
- Attended Rec Authority special visioning session in collaboration with the Hickory Hills and Meadows Advisory Groups.

Routine Monitoring and Maintenance

- Visited trailheads weekly to refresh dog bags, pick-up trash, and check for maintenance needs.
 - Cut and cleared down trees and branches along the trail system as necessary.
 - Designed and installed temporary signage promoting trail etiquette on groomed winter trails
 - Downloaded trail counters monthly for review and analysis.
 - Continued to supply, collect, and record user surveys at main trailheads regularly.
 - Changed seasonal posters at trailhead information stations to reflect winter topics.
 - Monitored drain field construction from Hickory Hills improvement projects.
 - Reviewed and mapped invasive species treatment efforts by contractors Wetlands and Wildlife Solutions
-

OWNER/PARKLAND: Rotary Camps & Services – East Creek Reserve & Canterbury Woods

Administration

- Prepared 2019 draft Conservation Team Work Plan

Routine Monitoring and Maintenance

- Performed regular trailhead inspections and picked up trash

Grants

- N/A
-

BOARDMAN RIVER STEWARDSHIP

- Prepared 2019 draft Work Plan
 - Attended City of TC Tree Ordinance public meeting.
 - Met with the WSC to discuss the idea of and potential funding options for a Boardman Collaborative that would oversee activity in the Boardman River Watershed as recommended in the Boardman Prosperity Plan.
 - Prepared and submitted a Michigan Coastal Zone Management Program grant proposal to hire a consultant to prepare a Boardman River Access & Recreation Plan – Scoping Document. The Scoping Document is Phase-I of a multi-phase project that will identify key stakeholders, decision makers, design considerations, timeline, budget, funding opportunities, and other important factors for the development of a Boardman River Access & Recreation Plan in Phase-II. Phase-III is implementation of the recreation plan.
-

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 197

Program Participants this month: 144

Drop ins this month: 53

Nature Center Visitation this year: 6799

Nature Center Visitation Dec. 2017: 195

Program Participants Dec. 2017: 166

Drop-in Dec. 2017: 29

Nature Center Visitation since 2008: 85,622

Program Participation & Program Planning:

- 33 preschoolers and their families were served through our nature-based preschool program at the Boardman River Nature Center.
 - Two NEST fieldtrip programs were completed serving 90 students. Two scheduled programs for January.
 - Education team will be attending two professional development opportunities to better serve the planning and program execution process.
 - Partnering with TBAISD to evaluate and market our programs as they relate to STEM activities.
 - Two grants totaling \$27,500 were received to assist in Environmental Education programs at the Boardman River Nature Center and cooperative programming with the Invasive Species Network.
 - Just under 5,000 individuals were served through our Environmental Education programming at the Boardman River Nature Center.
 - ADA compliant automatic door openers were installed in the nature center to allow all members of the community access to the Boardman River Nature Center. These upgrades were provided by a grant from the Grand Traverse Band 2% funds.
-

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 5 (Antrim/Grand Traverse), 2 (Benzie/Leelanau)

Risk Assessments Completed: 4 (Antrim/Grand Traverse), 2 (Benzie/Leelanau)

Farms Verified: 1

Updates:

- 12/4-12/6: Great Lakes Fruit, Vegetable, and Farm Market Expo (Phase 1)
- 12/10: Quarterly Meeting with Regional Coordinator of Conservation Programs
- 12/11: Grand Traverse Fruit Growers Council Meeting
- 12/19: Leelanau County Verification
- 12/20: Grand Traverse Local Emergency Planning Committee Meeting
- 12/20: Benzie Conservation District Board Meeting

Current Projects:

- Working with:
 - 12 Farms in Antrim
 - 18 Farms in Grand Traverse
 - 12 Farms in Leelanau
 - 3 Farms in Benzie
- 2019 Goals finalized and submitted to MDARD
- 2019 Employee Development Plans being crafted, submission in February.
- Planning MAEAP educational (Phase 1) sessions at 2019 Orchard and Vineyard Show, Northern Michigan Small Farms Conference, and Tree Fruit Management School (January and February)
- Promoting 2019 Cost-share opportunities
- Collaborating with USDA-NRCS District Conservationists to get producers into the MAEAP fund code for EQIP applications.
- Working on 2019 MAEAP reverifications.
- Serving on the agriculture industry committee for the MICareerQuest, an event coordinated by MichiganWorks
- Researching opportunities to provide “free of charge” pesticide/fertilizer cardboard recycling to area growers.
- Representing MAEAP and the Grand Traverse Conservation District on Freshwater Roundtable committee.
- Completing 1st quarter cost-share report.

Upcoming Events:

- 1/8/19: Grand Traverse Fruit Growers Council Meeting
- 1/11/19: Freshwater Roundtable Meeting
- 1/15/19-1/16/19: Northwest Michigan Orchard and Vineyard Show (Phase 1)
- 1/15/19: MICareerQuest Committee Meeting
- 1/17/19: Winter Grower Produce Safety Certification Course
- 1/22/19: Benzie-Manistee Farm Bureau Board Meeting
- 1/26/19: Northern Michigan Small Farms Conference (Phase 1)

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Public Inquiry Responses: 15

Active Contacts: 106

Passive Contacts: 8,251

Acres Surveyed: 100

Sites Surveyed: 2

Acres Treated: 100

Sites Treated: 2

Volunteer Hours: 0

Volunteers: 0

Meetings/Presentations:

- 12/3 - ISN workplan retreat--2019 public events now [posted to website](#)
- 12/5 - Participated in NMC panel discussion; 10 attendees
- 12/11-12/12 - Attended & presented at Michigan Invasive Species Coalition (MISC) Annual Meeting (Sault Ste. Marie); 75 contacts
- 12/17 - Attended Hemlock Woolly Adelgid (HWA) Survey Training (Grand Haven)
- 12/19 - Hosted HWA Survey Prioritization meeting; 15 attendees

Treatments, Restoration, and Surveys:

- High-priority species treatments: 2 sites, 100 acres

Other Accomplishments:

- Photo contest [winners announced](#)
- Emily joined the [MIPN Board of Directors!](#)
- Facebook reach: 4,524
- Website reach: 2,844
- Instagram reach: 883

Upcoming Events:

- HWA partner training in February... stay tuned!
- Additional ISN events scheduled: <https://www.habitatmatters.org/eventsworkbees.html>

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCDD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

TO: Chair – Board of Commissioners
FROM: Jason Gillman, Chair
DATE: January 4, 2019
SUBJECT: **REPORT FOR THE JANUARY 16, 2019 MEETING
AT 8:00 A.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: Board of County Road Commissioners

A GTCRC representative will be available to provide more detailed responses at the BOC meeting on the following items:

1. **Organizational Session for 2019** - At their January 3, 2019 Organizational Session Jason Gillman was elected as Chair and Carl Brown was elected as Vice-Chair for 2019.
2. **East-West Corridor Consultant** – OHM Consulting Team is reconvening both the LAG and Stakeholder Groups to present refined alternatives based on their December meeting. Because of the scope of the alternatives being considered, a change of brand name is being considered.
3. **HRP Consultants** – HRP conducted interviews with four manager candidates on January 3 and 4, 2019.
4. **OPEB** - The Board elected to fully pay the 2018 MERS contribution in a lump sum payment. An additional payment was made allowing GTCRC to be nearly 100% funded in 2019. Once we receive an updated actuarial, we will take action to be fully funded in 2019.
5. **Budget Amendment #3 for 2018** - The Board approved amending the budget to reflect actual revenues and expenditures, including the additional MERS payment.
6. **Cass Road Drain Agreement** - Following years of drain and flooding issues, an agreement to resolve the problem was prepared. It involves the County Drain Commission and GTCRC. The agreement addresses emergency repairs and future maintenance to the Cass Road Drain. In the executed agreement, GTCRC will pay its basic benefit share as well as paying a supplemental benefit to fully pay for the road improvement to extend the three-lane section of Cass Road southerly to Hartman Road
7. **Robbins Bridge** - At their December 20, 2018 meeting, the Board passed a resolution naming the bridge over the Boardman River at Cass Road the “Robbins Bridge.” Jack Robbins was honored in the resolution for his years of dedication to local transportation, conservation and water issues in Grand Traverse County. Staff will sign the bridge accordingly.



Tradewinds Commercial Properties

1145 Hastings
Traverse City, MI 49686
(231) 929-0000

Mr. Rob Hentschel, Chair
Grand Traverse County Board of Commissioners
963 Hammond Road East
Traverse City, MI 49685

January 8, 2019

Dear Mr. Hentschel:

This letter is written to thank my County officials for the interest and recent involvement in the Cass Road Drain Project. In particular, for attending the Drain Commission Planning Meeting on Thursday, January 3rd, 2019. There was good discussion, exchange of information, and sensible questions as well as suggestions within the group.

Some years back, in the April 2016 timeframe the then-County Drain Commissioner initiated actions to improve the County Drain which was supported by the Road Commission as well as County Board members. A portion of improvements were of course, intended to manage runoff from the increase of impervious surfaces due to a necessary Cass Road widening project, and an imminently-risk laden MDOT Railway culvert. I believe that at this early time, there was a lack of full understanding of the two remaining sources of under-managed watersheds: #1. The Miller Creek watershed, and #2. The County drainage ditch (now saturated small ponds) within the Garfield Township Park on the west boundary of industrial properties. The *Purpose* and *Scope* of the ultimate project may not have initially been clearly stated; nor understood.

In this early timeframe, the then-County Drain Commissioner hoping to be helpful, communicated his belief that flooding experienced at 3025 Cass Road (the Grainger Facility) was due to inadequate local on-site runoff retention and management. Contrarily, subsequent engineering studies, along with necessary environmental inflow sampling have documented that the 3025 Cass Road site not only manages its own runoff, but that of neighboring properties, as well as inflows from the County Drain System. There is no watershed, or out-flowpath from the 3025 property.

It was by field-study that the current Drain Commissioner during summer and winter flood events solidified the understanding of the dynamics of the two aforementioned, independent watershed sources.

The proposed Cass Road drain design in whole, comes at a sizable investment. It has been my observation that the system is intended to manage, at a minimum, pooling waters along the shoulder of Cass Road by use of collection spurs into retention basins. It is my understanding that the system is sized to manage the amounts of road shoulder runoff which may occur during 25-year storm events. An upsize of the system to assure management of #1. Miller Creek breaches, along with #2. County Drainage Ditch would add additional costs related to working depths and also, pipe diameters.

In addition to the basic Cass roadside drain design, further in-depth, ongoing engineering studies have provided a value-added opportunity. This comes in the form of semi-redundant storm sewer lines routed from the #2 County Drainage Ditch eastward into the Cass Storm Sewer System over easements. Strategic riser elevations are included to lower water tables and add perk capacity to the ditches, while not overburdening the system that was initially intended primarily for Cass Road runoffs.

Combined, the Miller Creek breaches and the choked drainage ditch account for most of the surface water accumulation and flooding during major rain events. A maintained bypass of Miller Creek is my observation the only opportunity to manage large flow volumes past the flat, restricted grasslands northwest of the Cass Road crossing. Creek maintenance helps, provided rain and melt events remain in check.

Attached is an apparent 1993 County Drain Maintenance Plan. The system depicts the ditch west of industrial properties which border Cass Road, and a buried (existing) 10 inch storm sewer with a surface outlet near the Miller Creek Cass Road crossing. I believe that this simple, now-severed / plugged system may have helped prevent past flooding events along Cass Road – had it been maintained properly. There appears to be an adequate easement width of 30 feet to enable replacement / upsizing of this storm sewer and the relief of the currently saturated ditches.

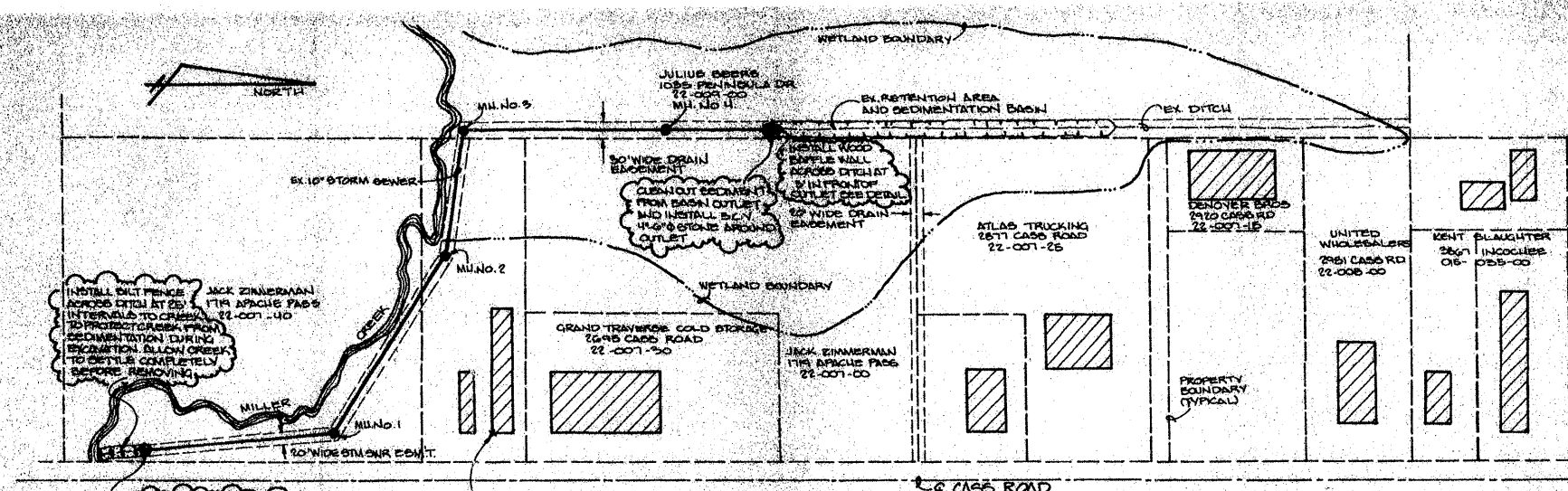
In the near term, I would humbly ask if there is opportunity within the County at large, to take an assertive swing at the improvement of the existing Drain easement, (attached) and its undersized plumbing? This seems to be work which could occur soon, is in an established area, is semi-weather independent, and possibly outside the umbrella of the larger drain project. If there were 24 inches less water in the back ditches, and a relief system of adequate size in a southerly direction, a lot of us would sleep much better when the rain drops begin falling. Once system redundancy is in effect with the new storm drain lines, we should have a satisfactory long term solution for the matter.

Again, thank you for your interest, attention, and involvement in this matter.

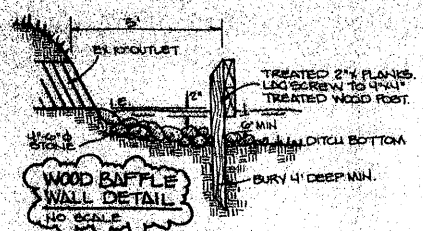
Sincerely,


Michael J. Stimac,
Managing Member

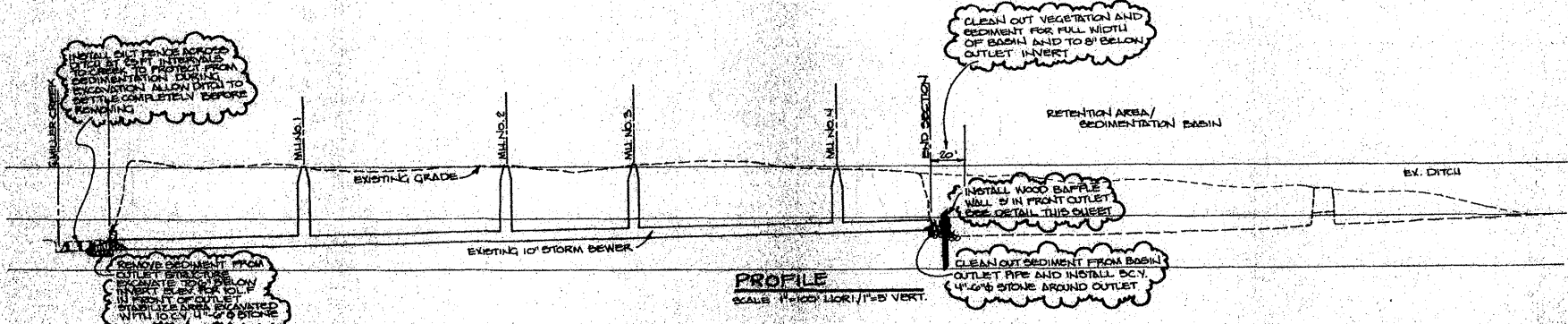
cc: Nate Alger, GT County Administrator
Dean Bott, GT County Finance Director
Ron Clous, Vice Chairman, GT County Board
Chris Forsyth, GT County Deputy Administrator
Al Garibay, The Spicer Group
Jennifer Hodges, Garfield Township / GFA
Brad Jewett, GT County Board
Chuck Korn, Garfield Township Supervisor
Steve Largent, GT County Drain Commissioner
Larry Protasiewicz, The Spicer Group
Wayne Schoonover, GT County Road Commission
Joe Slonecki, GT County Road Commission



PLAN VIEW
SCALE 1"=100'



NOTES:
1) CONTRACTOR SHALL INSTALL TEMPORARY DIRT FENCE TO PROTECT MILLER CREEK FROM SEDIMENTATION PRIOR TO STARTING WORK.
2) CONTRACTOR SHALL PROTECT ALL THE WORK IDENTIFIED BY THIS CONTRACT.



PROFILE
SCALE 1"=100' HORIZ / 1"=5' VERT.

Traverse City
104 West State Street
Traverse City, Michigan
49601-1000

Consulting
Engineers
Surveyors
Planners

**Gourdle/Fraser
& Associates, Inc.**

ga

**MAINTENANCE PLAN
CASS ROAD DRAINAGE DISTRICT
GARFIELD TWP.
GRAND TRAVENSE CO. MI.**

AUG 30, 1995

950210

SHEET 2 OF 3



Action Request

Meeting Date:	12/20/2018		
Department:	Commission on Aging (COA)	Submitted By:	Cindy Kienlen
Contact E-Mail:	ckienlen@grandtraverse.org	Contact Telephone:	231-922-4688
Agenda Item Title:	Receipt of \$25,000 gift from the David P. Sheetz Foundation		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No

(in minutes)

Summary of Request:

\$25,000 check gifted to the GTCOA from the David P. Sheetz Foundation to use for Emergency Assistance for senior citizens, age 60 and over living in Grand Traverse County, as needed.

Suggested Motion:

To approve the GTCOA acceptance of the \$25,000 gift from the David P. Sheetz Foundation to be used for Emergency Assistance for Grand Traverse County citizens 60 years of age and over.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ No
-------------	--	--------------------	--	---------------------	---

If not included in budget, recommended funding source:

This section for Finance Director, Human Resources Director, Civil Counsel, and Administration USE ONLY:			
Reviews:	Signature	Date	
Finance Director			
Human Resources Director			
Civil Counsel			
Administration:	☐ Recommended Date:		
<u>Miscellaneous:</u>			

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019

**Commission on Aging
Acceptance of Funding Gift – David Sheetz Foundation**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed request from the Commission on Aging to accept funding in the amount of \$25,000 from the David P. Sheetz Foundation; and,

WHEREAS, this funding is to be used for Emergency Assistance for senior citizens, age 60 and over living in Grand Traverse County, as needed; and,

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners accept funding in the amount of \$25,000 from the David P. Sheetz Foundation to be used for Emergency Assistance for senior citizens, age 60 and over living in Grand Traverse County.

APPROVED: January 16, 2019



Action Request

Meeting Date:	January 16, 2019		
Department:	Administration	Submitted By:	Chris Cramer
Contact E-Mail:	ccramer@grandtraverse.org	Contact Telephone:	922-4797
Agenda Item Title:	Brownfield Appointment Recommendation - City of Traverse City		
Estimated Time:	 (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

On January 7, 2019, the City of Traverse City approved the appointment of John Peck to a three year term, expiring December 31, 2021 (seat previously held by Mark Crane) on the Grand Traverse County Brownfield Redevelopment Authority.

Request Grand Traverse County Board of Commissioners ratify this appointment.

Suggested Motion:

Approve recommendation from the City of Traverse City to appoint John Peck to a three year term, expiring December 31, 2021, (seat previously held by Mark Crane) to the Grand Traverse County Brownfield Redevelopment Authority.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ No
-------------	--	--------------------	--	---------------------	---

If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: ☐ Recommended Date:		
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
City Commission recommendation.

RESOLUTION

XX-2019

Appointment to Brownfield Redevelopment Authority

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed request to make the following appointment as recommended by the City of Traverse City:

- City of Traverse City recommends appointing John Peck to a 3-year term on the Grand Traverse County Brownfield Redevelopment Authority

WHEREAS, the vacancy was advertised according to policy and this individual met the criteria necessary for this position.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the appointment of John Peck to a 3 year term, effective immediately through December 31, 2021, on the Grand Traverse County Brownfield Redevelopment Authority as a representative of the City of Traverse City.

APPROVED: January 16, 2019



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 7, 2019

DATE: JANUARY 4, 2019

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT
AUTHORITY – APPOINTMENT

An ad hoc interview committee was appointed at the November 19, 2018 Regular Meeting to interview candidates and make recommendation regarding one City at-large member to the Brownfield Redevelopment Authority. The ad hoc interview committee has met and has made a recommendation to appoint John Peck.

These appointments are subject to approval by the Grand Traverse County Board of Commissioners.

The following motion would approve the committee's recommendation:

that John Peck be appointed to a three-year term, expiring December 31, 2021 (seat previously held by Mark Crane), on the Grand Traverse County Brownfield Redevelopment Authority, subject to approval by the Grand Traverse County Board of Commissioners.

MC/msm

K:\TCCLERK\City Commission\Appointments\BRA_20190107.docx

copy: Chris Cramer, Grand Traverse County Administration

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

FROM: Margo Marks, Administrative Professional through Benjamin Marentette, City Clerk

DATE: January 4, 2019

SUBJECT: Grand Traverse County Brownfield Redevelopment Authority – Appointment

At the November 19, 2018 Regular Meeting, the City Commission appointed an ad hoc interview committee to interview candidates and make a recommendation regarding one appointment to the Grand Traverse County Brownfield Redevelopment Authority.

Seat previously held by Mark Crane who is not seeking reappointment.

The City Clerk's Office has advertised for this board on the city's website, social media pages, and by announcement at previous City Commission meetings. There were originally three applications on file. While working to schedule interviews, the list was shortened to one applicant.

I have attached Mr. Peck's application.

The ad hoc interview committee has recommended that John Peck be appointed.

As always, please let me know if you have any questions.

Thank you!



Action Request

Meeting Date:	1/16/2019		
Department:	Health Department- Emergency Management	Submitted By:	Gregg Bird
Contact E-Mail:	gbird@grandtraverse.org	Contact Telephone:	231-995-6059
Agenda Item Title:	CodeRED emergency alert system, weather warning extension, and Integrated Public Warning Alert System (IPAWS)		
Estimated Time:	0 (in minutes)	Laptop Presentation:	No

Summary of Request:

Emergency Management is requesting approval for the annual maintenance renewal of Grand Traverse County CodeRED emergency alert system and weather warning for January 1, 2019 thru December 31, 2019 for a cost of \$25,000. This item is included in the approved budget for 2019. The annual renewal cost was negotiated in 2015 and will not increase, unless there is a gap in our service agreement. CodeRED is a complete emergency notification system. Using CodeRed, Grand Traverse County can easily deliver geo-targeted, time-sensitive information to any individual opting into the service, using voice, email, SMS and more. Without any human intervention required, CodeRED Weather Warnings deliver advanced notification of severe weather events as soon as a bulletin is issued by the National Weather Service (NWS). The system delivers voice calls, text messages and emails to subscribed users within the direct path of the storm. These messages provide residents the extra time needed to take precautions and save lives. Alert warnings may include tornado, severe thunderstorm, flash flood and winter storm warnings. The CodeRED system also has the new Federal warning system, Integrated Public Alert & Warning System (IPAWS), included within the system. This provides emergency management with seamless ability to launch those types of alerts if warranted. The CodeRED system is also used for the following: Notifying all County/City employees of building closings, evacuations, urgent facility information, alerting of all specialized teams (SWAT, Dive, Search & Rescue, Technical Rescue, etc.). The CodeRED system is utilized by Grand Traverse County Sheriff's Office to notify all county banks of fraud and counterfeit issues and will soon be utilized by law enforcement to notify hotels/motels of runaways, suspicious activities, etc. The Emergency Management program receives \$5,800 annually to help pay the cost by subcontracting a portion of the system to other agencies for their own specific alerts also. This system also enables us to work with large events and the tourism agencies to provide a CodeRED app via Apple and Google Play stores. Additionally, all Grand Traverse County campgrounds issue every visitor a quick link to download the CodeRED app for their safety while camping here. The CodeRED system has been used since January 2015 and the County has so far been extremely pleased with the system due to CodeRED's user friendly interface and seemingly unlimited ways to utilize the system. Since 2015, Emergency Management and community partners have continued to build the subscriber list and currently have over 65,000 citizens enrolled in the system. We continue to do marketing and outreach to enroll as many of our citizens and visitors as possible. Since inception, the County used the CodeRED system 1,098 times for both emergency alerts, specialized team callouts, employee notifications, and general information alerts (road closures, event impacts, water/utility outages). CodeRED is constantly evolving and has proven to be the lowest cost system to provide the maximum benefit to the citizens, employees, and visitors to Grand Traverse County.

Suggested Motion:

Approve one-year extension for the period of January 1, 2019 thru December 31, 2019 for the CodeRED emergency alert system and weather warning in the total amount of \$25,000.

Financial Information:

Total Cost:	\$25,000.00	General Fund Cost:	\$0.00	Included in budget:	Yes
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles: 1) CodeRED FAQ, 2) CodeRED Booklet, 3) CodeRED Product-Sheet, 4) CodeRED How Clients Use, 5) CodeRED Parks & Campgrounds Emergency Information

R E S O L U T I O N

XX-2019

CodeRED Emergency Alert System Annual Maintenance Renewal

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed request to approve renewal of the annual maintenance agreement for Grand Traverse County's CodeRED Emergency Alert System; and,

WHEREAS, The annual renewal cost for January 1, 2019 through December 31, 2019 is \$25,000, and was approved in the 2019 budget; and,

WHEREAS, The annual renewal cost was negotiated in 2015 and will not increase, unless there is a gap in our service agreement; and,

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve a one-year extension of the CodeRED Emergency Alert System and Weather Warning in the total amount of \$25,000 for the period January 1, 2019 through December 31, 2019.

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

APPROVED: January 16, 2019

What is CodeRED and why is it important to me?

CodeRED is an emergency notification service that allows emergency officials to notify residents and businesses by telephone, cell phone, text message, email and social media regarding time-sensitive general and emergency notifications. Only authorized officials have access to the CodeRED system.

When will CodeRED be used?

Any message regarding the safety, property or welfare of the community will be disseminated using the CodeRED system. These may include AMBER alerts, notifications of hazardous traffic or road conditions, boil water advisories or evacuation notices.

Does the CodeRED system replace other systems that have been used to provide time-sensitive information to residents?

This system is an enhancement to existing means of communication and is meant to supplement current or past systems used for mass notification.

Does the CodeRED system already have my telephone number, or do I need to sign up to receive CodeRED notifications?

The CodeRED database contains information received from public databases, including regional phonebooks. *However, no resident should assume that their information is in the system.* The home page of the Grand Traverse County Emergency Management website, <http://www.GrandTraverse.org> has a link to the CodeRED Community Notification Enrollment page where you can register online. If you can not register online, you can call 231-995-6059 and speak with one of our communications specialists to complete your registration over the telephone.

I have a business located in Grand Traverse County. Can I arrange to have CodeRED contact my business?

Yes. Fill out the CodeRED registration form but be sure to select the "This address is business" option. Please note that emergency calls can only be delivered to a direct dial number. Automated attendants will disrupt the process and the calls will not be delivered. Businesses should register their main number and establish a procedure for distributing the CodeRED message to their workforce.

What if I want to register additional numbers for my address?

After you submit the initial registration form, you may start the registration process again and submit more numbers for the same address.

Is my personal information protected?

CodeRED is a service of Emergency Communications Network which takes security and privacy concerns very seriously. They will not sell, trade, lease or loan any data citizen supplied data to third parties.

How will I recognize a CodeRED message?

A CodeRED Emergency message will have a caller ID of 866-419-5000. A CodeRED General message will have a caller ID 855-969-4636. We suggest you program both numbers in your cell phone as a “new contact” and use “CodeRED Emergency” and “CodeRED General” as the contact name. If you need to replay the emergency notification message again, simply dial the number and you will be able to hear the message again.

What should I do if I receive a CodeRED message?

Listen carefully to the entire message. You will have the option to repeat the message by pressing any key. Do not call 911 for further information unless directed to do so or if you need immediate aid from the police or fire department.

I have a cordless phone, and it does not work when the power goes out. How will the system be able to contact me?

Make sure you have at least one working corded telephone – and be sure to turn the ringer on. The CodeRED sign-up form allows you to indicate both a primary and alternate phone number. Cell phone and/or work phone numbers can be entered as alternate phone numbers. Both primary and alternate phone numbers will be contacted when a notification is sent.

Will the CodeRED system leave a message on an answering machine?

Yes, the CodeRED system will leave a message on a machine or on voicemail. The CodeRED system will leave the entire message in one pass.

What happens if the line is busy?

If the line is busy, CodeRED will try two more times to connect.

What circumstances might prevent a message from being delivered to me?

- If your contact information has changed and you have not registered your new information.
- If you have only cordless phones in your residence, the power is out and you did not register an alternate phone number.
- If your line is busy for an extended time and your calls do not forward to voicemail or an answering machine.
- If you have a privacy manager on your main phone and you did not register an alternate phone number.

Grand Traverse County will receive a report of undelivered calls and can instruct the CodeRED system to begin another round of calls to busy numbers. It is best to have an alternate phone number in the calling database for these situations.

Why CodeRED?

THE FEATURES AND VALUE OF
THE CODERED SOLUTION FROM ONSOLVE

Introduction

ONSOLVE, LLC
780 W. Granada Blvd.
Ormond Beach, FL 32174
(866) 939-0911
www.onsolve.com

CodeRED

OnSolve is confident that our CodeRED mass notification solution is the ideal fit for your organization. We understand the critical nature of your mass notification project requires not only a fully functional system, but an experienced, reliable vendor capable of continuing a strong partnership with your organization.

OnSolve has been providing high-speed, high-performance, reliable mass notification solutions to worldwide organizations for nearly 20 years. OnSolve has the financial resources, engineering capabilities, support structure and knowledge to support your most cost effective and advanced mass notification solution.

OnSolve provides a suite of diverse, flexible cloud-based communication products that exchange critical and non-critical information quickly and efficiently, to a variety of clients such as:

GOVERNMENT

Government agencies of all types and sizes can play a role ensuring the safety and security of people and property through both natural and man-made emergencies.

SMALL & MEDIUM BUSINESS

Advanced communications tools that connect small and medium-sized business with customers, partners and employees to ensure companies function continuously and profitably.

ENTERPRISE

Complex, global companies with highly mobile work forces must ensure every stakeholder has the information needed to make effective, timely decisions about issues large and small.

OnSolve's solutions provide an application programming interface (API), allowing for integrations with other programs, such as emergency management systems, computer-aided dispatch and others, you may require.

OnSolve welcomes the opportunity to speak with you on why CodeRED mass notification solution will continue to offer the most value to your organization.

Together, let's maintain a lasting partnership dedicated to the success of your mass notification solution.

For more information contact the

OnSolve's CodeRED Sales Team

at 866 939 0911 or visit

ONSOLVE.COM

Table of Contents

Introduction	2
Executive Summary	4
The CodeRED Solution	5
Integrated Public Alert Warning System (IPAWS).....	7
OnSolve Project Support	8
Forward-Looking Technologies and Enhancements.....	9
Breakdown of Important CodeRED Features	10
Case Studies	12

Executive Summary



Beginning in 1998, CodeRED from OnSolve implemented its critical emergency notification system giving organizations the ability to deliver critical and non-critical mass notifications to residents, staff, and stakeholders reliably and efficiently.

OnSolve has invested millions of dollars into our triple-redundant, fully monitored and secure infrastructure, which powers our CodeRED emergency mass notification solution.

OnSolve understands your organization needs:

- A vendor that offers a high-speed, high-performance, mass notification solution.
- A solution that maintains the highest levels of reliability, speed and anticipates client base growth.
- A solution that allows for integrations with other programs.
- A vendor that offers a fully-compliant IPAWS solution.
- A solution that will instantly send critical and non-critical alerts through multiple communication channels simultaneously to reach your intended audience.

Regardless of the organization's size or mission, CodeRED's features set our clients above the rest.

OnSolve serves all levels of government, energy companies, corporate businesses, manufacturing, healthcare and retail businesses.

Our team of highly accomplished professionals have decades of combined experience in the mass emergency notification industry. OnSolve's team will consistently strive to innovate products ensuring our clients maintain the most reliable, technically advanced mass notification solution.

OnSolve's technological strength and financial stability are exhibited by the company's success and longevity demonstrating the creation, exploration and development of mass communications.

OnSolve's CodeRED mass notification solution has been battle tested and relied upon during some of the nation's most recognizable events over the past decade.

The CodeRED Solution



Easy, powerful and reliable—The CodeRED solution provides an intuitive message creation and dissemination process with the ability to distribute an unlimited amount of messages through a variety of delivery methods including landline, VoIP, cell phone, SMS text, email, CodeRED Mobile Alert app, IPAWS, social media networks, website widgets, RSS and more.

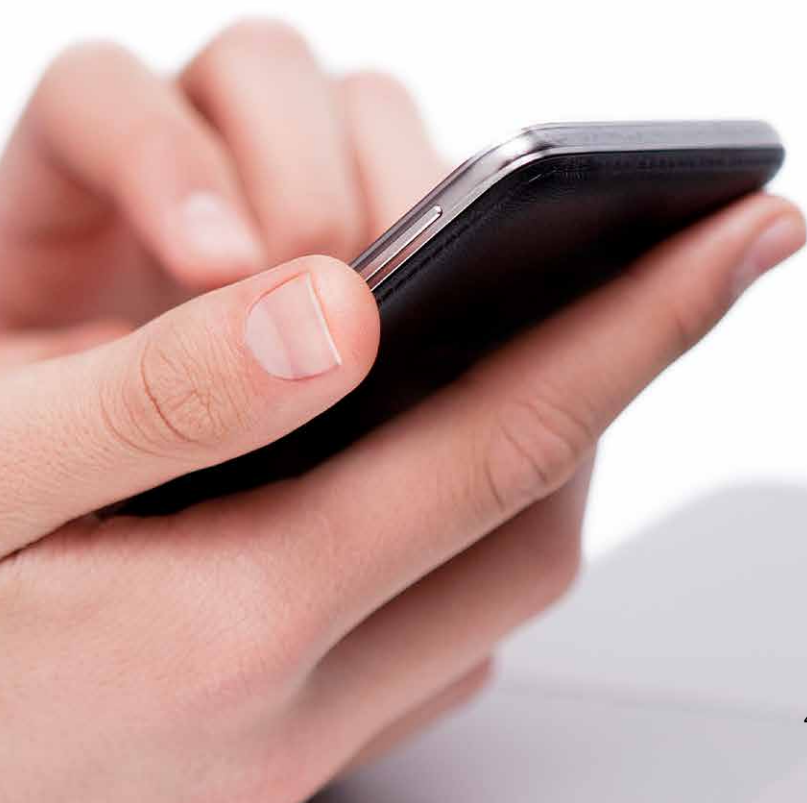
In addition, notifications can be sent to any combination of individuals and/or groups and sub-groups. Designated administrators can group contacts as desired, allowing for query-based notifications, targeting messages by defined criteria or by geographic location.

OnSolve developed the easy to use, reliable and affordable CodeRED mass notification system to reach staff, stakeholders and customers with their emergency and/or routine operations messages.

THE CODERED DIFFERENCE

- Easy to use Software-as-a-Service (SaaS) based technology.
- Reliable message delivery.
- Automated weather alerts.
- Triple redundant infrastructure.
- Mobile launcher and alerts for iPhone® and Android® devices.
- Authorized Telecommunications Service Priority service vendor.
- 24/7/365 live client support.
- True two-way message capabilities.

OnSolve employs a triple-redundant (Active-Active-Active) configuration with built-in, automatic rollover capabilities.



The CodeRED Solution CONTINUED

The CodeRED system was designed to be easy to use, even under the most strenuous of conditions. For example, expecting use under pressure, OnSolve built the feature rich interface with a simple three-step process to initiate critical and non-critical communications.



Two Unique Mobile Applications

The CodeRED solution provides for multiple, integrated mobile solutions to enhance communication initiatives and streamline operations:

CODERED MOBILE LAUNCHER APP

The CodeRED Mobile Launcher app allows organizations to quickly and easily build new or utilize saved scenarios then launch notifications via all modes of dissemination.

CODERED MOBILE ALERT APP

The CodeRED Mobile Alert app, allows the organization to contact those who are not in the database, as well as individuals who live outside the region. The CodeRED app is available for free download to any Android or iOS device.



Two-Way Messaging

The CodeRED solution offers Two-Way Messaging enhancing capabilities beyond those of simple text or email.



Social Media Capabilities

The CodeRED Mobile Alert App includes a social sharing feature. This allows recipients to promote emergency and general notifications such as severe weather warnings, missing persons, boil water advisories and more across their personal social media platforms.



Internal Group Notification

Through the designation of groups and sub-groups, the client can customize the CodeRED database to reach any combination of recipients desired.



Bulletin Board

The CodeRED solution provides the Bulletin Board feature to allow recording of messages that can be accessed by recipients.



Real-Time Reporting

The CodeRED system provides real-time statistics that can be viewed live during a call or at any time following the launch. This information is available for the life of the CodeRED contract.

Integrated Public Alert Warning System (IPAWS)

IPAWS

The CodeRED solution provides a fully-compliant IPAWS origination tool operational in all five IPAWS messaging methods, including WEA, EAS, NWEM HazCollect, Collaborative Operating Group (COG) to COG and the Public Alerts Feed.

The IPAWS origination tool is seamlessly integrated within the system interface and provides Single Sign-On (SSO) capability. Message initiators do not need to log in to another program or different interface, saving time and potentially, lives. During an emergency, public safety officials must provide the community with life-saving information quickly.

CODERED FEATURES FOR IPAWS:

One message, multiple channels – Instantly send emergency alerts through multiple communication channels simultaneously to reach the client's intended audience.

Time savings – Reduce delays caused by activating multiple systems separately.

Reliability – Internet-based warnings remain steadfast where other communication systems may become overloaded or fail.

Geo-targeting – This data standard supports the use of geospatial polygons to define hazard areas for more accurately targeted messages.

IPAWS Message Creation

CodeRED's IPAWS Origination Tool allows message initiators to build alerts within the appropriate IPAWS environment (LIVE or JITC).

IPAWS Utilization of FIPS Code

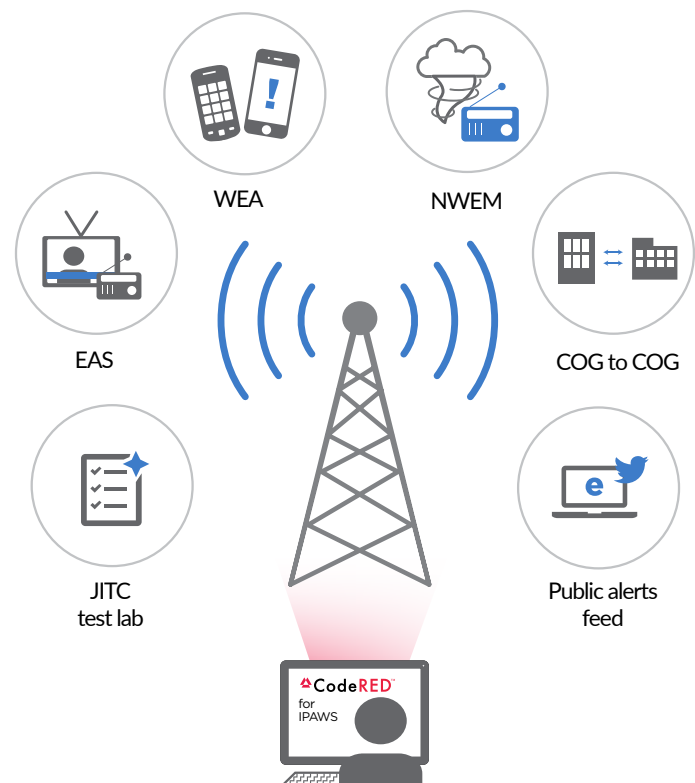
Target areas may be created through mapping, utilization of FIPS Code (multiple FIPS Codes are allowed), or COG. Message initiators will select the expirations date and time, and alert type(s).

IPAWS Scenario Recap

The message may then be created following FEMA guidelines. Multi-media messages may be included. Upon completion of the alert creation, a scenario recap is provided for final review.

IPAWS Launch Records – Statistical Data

Once the alert is launched, statistical data is available for review, and follow-up actions as needed.



OnSolve Project Support



FEMA



ONSOLVE CLIENT SUPPORT

OnSolve believes that “support” plays a critical part in providing a Software-as-a-Service solution, and provides live, 24/7/365 client services through our in-house team of highly-trained technicians.

OnSolve's 24/7/365 Network Operations Center (NOC) is tasked with persistent monitoring of the operational status of our infrastructure and system performance.

TRAINING

OnSolve offers a variety of training materials to ensure your organization is fully proficient in the system. These resources complement the intuitive design of CodeRED, resulting in an extremely user-friendly experience.

IMPLEMENTATION

The CodeRED solution is a Web-based SaaS service, making implementation simple.

ONSOLVE PROJECT TEAM

Our team of highly accomplished professionals have decades of combined experience in the mass emergency notification industry. OnSolve's team has the relevant, industry specific knowledge needed to ensure a successful implementation.

ONSOLVE CERTIFICATIONS

OnSolve has been approved by the Department of Homeland Security (DHS) for participation in their Telecommunications Service Priority (TSP) program. Sponsored by FEMA IPAWS, OnSolve received this approval reserved for organizations that provide national security and emergency preparedness services, giving federally qualified participants priority for provisioning and repair of their network during emergency situations.

Forward-Looking Technologies And Enhancements



2017 BCI CONTINUITY AND RESILIENCE INNOVATION AWARD

OnSolve was recognized in September 2017 at the Disaster Recovery Journal Fall World event as winner of the Business Continuity Institute (BCI) Continuity and Resilience Innovation 2017 Award. This is only one of seven regional awards recognized at the BCI Americas Awards annually. A month later, OnSolve took home the Global BCI Continuity and Resilience Innovation of The Year award for those same acknowledgments.

OnSolve received this prestigious honor for bringing a host of innovative product and service features to the market over the past year that enabled organizations to improve business continuity and resilience. Some of the innovations highlighted included advanced geo-fencing, two-way messaging, ad hoc reporting and language translation.

CIO100

2016 CIO AWARD FOR IT-BUSINESS INNOVATION

OnSolve's commitment to innovation is exemplified by receiving the 2016 CIO Award for IT-Business Innovation. The 29th annual CIO Award program recognizes organizations around the world that exemplify the highest level of operational and strategic excellence in Information Technology (IT).

OnSolve product managers regularly communicate across our national client base to determine the most advantageous new technologies. As a result of this process, more than 80% of system enhancements come from user requests and feedback. All new features reflect the best practices of agencies across North America.

OnSolve also establishes meetings in conjunction with local and regional conferences to confer with agencies across the country. During each conference, participants provide input on system usage and desired features. New features and product roll outs are presented, with hands-on training administered to ensure agency representatives are fully proficient in their use of the system. Client panels are also conducted to glean lessons-learned and best practices.

New developments and system enhancements are based on our continual research into technologies that will optimize system functionality and incorporate new and useful applications for our clients. Enhancements are specifically designed to address the expressed needs of our clients, who play an active role in the product development process. For example, OnSolve has organized a Client Advisory Board that holds an annual meeting to discuss the latest developments and services.



Important CodeRED Features

CODERED LAUNCHER APP

Send notifications on-the-go

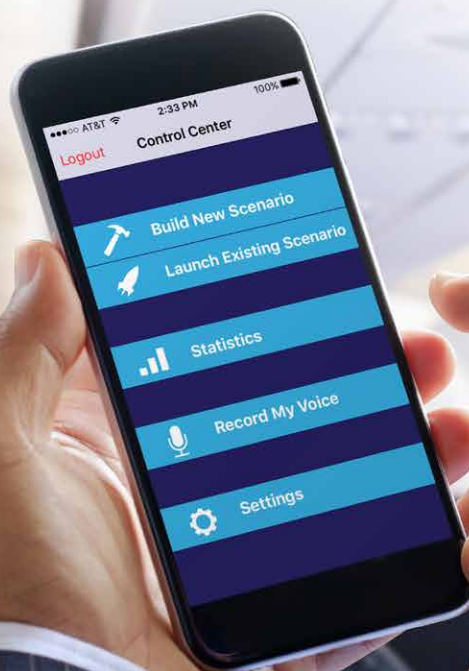
The CodeRED Launcher app gives authorized users the ability to send notifications directly from their smartphone or tablet. Within seconds, users can send notifications to contacts in specific geographic areas through the app.

LAUNCH A NOTIFICATION FROM ANYWHERE

The CodeRED Launcher App puts the power in your hands to create and send messages within seconds directly from your smartphone. The solution is ideally suited for use in the field or for ad hoc community and staff alerts. It allows authorized users to start and stop critical message campaigns from any device, track campaign statistics upon completion of alerts to show the results of each completion attempt, and define precise locations for critical message delivery through the enhanced mapping interface. Using system credentials, only users with the authority to send messages to the public or within their organization may launch alerts.

HOW IT WORKS:

- The app guides the user through the notification process, allowing a new message to be created or an existing scenario that has already saved in the system to be activated. Users may also view statistics, record voice messages via the device microphone and more.
- Authorized users can quickly and easily create a message and target desired recipients by selecting the appropriate audience based on event severity, defined groups and other qualifiers.
- Pinpoint the geographic area for your warning; the interface will display the targeted area and show how many contacts are within its boundaries.
- Select your message components and choose how your notification will be delivered. Dissemination paths include voice, text, email, the CodeRED Mobile Alert app, TDD/TTY, and more; all from a single user interface.



Important CodeRED Features CONTINUED

CODERED MOBILE ALERT APP

Geo-targeted alerts for safety notifications

The CodeRED® Mobile Alert app provides advanced, real-time, location-specific alerts to notify subscribers of critical communications as they travel across the United States and Canada.

HOW THE CODERED MOBILE ALERT APP WORKS

The Mobile Alert app is simple to use. As a resident or visitor, you can download the free app on your smartphone. When a public safety official initiates a notification to the app using CodeRED, you'll receive an alert directly to your phone.

BENEFITS OF THE CODERED MOBILE ALERT APP

- **Free download** – Protect residents and visitors traveling across CodeRED communities.
- **Customized user experience** – Subscribers choose the types of alerts they wish to receive.
- **Detailed notifications** – Messages can include text and/or audio and feature a map with location of the warning area.
- **Unlimited uses** – Use the app to reach residents and visitors at shopping centers, fairs, festivals, concerts or other events that may bring people from different communities together.
- **Easy to use** – Send mobile alerts via the same single CodeRED interface used to deliver voice, text, email, IPAWS and social media messages.
- **Function** – Location-based alerts.
- **Interface** – Ad-free, easy-to-use Interactive map with color-coded icons, available on iOS and Android devices.
- **Settings** – Optional audible hands-free driving, establish personal warning radius and view optional weather feeds.
- **Uses** – Emergency alerts, severe weather warning, missing persons notifications and more.



Important CodeRED Features CONTINUED

CODERED WEATHER WARNING

Automated Weather Warning

When severe weather strikes, seconds can make a difference in how people prepare and respond. Protect residents with automatic notifications delivered by CodeRED Weather Warning.

AUTOMATION ALERTS THE PUBLIC QUICKLY

CodeRED Weather Warnings are launched just moments after a bulletin has been issued by the National Weather Service (NWS) with no staff action required. This sophisticated feature of the CodeRED system takes pressure off of internal resources while continually ensuring citizens and staff that may be threatened by local, severe weather are notified and informed throughout a disruptive time.

“We had a tornado go through our city and CodeRED Weather Warning helped our citizens with early notification. Fortunately we didn’t have any fatalities, but 300 homes were completely destroyed. CodeRED Weather Warning gave residents early warning with extra time to prepare.”

FIRE CHIEF THOMAS GRIFFITH, CITY OF LANCASTER, TX

NATIONAL WEATHER SERVICE POLYGON METHODOLOGY

Using information provided by NWS to define a storm’s direction and speed, CodeRED Weather Warning geographically targets notifications to reach only those in the projected path of the storm, increasing relevance and reducing false alarms.

Types of warnings issued are varied, and each is available to areas prone to specific weather conditions, including:

- Severe thunderstorms
- Flash floods
- Tornadoes
- Winter storms
- Tsunamis

Important CodeRED Features CONTINUED

CODERED TWO-WAY MESSAGING

Sometimes you need the ability to interact directly with residents, staff and stakeholders and allow responses to conduct two-way dialogue by email and text.



TWO-WAY MESSAGING GIVES YOU THE ABILITY TO:



Send messages through a web-based solution

See when a message has been opened, in what format (email or text) and the response (if applicable).



Enable polling and track responses via a simple survey

Staff and residents can receive and respond to messages featuring a simple survey with yes or no responses. If text responses are enabled, recipients may respond with a personalized message.



View and track all responses

Real-time responses allow visibility to the most up-to-date information.



Set a pre-defined expiration time

Determine how long a notification is valid, ranging from 10 minutes up to 24 hours.



Attach documents with your communication

Attachments displayed by name can provide additional pertinent information to recipients (i.e., a photo of a missing individual, event fliers, maps of affected areas, etc.).



Use efficient character counts with shortened URLs

Recipients receive a complete message that has not been truncated by character limitations.



Employ a responsive design that accommodates multiple device types

Messages are displayed consistently across all device types for a streamlined user experience.

Read the CodeRED Case studies—hear it from your peers.



Sheriffs use CodeRED to help in wildfire evacuations and to find missing people

Rapid, reliable notification keeps lines of communication within communities open in diverse situations.

Customer Profile:

Yavapai County is near the center of the U.S. state of Arizona, and is often subject to wildfires that can endanger lives and property.

Problem:

When the Tenderfoot Fire erupted, authorities needed a way to alert residents of evacuation and direct them to shelter.

Solution:

Using CodeRED, sheriffs alerted residents about the fire danger, potentially saving lives in the process.

Benefit:

The people of Yavapai County can rest assured that they will quickly be provided with critical information when danger threatens.

The Tenderfoot Fire threatens

On June 8, 2016, a human-caused brush fire in Yarnell, Arizona began around 3:15pm and soon exploded into burning 600 acres, fanned by 20mph winds. Termed the Tenderfoot Fire, the blaze burned through three structures by Wednesday night. Highway 89 was closed, 1,050 customers were without power and the fire threatened communications equipment used by the sheriff's deputies.

The Problem: Alerting the community of danger

The Yavapai County Sheriff's office needed a way to alert and direct the entire towns of Yarnell and Peeples Valley to evacuate. This situation was especially alarming because in 2013, a Yarnell firestorm destroyed more than 100 homes and killed 19 Prescott Hot Shot firefighters who were attempting to protect the town. No one wanted a repeat performance of that disaster.

The Solution: CodeRED

Using the CodeRED® notification system, Yavapai County sheriffs were able to alert all citizens quickly, and when the fire danger ended, they sent another alert to let everyone know it was safe to return home.

Since that time, Yavapai County has experienced more wild fires as well as missing person incidents and have successfully used CodeRED to assist a local police agency with evacuations due to another fire bearing down.

On June 19, 2016, an 86-year-old woman with dementia was reported missing around 6pm. The Prescott Police Department used the CodeRED system to alert residents of the missing woman along with her physical description. The system made over 1,600 calls, and the Yavapai County Search and Rescue K-9 team was able to locate the missing woman around 9:45pm that evening near Willow Lake.

How local government and law enforcement can use CodeRED:

- Keep crisis management plans up-to-date with pre-created notification scenarios identifying key communities to target
- Issue automated emergency alerts that notify civilians in the path of fire, storm or other danger
- Activate evacuation plans and guide and direct residents to safety
- Alert local emergency responders to assist during a disaster

The end result

The CodeRED system is a year-round, critical resource for the Yavapai County Sheriff's Office. Following the June 2016 fire and several other incidents, sheriff's personnel heard from many of the town's residents who expressed great appreciation for the important notifications from CodeRED.



Boston agencies relied on CodeRED for post-blast crisis communications following bombing

Less than thirty minutes after two bombs struck near the finish line of the Boston Marathon in April 2013, multiple agencies within the Boston area used the massive dialing infrastructure behind CodeRED to quickly send critical communications to both runners and the public.

Customer Profile:

The 2013 Boston Marathon suffered a horrific terrorist bombing that killed several people and injured hundreds of others.

Problem:

Many businesses and agencies needed to alert runners, spectators and staff to direct them to safety while helping emergency responders help the injured.

Solution:

Using CodeRED, many organizations were able to successfully communicate during periods of network congestion throughout the tense days-long event.

Benefit:

Working together as a fully informed community, the city of Boston was able to find the culprits and guide law enforcement in their capture.

A tragic attack in the city of patriots

On April 15, 2013, two homemade bombs exploded just seconds apart near the finish line of the annual Boston Marathon, killing three people and injuring hundreds of others, including 16 who lost limbs. In the first 24 hours following the incident, more than 228,000 calls, tens of thousands of texts and emails, in addition to 700 CodeRED® Mobile Alert app notifications kept residents informed of critical public safety messages specific to their areas.

The Problem: How to reach many people at once

For one client who relies on the CodeRED high-speed notification system, part of the marathon path took runners directly through his town of Newton, Mass. "The Boston Marathon goes through Newton, and it was enormously helpful to be able to deploy the CodeRED system in specific geographic areas on marathon day," said Lt. Bruce Apotheker, spokesperson for the Newton Police Department. "When the state advised a lockdown of Newton and neighboring communities on Friday, April 19th, the system was very useful in helping us to keep our residents informed throughout the day."

The Solution: CodeRED

Brookline Police Department in Massachusetts also relied on CodeRED technology to deliver nearly 30,000 telephone calls specifically related to the Boston Marathon explosion. Their EMT Division initiated calls before 3:15 p.m., less than a half hour after the bombs exploded near the finish line.

The following day, the Massachusetts Institute of Technology (MIT) used the CodeRED system to notify students, faculty and staff of a suspicious package on campus. More than 20,000 calls were launched in 11 minutes and 18,000 text messages were sent in three minutes, allowing MIT to communicate with their campus community during a time of heightened awareness and vigilance. MIT used the system to send a follow-up all-clear message 15 minutes later, and the entire campus was again notified in just over 10 minutes.

The system saw critical client use Thursday and Friday that week as MIT launched thousands of text messages almost every hour to students, faculty and staff related to an active shooter on campus, suspicious package reported, class cancellations and to stay home and indoors. Messages were received in less than three minutes of initial launch.

CodeRED clients across Massachusetts including Lexington, Cambridge, Newton, Arlington and Plymouth used the system to engage SWAT teams and deployments, issue shelter-in-place warnings to the community and alert city transportation and others of office closures. Before noon on Friday, clients had used the CodeRED infrastructure to deliver nearly two million calls, hundreds of thousands of text and email notifications, and thousands of notifications through the CodeRED Mobile Alert for location-specific smartphone alerts.

How local government and law enforcement can use CodeRED:

- Keep crisis management plans up-to-date with pre-created notification scenarios identifying key communities to target
- Issue automated emergency alerts that notify civilians in the path of fire, storm or other danger
- Activate evacuation plans and guide and direct residents to safety
- Alert local emergency responders to assist during a disaster

The end result

Because the CodeRED system is monitored 24/7 by live, in-house technical and client support teams, calls were initiated seamlessly, even during reported network congestion at critical times Monday, overnight Thursday and through Friday.

"When the state advised a lockdown of Newton and neighboring communities on Friday, April 19th, the system was very useful in helping us to keep our residents informed throughout the day."

Lt. Bruce Apotheker

Spokesperson for the Newton
Police Department



Lost child found quickly with help from CodeRED notification system

Rapid, reliable notification keeps residents in communication when a child's life could be at stake.

Customer Profile:

Belmont County is located in the state of Ohio and has a population of roughly 70,400 people.

Problem:

When a seven-year-old child went missing and the usual services couldn't quickly find him, authorities wanted to engage residents to help.

Solution:

Using CodeRED, residents were alerted about the missing boy and he was quickly found to be at a neighbor's house, safe and sound.

Benefit:

Emergency responders have a quick and reliable way to target and reach residents who can aid in searches.

A boy goes missing and a search begins

On the night of May 12, 2016 around 6:00 pm, authorities in Belmont County, Ohio, received a call about a missing seven-year-old boy in a rural area of the county. The initial report indicated that the child might have been taken by the child's father, who at the time, was residing in a different location. Law enforcement successfully located the child's father after just 15 minutes and determined that the child was not with him. The search widened.

The Problem: Reaching responders in different agencies

Belmont County Fire and emergency medical services (EMS) and utility terrain vehicles (UTVs) from surrounding fire departments were dispatched to assist with the search. When law enforcement, fire and EMS services realized the search of the immediate area was not returning any results, they knew they needed to issue a community alert and expand their search area.

The Solution: CodeRED

A fire chief in one of the local responding fire departments, who also is a supervisor of the County's 9-1-1 system, quickly deployed the CodeRED® Launcher application. This way he was able to send an alert from his tablet while in the fire apparatus helping with the search.

Just seven minutes later, a call was received at the dispatch center from a neighbor who said the child was at his house. The neighbor

was not aware that the boy's family did not know his whereabouts. Units responded to the call and the child was successfully reunited with his family. The family is grateful, and now all families in the county are reassured that there is a system in place in case other residents go missing.

How local government and law enforcement can use CodeRED:

- Keep crisis management plans up-to-date with pre-created notification scenarios identifying key communities to target
- Issue automated emergency alerts that notify civilians in the path of fire, storm or other danger
- Activate evacuation plans and guide and direct residents to safety
- Alert local emergency responders to assist during a disaster

The end result

"While this isn't the first incident of this type that CodeRED has helped in our county, it was one that definitely helped to expedite an end to a very scary situation for the family," said Bryan Minder, ENP director of Belmont County 9-1-1. "CodeRED is an invaluable tool for Belmont County. I can't express how happy we are to use your product."



Notification software successfully used to alert and inform residents of local crime spree

Rapid, reliable notification keeps residents informed with crime prevention tips when thefts are on the rise.

Customer Profile:

Shawnee County is located in northeast Kansas, in the central US, and is the third-most populous county in its state.

Problem:

Shawnee County authorities wanted to alert the citizenry to a rash of mail and property theft.

Solution:

Using CodeRED, authorities alerted residents to take extra precautions with their mail, vehicles and other possessions.

Benefit:

The people of Shawnee County are now armed with important information and tips to help them protect their property and avoid being victimized.

Community awareness foils criminals

A recent rash of mail theft, vehicle burglaries and vehicle thefts prompted the Shawnee County Sheriff's Office to issue a countywide alert to help inform and protect residents. The Sheriff's office indicated that they had seen an increase in crimes throughout all parts of Shawnee County and wanted to warn the populace to be on guard.

The Problem: How to reach many people at once

The Sheriff's office wanted to remind residents to place outgoing mail in post office drop boxes and to collect all mail and packages delivered to their homes as soon as possible, as well as provide other crime prevention tips. "Criminals are following mail carriers and removing mail from mailboxes, looking for any information to steal your identity or financial information," the alert stated. "Criminals are also taking packages dropped off on citizens' doorsteps."

The Solution: CodeRED

Authorities used the CodeRED® alerting system to notify residents to guard their mail deliveries, keep vehicles locked, and to not leave spare keys or property inside vehicles. They advised folks that, "Criminals are removing loose items found in vehicles including electronics, currency, purses, backpacks, firearms, garage door openers, keys and other miscellaneous items," according to the alert issued.

Guidance went on to remind residents, "Burglars may approach a residence and if the homeowner is home, then if confronted, make up an excuse for being on the property, such as they are looking for looking for someone else." The Sheriff's office asked residents to report all incidences immediately to law enforcement and provide details and subject descriptions, including vehicle make, model and tag numbers when possible.

How local government and law enforcement can use CodeRED:

- Keep crisis management plans up-to-date with pre-created notification scenarios identifying key communities to target
- Issue automated emergency alerts that notify civilians in the path of fire, storm or other danger
- Activate evacuation plans and guide and direct residents to safety
- Alert local emergency responders to assist during a disaster

The end result

Shawnee County has used CodeRED to bring awareness to criminal activity, which has likely prevented many people from falling victim to crime. They know that authorities are looking out for them, and that in the case of even more serious crimes that could threaten them or their families, help is nearby.



Public Safety and Government Alerting Solution

Agencies across the U.S. and Canada rely on CodeRED every day to connect with residents and staff, providing the information they need, when they need it, in minutes.

Designed to enable local government and public safety officials to record, send, and track personalized voice, email, and text messages to residents and staff in minutes, CodeRED® serves as a critical part of emergency management preparedness plans.

Speed and Reliability

When seconds count, your agency can rely on the CodeRED high-speed community and emergency notification system. In fact, the CodeRED system provides some of the fastest delivery speeds in the industry. OnSolve™ has uniquely built and maintained every aspect of its infrastructure, providing clients with the highest levels of reliability and speed. The CodeRED system has been battle tested, relied upon and used by clients across North America during historic weather events and disasters.

Mapping

The CodeRED system features advanced Esri-based mapping, allowing for the most precise targeted messaging. The system's proprietary mapping interface allows users to find a specific address, load their own shape files quickly, or select a radius around the location of impact, among other advanced features. There is no requirement for clients to purchase GIS software and no internal staff resources are needed to host, maintain or update maps. OnSolve employs full time GIS experts to manage our mapping services.

From the CodeRED interface, authorized users can send IPAWS messages via:

- Emergency Alert System (EAS)
- Wireless Emergency Alerts (WEA)
- National Weather Service (NWS)
- COG to COG and Public Alert Feeds

Simple implementation

As a Software as a Service (SaaS) solution, the CodeRED system is ready to use immediately. With no equipment to install or phone lines to add, authorized users simply login to the CodeRED system with their credentials. An initial calling database and local maps can be provided by OnSolve™ and are instantly available for enable users to easily target residents and businesses by specified area.

Ease of use

CodeRED was designed to be easy to use even under the most strenuous of conditions. The feature-rich interface has a simple three-step process to initiate critical communications. Messages may be launched by authorized users via telephone or any device connected to the Internet, from anywhere at any time.

Training and refresher courses are regularly provided via live Web-based sessions to ensure your staff is comfortable with the system and confident in their ability to send a notification.

Live client support

Available 24/7 every day of the year, the OnSolve client support team is staffed by individuals thoroughly trained on all aspects of the CodeRED system. In addition to handling inbound inquiries, the team monitors system activity as well as weather and other news feeds to stay on top of developing situations and when appropriate, they reach out to clients to provide suggestions and support for system use.

The CodeRED platform lets you:



Reliably send messages through a Web-based solution



Track message by open, format (email or text), and response (if applicable)



Poll and track responses via simple survey using yes/no response options. If text responses are enabled, recipients may respond with a personalized message



View and track all responses in real-time, giving you visibility into the most up-to-date information



Set a pre-defined expiration time to keep information timely and relevant, with times ranging from 10 minutes up to 24 hours



Attach documents with your communication to provide important information to recipients like a photo of a missing individual, event fliers, maps of affected areas, etc.



Two-way messaging to interact directly with residents, staff and stakeholders, enabling responses and two way dialogue via email and text.



Flexible delivery channels utilized in your messages to accommodate device types and preferences



Display messages consistently across all device types for a streamlined user experience

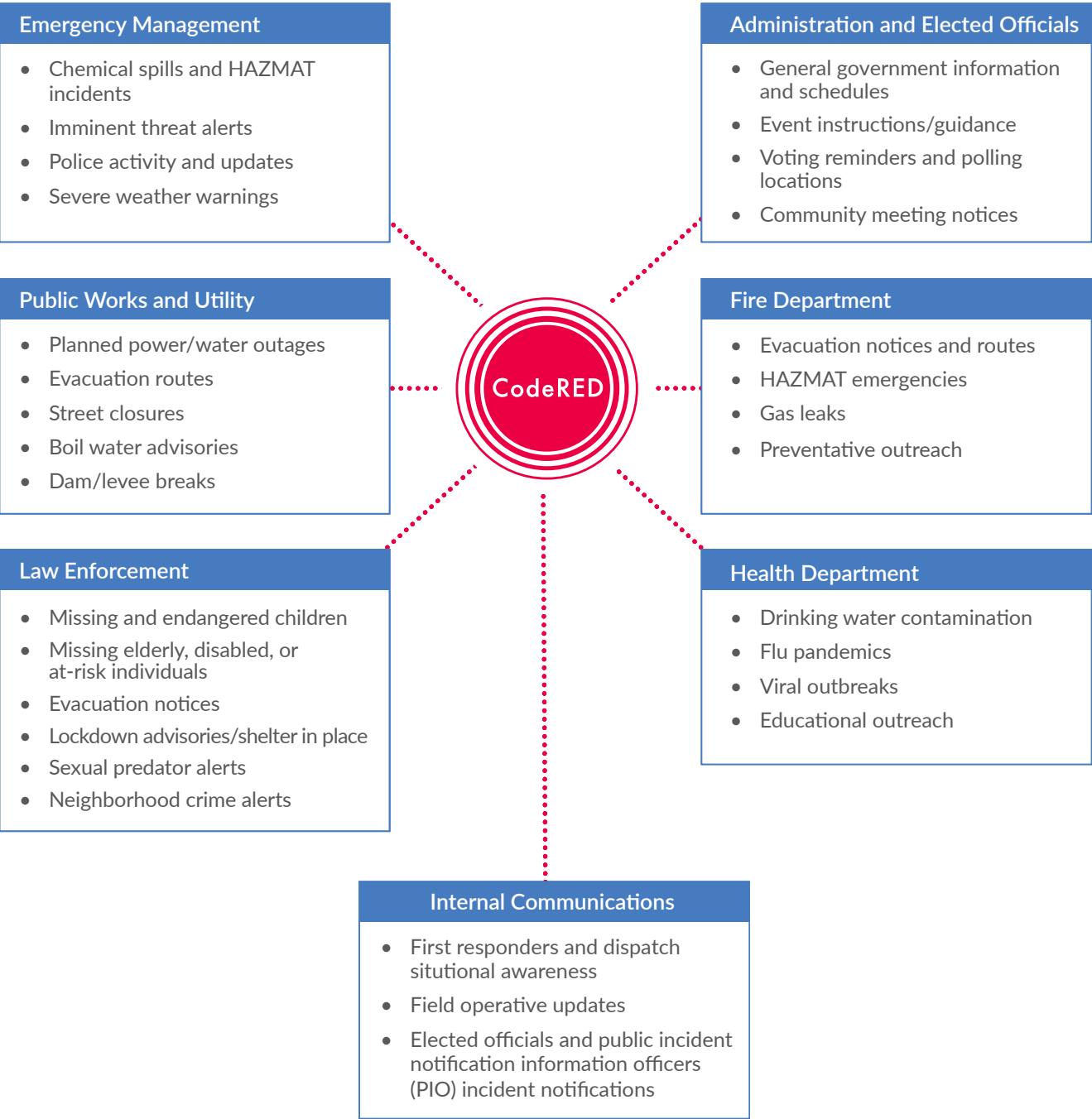
Why CodeRED

When your jurisdiction experiences any situation which requires immediate communication, public safety and government officials turn to CodeRED as a powerful and efficient tool to help disseminate information to residents, visitors and staff.

With enhanced precision, the proprietary CodeRED mapping interface allows you to geo-target messages to targeted impacted audiences ensuring your notifications are not only timely, but relevant.

OnSolve understands the needs of communities of all sizes; that's why CodeRED provides a one-stop, full-service, Software-as-a-Service solution, backed by people with the expertise to assist when needed.

How CodeRED is used by communities like yours:



Why Clients Choose OnSolve

The OnSolve philosophy is one of partnership. Our representatives act as consultants, working closely with you to find the solution best for your organization. We focus on establishing a working relationship that will last and providing products that will that will continue to meet your agency's needs.

Besides offering one of the most reliable and proven notification solutions on the market, we offer a full line of professional managed services. Our world-class support team is available to you around-the-clock during emergencies, serving as a extension of your staff.

OnSolve: Always on. Solving communication challenges.

OnSolve is the market leader in real-time, mass notification and collaboration solutions used by the world's largest brands and thousands of government agencies to deliver critical information in any situation. Mass notification and collaboration is an essential element of emergency response and business continuity planning, keeping teams on track and coordinating during critical events. The OnSolve suite of critical communication tools is a key component of the business continuity, emergency response, IT alerting, employee safety, and security programs of every organization we serve.

CodeRED is used every day by clients from coast to coast across the U.S. and in Canada.



How are clients utilizing the CodeRED high-speed notification solution?

Users from coast to coast rely on the web-based CodeRED® service from Emergency Communications Network. The CodeRED service enables local government officials to record, send and track personalized voice, email and text messages to thousands of citizens in minutes. The cornerstone of emergency management preparedness plans in areas both large and small, clients use the system daily for a variety of time-sensitive communications functions.

Administration

- General Information
- Disaster/Major Event Follow-up
- Severe Weather Warnings (floods, hurricanes, tsunamis)

Elected Officials

- Get Out and Vote
- Community Meeting Information

Emergency Management

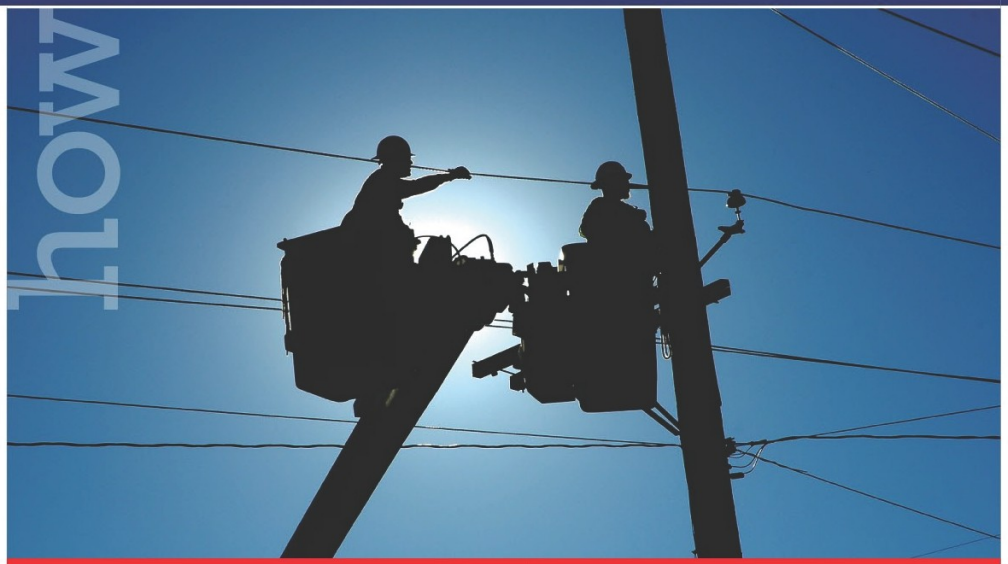
- Chemical Spills
- Nuclear Hazards
- Terrorist Threats
- Mudslides
- Snow Emergencies (avalanches)

Health

- Drinking Water Contamination
- Flu Pandemics
- Viral Outbreaks

Public Works and Utility

- Planned Outages
- Snow Plowings
- Street Closures
- Dam/Levee Breaks



Fire

- Evacuation Notices and Routes
- HAZMAT Emergencies
- Gas Leaks

Law Enforcement

- Missing Children
- Missing Elderly, Disabled or At Risk Adults
- Bomb Threats
- Hostage Situations
- Escaped Prisoner Warnings
- Sexual Predator Alerts
- Neighborhood Crime Watch Support

And don't forget internal communications. To ensure message consistency, use CodeRED for:

- **First Responder Notifications** - call those who need to know first, fast.
- **Official Comment Direction** - make sure personnel know the facts and how to respond to questions.
- **Critical Incident Call Out** - contact relevant parties at multiple numbers simultaneously.



EMERGENCY COMMUNICATIONS NETWORK®

For more information
866-939-0911
ecnetwork.com



EMERGENCY INFORMATION

Grand Traverse County Parks and Campgrounds

****WHAT YOU NEED TO KNOW****

1. There are NO ALERT SIRENS in Grand Traverse County. Please be aware of changing weather conditions, and be prepared to take cover if conditions become hazardous. The restrooms located within the parks are the designated severe weather shelter facility. In the event of a severe weather, be aware of changing conditions to allow you more time to proceed to the shelter location if conditions deteriorate.

2. It is recommended that you have a NOAA Weather Radio. In this area, please tune your radio to **162.425 or 162.400** to receive the most current information available. Grand Traverse County also offers Emergency Warnings through CodeRED. Please scan this code to download the app.



Mobile Alert app



3. Weather conditions can change quickly. Every effort will be made to alert campers of incoming severe weather, but this may not always be possible. For the safety of your family, please remain alert to changing conditions and monitor the weather as well as your weather radio. If severe weather is imminent, respond accordingly. It may save a life.



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Action Request

Meeting Date:	January 16, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	December 2018 Claims Approval		
Estimated Time:	Board Packet (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

Claims and payroll disbursement activity for the month of December 2018 is requested for approval, as attached. Further detail regarding disbursements may be requested directly from the Finance Department.

Suggested Motion:

Approval of the requested claims and payroll disbursements for the month of December 2018.

Financial Information:

Total Cost:	\$6,581,922.72	General Fund Cost:		Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director	Dean Bott	1/8/2019
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:

Miscellaneous:

Attachments:

Attachment Titles:
December 2018 Claims Summary

R E S O L U T I O N

XX-2019

Finance Department - December 2018 Claims Approval

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019, and reviewed claims and payroll disbursements for the month of December, 2018 that were requested by the Director of Finance and are recommended for approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached claims and payroll disbursements for the month of December, 2018, are hereby approved. (See file for attachments.)

APPROVED: January 16, 2019

AUDIT COMMITTEE**DECEMBER 2018 CLAIMS**

<u>TYPE</u>	<u>DATE</u>	<u>AMOUNT</u>
CLAIMS, ACCOUNTS AND IMMEDIATE PAYMENTS FOR BOARD APPROVAL		
CLAIMS AND ACCOUNTS	12/11/2018	758,693.20
CLAIMS AND ACCOUNTS	12/27/2018	426,925.07
CLAIMS AND ACCOUNTS	12/28/2018	59,162.31
TOTAL CLAIMS & ACCOUNTS		1,244,780.58
IMMEDIATE PAYMENTS	12/4/2018	254.00
IMMEDIATE PAYMENTS	12/4/2018	1,881.60
IMMEDIATE PAYMENTS	12/5/2018	87,531.17
IMMEDIATE PAYMENTS	12/5/2018	2,861.46
IMMEDIATE PAYMENTS	12/7/2018	788,124.04
IMMEDIATE PAYMENTS	12/12/2018	92,374.13
IMMEDIATE PAYMENTS	12/13/2018	3,588.39
IMMEDIATE PAYMENTS	12/13/2018	27,762.80
IMMEDIATE PAYMENTS	12/14/2018	35,457.60
IMMEDIATE PAYMENTS	12/14/2018	2,332.26
IMMEDIATE PAYMENTS	12/17/2018	475.00
IMMEDIATE PAYMENTS	12/18/2018	26,472.20
IMMEDIATE PAYMENTS	12/18/2018	975.57
IMMEDIATE PAYMENTS	12/19/2018	198,854.81
IMMEDIATE PAYMENTS	12/20/2018	19,147.34
IMMEDIATE PAYMENTS	12/20/2018	37.49
IMMEDIATE PAYMENTS	12/21/2018	85,903.87
IMMEDIATE PAYMENTS	12/21/2018	761.25
IMMEDIATE PAYMENTS	12/26/2018	5,403.30
IMMEDIATE PAYMENTS	12/28/2018	3,514.76
IMMEDIATE PAYMENTS	12/28/2018	73.08
IMMEDIATE PAYMENTS	12/27/2018	16,560.43
TOTAL IMMEDIATE PAYMENTS		1,400,346.55
TOTAL CLAIMS, ACCOUNTS, AND IMMEDIATE PAYMENTS		2,645,127.13
CHECK DISTRIBUTION SUMMARY RECONCILING ITEMS		
Health Department Claims:		
HEALTH	12/12/2018	62,407.39
HEALTH	12/28/2018	70,047.80
TOTAL HEALTH CLAIMS		132,455.19
Department of Public Works Check Runs Approved by Board of Public Works:		
DPW Check Runs	12/5/2018	13,294.44
DPW Check Runs	12/14/2018	796,488.69
DPW Check Runs	12/19/2018	10,747.05
DPW Check Runs	12/28/2018	330,887.83
TOTAL DPW CHECK RUNS		1,151,418.01
TOTAL RECONCILING ITEMS		1,283,873.20
Total Claims, Immediate Pay, Health & DPW		3,929,000.33
Monthly Check Distribution Summary		3,929,000.33
Difference		0.00
PAYROLL	12/14/2018	262,558.54
PAYROLL	12/14/2018	107,371.45
PAYROLL	12/14/2018	960,011.68
PAYROLL	12/19/2018	55,358.25
PAYROLL	12/20/2018	19,629.98
PAYROLL	12/28/2018	881,261.42
BENEFITS	12/31/2018	366,731.07
TOTAL PAYROLL		2,652,922.39
FOR BOARD APPROVAL:		
TOTAL CLAIMS, ACCOUNTS, IMMEDIATE PAY & PAYROLL		6,581,922.72

REQUEST APPROVAL

**GRAND TRAVERSE COUNTY
CHECK DISTRIBUTION SUMMARY
DECEMBER 2018**

Payee Name	Amount
TRAVERSE CITY TREASURER Total	\$ 827,661.61
GRAND TRAVERSE COUNTY Total	\$ 569,993.66
GARFIELD CHARTER TOWNSHIP Total	\$ 423,056.01
CH2M HILL INC. Total	\$ 225,432.68
EAST BAY CHARTER TOWNSHIP Total	\$ 183,649.40
STATE OF MICHIGAN Total	\$ 82,427.13
FEYEN-ZYLSTRA INC Total	\$ 77,600.75
* Confidential * Total	\$ 76,775.68
ACME TOWNSHIP Total	\$ 75,417.93
TRAVERSE CITY LIGHT & POW Total	\$ 53,273.87
PAINTING BY PAUL Total	\$ 46,922.30
CONVERGE ONE INC Total	\$ 43,257.60
DELTA DENTAL Total	\$ 40,484.30
ELMWOOD TOWNSHIP Total	\$ 39,728.65
PORCELAIN PATROL SERVICE Total	\$ 34,446.84
PENINSULA TOWNSHIP Total	\$ 32,320.02
CONSUMERS ENERGY Total	\$ 31,112.67
THERMO SCIENTIFIC PORTABL Total	\$ 30,295.00
WHITEWATER TOWNSHIP Total	\$ 30,008.67
UNION TOWNSHIP Total	\$ 26,920.80
FIFTH THIRD BANK Total	\$ 26,534.69
TOTAL COURT SERVICES Total	\$ 25,036.64
FIFE LAKE TOWNSHIP Total	\$ 22,262.15
SHELL CREDIT CARD CENTER Total	\$ 20,258.91
STT INC. Total	\$ 18,992.23
DTE ENERGY Total	\$ 17,933.63
ARAMARK Total	\$ 15,205.22
MUTUAL OF OMAHA INSURANCE Total	\$ 14,428.38
LEELANAU COUNTY Total	\$ 14,187.10
GUARDIAN MEDICAL MONITORI Total	\$ 13,891.75
CHERRYLAND ELECTRIC Total	\$ 13,451.26
EAGLE VILLAGE, INC. Total	\$ 12,982.20
ACCESS INTERACTIVE LLC / Total	\$ 12,889.00
MUSKEGON RIVER YOUTH HOME Total	\$ 12,823.54
PREIN & NEWHOF Total	\$ 12,702.33
CYNTHIA ANN CONLON Total	\$ 11,799.00
AXON ENTERPRISE, INC. Total	\$ 11,280.00
KANE & ASSOCIATES, PLC Total	\$ 11,237.50
BILL MARSH AUTO GROUP Total	\$ 10,362.59
YORK RISK SERVICES GROUP, Total	\$ 9,923.72
INFINITE TECHNOLOGIES, LL Total	\$ 9,892.00
RAYMER Total	\$ 9,829.00

Payee Name	Amount
GLAXOSMITHKLINE PHARMACEU Total	\$ 9,826.26
HASTINGS CITY BANK Total	\$ 9,387.58
TNVC INC. Total	\$ 9,325.00
PARADISE TOWNSHIP Total	\$ 9,163.75
ATT MOBILITY Total	\$ 9,062.00
OFFICE DEPOT, INC Total	\$ 8,969.37
NORIX GROUP, INC. Total	\$ 8,536.00
COHL, STOKER & TOSKEY PC Total	\$ 8,478.19
EXCEL OFFICE INTERIORS Total	\$ 8,367.80
ELMER'S CRANE & DOZER Total	\$ 8,153.27
BRIDGET THUENTE Total	\$ 7,820.07
DATA STRATEGY LLC Total	\$ 7,782.50
AT&T GLOBAL SERVICES Total	\$ 7,778.04
DAVID J CLARK Total	\$ 7,578.32
DOUGLAS A KING Total	\$ 7,450.00
ENTERPRISE FM TRUST Total	\$ 7,273.92
LAKESIDE FOR CHILDREN Total	\$ 7,172.40
GRAND TRAVERSE CONSERVATI Total	\$ 6,991.37
D & W MECHANICAL Total	\$ 6,931.75
BAY AREA TRANSPORTATION A Total	\$ 6,910.00
GRANT TOWNSHIP Total	\$ 6,210.61
LINCOLN NATIONAL LIFE INS Total	\$ 6,116.08
SCOTT & MARGARET OLSZEWSK Total	\$ 5,752.69
ENGINEERED PROTECTION SYS Total	\$ 5,706.00
KERR PUMP AND SUPPLY, INC Total	\$ 5,465.15
ADDICTION TREATMENT SERVI Total	\$ 5,459.00
HOLIDAY INN EXPRESS AND S Total	\$ 5,385.12
TOP LINE ELECTRIC LLC Total	\$ 5,374.80
TRAVERSE CITY FLEET REPAI Total	\$ 5,252.19
SHI INTERNATIONAL Total	\$ 5,164.25
IMAGESOFT, INC. Total	\$ 5,031.25
CITY OF TRAVERSE CITY Total	\$ 4,867.36
GREAT LAKES BUSINESS SYST Total	\$ 4,810.00
MILLARD DEAN ELDRED Total	\$ 4,750.00
D/LT. DANIEL KING Total	\$ 4,654.92
SQS INC Total	\$ 4,613.68
BLAIR TOWNSHIP Total	\$ 4,596.16
SHAWN WORDEN Total	\$ 4,590.00
CLIFF'S AUTOMOTIVE REPAIR Total	\$ 4,549.18
MAYFIELD TOWNSHIP Total	\$ 4,511.12
LIFE STORY FUNERAL HOME Total	\$ 4,500.00
SUMMIT COMPANIES Total	\$ 4,391.64
GREEN LAKE TOWNSHIP Total	\$ 4,343.58
LAW OFFICE OF MATTIAS JOH Total	\$ 4,342.00
THOMSON REUTERS - WEST Total	\$ 4,240.16
ANIXTER INC Total	\$ 4,190.66

Payee Name	Amount
MICHAEL P COLLINS Total	\$ 4,090.62
BRETT C BAIRD Total	\$ 4,075.50
RICHARDSON BUSINESS SOLUT Total	\$ 4,056.51
MERCK & CO., INC. Total	\$ 4,044.29
NICHOLS Total	\$ 3,969.28
CENTRAL LAKE ARMOR EXPRES Total	\$ 3,888.72
BUSTERS BLINDS INC Total	\$ 3,820.00
CONFLICT RESOLUTION SERVI Total	\$ 3,750.00
T. BASCH, INC. Total	\$ 3,650.00
TRAVERSE CITY AREA PUBLIC Total	\$ 3,645.46
MATTHEW CONNOLLY Total	\$ 3,625.00
GRAFF, GRAFF & HELVESTON Total	\$ 3,530.00
LONG LAKE TOWNSHIP Total	\$ 3,513.95
PROSECUTING ATTORNEYS ASS Total	\$ 3,466.00
CDW GOVERNMENT, INC. Total	\$ 3,349.08
MARIE WALKER, PLLC Total	\$ 3,261.46
MGT OF AMERICA CONSULTING Total	\$ 3,250.00
XEE YANG Total	\$ 3,225.63
KCI Total	\$ 3,208.70
SCHMELTZER LAW PLLC Total	\$ 3,184.00
4FRONT CREDIT UNION Total	\$ 3,127.53
PITNEY BOWES Total	\$ 3,062.13
VERIZON WIRELESS Total	\$ 3,007.22
LAMAUrice H. GARDNER Total	\$ 3,000.00
HUDDLE INC. Total	\$ 2,880.00
VINCENT J MALONEY Total	\$ 2,793.75
CALVIN & ASHLEY HANSEN Total	\$ 2,773.20
MUSKEGON RIVER PATHWAY OF Total	\$ 2,768.36
MICHAEL HOROWITZ Total	\$ 2,766.00
BULLS-I INC Total	\$ 2,720.42
MYKAL ACKERMAN Total	\$ 2,675.88
TRAVERSE CITY PRINT & COP Total	\$ 2,662.75
INTEGRITY BUSINESS SOLUTI Total	\$ 2,609.80
BETHANY CHRISTIAN SERVICE Total	\$ 2,596.80
SPS VAR, LLC Total	\$ 2,585.00
KIESLER POLICE SUPPLY, IN Total	\$ 2,521.99
GEI CONSULTANTS Total	\$ 2,487.50
JODY FISK Total	\$ 2,446.51
CUSTER WORKPLACE INTERIOR Total	\$ 2,413.27
CALHOUN COUNTY Total	\$ 2,400.00
CHARTER COMMUNICATIONS Total	\$ 2,380.95
CHERRYLAND HUMANE SOCIETY Total	\$ 2,351.75
JANET M MISTELE Total	\$ 2,351.50
GOURDIE-FRASER, INC Total	\$ 2,342.50
CHRISTINE BORING Total	\$ 2,306.82
MARK A RISK Total	\$ 2,300.00

Payee Name	Amount
THOMAS G. POWER Total	\$ 2,283.15
GREENSTONE INSURANCE COMP Total	\$ 2,280.00
JOSHUA & KATIE KNISS Total	\$ 2,266.25
CIRCUIT COURT RECORDS Total	\$ 2,254.43
PHILIP L FRY TRUST Total	\$ 2,249.44
DAVID G GRUNST Total	\$ 2,225.00
OWENS SOFT WATER, INC. Total	\$ 2,208.00
NORTHERN OFFICE EQUIPMENT Total	\$ 2,199.08
PREMIER SAFETY Total	\$ 2,182.27
GENE DENMAN Total	\$ 2,147.74
NEXUS FAMILY SERVICES INC Total	\$ 2,080.00
JASON A RAZAVI . Total	\$ 2,050.00
BADGER METER, INC. Total	\$ 2,031.66
EAST BAY LEGAL Total	\$ 2,020.00
JAMES ARTHUR SOMMERFIELD Total	\$ 2,000.00
KEVIN O'GRADY Total	\$ 2,000.00
NORTHLAND SIGNATURE HOMES Total	\$ 2,000.00
KYLE B TREVAS Total	\$ 1,885.00
MARK AYERS PLOWING Total	\$ 1,880.00
86TH DISTRICT COURT Total	\$ 1,876.00
FAHEY SCHULTZ BURZYCH RHO Total	\$ 1,864.30
RS TECHNICAL SERVICES, IN Total	\$ 1,847.89
AMERICAN WASTE Total	\$ 1,836.00
KENDALL ELECTRIC INC Total	\$ 1,808.60
TITLE CHECK LLC Total	\$ 1,776.36
PFIZER PHARMACEUTICALS Total	\$ 1,764.62
SOUTHTOWN PROPERTY MANAGE Total	\$ 1,759.93
BROTT, SETTLES & BROTT PC Total	\$ 1,755.00
NYE UNIFORM CO., INC Total	\$ 1,713.00
KELLOGG HOTEL AND CONFERE Total	\$ 1,709.86
TENURGY LLC Total	\$ 1,676.69
MEDLINE INDUSTRIES Total	\$ 1,651.03
MICHIGAN STATE UNIVERSITY Total	\$ 1,650.00
SWORD SOLUTIONS, INC. Total	\$ 1,642.50
CHIEF SUPPLY CORPORATION Total	\$ 1,536.39
COVELL FUNERAL HOME Total	\$ 1,500.00
TRAVERSE AREA SUPPORT SER Total	\$ 1,464.00
KYLE STINCHCOMB Total	\$ 1,436.40
BRUCE VARGO Total	\$ 1,385.21
IN-HOME HEALTHCARE SERVIC Total	\$ 1,323.00
CHELL YVONNE LAGROW Total	\$ 1,320.19
JOSEPH G MOLLIKA Total	\$ 1,316.50
DALTON & LEEANNA FITZSIMO Total	\$ 1,288.31
ACTION INDUSTRIAL SUPPLY Total	\$ 1,286.09
FIDLAR TECHNOLOGIES, INC. Total	\$ 1,267.34
FLIGHT PATH CREATIVE LLC Total	\$ 1,247.50

Payee Name	Amount
OLSON, BZDOK & HOWARD PC Total	\$ 1,240.25
CHAD SHAMOWSKI Total	\$ 1,228.44
ELMER E WHITE Total	\$ 1,226.33
PROASSURANCE Total	\$ 1,215.00
INSTITUTE OF CONTINUING L Total	\$ 1,202.50
JOHN ULRICH PHD Total	\$ 1,200.00
LOVE YOUR CAR Total	\$ 1,189.95
ETNA SUPPLY COMPANY Total	\$ 1,180.93
BLARNEY CASTLE OIL CO. Total	\$ 1,145.51
CINTAS CORP #729 Total	\$ 1,139.14
SOS LEARNING LAB LLC Total	\$ 1,130.00
BRANDY HANSEN Total	\$ 1,125.00
TRAVERSE BODY & PAINT CEN Total	\$ 1,111.80
DAVID A. DOBREFF Total	\$ 1,111.50
MCLAIN CYCLE & FITNESS Total	\$ 1,100.00
SCUBA NORTH Total	\$ 1,100.00
VANBELKUM COMPANIES LLC Total	\$ 1,092.95
MUNSON MEDICAL CENTER Total	\$ 1,067.68
FAMILY COURT RECORDS Total	\$ 1,050.00
GUNNAR GAVIN Total	\$ 1,033.41
AQUATIC SOURCE Total	\$ 1,002.36
STEPHEN OSTERMAN Total	\$ 1,000.43
HELEN JOHNSON Total	\$ 1,000.00
SOFTWARE FOR TODAY Total	\$ 1,000.00
TEAM BOB'S Total	\$ 1,000.00
CDM MOBILE SHREDDING LLC Total	\$ 990.00
TRAVERSE CITY RECORD EAGL Total	\$ 989.99
STRAUSS & STRAUSS, PLLC Total	\$ 980.00
GAUTHIERS ARCHERY Total	\$ 950.79
MIDCOURSE CORRECTION CHAL Total	\$ 950.00
MICHIGAN WASTEWATER CONF. Total	\$ 930.00
MIDLAND COUNTY JUVENILE C Total	\$ 930.00
SWERDLOW-FREED PSYCHOLOGY Total	\$ 930.00
MOORE MEDICAL, LLC Total	\$ 928.92
BECKETT & RAEDER INC Total	\$ 900.00
JOY VALLEY COUNSELING AND Total	\$ 900.00
KITCH DRUTCHAS WAGNER VAL Total	\$ 900.00
JUSTIN AUGUSTON Total	\$ 899.45
THOMAS J SEGER Total	\$ 880.00
PAUL HUBBELL Total	\$ 840.00
NIKKI ZOLIKOFF MARCH Total	\$ 829.51
MITCHELL GRAPHICS Total	\$ 826.07
TELE-RAD, INC. Total	\$ 804.01
DANIEL & TAMMY STRICKER Total	\$ 800.00
JUNIORS DISCOUNT TIRE Total	\$ 784.80
WALMART COMMUNITY CARD Total	\$ 775.08

Payee Name	Amount
ANTRIM COUNTY Total	\$ 753.75
A BROOKS DARLING Total	\$ 732.00
JANET MCGEE Total	\$ 728.99
WOMEN'S RESOURCE CENTER Total	\$ 720.00
CAROL STOCKING Total	\$ 718.90
TRAVERSE AREA PEDIATRIC A Total	\$ 701.00
PAUL T. JARBOE PLC Total	\$ 700.00
ROBERT A MICKEVICIUS Total	\$ 700.00
TRIPWIRE OPERATIONS GROUP Total	\$ 700.00
KIRSTEN KEILITZ Total	\$ 695.20
BAY SUPPLY & MARKETING, I Total	\$ 690.00
TRITECH SOFTWARE SYSTEMS Total	\$ 661.50
NORTHWOODS PRINTERS/OFFIC Total	\$ 644.34
ALLEN & PROVENCHER, INC., Total	\$ 635.00
SHERWIN-WILLIAMS Total	\$ 633.83
BAY AREA PET HOSPITAL Total	\$ 621.87
PHARMPAK, INC. Total	\$ 614.14
BRAMER AUTO Total	\$ 604.08
BUD & REBECCA LANE Total	\$ 600.00
HERTLER & ASSOCIATES INC Total	\$ 600.00
MITCHELL & MCCORMICK, INC Total	\$ 600.00
USA BLUE BOOK Total	\$ 596.36
MICHIGAN PIPE & VALVE Total	\$ 585.00
ARTS AUTO & TRUCK Total	\$ 571.90
NORTHWEST SERVICE Solutio Total	\$ 566.25
NORTHWESTERN MICHIGAN COL Total	\$ 560.00
ERIC J MATTIS Total	\$ 556.00
HANNAH R LONDON Total	\$ 556.00
KURT F STIMPSON Total	\$ 556.00
TRI-GAS DISTRIBUTING CO. Total	\$ 545.57
PATRICIA DRAKE Total	\$ 542.95
HOLY CROSS CHILDRENS SERV Total	\$ 542.20
OVERHEAD DOOR COMPANY OF Total	\$ 541.35
GREYSON CHEN-LANDVOY Total	\$ 529.96
JULIE DUBAY Total	\$ 524.29
ANGELA L PELLETIER Total	\$ 523.20
EJ USA, INC Total	\$ 520.77
CYNERGYCOMM.NET INC Total	\$ 514.69
LEXISNEXIS RISK DATA MANA Total	\$ 510.51
DAY SIGNS, INC. Total	\$ 506.00
ADDISON WHEELLOCK, JR. Total	\$ 501.40
DOUG CARLSON Total	\$ 500.00
GOLDEN RULE CONSTRUCTION Total	\$ 500.00
IDEAL HOME SERVICES Total	\$ 500.00
JONATHON WALTON Total	\$ 500.00
PACKER BUILDERS INC Total	\$ 500.00

Payee Name	Amount
POSTMASTER OF TRAVERSE CI Total	\$ 500.00
ELITE FABRICARE Total	\$ 498.70
SHERISE SHIVELY Total	\$ 488.68
STANDARD ELECTRIC COMPANY Total	\$ 486.80
JESSICA K SCHIMPF Total	\$ 485.13
ELECTION SYSTEMS & SOFTWA Total	\$ 482.71
SOS ANALYTICAL Total	\$ 480.00
ALLEN SUPPLY Total	\$ 478.09
MICHELE A GLINN, PHD, DAB Total	\$ 475.00
LONG LAKE MARINA Total	\$ 472.05
LUKE MENDREK Total	\$ 450.00
STEPHEN & ANDERSON, PLC Total	\$ 448.50
D & W AUTO Total	\$ 427.70
INTERNATIONAL CODE COUNCI Total	\$ 424.86
KARIE MCINTYRE Total	\$ 423.57
NORTHERN MICHIGAN SUPPLY Total	\$ 418.13
DEWEESE HARDWARE Total	\$ 410.91
TOTAL AUTOMOTIVE LLC Total	\$ 408.53
MCKESSON MEDICAL SURGICAL Total	\$ 405.37
JASON &/OR JERRY FRANCISC Total	\$ 400.00
KONRAD MOLTER Total	\$ 400.00
CHILD & FAMILY SERVICES Total	\$ 396.52
OAKLAND COMMUNITY COLLEGE Total	\$ 395.00
JENNIFER OVERTON Total	\$ 379.85
PRIORITY HEALTH Total	\$ 378.25
BILL MARSH AUTO RENTALS Total	\$ 377.93
ROBERT D ROBBINS Total	\$ 372.32
KENSINGTON CHURCH Total	\$ 365.00
MEDLER ELECTRIC COMPANY Total	\$ 362.13
BONNIE BARNES AND RONALD Total	\$ 359.78
ELECTRONIC MONITORING SYS Total	\$ 357.00
TARA AYLSWORTH Total	\$ 353.81
WALMART Total	\$ 352.20
BEVERLY A MORRISON Total	\$ 351.81
REDWOOD TOXICOLOGY LABORA Total	\$ 351.07
BRIAN WEBER Total	\$ 350.00
LA PROFESSIONAL CLEANING Total	\$ 350.00
MICHIGAN SHERIFFS' ASSOCI Total	\$ 348.38
WEST MARINE PRO Total	\$ 348.00
TAMMY ODOM Total	\$ 346.64
NEALIS ENGINEERING, INC. Total	\$ 343.00
CADILLAC PRINTING CO Total	\$ 338.80
DAWN WAGONER Total	\$ 335.72
SECURITY SANITATION,INC. Total	\$ 328.94
SHARON L DORMAN TRUST Total	\$ 320.24
KIDS CREEK FAMILY COUNSEL Total	\$ 320.00

Payee Name	Amount
AMERICAN SOLUTIONS FOR BU Total	\$ 317.56
WILLIAMS CHEVROLET Total	\$ 310.60
JAMES M LINDSAY Total	\$ 310.20
DAISY JANE Total	\$ 303.00
FINAL TOUCH CLEANING SERV Total	\$ 300.00
FREDERICK NAUMAN Total	\$ 300.00
KIENBAUM, OPPERWALL, HARD Total	\$ 300.00
MML Total	\$ 300.00
PHILIP A SETTLES Total	\$ 300.00
SCHMUCKAL OIL Total	\$ 300.00
THE HARTFORD INSURANCE Total	\$ 300.00
NAMOKIA REDMAN Total	\$ 299.75
MARGARET DRURY Total	\$ 294.60
CDW-G Total	\$ 286.99
PAKOR INC - NW8935 Total	\$ 285.27
US BANK EQUIPMENT FINANCE Total	\$ 278.17
JACQUELINE CORBETT Total	\$ 275.12
SANOFI PASTEUR, INC. Total	\$ 270.25
NATIONAL COURT REPORTERS Total	\$ 270.00
KEVIN A. ELSENHEIMER Total	\$ 269.04
DAVID M AKERS Total	\$ 268.63
GRAYBAR ELECTRIC COMPANY, Total	\$ 267.41
EVELYN SEHL Total	\$ 266.92
OPTUM Total	\$ 263.40
ROGER ROGERS Total	\$ 263.00
HEIDI SCHEPPE Total	\$ 262.15
KRISTEN LAMBERT Total	\$ 262.15
AMSTERDAM PRINTING AND LI Total	\$ 259.13
GOSLING CZUBAK ENGINEERIN Total	\$ 255.00
STACEY TRUESDELL Total	\$ 250.58
CMP DISTRIBUTORS Total	\$ 242.98
CURTISS REPORTING Total	\$ 241.60
PARK PLACE HOTEL Total	\$ 236.25
ASHLEY JUSTICE Total	\$ 235.44
BRITTANY B SAMPLE Total	\$ 234.79
THE TROPHY TROLLEY Total	\$ 233.95
BAILEY LAW OFFICE, PLLC Total	\$ 227.50
NANCY ICKES Total	\$ 227.27
JESSICA LYNNE-ROSE HENDGE Total	\$ 227.00
CENTURYLINK Total	\$ 226.74
JESSICA JAYNES Total	\$ 226.20
CARRIE CHASE Total	\$ 225.50
MELISSA ZENNER Total	\$ 225.46
D & R WELDING Total	\$ 225.00
OLESON'S FOOD STORE Total	\$ 223.96
MARCIE MONTGOMERY Total	\$ 219.86

Payee Name	Amount
MING MAYS Total	\$ 210.70
R&S NORTHEAST LLC Total	\$ 207.12
LESLEY HOLLYDAY Total	\$ 205.15
ELYSE Y MCELDERRY Total	\$ 203.50
BATTERIES PLUS Total	\$ 202.20
ADMIRAL PETROLEUM CO Total	\$ 200.00
CHERRY HILL HAVEN AFC Total	\$ 200.00
CLARE SVEC Total	\$ 200.00
DEVON HOLMES Total	\$ 200.00
JC PENNEY Total	\$ 200.00
KENNETH KREH Total	\$ 200.00
MSHDA Total	\$ 200.00
ROY C. NICHOLS Total	\$ 200.00
TCTA Total	\$ 200.00
WILLIAM & MARY POLLARD Total	\$ 200.00
GTR EQUIPMENT CO Total	\$ 198.75
JULIE DODSON Total	\$ 198.37
ANALYTICAL TECHNOLOGY INC Total	\$ 196.08
INDIANA SAFETY CO. INC Total	\$ 195.51
BRENDA MILLER-GOKEY Total	\$ 194.00
AUTO OWNERS INSURANCE Total	\$ 193.64
NORTHERN A-1 KALKASKA Total	\$ 190.00
KAREN ZENNER Total	\$ 188.73
HUNTINGTON NATIONAL BANK Total	\$ 187.50
LACEY L EDGECOMB Total	\$ 185.42
STOUTENBURG ENTERPRISE LA Total	\$ 184.80
MARY URYASZ Total	\$ 184.21
BRENDA VOIGHT Total	\$ 179.53
REBECCA NOONAN Total	\$ 177.78
SUZANNE BARSHEFF Total	\$ 177.75
AIRGAS Total	\$ 177.69
MICHIGAN RURAL WATER ASSN Total	\$ 175.00
EDWARD THOMA Total	\$ 173.30
LISA PHILO Total	\$ 171.79
SUZANNE BORSOS Total	\$ 170.57
CYNTHIA ANN KOTT Total	\$ 169.98
PLASCON GROUP Total	\$ 162.55
ANNELORE MURIEL CANNIZZAR Total	\$ 162.50
WATKINS PHARMACY & SURGIC Total	\$ 161.15
ACE HARDWARE Total	\$ 160.05
THE MAPLE CLINIC, INC Total	\$ 160.00
MARK'S PLUMBING PARTS Total	\$ 159.82
ALICIA THAYER Total	\$ 159.58
CLARISSA FASEL Total	\$ 157.77
ANTHONY ROSINSKI Total	\$ 155.00
KIMBERLY SUZANNE COURTAD Total	\$ 153.98

Payee Name	Amount
PANORAMIC ELECTRICAL CONT Total	\$ 152.00
CAROL CRAWFORD Total	\$ 150.53
ALLSTATE INSURANCE COMPAN Total	\$ 150.00
GREG SHERWIN Total	\$ 150.00
HAGAN LAW OFFICES PLC Total	\$ 150.00
LAND INFORMATION ACCESS A Total	\$ 150.00
OMINEX ENERGY INC Total	\$ 150.00
SHORELINE IRRIGATION, LLC Total	\$ 150.00
SINGING HEART TO HEART Total	\$ 150.00
AMANDA MARIE PATTERSON Total	\$ 148.63
AUSTIN J SAXTON Total	\$ 148.00
DEBORAH STERNAMAN Total	\$ 147.47
MICHAEL RAYMOND LEHNERT Total	\$ 147.17
HENRY LANYON HUBER JR Total	\$ 145.80
FLEET NAV SYSTEMS Total	\$ 145.00
NATIONAL COUNCIL ON AGING Total	\$ 145.00
PHILLIPS ENERGY, INC Total	\$ 145.00
APPLIED IMAGING Total	\$ 143.07
DON HOWARD II Total	\$ 142.25
RHONDA YANSKA Total	\$ 141.05
SARA ANN SMITH Total	\$ 140.15
BLAIR SELF STORAGE Total	\$ 140.00
LIFELOC TECHNOLOGIES INC Total	\$ 140.00
LESLIE ANNE SNELLER Total	\$ 139.57
TINA MARIE ARGUE Total	\$ 137.89
LANGUAGE LINE SERVICES Total	\$ 135.49
LISA MARIE WALTER Total	\$ 135.35
CLOE LEEANN MILLS Total	\$ 135.00
MD HEAT Total	\$ 135.00
JENNY LYNN GRIST Total	\$ 133.69
EDWARD & LINDA HORN Total	\$ 133.50
MELISSA MOREY Total	\$ 132.50
LISA LANGE Total	\$ 132.18
JESSICA CORRINNE RUBINO Total	\$ 132.08
ERIN JOHNSON Total	\$ 131.76
CENTRE STREET CAFE Total	\$ 130.00
KATHLEEN A GEST Total	\$ 130.00
HOME DEPOT CREDIT SERVICE Total	\$ 129.70
DANBROOK ADAMS RAYMOND PL Total	\$ 129.50
GRAND TRAVERSE MOBILE COM Total	\$ 129.00
SMILEMAKERS, INC. Total	\$ 127.86
THE BEHLER-YOUNG COMPANY Total	\$ 127.09
GARAGE DOOR SERVICES, INC Total	\$ 125.78
AGAPE COUNSELING SERVICES Total	\$ 125.00
ALWARD, FISHER, RICE, ROW Total	\$ 125.00
CHARUENE KEOVONGKOTH Total	\$ 125.00

Payee Name	Amount
JAMIE D. BECK Total	\$ 125.00
MICHIGAN PATHOLOGY SPECIA Total	\$ 125.00
NALY SIPHENGPHET Total	\$ 125.00
NICHOLAS FERGUSON Total	\$ 125.00
ORADEE KOUMLIENE Total	\$ 125.00
TYLER CLARK Total	\$ 125.00
WEST MICHIGAN C.U. Total	\$ 125.00
STERICYCLE INC Total	\$ 124.63
DIRECTV Total	\$ 124.13
F. WEBER PRINTING CO Total	\$ 123.94
THOMAS GERALD MILLS Total	\$ 123.71
DEANA MARIE MOSLEY Total	\$ 123.28
OAKWOOD VETERINARY HOSPIT Total	\$ 122.75
ANGELIQUE COTRIGHT Total	\$ 122.00
MCCARDEL CULLIGAN WATER C Total	\$ 122.00
DEAN BOTT Total	\$ 120.34
ACCREDITATION, AUDIT & RI Total	\$ 120.00
COLLEEN VANKLOMPENBERG Total	\$ 120.00
KIMBERLY SUMMERS Total	\$ 120.00
PERFECT FENCE CO. Total	\$ 120.00
SIMPLE CREDIT, INC. Total	\$ 120.00
ALCOTEC PENSION FUND Total	\$ 119.64
HOSPITAL NETWORK HEALTHCA Total	\$ 118.00
STACY LIN HOWE Total	\$ 117.74
KWIK PRINT Total	\$ 117.59
KATHY M PAHL Total	\$ 116.62
TRANSUNION RISK AND ALTER Total	\$ 115.95
LISA UNDERWOOD Total	\$ 113.77
RICHARD K STINER Total	\$ 112.50
MARY WENGER-TOWNSEND Total	\$ 112.28
MWEA Total	\$ 110.00
BRITTEN BANNERS, INC. Total	\$ 110.00
CRIME VICTIMS SERVICES CO Total	\$ 110.00
PROFILE Total	\$ 110.00
ALFIE EMBROIDERY Total	\$ 105.60
CCH INCORPORATED Total	\$ 104.73
QUEST DIAGNOSTICS Total	\$ 104.42
JAMES FRANK GUILMET Total	\$ 104.36
TRAVERSE AREA CREDIT UNIO Total	\$ 103.85
PAUL ANDERSON Total	\$ 102.94
LYNNE STOCKWELL Total	\$ 102.91
HAROLD JOHN DEHR JR Total	\$ 102.89
ROBIN RATCLIFFE Total	\$ 101.37
GRAND TRAVERSE INDUSTRIES Total	\$ 101.00
CHRISTOPHER DAILEY Total	\$ 100.28
ADVANCED TURF SOLUTIONS Total	\$ 100.00

Payee Name	Amount
BAY AREA RECYCLING FOR CH Total	\$ 100.00
BONNIE JEAN WATTELET Total	\$ 100.00
DAVID CARPENTER Total	\$ 100.00
DEPARTMENT OF HEALTH & HU Total	\$ 100.00
ENCOMPASS INSURANCE Total	\$ 100.00
HAWTHORNE VINEYARDS Total	\$ 100.00
J COLE TRANSPORTATION Total	\$ 100.00
LARRY O SAWALLICH Total	\$ 100.00
LOWE'S Total	\$ 100.00
MEA - TC CAPSA Total	\$ 100.00
PRESIDIO NETWORKED SOLUTI Total	\$ 100.00
ROBERT GODZIEBIEWSKI Total	\$ 100.00
ROSE M BELLES Total	\$ 100.00
SET SEG INSURANCE Total	\$ 100.00
SVEC INVESTMENTS Total	\$ 100.00
VILLAGE GLEN APARTMENTS Total	\$ 100.00
WILLIAM WOOD Total	\$ 100.00
WILLIAMS & BAY PUMPING SE Total	\$ 100.00
PINK ANCHOR Total	\$ 98.00
GRAND TRAVERSE VETERINARY Total	\$ 93.50
THIRLBY AUTOMOTIVE Total	\$ 93.48
POTTERS FINE PASTRIES Total	\$ 92.60
MICHAEL LAHEY Total	\$ 91.56
SNAP PRINTING Total	\$ 91.48
TINA L BRADEN Total	\$ 91.41
DAVID LYLE MOORE Total	\$ 90.00
LESLEY'S LANDSCAPING Total	\$ 90.00
WAYNE STATE UNIVERSITY Total	\$ 90.00
JOHN B WOLF SR Total	\$ 89.86
INTERSTATE BILLING SERVIC Total	\$ 89.00
PRINT SOURCE Total	\$ 89.00
RED ROOF INN Total	\$ 89.00
E&J SUPPLY, INC. Total	\$ 88.42
SHIRLEY BOWMAN Total	\$ 87.50
BENJAMIN JAMES Total	\$ 87.45
APPRISS SAFETY Total	\$ 85.00
DAVID RYAN BOHRER Total	\$ 85.00
KEVIN CONRADY Total	\$ 85.00
STATE FARM Total	\$ 85.00
TRACIE MULLEN Total	\$ 84.50
EMILY RICE Total	\$ 84.26
ZAWORA ELECTRIC Total	\$ 84.00
TERI QUINN Total	\$ 80.97
OLD TOWN PSYCHOLOGICAL SE Total	\$ 80.00
KOHL'S Total	\$ 79.99
JASON TORREY Total	\$ 79.58

Payee Name	Amount
SARAH LUTZ Total	\$ 79.30
CHRISTINA M LEHN Total	\$ 78.48
THE COPY SHOP Total	\$ 76.70
MAPLE RIVER DIRECT MAIL L Total	\$ 75.00
DAWN JOHNSON Total	\$ 75.00
MR & MRS DON HESS Total	\$ 75.00
PEPSI BOTTLING GROUP Total	\$ 75.00
STONEHOUSE BREAD Total	\$ 75.00
WAYNE COUNTY SHERIFF Total	\$ 73.26
CYNTHIA PURVIS Total	\$ 71.83
PATTI BAKER Total	\$ 71.83
ANSWER UNITED Total	\$ 71.79
NMCAA/BASA Total	\$ 70.00
TOM ROEN Total	\$ 70.00
JOANNE KELLY Total	\$ 69.76
LORI WESOLOWSKI Total	\$ 69.59
HANOVER INSURANCE COMPANY Total	\$ 69.22
MEIJER, INC Total	\$ 67.29
JEREMIAH PRIEST Total	\$ 65.95
PRIME TIME NEWS & OBSERVE Total	\$ 65.00
RENT A CENTER RETAIL SERV Total	\$ 64.67
EAST BAY ANIMAL HOSPITAL Total	\$ 62.00
CHRISTOPHER ROBERTS Total	\$ 61.04
AC PAW Total	\$ 60.00
B & B PRINTING Total	\$ 60.00
CAROLYN SHERIDAN Total	\$ 60.00
CATHERINE STAUBER Total	\$ 60.00
DANIEL PAUL TYLER Total	\$ 60.00
DELRIDGE CORPORATION Total	\$ 60.00
KELLY RYAN ADAMS Total	\$ 60.00
MICHIGAN MUNICIPAL LEAGUE Total	\$ 60.00
NEIKO LEE SOPER Total	\$ 60.00
SIGNPLICITY Total	\$ 60.00
EVELYN LIVINGSTON Total	\$ 59.86
ANIMAL MEDICAL CENTER Total	\$ 59.50
GRAND TRAVERSE COUNTY HEA Total	\$ 57.39
CHRISTOPHER JOEL DEKKER Total	\$ 55.80
WRIGHT EXPRESS FLEET SERV Total	\$ 55.40
STAPLES BUSINESS ADVANTAG Total	\$ 55.27
AMANDA DENBOER Total	\$ 54.33
MICHIGAN DEPARTMENT OF ST Total	\$ 54.00
ROBERT R FILKINS JR Total	\$ 53.46
CLARKE-EVERETT DOG & CAT Total	\$ 53.00
NORTHWOOD ANIMAL HOSPITAL Total	\$ 52.75
NORTHERN MICHIGAN JANITOR Total	\$ 52.70
CHARLES DAVID MUELLER Total	\$ 52.50

Payee Name	Amount
SUE ANN CARROLL Total	\$ 52.25
TERRA WALTERS Total	\$ 51.61
FASTENAL COMPANY Total	\$ 50.52
MICHAEL & KATHLEEN SHEEAN Total	\$ 50.16
ASHLEY ANN ARVON Total	\$ 50.00
BENZIE HIGH SCHOOL Total	\$ 50.00
BILLIE JO KEAGLE Total	\$ 50.00
BRIAN SPRINGSTEAD Total	\$ 50.00
BURDCO INC Total	\$ 50.00
DEANNE SAVINSKY Total	\$ 50.00
DOUGLAS DIXON Total	\$ 50.00
ECONOLOGGE Total	\$ 50.00
FRED MOOMEY Total	\$ 50.00
FRIEND OF THE COURT Total	\$ 50.00
HAGERTY INSURANCE Total	\$ 50.00
IAED Total	\$ 50.00
JOSEPH GEROVAC Total	\$ 50.00
KMART Total	\$ 50.00
MARJORIE SPENCE Total	\$ 50.00
MARK SMITH Total	\$ 50.00
MERRILL LYNCH Total	\$ 50.00
MICHAEL SIMONS Total	\$ 50.00
PERFECT FIT LLC Total	\$ 50.00
RENTALS UNLIMITED Total	\$ 50.00
SHAWNA BROWN Total	\$ 50.00
TARGET STORES Total	\$ 50.00
THE CAMERA SHOP Total	\$ 50.00
TRAVERSE NARCOTIC TEAM Total	\$ 50.00
TRAVERSE NARCOTICS TEAM Total	\$ 50.00
FRONTIER COMMUNICATIONS Total	\$ 49.90
NORTHWOOD PAINT & SUPPLY Total	\$ 49.75
BOND FLUIDAIRE INC. Total	\$ 49.26
THOMAS HENRY CARR Total	\$ 48.00
HILARY A SMITH Total	\$ 47.62
TIMOTHY JAMES DUNN Total	\$ 47.50
MARTHA THORELL Total	\$ 46.33
SARA M DEMAN Total	\$ 46.22
RON & JANET RAMOIE Total	\$ 46.15
GINOP SALES, INC. Total	\$ 46.08
KAREN WATERSON Total	\$ 45.63
IVAN WILLIAM SCHLISKA Total	\$ 44.62
RYAN WALSH Total	\$ 44.25
DIANE MARIE ARIETTA Total	\$ 44.08
JENNIE LYNNE DRAINVILLE Total	\$ 44.08
PAM BLUE Total	\$ 43.60
A PERFECT FIT ALTERATIONS Total	\$ 43.58

Payee Name	Amount
TRAVIS TROY BEEMAN Total	\$ 43.53
LAURA LEE DIVER Total	\$ 42.50
NORTHWESTERN BANK Total	\$ 42.50
ANDREA COOPER Total	\$ 42.44
RODETTA HARRAND Total	\$ 41.85
CASSANDRA SUE MORRIS Total	\$ 41.50
JILL RENEE CLOUSE Total	\$ 41.35
JUSTIN M FINE-NAFSU Total	\$ 41.35
CHARLES M HAMLYN Total	\$ 41.31
TODD STEED Total	\$ 41.00
BARBARA KATHLEEN JAHN Total	\$ 40.50
KEITH WILLIAM NEWSTEAD Total	\$ 40.26
GERALD KRAJENKE Total	\$ 40.00
JARED ALLEN KOZERA Total	\$ 40.00
JOSEPH LAUB Total	\$ 40.00
KEN ENGELKING Total	\$ 40.00
MI ASSOC. OF TREATMENT CO Total	\$ 40.00
QDOBA MEXICAN GRILL Total	\$ 40.00
BAY WEST ANIMAL CLINIC Total	\$ 39.50
LINDA BLAIR RACINE Total	\$ 39.50
ELIZABETH STANICHUK Total	\$ 39.24
JERRI WHITE Total	\$ 39.24
ALISA GALLO Total	\$ 39.17
CHRISTINE SUE HAUSER Total	\$ 39.17
KALI MARKHAM Total	\$ 39.17
PETER MONAHAN Total	\$ 39.13
ROBERT A. COONEY Total	\$ 39.02
VCA CHERRY BEND ANIMAL HO Total	\$ 38.00
HUNTER JAY WOOTERS Total	\$ 36.99
LEANNE ELIZABETH FORD Total	\$ 36.99
CHERYL M GOODWIN Total	\$ 36.95
GREG & LISA BENBENECK Total	\$ 36.82
JOSEPH FRANCIS CIOLEK Total	\$ 36.00
AARON JAMES AUGUST Total	\$ 35.90
RANDY TODD YOUNG Total	\$ 35.90
RICHARD STEVE SKIPSKI Total	\$ 35.90
GRIFFIN & ASSOCIATES Total	\$ 35.18
PETER FORTON Total	\$ 35.10
CAMBRIA SUITES Total	\$ 35.00
SUSAN BOWEN Total	\$ 35.00
STEVEN LARGENT Total	\$ 33.52
JESSICA PARENT Total	\$ 33.46
PHILIP LEE FRY Total	\$ 33.18
ERICCA HOVIE Total	\$ 32.70
DAVID SCOTT SIMONELLI Total	\$ 32.63
NICHOLAS DAVID DIELEMAN Total	\$ 32.09

Payee Name	Amount
FAMILY FARE Total	\$ 31.89
DEVIN LEANNE HOPKINS Total	\$ 31.00
IAN JAMES FERGUSON Total	\$ 30.45
SHIRLEE SHUMSKY GREEN Total	\$ 30.43
ACTRON STEEL, INC. Total	\$ 30.20
EXCALIBUR STABLES Total	\$ 30.00
MELISSA KAISER Total	\$ 30.00
MICHAEL SHEA Total	\$ 30.00
ROD BIBLE Total	\$ 29.60
CAROL A KASPER Total	\$ 29.36
CATHERINE ELAINE CHINLUND Total	\$ 29.36
LESLIE KENNETH BRAVENDER Total	\$ 28.00
JOHNSTONE SUPPLY - #234 Total	\$ 27.90
SUSAN JOAN WIERZBICKI Total	\$ 27.50
HARRY & SALLY ELLIOTT Total	\$ 26.46
LINDSAY KING Total	\$ 26.43
NORTHERN FLOOR AND TILE Total	\$ 26.14
DEBORAH STOSIO Total	\$ 26.00
CATHY ELLEN COLBURN Total	\$ 25.55
JEFFREY DARIN WHITING Total	\$ 25.55
ROBERT MERCE COONROD Total	\$ 25.55
WILLIAM JOSEPH BUC Total	\$ 25.55
TJ MAXX Total	\$ 25.01
ALISHA T MOCERE Total	\$ 25.00
CHEMICAL BANK MIDLAND Total	\$ 25.00
DAVE BRAYTON Total	\$ 25.00
EDIE EKINS DEVENEAU Total	\$ 25.00
GT ATHLETIC CLUB Total	\$ 25.00
JANELLA SCHNEPT Total	\$ 25.00
KEVIN JAMES EARL Total	\$ 25.00
KINNEY'S COMPLETE AUTO Total	\$ 25.00
LANDON FOSTER Total	\$ 25.00
MARINA SILKOVSKYY Total	\$ 25.00
MATTHEW & JENNY JOHNSON Total	\$ 25.00
MENARDS Total	\$ 25.00
NORTHERN GREENLAWN, INC. Total	\$ 25.00
OLGA LU JOHNSON Total	\$ 25.00
PATRICIA A PECKHAM Total	\$ 25.00
PAUL APPOLD Total	\$ 25.00
ROBERT SWEENEY Total	\$ 25.00
SANDRA KAY CASCAGNETT Total	\$ 25.00
SARAH CAVENDISH Total	\$ 25.00
SCOTT HOWARD Total	\$ 25.00
SHELBY MATTSON Total	\$ 25.00
UNIVERSAL UNDERWRITERS IN Total	\$ 25.00
DEBRA A MIKOWSKI Total	\$ 24.96

Payee Name	Amount
VICTOR WILLIAM DINSMOORE Total	\$ 24.07
ANNA CLAIRE NYCHYPOR Total	\$ 24.00
LARA JEAN BRAMER Total	\$ 24.00
WASH-N-GO CARWASH Total	\$ 24.00
DANIEL RAY CRONK Total	\$ 23.75
NICKOLAS RICHARD LAWRENCE Total	\$ 23.75
MEIJER, INC. Total	\$ 23.31
AMBER MARIE VANDUSSEN Total	\$ 23.00
DOUGLAS WAYNE SUIDA Total	\$ 22.50
JEFFERY LAINE HOUGHTON Total	\$ 22.50
JOSEPH CARL BRIGGS Total	\$ 22.50
MARY LOU HAMMOND Total	\$ 22.50
MIHAILA TRUMBLA Total	\$ 22.50
RUTH ANN BRISTOL Total	\$ 22.50
SCOTT RAYMOND BLUBAUGH Total	\$ 22.50
SHANNON MAKOWSKI Total	\$ 22.50
WILLIAM JOHN DOERR Total	\$ 22.50
LANA PAYNE Total	\$ 22.45
ANGELA BOWMAN Total	\$ 22.00
JONATHAN MATTHEW DALZELL Total	\$ 22.00
JOSEPH PAUL GOODCHILD Total	\$ 22.00
KORA AILENE PARKEY Total	\$ 22.00
PAUL BURNHAM JR Total	\$ 22.00
SUSAN GAIL TARCZON Total	\$ 22.00
YUKII ALVEAR Total	\$ 22.00
BREEANA ELIZABETH PERKINS Total	\$ 21.75
SARAH GUM Total	\$ 21.69
LINGUISTICA INTERNATIONAL Total	\$ 21.66
ANGEL RAE OSTER Total	\$ 21.50
CHRISTOPHER NEIL BROGE Total	\$ 21.50
JACQUELYN FAE DAVIS Total	\$ 21.50
JEFFREY LAWRENCE CONNOLLY Total	\$ 21.25
JENNIFER SUSAN JOHNSON Total	\$ 21.25
KATHY DURKIN Total	\$ 21.25
RICHARD FLOYD SAYER Total	\$ 21.25
RONDA KATHLEEN MEYER Total	\$ 21.25
RUSSELL JAY SCHLARF Total	\$ 21.25
TAMMIE CHRISTINE BARNHART Total	\$ 21.25
THOMAS EDWARD ROBB Total	\$ 21.25
TROY RICHARD DOUCETTE Total	\$ 21.00
ARTHUR NICKERSON Total	\$ 20.70
JENNIFER LYNN BESKO Total	\$ 20.50
KENDALL MAE KIELTY Total	\$ 20.50
FIRST ADVANTAGE BACKGROUN Total	\$ 20.40
CAROLYN KRISTOF Total	\$ 20.17
BRUCE EBERLY FORRESTER Total	\$ 20.00

Payee Name	Amount
DAVID EDWARD JENNEMAN Total	\$ 20.00
DIANA ELIZABETH BARTOS Total	\$ 20.00
DIANE KAY TALLIEU Total	\$ 20.00
GARY LEE SLATER Total	\$ 20.00
HALEY LEVINE Total	\$ 20.00
JERALD CURTIS RIVES III Total	\$ 20.00
LAURA ANNELIESE STASIAK Total	\$ 20.00
NANCY STREET Total	\$ 20.00
PATRICIA LORRAINE BOWHALL Total	\$ 20.00
SHELLEY MARIE ALEJANDRO Total	\$ 20.00
SUSAN PONTES Total	\$ 20.00
CHERRY CAPITAL MOBILE PET Total	\$ 19.75
COURTNEY GUY Total	\$ 19.67
MARK OSMYN ALLEN Total	\$ 19.50
DIANE SCRIVO Total	\$ 19.07
BARRY STEVEN GORBUTT Total	\$ 19.00
ERIK MICHAEL JENSEN Total	\$ 19.00
HENRY VERN SOMERO Total	\$ 19.00
JULIETTE ANNA GOODWIN Total	\$ 19.00
PURE WATER WORKS Total	\$ 19.00
ANDREA MARIE KOHLER Total	\$ 18.75
CHRIS ADAM RIGAN Total	\$ 18.75
ETHAN KYLE KORSON Total	\$ 18.75
PAMELA GORDON ST-AMOUR Total	\$ 18.75
ROBERT WILLIAM GASTON Total	\$ 18.75
SHAWN MARIE BURNSIDE Total	\$ 18.75
TED A BOOMER Total	\$ 18.75
KATHLEEN LOIS REED Total	\$ 18.50
DAVID ANDREW KASPEROWICZ Total	\$ 18.25
TIMOTHY TODD OLSON Total	\$ 18.25
CAROL FRIDAY Total	\$ 18.00
DAVID L NICKERSON Total	\$ 18.00
DAWN STARR DUBOIS Total	\$ 18.00
GRACE MARGARET O'MALLEY Total	\$ 18.00
JOSHUA RICHARD LOVENDUSKY Total	\$ 18.00
MARGERY J BREIT Total	\$ 18.00
UNITED PARCEL SERVICE Total	\$ 17.93
DIANNE THOMPSON Total	\$ 17.85
YOUNG SUPPLY COMPANY Total	\$ 17.80
CRISTY LYNNE CATLETT Total	\$ 17.75
IMAGE360 Total	\$ 17.67
ADRIANA PEDRAZA Total	\$ 17.50
ALAN LEE LEMAN Total	\$ 17.50
BRANDON DAVID NICKERSON Total	\$ 17.50
DAVID CHARLES ROKOS Total	\$ 17.50
JAMES WEMIGWANS Total	\$ 17.50

Payee Name	Amount
JASON FREDRICK KASDORF Total	\$ 17.50
LEE WADE GALISON Total	\$ 17.50
LINDA FILIPP Total	\$ 17.50
MARTIN HELMUT KOCAN Total	\$ 17.50
PATSY MARIE MANNING Total	\$ 17.50
RANDAL LEE WHELOCK Total	\$ 17.50
SUSAN JEANETTE FORINTOS Total	\$ 17.50
TAYLOR MARIE BOYT Total	\$ 17.50
SHIRLEY ZERAFA Total	\$ 17.33
CAROL GENEVIEVE SILVAS Total	\$ 17.25
MARY LOUISE TURNER Total	\$ 17.25
MICHAEL RODNEY BUDNIK Total	\$ 17.00
THERESA FLORENCE BROWN Total	\$ 17.00
TOM HOOPFER Total	\$ 17.00
WAYNE MUELLER Total	\$ 17.00
THE POOL DOCTOR Total	\$ 16.76
AIMEE JO ROCKAFELLOW Total	\$ 16.75
MATTHEW CURTIS-COKER JONA Total	\$ 16.75
TODD ALYN WRIGHT Total	\$ 16.75
MARSHA JOHNSON Total	\$ 16.69
CHRISTOPHER PAUL PHILLIPS Total	\$ 16.50
COLLEEN BRIDGET KUSHMAUL Total	\$ 16.25
ERIC J NORTON Total	\$ 16.25
SCOTT ROBERT SWANSON Total	\$ 16.25
ZOE LOUISE LOOMIS Total	\$ 16.25
BRYAN HAWKINS Total	\$ 16.00
DAVID JOHN FROST Total	\$ 16.00
EMERALD TORREZ Total	\$ 16.00
GEORGE ANTHONY ROSINGANA Total	\$ 16.00
KIMBERLY HUBBARD HAUG Total	\$ 16.00
AMY LYNNE DEHAAN Total	\$ 15.75
MARTIN JAMES RHEIN Total	\$ 15.75
DANIELA CRISTINA FERNANDE Total	\$ 15.50
MATTIAS FREDERICK JOHNSON Total	\$ 15.50
NICHOLAS OTTO Total	\$ 15.50
ROBERT LLOYD JOCKS Total	\$ 15.50
ANNE-MARIE W SPALA Total	\$ 15.25
JANE CARTER SCHOTANUS Total	\$ 15.25
NANCY MOROSKI WARSZAWSKI Total	\$ 15.25
AVAYA INC Total	\$ 15.24
JOHNATHAN GUERNSEY Total	\$ 15.00
MELISSA SLICK Total	\$ 15.00
MIKE MATTEUCCI Total	\$ 15.00
LEE A STORCH Total	\$ 14.29
COUNTRY INN & SUITES OF T Total	\$ 12.50
DAVID DONALD CHARLES HILL Total	\$ 12.50

Payee Name	Amount
MARVIN PETER NORDEEN Total	\$ 12.50
MELISSA DAWN BAMMEL Total	\$ 12.50
SUZANNE MARIE HEUFT Total	\$ 12.50
VIRGINIA SOLTOW Total	\$ 12.50
JASON POLZIEN Total	\$ 12.00
MARY M SCHWETTMANN Total	\$ 12.00
STEVEN J FASEL Total	\$ 12.00
TRAVIS A HORN Total	\$ 12.00
TRAVERSE REPRODUCTION & S Total	\$ 11.40
LAURA SUTHERIN . Total	\$ 10.96
SEVEN ELEVEN STORE Total	\$ 10.15
ANN BIXBY Total	\$ 10.00
KIM MILWARD Total	\$ 10.00
NORTHWEST MICHIGAN ASSESS Total	\$ 10.00
RONALD SCOTT COUTURIER Total	\$ 9.00
PRO IMAGE DESIGN Total	\$ 8.50
ROBERT W GRAY Total	\$ 8.05
BREANNA MARIE WEDDLE Total	\$ 8.00
ERIC STEVEN MCLEAN Total	\$ 8.00
JANISSE RAMOS Total	\$ 8.00
LORI METCALF Total	\$ 7.30
AMY MACKAY Total	\$ 7.00
BRIAN HIMICK Total	\$ 7.00
OFFICIAL PAYMENTS CORPORA Total	\$ 5.95
ANNA M WEESE Total	\$ 5.32
DONNA THOMA Total	\$ 5.30
MISTY WRIGHT Total	\$ 5.00
APPLIED INDUSTRIAL TECHNO Total	\$ 3.96
ROSALIE DOHM Total	\$ 3.85
AT&T LONG DISTANCE Total	\$ 3.43
PATRICIA GLAUCH Total	\$ 3.00
ROBERT IDZIAK Total	\$ 2.35
THE HABERDASHERY Total	\$ 1.66
VINTAGE DU JOUR Total	\$ 1.66
CELIA CHE FAVELA Total	\$ 1.00
BOYS & GIRLS CLUB Total	\$ -
BRIAN MCALLISTER Total	\$ -
DANIEL J DINGMAN Total	\$ -
DAVID EARL LOVEJOY Total	\$ -
KODY KLEINRICHERT Total	\$ -
MICHIGAN MUNICIPAL LIABIL Total	\$ -
MONTE EUGENE CAREW Total	\$ -
SARA NICKERSON Total	\$ -
DENNIS TURNIPSEED Total	\$ (2.50)
CHAR NOVAK Total	\$ (4.54)
ROBERT KAY PAYNE Total	\$ (5.00)

Payee Name	Amount
TIMOTHY JENNER Total	\$ (5.50)
CARRIE DIETZ Total	\$ (7.00)
ROBERT LEWIS Total	\$ (7.00)
WOODLAND TITLE AGENCY Total	\$ (7.49)
SHAWN & STACIE LICHTY Total	\$ (7.81)
JACQUELINE SOUTHBY Total	\$ (10.00)
ASHLEY INSANA Total	\$ (10.86)
TC INSULATING COMPANY Total	\$ (12.50)
ESTATE OF ORDEN C SMUCKER Total	\$ (18.15)
LEIF OLSON Total	\$ (22.50)
GARY ELLIOTT Total	\$ (25.00)
THOMAS EUGENE MCNALLY Total	\$ (25.00)
GALLAGHER BASSETT SERVICE Total	\$ (28.00)
SEAN DOYLE Total	\$ (29.70)
BENJAMIN WEBER Total	\$ (34.00)
JAMES PATRICK FOLEY Total	\$ (34.20)
JEFF MILLER Total	\$ (50.00)
HIBBARD'S PLANTASIA Total	\$ (69.90)
JANET JANNOUN Total	\$ (70.50)
CORPORATE TITLE AGENCY Total	\$ (75.66)
KATHERINE LESLIE-GREEN SO Total	\$ (76.15)
ALLISON RACHEL BEMBENECK Total	\$ (80.00)
RCA, LLC Total	\$ (86.50)
BRANDON BELL Total	\$ (98.00)
GANDER MOUNTAIN Total	\$ (100.00)
LANE BRYANT Total	\$ (100.00)
MICHAEL SUTHERLAND Total	\$ (100.00)
NOEL TIMOTHY SCHROEDER Total	\$ (118.30)
AAA OF MICHIGAN Total	\$ (150.00)
PAMELA HANEY Total	\$ (150.00)
J & S HAMBURG Total	\$ (200.00)
CHRISTOPHER & CANDACE SCH Total	\$ (204.07)
STATE FARM INSURANCE CO. Total	\$ (226.10)
PJ RESTAURANT Total	\$ (240.00)
FLIP'S PIZZA Total	\$ (370.00)
ALDEN M DOW Total	\$ (500.00)
CHRISTINE SHOMIN Total	\$ (866.93)
JAMIE ULRICH Total	\$ (1,200.00)
Grand Total	\$ 3,929,000.33

RESOLUTION

XX-2019

**Regarding Michigan Department of Natural Resources (DNR),
Common Merganser Control Program (The Program)**

WHEREAS, the Grand Traverse County Board of Commissioner has knowledge of swimmer's itch in the County's inland lakes, coming from many of the County's Townships; and,

WHEREAS, The Program has been shown to be an effective and environmentally conscious solution for the control of site specific swimmer's itch problems for our residents; and,

WHEREAS, it is understood that some Common Merganser chicks may be accidentally killed by the activities of the program; and,

WHEREAS, lake associations desiring to implement The Program are required to obtain a DNR Permit annually, inform affected riparians of the planned activity and adhere to the requirements of their permit;

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners, on behalf of the property owners on all inland lakes in Grand Traverse County, hereby formally request the assistance of the DNR in the implementation of The Program for a five (5) year period from 2018 through 2023, provided that DNR permit requirements are adhered to, and with the understanding that there shall be no cost to the Leelanau County government for these programs.

APPROVED: January 16, 2019



Action Request

Meeting Date:	1/16/2019		
Department:	Central Dispatch/911	Submitted By:	Jason Torrey
Contact E-Mail:	jtorey@grandtraverse.org	Contact Telephone:	2319224751
Agenda Item Title:	Annual Maintenance Renewal for 911 Call Handling System		
Estimated Time:	 (in minutes)	Laptop Presentation:	☐ Yes ☐ No

Summary of Request:

Request renewal of maintenance contract with West Safety Solutions to support 911 call handling system. The Grand Traverse County Board of Commissioners previously approved the purchase of this system in 2015. The continued software, hardware, and service maintenance programs are critical to the reliability of this critical system, and are solely provided for and offered by West Safety Solutions. This pricing was accounted for and approved in the 2019 budget.

Suggested Motion:

Approve annual maintenance contract renewal with West Safety Solutions Inc. as presented for \$24,400.

Financial Information:

Total Cost:	\$24,400.00	General Fund Cost:		Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: ☐ Recommended	Date:	
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:



Maintenance Renewal

for

Grand Traverse, MI

(Direct Sale)

Quote Number: 29630 Version: 2 January 02, 2019

ACCEPTED AND AGREED:

Total Purchase Amount: \$24,400

Customer Entity Name: Grand Traverse, MI

By: _____

Name: _____

Title: _____

Date Signed: _____

Customer must initial one of the following:

_____ A customer purchase order is required to pay any invoice relating to this quote. Customer acknowledges that West will not ship any equipment or software, or commence any services, until it has received customer's corresponding purchase order.

_____ A customer purchase order is NOT required to pay any invoice relating to this quote. The signature above authorizes West to ship, provide services, and invoice customer.

The terms and conditions available at west.com/legal-privacy/terms/call-handling will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information owned by West Safety Solutions Corp. or its affiliates, and such information may not be used or disclosed by any person without prior written consent.

Summary - Grand Traverse Central Dispatch

Item	Cost
Maintenance	\$24,400.00
Total:	\$24,400.00

Configuration Parameters - Grand Traverse Central Dispatch

Model#	Description	Qty	List Price	Selling Price	Total
Software Subscription					
950999/SUB1-BU	Software Sub Service - 1 Year/Position – Back Up Position Year 1	1	\$150.00	\$150.00	\$150.00
950999/SUB1	Software Subscription Service - 1 Year/Position Year 1	6	\$1,500.00	\$1,500.00	\$9,000.00
Subtotal					\$9,150.00
Software Protection and Remote Tech Support					
950999/PRO1-BU	Soft Protect and Remote Tech Support - 1 Year/Pos – Back Up Pos Year 1	1	\$60.00	\$60.00	\$60.00
950999/PRO1	Software Protection and Remote Technical Support - 1 Year/Position Year 1	6	\$600.00	\$600.00	\$3,600.00
Subtotal					\$3,660.00
On-Site Maintenance					
950999/ONS1-1-BU	On-Site Maint - 1 Year/Pos - 1 to 10 pos sys – Back Up Position Year 2	1	\$300.00	\$150.00	\$150.00
950999/ONS1-1	On-Site Maintenance (1 Year), (per position / per year for 1 to 10 positions) Year 2	6	\$3,000.00	\$1,500.00	\$9,000.00
Subtotal					\$9,150.00
Hardware Protection					
950999/HPSA1-BU	Hardware Protect Stand Alone Sys - 1 Year/Pos – Back Up Position Year 1	1	\$40.00	\$40.00	\$40.00
950999/HPSA1	Hardware Protection Stand Alone System - 1 Year/Position Year 1	6	\$400.00	\$400.00	\$2,400.00
Subtotal					\$2,440.00
Total					\$24,400.00

Notes

- 1 This quote provides pricing to renew the customer's maintenance service agreement for six primary positions and one dark backup laptop for the coverage period December 30, 2018 through December 29, 2019.

Also included is pricing for On-Site Maintenance Services for the coverage period March 01, 2019 through August 31, 2019. Customer reserves the right to cancel On-Site Maintenance Services during this agreement, West requires 30 day notice prior to cancellation date.

Previous quote: 23914v1

This quote is configured to provide renewal of Software Protection and Remote Technical Support Services, Software Subscription Services, Hardware Protection Support Services and On-Site Maintenance Services.

- 2 **Software Subscription Service** provides the customer with access to software upgrades including new features. This offering only provides for the availability of the software. Installation and training (if needed) are not included. Any required hardware or operating system changes are also not included.

West Safety Solutions, Corp. will provide periodic software release bulletins to customers which announce and explain new feature releases for West Safety Solutions Corp. software. Customers may then request the new release or version from West Safety Solutions Corp. based on applicability of the release to customer's system. The customer is responsible for installation of all these releases, unless the On-Site Maintenance Service is purchased. If On-Site Maintenance has not been purchased and the customer prefers to have West Safety Solutions Corp. deploy a new release, West Safety Solutions Corp. will dispatch appropriate personnel to perform the upgrade on a mutually agreed upon date at West Safety Solutions Corp.'s then current prices for such services.

- 3 **Software Protection and Remote Technical Support** is a coverage requirement with the purchase and ownership of West Safety Solutions Corp. CPE system equipment. The coverage requirement is effective after the expiration of the system warranty, but a purchase order for the service, for at least one year duration, is required at the time of any new system purchase.

Software Protection and Remote Technical Support cannot be deleted from quotes or system orders.

Once a Software Protection and Remote Technical Support service contract is established for the site during system initial purchase, all items subsequently added to the site will not require an additional contract, but the acquisition of additional positions will increase the price of the services.

a. For sites with one year coverage contracts, the increased price will be reflected in the quote at the next contract renewal point.

b. For sites with multi-year agreements, the customer will be required to retract the remaining years of the original purchase order and issue a new purchase order for the remaining period covering the original system and new positions.

If a contract for Software Protection and Remote Technical Support expires without renewal, causing a lapse in coverage, the customer's access to the Support Center will be discontinued and a notification of services termination will be issued. Reinstatement of the lapsed coverage will require the following from the customer:

-
- a) Payment in full for the lapsed period at the prevailing per-seat rate
 - b) Purchase of a new maintenance agreement (one-year or five-year)
 - c) System Recertification fees in the form of a Class A inspection at \$1,500.00 per day plus related travel and expense charges.

Software Protection

This offering provides for the availability of software product updates. Installation and training (if needed) are not included. West Safety Solutions Corp. will publish periodic software release bulletins to customers which announce important product updates for West Safety Solutions Corp. software. Customers may then request the new update from West Safety Solutions Corp. based on applicability of the release to customer's system. Customer is responsible for installation of all these releases, unless the On-Site Maintenance Service is purchased. If On-Site Maintenance has not been purchased and the customer prefers to have West Safety Solutions Corp. deploy a new release, West Safety Solutions Corp. will dispatch appropriate personnel to perform the upgrade on a mutually agreed upon date at West Safety Solutions Corp.'s then current prices for such services.

Remote Technical Support

Support is provided by associates who specialize in the diagnosis and resolution of system performance issues. Remote Technical Support is available 24/7 through both a toll free hotline and a secure customer Internet portal. All service inquiries are tracked by a state-of-the-art CRM trouble ticket system that can be queried by customers through the online portal to obtain the most up-to-date status on their issues.

- 4 **On-site Support Services** are primarily designed to assist with issues that require system expertise in troubleshooting and restoration at the customer's location.

On-site Support Services include travel costs and time and labor related to the service incident. Also included in the service are quarterly on-site preventative and routine maintenance reviews (four per year) of the customer's West Safety Solutions Corp. system. These maintenance visits can include the installation of routine updates to software. Training, configuration changes, reprogramming and system upgrade labor are not included in this offering, but are available for purchase.

On-Site Support Services options include the designation of a technician dedicated specifically to the customer's deployment(s), or alternately a non-dedicated resource available for use with other customers. West Safety Solutions Corp. may engage third-party vendors to provide the On-Site Support Services.

- 5 **Hardware Protection Service** provides for the replacement of any non-operating West Safety Solutions Corp. provided hardware component, with the exception of monitors. This offering only provides for the replacement of the hardware item. Installation services and training (if needed) are not included. This service does not cover items where warranty has been voided due to abuse, Force Majeure or other actions.

When the West Safety Solutions Corp. Technical Support Center concludes that an item is non-operational, a fully functioning new or refurbished unit will be shipped to the customer. This unit will then become the property of the customer and will restore the functionality of the non-working item, but it may not be the exact same model as the original. The shipment of the replacement item will include a pre-printed shipping label used for the return of the nonworking item from the customer.

Terms

VENDOR NAME	West Safety Solutions Corp 1601 Dry Creek Drive Longmont, CO 80503
	Include quote number and customer EIN/Tax Identification Number on P.O.
SUBMIT P.O.	<u>ordermanagement.safetyservices@west.com</u>
PRICING	All prices are in USD Taxes, if applicable, are extra. Handling and Shipping charges are extra unless specified on the quote.
SHIPPING TERMS	FCA (Montreal), INCOTERMS 2010
PAYMENT	Per Contract
DELIVERY	TBD
VALIDITY	Quote expires on May 02, 2019. However, part numbers beginning with Q, such as QXXXXX, constitute unique third-party components. These components, including model and price, (i) may be subject to change at any time; and (ii) are non-cancellable, non-refundable, and non-exchangeable at any time.
COPYRIGHT	The information contained in this document is proprietary to West Safety Solutions Corp and is offered solely for the purpose of evaluation.

Revision History

Revision Level	Proposal Writer	Notes	Date Revised
1	MHAMILTON	Original	November 07, 2018
2	MHAMILTON	Added On-Site Maintenance coverage for 6 months.	January 02, 2019



Action Request

Meeting Date:	1/16/2018		
Department:	Parks and Recreation and TART Trails	Submitted By:	Kristine Erickson/Chris Kushman
Contact E-Mail:	kerickson@grandtraverse.org	Contact Telephone:	231-922-4511
Agenda Item Title:	Request to Execute a Recreational Trail Easement for the Boardman Lake Loop Trail		
Estimated Time:	Consent Calendar (in minutes)	Laptop Presentation:	☒ Yes ☐ No

Summary of Request:

The 2018-2023 Grand Traverse County Parks and Recreation Plan, and parks and recreation plans for the City of Traverse City and Garfield Township, recognize the value of non-motorized transportation and interconnected regional trail systems. To that end, TART Trails, Grand Traverse County, Garfield Township, and the City of Traverse City have worked collaboratively to realize a completed Boardman Lake Loop Trail to connect with the region's vast system of trails. The County Board of Commissioners has supported this project, passing eight resolutions (27-2017, 28-2017, 29-2017, 30-2017, 105-2017, 40-2018, 111-2018, 112-2018) relative to funding and construction of the trail, and has signed a memorandum of understanding with the City of Traverse City, Garfield Township, and TART Trails to achieve the goals to build and finish the Boardman Lake Loop Trail, and to outline responsibilities and commitments of each party. In July 2018, The County Board approved and accepted two Michigan Department of Natural Resources (MDNR) Trust Fund grant awards, each in the amount of \$300,000, for the Boardman Lake Loop Trail project. In August 2018, MDNR agreements for managing these grants (TF17-0095 and TF17-0096) were executed, per County Board Resolutions 111-2018 and 112-2018 passed in July, which authorized the County Administrator to "effectuate the necessary documents" to uphold the grants. In preparation for trail construction, scheduled to begin March 2019, TART Trails is securing easements from all riparian owners on the west side of Boardman Lake to accommodate the future trail boardwalk that will cross the lake. Grand Traverse County owns a parcel of land immediately west of Logan's Landing (05-015-059-71), where the boardwalk will cross. On behalf of the Boardman Lake Loop Trail project team, TART Trails and County Parks and Recreation is respectfully requesting that the County Board of Commissioners grant a bottomlands easement (attached) for that property. County Parks and Recreation Director acts as the MDNR grants administrator on behalf of the County, thereby managing the Trust Fund grant agreements and facilitating all communications with MDNR Grants Management. County Parks and Recreation also stewards and has designated Medalie Park and as a trailhead, which is part of the Boardman Lake Loop Trail project design. In January 2019, the Parks Director will submit all signed easements, along with the final Boardman Lake Loop Trail engineering design plans, to MDNR Trust Fund Grant Management for its review prior to the start of the project in March.

Authorize necessary signatures to grant an easement from Grand Traverse County for its Parcel 05-015-059-71, to accommodate the construction of a boardwalk as part of the Boardman Lake Loop Trail project.

Financial Information:

Total Cost:	\$0.00	General Fund Cost:	\$0.00	Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	☒ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles: 2019-1-2 GTC Bottomlands Easement for BLT

RESOLUTION
XX-2019
Recreational Trail Easement for the Boardman Lake Loop Trail

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed request to approve the recreational trail easement for the Boardman Loop Trail; and,

WHEREAS, The 2018-2023 Grand Traverse County Parks and Recreation Plan, and parks and recreation plans for the City of Traverse City and Garfield Township, recognize the value of non-motorized transportation and interconnected regional trail systems; and,

WHEREAS, To that end, TART Trails, Grand Traverse County, Garfield Township, and the City of Traverse City have worked collaboratively to realize a completed Boardman Lake Loop Trail to connect with the regions vast system of trails; and,

WHEREAS, The County Board of Commissioners has supported this project, passing resolutions relative to funding and construction of the trail, signed a memorandum of understanding with the City of Traverse City, Garfield Township, and TART Trails to achieve the goals to build and finish the Boardman Lake Loop Trail, and approved and accepted two Michigan Department of Natural Resources (MDNR); and,

WHEREAS, In preparation for trail construction, scheduled to begin March 2019, TART Trails is securing easements from all riparian owners on the west side of Boardman Lake to accommodate the future trail boardwalk that will cross the lake; and,

WHEREAS, Grand Traverse County owns a parcel of land immediately west of Logan's Landing, where the boardwalk will cross and on behalf of the Boardman Lake Loop Trail project team, TART Trails and County Parks and Recreation is respectfully requesting that the County Board of Commissioners grant a bottomlands easement (attached) for that property; and,

WHEREAS, In January 2019, the Parks Director will submit all signed easements, along with the final Boardman Lake Loop Trail engineering design plans, to MDNR Trust Fund Grant Management for its review prior to the start of the project in March.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners grant a bottomlands easement (attached) for the property (05-015-059-71) immediately west of Logan's Landing to accommodate the construction of a boardwalk as part of the Boardman Lake Loop Trail Project.

APPROVED: January 16, 2019

GRANT OF RECREATIONAL TRAIL EASEMENT

Grantor(s), The Grand Traverse County, whose address is 400 Boardman Avenue, Traverse City, MI 49684, grant(s) and convey(s) to the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan, 49684, ("the City"), its successors and assigns, an easement for recreational trail purposes in, over, upon, and under the real estate situated in Garfield Township, County of Grand Traverse, State of Michigan, described as:

A 30 FOOT WIDE STRIP OF LAND LYING IN SECTION 15, T27N, R11W, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN THE CENTERLINE OF WHICH IS DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 15; THENCE N00°51'50"W 1309.96 FEET ALONG THE EAST LINE OF SAID SECTION 15; THENCE S89°42'54"W 558.54 FEET ALONG THE SOUTH 1/8 LINE OF SAID SECTION 15; THENCE N00°17'06"W 422.37 FEET TO A POINT ON A TRAVERSE LINE ALONG BOARDMAN LAKE AS RECORDED IN LIBER 657, PAGE 629, SAID POINT BEING THE POINT OF BEGINNING OF SAID CENTERLINE; THENCE NORTHERLY 68.08 FEET ALONG A 100 FOOT RADIUS CURVE TO THE RIGHT, THE LONG CHORD OF WHICH BEARS N26°17'54"W 66.77 FEET; THENCE N06°47'43"W 33.46 FEET; THENCE NORTHERLY 378.02 FEET ALONG A 600 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS N25°16'27"W 380.34 FEET; THENCE NORTHERLY 279.98 FEET ALONG A 450 FOOT RADIUS CURVE TO THE RIGHT, THE LONG CHORD OF WHICH BEARS N24°46'57"W 292.57 FEET TO A POINT ON A TRANSVERSE LINE ALONG BOARDMAN LAKE AS RECORDED IN LIBER 795, PAGE 123 AND THE POINT ENDING OF SAID CENTERLINE. SIDELINES ARE TO EXTEND TO SHORTEN TO MEET THE DESCRIBED TRAVERSE LINES AND SO AS TO LEAVE NO GAPS OR OVERLAPS.

A depiction of the location of the Easement Area is attached hereto as **Exhibit A** and incorporated herein by reference.

This conveyance is subject to the following terms and conditions:

1. The easement is to be used only for a recreational trail available to the general public, subject to such restrictions and regulations as the Grantee may elect to impose from time to time.
2. The right herein granted shall include the right to excavate and to install, construct, repair, maintain (including but not limited to snow removal), improve and patrol all facilities placed in, over and upon the Easement Area, and to lend logistical support for activities taking place thereon.
3. The right herein granted shall include the right to cut vegetation within the Easement Area, grade, excavate, fill, and improve the Easement Area, and to lay down, construct and maintain such surfaces or structures as deemed appropriate by Grantee for the recreational uses intended.
4. Grantor shall erect no fences or other structures that would impede access to or across the easement by Grantee or the general public without the written consent of Grantee.
5. The City has the right to temporarily use any adjacent property of the Grantor for ingress and egress to said easement as necessary to affect the purposes of the easement granted by this instrument.
6. Reference to "Grantor" shall include the Grantor's successors and assigns of the Burdened Property. The provisions of this Grant shall inure to the benefit of and bind the heirs, successors and assigns of the respective parties to it.

Consideration for this easement is \$1 the adequacy and receipt of which is acknowledged.

As part of the consideration for the granting of this easement, the City will make a reasonable effort to leave the premises in good condition. This conveyance includes a release of any and all claims to damages by Grantors on adjoining property, arising from or incidental to the laying out, establishing, altering, widening, change of grade, draining, and improving of the recreational trail in, over and upon the land herein granted.

The easement described herein is in gross for the benefit of the public and may be assigned or transferred in whole or in part to another public entity.

Executed this _____ day of _____, 2018.

GRANTOR
The Grand Traverse County

By:

Its:

Printed Name

By:

Its:

Printed Name

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
2018, by _____

_____, Notary Public

_____ County, _____

My Commission Expires: _____

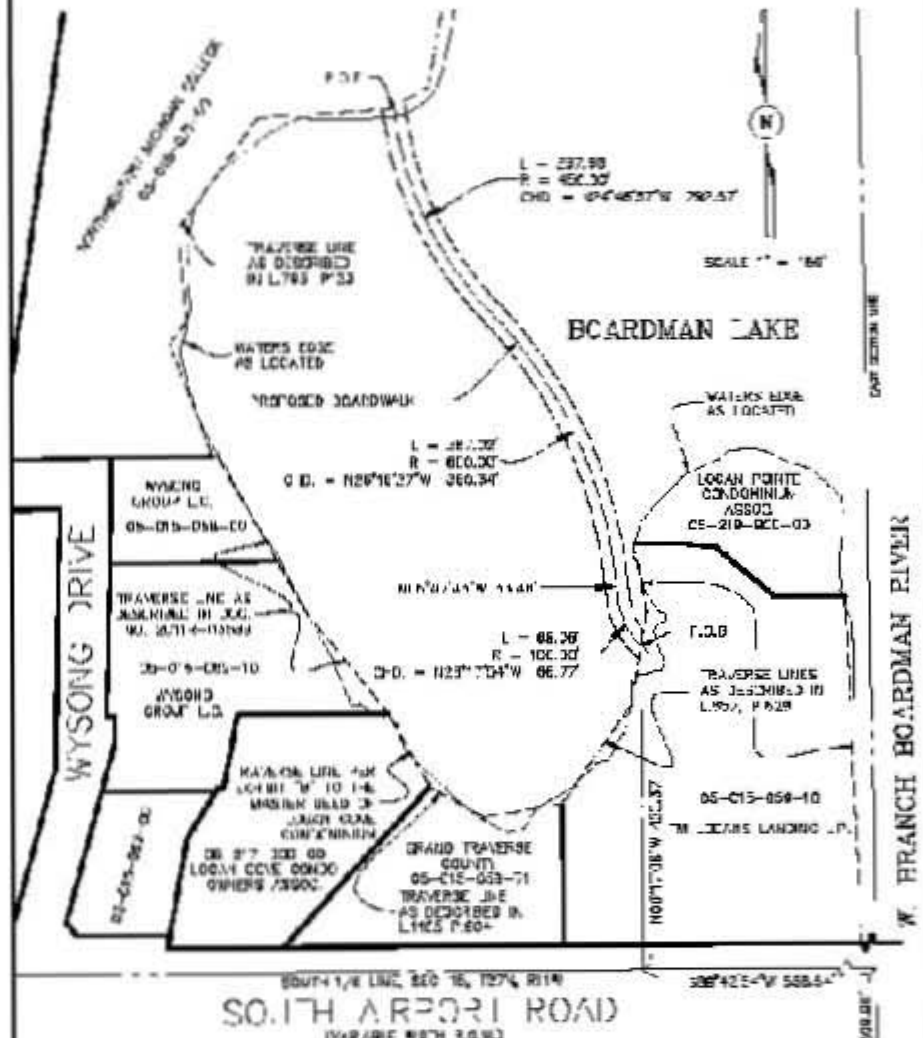
This instrument drafted by:

Lauren Tribble-Laucht , City Attorney
400 Boardman Avenue
Traverse City, MI 49684

When recorded return to:

Benjamin C. Marentette, City Clerk
400 Boardman Avenue
Traverse City, MI 49684

EXHIBIT "A"



BOULEVARD ROUTE DESCRIPTION:

A 30 FOOT WIDE STRIP OF LAND LYING IN SECTION 15, T27N, R11E, SHIPLEY TOWNSHIP, GRAND TRAVERSE COUNTY, WISCONSIN THE CENTERLINE OF WHICH IS DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID SECTION 15; THENCE N60°51'50\"/>

Prein & Newhof
Engineers, Surveyors, Environmental Laboratory

5250 Canyon Drive NE
Minnetonka, MN 55345-4001
Phone: (763) 254-0801
Telex: 254-0801
Fax: (763) 254-0801

Grand Rapids, Michigan 49503
Phone: (616) 394-0800
Telex: 254-0801
Fax: (616) 394-0801



Action Request

Meeting Date:	Jan. 16, 2019		
Department:	Facilities	Submitted By:	Joe Berry
Contact E-Mail:	jberry@grandtraverse.org	Contact Telephone:	922-4401
Agenda Item Title:	Jail upgrade completion		
Estimated Time:	10 (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

I am requesting release of funds for the Completion of 2 projects at the GT County Jail. The first part is to complete and upgrade to make current holding cells into MDOC compliant observation cells. This work is for a total of \$13,600 for 2 cells. The second component is to upgrade the inmate/outside contact meeting room areas that will reduce the need for Correctional officer security checks for attorney's, Court personnel etc..as well as give more areas to meet. The total cost for this is \$25,900.00. The total cost for this is \$39,500.00. This work will be accomplished by Hallmark construction, they are currently finishing the medical area upgrade in the jail and have been vetted to work in secure areas.

Suggested Motion:

Approve release of funds in the amount of \$39,500.00 for Jail upgrades.

Financial Information:

Total Cost:	\$39,500	General Fund Cost:		Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Jail – Completion of Observation Cells and Meeting Rooms

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed request to approve release of funds in the amount of \$39,500.00 for the completion of the jail upgrade identified by Hallmark Construction; and,

WHEREAS, Completion of two projects at the County Jail is requested to be completed by Hallmark construction for an amount not to exceed \$39,500.00, which appears in the budget; and,

WHEREAS, The first upgrade will make the current holding cells into Michigan Department of Corrections compliant observation cells and the second is to upgrade the inmate/outside contact meeting room areas which will reduce the need for Correctional Officer security checks for attorney's, court personnel, etc.; and,

WHEREAS, This work is being accomplished by Hallmark construction, as they are currently finishing the medical area upgrade in the jail and have been vetted to work in secure areas.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve funding in the amount of \$39,500.00 for the completion of the jail upgrades identified above and performed by Hallmark construction.

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

APPROVED: January 16, 2019



Joe Berry <jberry@grandtraverse.org>

GT Jail - Modify Cell Openings

2 messages

Jim Lewis <jiml@hallmarktc.com>

Mon, Nov 12, 2018 at 4:32 PM

To: Todd Ritter <tritter@gtsheriff.org>

Cc: Joe Berry <jberry@grandtraverse.org>

Captain Ritter –

Sorry about the delay in providing pricing for modification of cell to turn into observation cell. Attached is what we discussed onsite last week. We would provide a complete new detention door with side-lite cut out for security glazing. Also, a modified security frame would be installed in the existing CMU wall. Budget pricing for **one** opening - \$6,800.00. Existing hardware would be reused for and coordinated with the new detention door. Budget pricing is based on one opening and could be used as unit pricing since we would need to complete one opening as discussed at our meeting.

Jim Lewis

Project Manager



1874 Cass Hartman Court Suite "A"

Traverse City, MI 49685

(p) 231-946-1920

(f) 231-946-1978

www.hallmarktc.com

2 attachments

**20181109114936188.pdf**
757K**20181109113231699.pdf**
777K

Joe Berry <jberry@grandtraverse.org>

Mon, Dec 10, 2018 at 12:00 PM

To: Ed Lassa <ELassa@gtsheriff.org>

[Quoted text hidden]

--

Joe Berry
Director of Facilities Management
Grand Traverse County
1207 W. Civic Center Drive
Traverse City, MI. 49686
(231) 922-4401



2 attachments

 **20181109114936188.pdf**
757K

 **20181109113231699.pdf**
777K







Action Request

Meeting Date:	Jan. 4 2019		
Department:	Facilities	Submitted By:	Joe Berry
Contact E-Mail:	jberry@grandtraverse.org	Contact Telephone:	922-4401
Agenda Item Title:	LEC Security Installation		
Estimated Time:	10 (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

I am requesting release of funds for the LEC Security Camera Installation and upgrade in the amount of \$16,500.00. This request was completed using the standard purchasing policy procedures back in Jan. 2018 and reposted on MITN on 12/10/2018 as part of the 2018 CIP budget. The Contract will be awarded to EPS, our current surveillance and security technology provider

Suggested Motion:

Approve release of funds in the amount of \$16,500 for security camera installation at the Law Enforcement Center.

Financial Information:

Total Cost:	\$16,500	General Fund Cost:	Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: ☐ Recommended Date:		
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Law Enforcement Center – Security Camera Installation

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed request to approve release of funds in the amount of \$16,500.00 for security camera installation at the Law Enforcement Center; and,

WHEREAS, A request for installation and upgrade of the security cameras at the Law Enforcement was bid in 2018 as part of the 2018 Capital Improvement Budget; and,

WHEREAS, The successful bidder was EPS, our current surveillance and security technology provider, in the amount of \$16,500.00; and,

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve funding in the amount of \$16,500.00 for security camera installation at the Law Enforcement Center to be performed by EPS.

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

APPROVED: January 16, 2019



ENGINEERED PROTECTION SYSTEMS, INC.

750 FRONT AVE NW . SUITE 300 . GRAND RAPIDS, MI 49504-4470
(616) 459-0281 . Toll Free (800) 966-9199 . Fax (616) 459-0553

December 14, 2018

GTC LAW ENFORCEMENT CENTER
851 WOODMERE
TRAVERSE CITY MI 49686

RE: EPS SECURITY SURVEILLANCE SYSTEM

Dear JOE,

Thank you for your time and courtesy in allowing EPS to evaluate security and life safety needs for your business. Please carefully review the enclosed proposal. We know that choosing a security partner is a big decision; we hope to provide you a solution to exceed your expectations.

EPS is the leading protector of people and property throughout the area. We believe that our greatest strength is our local ownership and our highly trained staff. The people serving you are members of your community, so when you call for help, you are calling on a neighbor.

A security and life safety system is only as good as the monitoring capabilities provided at the other end, and EPS offers the industry's best. Our Central Station is the areas only state-licensed, Underwriters' Laboratory (UL) and FM-approved - listed facility. The computerized, digital, state-of-the-art center is the heart and soul of our network of services, offering responses that are six times faster than the analog technology still commonly used by other security companies. EPS offers operator-to-customer ratio that is among the best in the industry. Each operator has been certified by the Central Station Alarm Association (CSAA) to the degree that our facility has been awarded the Five Diamond Certification from CSAA. So in the event of a crisis, EPS is prepared like no other to dispatch fire, police, or emergency vehicles.

In addition to monitoring and dispatching, EPS staff is available 24 hours a day, 365 days a year. We employ more service personnel than any area's security company and deploy the area's largest fleet of trucks daily.

When you partner with EPS, you are choosing a technical staff that is proficient with Burglary, Fire Alarm & Life Safety, Access Control, Video Surveillance and Integrated Systems.

Thank you for the opportunity to propose an EPS solution. EPS is an excellent company to partner with. We're preferred by your neighbors and colleagues, and we'd like to become your choice as well. Should you have any questions, please feel free to give me a call.

Sincerely,

Dave Triplett
Security Consultant
Engineered Protection Systems, Inc.

www.epssecurity.com

December 14, 2018

GTC LAW ENFORCEMENT CENTER
851 WOODMERE
TRAVERSE CITY MI 49686

RE: EPS SURVEILLANCE SYSTEM

The proposed EPS Video Surveillance System will utilize the Honeywell digital video recording system providing convenient video management. This system will provide to you a flexible solution with remote access at all times when connected to the internet. EPS is providing peace of mind that should anything happen; you have the capability to identify quickly what you would like to see. Some of the highlights to the digital video system include the following: event tagging for easy retrieval, automatic recording only when security events are detected and automatic alert features.

- 1 Exacq A-Series 6TB Recording Server
- 7 Exacq Single IP License (per camera)
- 1 W-Box UPS/Surge Suppressor for Digital Video Recorders
- 1 W BOX 21" Monitor VGA DVI BNC
- 1 Trendnet 16-Port POE Switch
- 4 Axis 2MP Interior Fixed-lens IP Camera
- 4 Axis Camera 1080P 3-10.5mm IR Fixed Outdoor
- 3 Axis P3375-V 2MP Dome w/ Audio
- 2 Louroe Ask-4 Positional Microphone
- 700 Genesis Wire 4PR 24AWG CAT5e Interior Plenum Blue
- 1,200 Genesis Wire 4PR 24AWG CAT5e Shielded Plenum Blue
- 1 LIFT RENTAL - WEEK, EXTERIOR

Total Purchase Price	\$	16,500.00 + Tax
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Monthly Service Agreement	\$	197.00
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THIS QUOTE IS TO INSTALL A VIDEO SURVEILLANCE SYSTEM THAT RECORDS DIGITALLY ON MOTION AND IS NETWORKABLE TO ALLOW REMOTE VIEWING.

THIS QUOTE EXCEEDS THE MINIMUM BID SPEC FOR THIS PROJECT FOR THE NVR AS WELL AS ALL CAMERAS.

THE MONTHLY SERVICES FEES INCLUDE SOFTWARE SERVICE AGREEMENT TO KEEP THE LICENSES ALWAYS UP TO DATE. INCLUDING SOFTWARE UPDATES AND PATCHES. REPAIR OR REPLACEMENT OF ALL EQUIPMENT INCLUDING THE NVR AND ALL CAMERAS, SEMI-ANNUAL VIDEO INSPECTIONS TO CLEAN ADJUST AND TRAINING.

THIS QUOTE WILL PROVIDE INSTALLED EQUIPMENT, PROGRAMMING AND TRAINING.

EPS SECURITY WILL INSPECT, CLEAN, TEST ENTIRE SYSTEM SEMI ANNUALLY. EPS WILL PROVIDE COMPLETE MAINTAINANCE AGREEMENT TO COVER ALL SYSTEM EQUIPMENT FOR THE LENGTH OF THE AGREEMENT.

The installation charges in this proposal include all design, wiring, mounting of video equipment, programming, final system testing and user training. If required, additional costs for conduit, wire mold, trenching and man lifts for ceiling heights over 25 feet, will be your responsibility.

The video surveillance equipment listed herein is based on our best estimate of protection required. This proposal includes all design, parts, labor and wire for a complete installation, programming, testing and training of the system. Additional equipment to meet insurance requirements or special high risk needs may be added by the subscriber at additional costs. The optional service agreement covers repair and replacement of any and all equipment that fault due to normal causes. The service agreement also includes (2) preventative maintenance checks to maintain proper and continuous operation of the equipment. This is also a time when an EPS technician can assist in making adjustments to the system if necessary.

Included
EPS recommends that all surveillance systems be inspected regularly; please speak with your security consultant for additional information.

Included
Any additional permits and/or fees required by local authorities will be the responsibility of the owner.

Pricing is valid for a period of 90 days from date of proposal. Sales tax is not included in the pricing and, if applicable, will be added at the time of invoicing.



From Tyco Security Products

exacqVision A-Series

Proven, Versatile IP
Network Video Recorder



• Proven Versatility/Flexibility

- Store up to 32 TB per recorder
- Record up to 64 IP cameras per recorder
- Compatible with thousands of IP camera models
- Compatible with all exacqVision recorders/software for maximum scalability
- Available in IP models from desktop to 4U to meet any needs
- Compatible with a variety of third-party integrations

• Proven Performance

- Run server software, client and web service all on the same system
- Continuously record up to 550 Mbps of video for high concentration of HD cameras
- Supports many simultaneous video to web/mobile clients with 1,200 frames per second video
- Thousands of recorders installed worldwide

• Proven Reliability

- Solid-state drive for Linux or Windows operating system
- Enterprise-class, continuous-duty hard drives
- Protects against drive failure with optional RAID on 4U models

• Powerful Video Management System (VMS) Software

- Pre-loaded with exacqVision Professional software (standard)
 - EasyConnect - automatically finds, addresses and connects IP cameras
 - Powerful integration with retail, financial and access control systems
 - Timeline and thumbnail search for recorded video, audio and data
 - Bookmark important video for long-term retention
 - Video multi-streaming to optimize storage utilization & network traffic
- View video anywhere (standard)
 - Unlimited Windows/Linux/Mac PC clients
 - Live and recorded video from browsers, tablets and smartphones

• Host Certified Software Applications (CSA)

- Increase local client and web server performance up to 100% with available CPU upgrade
- Tested by Exacq to ensure compatibility
- Save hardware/support expenses and rack space with single security server

• 3-Year Warranty

- Includes a 3-year hardware warranty
- Constantly increasing VMS functionality with 3 years of unlimited updates

SETTINGS	2U SERVER	4U SERVER	DESKTOP SERVER
Maximum IP Cameras	64	64	64
Included IP Licenses	4	4	4
SERVER	2U SERVER	4U SERVER	DESKTOP SERVER
Pre-Loaded VMS Software	Professional (standard), Enterprise (optional)	Professional (standard), Enterprise (optional)	Professional (standard), Enterprise (optional)
Typical Video Storage Rate (Mbps)	300 Mbps (Windows) 450 Mbps (Linux)	350 Mbps (Windows) 550 Mbps (Linux)	250 Mbps (Windows) 300 Mbps (Linux)
Local Client Display Rate (FPS)	CPU - Standard/i5/i7 Windows - 450/750/1200 Linux - 300/500/700	CPU - Standard/i5/i7 Windows - 450/750/1200 Linux - 300/500/700	CPU - Standard/i5/i7 Windows - 450/750/1200 Linux - 300/500/700
Maximum Hard Drives	3	8	2
Maximum Storage	12 TB	32 TB (RAID 5 Optional)	8 TB
Monitor Output	1 DVI-I + 1 DVI-D + 1 DisplayPort, max 2 simultaneous monitors	1 DVI-I + 1 DVI-D + 1 DisplayPort, max 2 simultaneous monitors	1 DVI-I + 1 DVI-D + 1 DisplayPort, max 2 simultaneous monitors
Operating System	Windows 7 64-bit, Windows 2008 R2 (Optional) Ubuntu Linux 12.04	Windows 7 64-bit, Windows 2008 R2 (Optional) Ubuntu Linux 12.04	Windows 7 64-bit, Windows 2008 R2 (Optional) Ubuntu Linux 12.04
CPU	Gen 3 Intel Core i3, Intel Core i5 or i7 (Optional)	Gen 3 Intel Core i3, Intel Core i5 or i7 (Optional)	Gen 3 Intel Core i3, Intel Core i5 or i7 (Optional)
RAM	4 GB, 8 GB (Optional)	4 GB, 8 GB (Optional)	4 GB, 8 GB (Optional)
NIC	2, 4 (Optional)	2, 4 (Optional)	2, 4 (Optional)
USB	6 x USB 2.0, 2 x USB 3.0	6 x USB 2.0, 2 x USB 3.0	6 x USB 2.0, 2 x USB 3.0
DVD	Included	Included	Included
Serial	1	1	1
Audio Outputs	1	1	1
Keyboard & Mouse	Included	Included	Included
GENERAL	2U SERVER	4U SERVER	DESKTOP SERVER
Dimensions	21.25" x 16.75" x 3.5" 54.7 x 42.6 x 8.9 cm	28" x 16.75" x 7" 71.2 x 42.6 x 17.8 cm	15.675" x 13" x 5.375" 39.7 x 33.1 x 14.6 cm
Weight	27 - 31 lbs. 12.3 - 14.1 kg	44 - 60 lbs. 20 - 27.3 kg	18.5 - 22 lbs. 8.4 - 10 kg
Regulatory	CE, FCC, cULus, UL Listed	CE, FCC, cULus, UL Listed	CE, FCC, cULus, UL Listed
Power Supply	Single	Single (Dual Optional)	Single
Operating Temperature	40° - 95° F 4.5° - 35° C	40° - 95° F 4.5° - 35° C	40° - 95° F 4.5° - 35° C

Related Products



exacqVision VMS Software



Exacq Mobile App



exacqVision
E-Series Encoders



exacqVision A-Series
hybrid NVR



exacqVision Surveillance
Keyboard

www.exacq.com

AXIS P3375-V Network Camera

Classic HDTV 1080p fixed dome

AXIS P3375-V Network Camera is an indoor fixed dome that provides HDTV 1080p video. Equipped with WDR – Forensic Capture to handle scenes with strong variations in light, and Lightfinder technology for exceptional light sensitivity, this camera delivers outstanding video quality in any light conditions. It supports Axis Zipstream technology which significantly reduces bandwidth and storage requirements. AXIS P3375-V is a discreet, IK10-rated vandal-resistant camera equipped with I/O ports and support for two-way audio. It comes with a varifocal lens and remote zoom and focus, which facilitates installation and fine tuning.

- > [HDTV 1080p video quality](#)
- > [Zipstream technology](#)
- > [WDR – Forensic Capture](#)
- > [Lightfinder technology](#)
- > [Two-way audio and I/O ports](#)



AXIS P3375-V Network Camera

Camera

Image sensor	Progressive scan RGB CMOS 1/3"
Lens	Varifocal, 3–10 mm, F1.4 Horizontal field of view: 90°–34° Vertical field of view: 50°–20° Remote focus and zoom, P-Iris control, IR corrected
Day and night	Automatically removable infrared-cut filter
Minimum illumination	HDTV 1080p 25/30 fps with WDR – forensic capture and Lightfinder: Color: 0.15 lux, F1.4 B/W: 0.03 lux, F1.4 HDTV 1080p 50/60 fps: Color: 0.30 lux, F1.4 B/W: 0.06 lux, F1.4
Shutter time	1/66500 s to 1 s
Camera angle adjustment	Pan ±180°, tilt –20° to +80°, rotation ±90°

Video

Video compression	H.264 Baseline, Main and High Profiles (MPEG-4 Part 10/AVC) Motion JPEG
Resolution	1920x1080 to 160x90
Frame rate	With WDR: 25/30 fps with power line frequency 50/60 Hz Without WDR: 50/60 fps with power line frequency 50/60 Hz
Video streaming	Multiple, individually configurable streams in H.264 and Motion JPEG Axis Zipstream technology in H.264 Controllable frame rate and bandwidth VBR/MBR H.264
Multi-view streaming	2 individually cropped out view areas
Pan/Tilt/Zoom	Digital PTZ, preset positions
Image settings	Compression, color, brightness, sharpness, contrast, local contrast, white balance, Exposure control (including automatic gain control), exposure zones, fine tuning of behavior at different light levels, WDR – forensic capture: Up to 120 dB depending on scene, text and image overlay, mirroring of images, privacy masks Rotation: 0°, 90°, 180°, 270°, including Corridor Format

Audio

Audio streaming	Two-way
Audio compression	AAC LC 8/16/32/44.1/48 kHz, G.711 PCM 8 kHz, G.726 ADPCM 8 kHz, Opus 8/16/48 kHz, LPCM 48 kHz Configurable bit rate
Audio input/output	External microphone input or line input, line output, built-in microphone (can be disabled)

Network

Security	Password protection, IP address filtering, HTTPS ^a encryption, IEEE 802.1X ^a network access control, digest authentication, user access log, centralized certificate management, brute force delay protection
Supported protocols	IPv4, IPv6 USGv6, HTTP, HTTPS ^a , SSL/TLS ^a , QoS Layer 3 DiffServ, FTP, SFTP, CIFS/SMB, SMTP, Bonjour, UPnP ^a , SNMP v1/v2c/v3 (MIB-II), DNS, DynDNS, NTP, RTSP, RTP, SRTP, TCP, UDP, IGMP, RTCP, ICMP, DHCP, ARP, SOCKS, SSH

System integration

Application Programming Interface	Open API for software integration, including VAPIX [®] and AXIS Camera Application Platform; specifications at www.axis.com AXIS Video Hosting System (AVHS) with One-Click Connection ONVIF [®] Profile S and ONVIF [®] Profile G, specification at www.onvif.org
Analytics	Included AXIS Video Motion Detection, active tampering alarm, audio detection Supported AXIS Digital Autotracking, AXIS Perimeter Defender, AXIS Motion Guard, AXIS Fence Guard, AXIS Cross Line Detection

Support for AXIS Camera Application Platform enabling installation of third-party applications, see www.axis.com/acap

Event triggers	Analytics, supervised external input, virtual inputs through API, edge storage events
Event actions	Record video: SD card and network share Upload of images or video clips: FTP, SFTP, HTTP, HTTPS, network share and email Pre- and post-alarm video or image buffering for recording or upload Notification: email, HTTP, HTTPS, TCP and SNMP trap Overlay text, external output activation, play audio clip
Data streaming	Event data
Built-in installation aids	Remote zoom, remote focus, pixel counter

General

Casing	IK10 impact-resistant casing with polycarbonate hard-coated dome and aluminum base Encapsulated electronics, Captive screws Color: White NCS S 1002-B For repainting instructions and impact on warranty, contact your Axis partner.
Sustainability	PVC free
Mounting	¼"-20 UNC tripod screw thread
Memory	512 MB RAM, 256 MB Flash
Power	Power over Ethernet IEEE 802.3af/802.3at Type 1 Class 2 Typical: 2.8 W, Max 3.9 W
Connectors	RJ45 10BASE-T/100BASE-TX PoE Terminal block for 1 supervised alarm input and 1 digital output (12 V DC output, max load 50 mA) 3.5 mm mic/line in, 3.5 mm line out
Storage	Support for microSD/microSDHC/microSDXC card Support for SD card encryption Support for recording to network-attached storage (NAS) For SD card and NAS recommendations see www.axis.com
Operating conditions	0 °C to 50 °C (32 °F to 122 °F) Humidity 10–85% RH (non-condensing)
Storage conditions	–40 °C to 65 °C (–40 °F to 149 °F)
Approvals	EMC EN 55032 Class A, EN 61000-6-1, EN 61000-6-2, EN 55024, FCC Part 15 Subpart B Class A, ICES-003 Class A, VCCI Class A, RCM AS/NZS CISPR 32 Class A, KCC KN32 Class A, KN35 Safety IEC/EN/UL 62368-1 Environment IEC 60068-2-1, IEC 60068-2-2, IEC 60068-2-14, IEC 60068-2-27, IEC 60068-2-6, IEC 60068-2-78, EN 50581, IEC 62262 IK10 Network NIST SP500-267
Weight	0.7 kg (1.5 lb)
Dimensions	Ø 148 x 99 mm (Ø 5 13/16 x 3 7/8 in)
Included accessories	Installation guide, Windows decoder 1-user license, drill hole template, Resistor [®] T20 L-key, I/O connector
Optional accessories	AXIS T94K02L Recessed Mount Kit AXIS P33 Pendant Kit AXIS T94H01P Conduit Back Box Indoor Axis P33 Mounting Bracket Axis Mounts AXIS T83 Microphones Black casing Smoked dome For more accessories, see www.axis.com
Video management software	AXIS Companion, AXIS Camera Station, video management software from Axis' Application Development Partners available on www.axis.com/vms
Languages	English, German, French, Spanish, Italian, Russian, Simplified Chinese, Japanese, Korean, Portuguese, Traditional Chinese

AXIS P3225-LVE Mk II Network Camera

Streamlined, outdoor-ready HDTV 1080p fixed dome for any light conditions

AXIS P3225-LVE Mk II is a streamlined, outdoor-ready fixed dome that provides HDTV 1080p video. It features a varifocal lens and remote zoom and focus, which eliminates the need for hands-on fine tuning. Equipped with WDR – Forensic Capture to handle scenes with strong variations in light, Lightfinder technology for exceptional light sensitivity, as well as built-in IR illumination with OptimizedIR, this versatile camera provides outstanding video quality in any light conditions. It supports Axis Zipstream technology that significantly reduces bandwidth and storage requirements. The vandal-resistant AXIS P3225-LVE Mk II is IK10 rated.

- > [HDTV 1080p video quality](#)
- > [Outdoor ready and IK10 rated](#)
- > [Lightfinder and WDR – Forensic Capture](#)
- > [OptimizedIR illumination](#)
- > [Axis Zipstream](#)



AXIS P3225-LVE Mk II Network Camera

Camera

Image sensor	Progressive scan RGB CMOS 1/3"
Lens	Varifocal, 3.0–10.5 mm, F1.4 Horizontal field of view: 92°–34° Vertical field of view: 50°–20° Remote focus and zoom, P-Iris control, IR corrected
Day and night	Automatically removable infrared-cut filter
Minimum illumination	HDTV 1080p 25/30 fps with WDR – forensic capture and Lightfinder: Color: 0.16 lux at 50 IRE, F1.4 B/W: 0.03 lux at 50 IRE, F1.4, 0 lux with IR illumination on HDTV 1080p 50/60 fps: Color: 0.32 lux at 50 IRE, F1.4 B/W: 0.06 lux at 50 IRE, F1.4, 0 lux with IR illumination on
Shutter time	1/66500 s to 1 s
Camera angle adjustment	Pan ±180°, tilt -35 to +75°, rotation ±95°

Video

Video compression	H.264 Baseline, Main and High Profile (MPEG-4 Part 10/AVC) Motion JPEG
Resolution	1920x1080 to 160x90
Frame rate	With WDR: 25/30 fps with power line frequency 50/60 Hz Without WDR: 50/60 fps with power line frequency 50/60 Hz
Video streaming	Multiple, individually configurable streams in H.264 and Motion JPEG Axis Zipstream technology in H.264 Controllable frame rate and bandwidth VBR/MBR H.264
Multi-view streaming	2 individually cropped out view areas
Pan/Tilt/Zoom	Digital PTZ, preset positions
Image settings	Compression, Color, Brightness, Sharpness, Contrast, Local contrast, White balance, Exposure control (including automatic gain control), Exposure zones, Fine tuning of behavior at low light, WDR – forensic capture: Up to 120 dB depending on scene, Text and image overlay, Mirroring of images, Privacy masks Rotation: 0°, 90°, 180°, 270°, including Corridor Format

Network

Security	Password protection, IP address filtering, HTTPS ^a encryption, IEEE 802.1X ^a network access control, Digest authentication, User access log, Centralized Certificate Management, brute force delay protection
Supported protocols	IPv4, IPv6 USGv6, HTTP, HTTPS ^a , SSL/TLS ^a , QoS Layer 3 DiffServ, FTP, CIFS/SMB, SMTP, Bonjour, UPnP TM , SNMP v1/v2c/v3(MIB-II), DNS, DynDNS, NTP, RTSP, RTP, SRTP, SFTP, TCP, UDP, IGMP, RTCP, ICMP, DHCP, ARP, SOCKS, SSH, LLDP

System integration

Application Programming Interface	Open API for software integration, including VAPIX [®] and AXIS Camera Application Platform; specifications at www.axis.com AXIS Video Hosting System (AVHS) with One-Click Connection ONVIF [®] Profile G, ONVIF [®] Profile S, and ONVIF [®] Profile T, specification at onvif.org
Analytics	Included AXIS Video Motion Detection, active tampering alarm Supported AXIS Motion Guard, AXIS Fence Guard, AXIS Loitering Guard, AXIS Perimeter Defender AXIS Digital Autotracking, AXIS People Counter, AXIS Tailgating Detector, AXIS Direction Detector, AXIS Occupancy Estimator, AXIS Random Inspection, AXIS Queue Monitor Support for AXIS Camera Application Platform enabling installation of third-party applications, see www.axis.com/acap
Event triggers	Analytics, edge storage events, virtual inputs through API
Event actions	Record video: SD card and network share Upload of images or video clips: FTP, SFTP, HTTP, HTTPS, network share and email

Pre- and post-alarm video or image buffering for recording or upload
Notification: email, HTTP, HTTPS, TCP and SNMP trap
Overlay text

Data streaming	Event data
Built-in installation aids	Remote zoom, remote focus, pixel counter, optimized IR with adjustable IR illumination intensity
General	
Casing	IP66- and NEMA 4X-rated, IK10 impact-resistant casing with hard-coated dome and dehumidifying membrane Encapsulated electronics and captive screws Color: white NCS S 1002-B For repainting instructions of skin cover or casing and impact on warranty, contact your Axis partner.
Mounting	Mounting bracket with holes for junction boxes (double-gang, single-gang, and 4" octagon) and for wall or ceiling mount 1/4"-20 UNC tripod screw thread
Sustainability	PVC free
Memory	512 MB RAM, 256 MB Flash
Power	Power over Ethernet IEEE 802.3af/802.3at Type 1 Class 3, max 10.8 W, typical 7.3 W
Connectors	Shielded RJ45 10BASE-T/100BASE-TX PoE
IR illumination	Optimized IR with power-efficient, long-life 850 nm IR LEDs with adjustable illumination intensity. Range of reach 30 m (100 ft) or more depending on scene
Storage	Support for microSD/microSDHC/microSDXC card Support for SD card encryption Support for recording to network-attached storage (NAS) For SD card and NAS recommendations see www.axis.com
Operating conditions	-40 °C to 50 °C (-40 °F to 122 °F) Start-up: -30 °C to 50 °C (-22 °F to 122 °F) Maximum temperature (intermittent): 55 °C (131 °F) Humidity 10 to 100% RH (condensing)
Storage conditions	-40 °C to 65 °C (-40 °F to 149 °F)
Approvals	EMC EN 55022 Class B, EN 61000-6-1, EN 61000-6-2, EN 55024, EN 50121-4, IEC 62236-4, FCC Part 15 Subpart B Class A and B, ICES-003 Class B, VCCI Class B, RCM AS/NZS CISPR 22 Class B, KCC KN22 Class B, KN24 Safety IEC/EN/UL 60950-1, IEC/EN/UL 60950-22, IEC/EN 62471 Environment IEC 60068-2-1, IEC 60068-2-2, IEC 60068-2-14 IEC 60068-2-6 (vibration), IEC 60068-2-27 (shock), IEC 60068-2-30, IEC 60068-2-78, IEC/EN 60529 IP66, NEMA 250 Type 4X, IEC/EN 62262 IK10 Network NIST SP500-267
Dimensions	Height: 104 mm (4 1/16 in) ø 149 mm (5 7/8 in)
Weight	800 g (1.8 lb)
Included accessories	Installation Guide, Windows decoder 1-user license, mounting bracket, cable gasket, Resistorx [®] T20 L-key, drill template, connector guard Weathershield
Optional accessories	AXIS ACI Conduit Bracket A, AXIS ACI Conduit Adapters, AXIS T94M01L Recessed Mount Kit, AXIS T94T01D Pendant Kit including weather shield, AXIS Mounts, Smoked dome For more accessories, see www.axis.com
Video management software	AXIS Companion, AXIS Camera Station, Video management software from Axis' Application Development Partners available on www.axis.com/vms
Languages	English, German, French, Spanish, Italian, Russian, Simplified Chinese, Japanese, Korean, Portuguese, Traditional Chinese
Warranty	Axis 3-year warranty and AXIS Extended Warranty option, see www.axis.com/warranty

AXIS M3045-V

HDTV 1080p fixed mini dome with HDMI

AXIS M3045-V is an affordably priced, vandal- and dust-resistant indoor fixed dome. The camera has an integrated RJ45 Ethernet connection and supports Power over Ethernet (PoE). WDR ensures that details in both the dark and bright areas of a scene are visible. HDMI support enables live streaming to an HDTV monitor for e.g. public viewing. The factory-focused camera can be mounted on walls or ceilings and with its 3-axis camera angle adjustment it can be easily leveled and directed in any direction. Axis Corridor Format enables vertically oriented video streams. AXIS M3045-V supports video analytics such as people counting.

- > Ultra-compact, vandal- and dust-resistant design
- > HDTV 1080p / 2 MP
- > HDMI support enables streaming to a monitor
- > Axis Zipstream technology for reduced bandwidth and storage
- > Axis Corridor Format



AXIS M3045-V

Models		Data streaming	Event data
Camera		Built-in installation aids	Pixel counter
Image sensor	1/3" progressive scan RGB CMOS	General	
Lens	M12 mount, fixed iris, fixed focus 2.8 mm, F2.0 Horizontal field of view: 106° Vertical field of view: 59°	Casing	IP42 water- and dust-resistant (to comply with IP42, follow Installation Guide), IK08 impact-resistant, polycarbonate/ABS casing Encapsulated electronics, captive screws (Torx® 10) Color: white NCS S 1002-B For repainting instructions of skin cover or casing and impact on warranty, contact your Axis partner.
Light sensitivity	0.25 lux at 50 IRE F2.0	Sustainability	PVC free, 55% recycled plastics
Shutter time	1/32500 s to 1/5 s	Memory	512 MB RAM, 256 MB Flash
Camera angle adjustment	Pan: ±177° Tilt: ±69° Rotation: ±176° Can be directed in any direction and see the wall/ceiling	Power	Power over Ethernet (PoE) IEEE 802.3af/802.3at Type 1 Class 1 Typical 2.6 W, max 3.0 W
Video		Connectors	RJ45 10BASE-T/100BASE-TX PoE ^b HDMI Type D ^b
Video compression	H.264 (MPEG-4 Part 10/AVC) Baseline, Main and High Profiles Motion JPEG	Storage	Support for microSD/microSDHC/microSDXC card Support for SD card encryption Support for recording to network-attached storage (NAS) For memory card and NAS recommendations see www.axis.com
Resolution	1920x1080 (1080p) to 320x240	Operating conditions	0 °C to 45 °C (32 °F to 113 °F) Humidity 15-85% RH (non-condensing)
Frame rate	25/30 fps with power line frequency 50/60 Hz	Storage conditions	-40 °C to 65 °C (-40 °F to 149 °F)
Video streaming	Multiple, individually configurable streams in H.264 and Motion JPEG Axis Zipstream technology in H.264 Controllable frame rate and bandwidth VBR/MBR H.264 HDMI	Approvals	EMC EN 55032 Class B, EN 55024, EN 61000-6-1, EN 61000-6-2, FCC Part 15 Subpart B Class A and B, ICES-003 Class B, VCCI Class B, RCM AS/NZS CISPR 22 Class B, KCC KN32 Class B, KN35 Safety IEC/EN/UL 60950-1 Environment IEC/EN 60529 IP42, IEC/EN 62262 Class IK08, RoHS, WEEE Network NIST SP500-267
Multi-view streaming	Up to 2 individually cropped out view areas in full frame rate	Dimensions	Height: 56 mm (2.2 in) ø 101 mm (4.0 in)
Pan/Tilt/Zoom	Digital PTZ	Weight	170 g (0.38 lb)
HDMI output	HDMI 1080p@25/30 fps (50/60 Hz) HDMI 1080i@50/60 fps (50/60 Hz) HDMI 720p@50/60 fps (50/60 Hz) HDMI 720p@25/30 fps (50/60 Hz)	Included accessories	Installation Guide Windows decoder 1-user license Torx® L-key
Image settings	Compression, color, brightness, sharpness, contrast, white balance, exposure control, WDR, text and image overlay, mirroring of images, privacy mask Rotation: 0°, 90°, 180°, 270°, including Corridor Format	Optional accessories	AXIS T94B02D Pendant kit AXIS T94B02L Recessed mount AXIS T94B01P Conduit back box AXIS T94B02M J-Box/Gang box plate View protection Black casing Smoked dome Axis Mounts AXIS Surveillance microSDXC™ Card For more accessories see www.axis.com
Network		Video management software	AXIS Companion, AXIS Camera Station, Video management software from Axis' Application Development Partners available on www.axis.com/vms
Security	Password protection, IP address filtering, HTTPSP encryption, IEEE 802.1X ^a network access control, digest authentication, user access log, centralized certificate management, brute force delay protection	Languages	English, German, French, Spanish, Italian, Russian, Simplified Chinese, Japanese, Korean, Portuguese, Traditional Chinese
Supported protocols	IPv4, IPv6 USGv6, HTTP, HTTPS ^a , SSL/TLS ^a , QoS Layer 3 DiffServ, FTP, SFTP, CIFS/SMB, SMTP, Bonjour, UPnP TM , SNMPv1/v2c/v3 (MIB-II), DNS, DynDNS, NTP, RTSP, RTP, TCP, UDP, IGMP, RTCP, ICMP, DHCP, ARP, SOCKS, SSH, HDMI 1.4b, LLDP	Warranty	Axis 3-year warranty and AXIS Extended Warranty option, see www.axis.com/warranty
System integration		a. This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (http://www.openssl.org/), and cryptographic software written by Eric Young (eay@cryptsoft.com). b. Make sure that the cable has a slim connector plug	
Application Programming Interface	Open API for software integration, including VAPIX [®] and AXIS Camera Application Platform; specifications at www.axis.com AXIS Video Hosting System (AVHS) with One-Click Connection ONVIF [®] Profile S and ONVIF [®] Profile G, specification at onvif.org	Environmental responsibility: www.axis.com/environmental-responsibility	
Analytics	Included AXIS Video Motion Detection, active tampering alarm Supported AXIS Digital Autotracking, AXIS Fence Guard, AXIS Motion Guard, AXIS Loitering Guard, AXIS People Counter, AXIS Queue Monitor, AXIS Occupancy Estimator, AXIS Direction Detector, AXIS Tailgating Detector, AXIS Random Selector Support for AXIS Camera Application Platform enabling installation of third-party applications, see www.axis.com/acap		
Event triggers	Analytics, edge storage events		
Event actions	File upload: FTP, SFTP, HTTP, HTTPS network share and email Notification: email, HTTP, HTTPS and TCP and SNMP trap Video recording to edge storage Send video clip Pre- and post-alarm video buffering Overlay text		



November 6, 2017

Grand Traverse County Sheriff's Office
Attention: Lt. Ed Lassa, CJO
Assistant Jail Administrator
320 Washington Street
Traverse City, MI 49684

RE: Additional CCTV installation

Dear Lt. Lassa:

Please consider our cost quotation for the additional CCTV Video Surveillance equipment for the Grand Traverse County Sherriff's Office (Jail) and Law Enforcement Center (LEC), per the attached scope.

JAIL BUILDING

1. Add two (2) Exterior Hi-Res PTZ dome cameras with heaters to cover the parking lot. One facing East the other West. These will have to be wall mounted as the lighting poles cannot accommodate pole mounting. These cameras will be incorporated in the New Exacq Recorders being installed under the Systemwide Upgrade project and added to the HMI screens.
2. Add six (6) IP, POE, Vandal Resistant Dome cameras to cells 601-606. We will use the wire chase and will access the ceiling above. New cable pulls for the six (6) cameras will be CAT6 to a POE switch downstairs in SEC room. These cameras will be incorporated in the New Exacq Recorders being installed under the Systemwide Upgrade project and added to the HMI screens.

JAIL COST \$ 24,945.00

LEC BUILDING

We will be providing eleven (11) NEW POE IP Cameras. We will provide and install the cameras and pull new CAT6 cables to a new IT rack: Detailed as follows:

3. In the existing Jail Interview rooms, we will install a new standalone Exacq Vision recording system NVR. In each room, you have the following equipment that will stay as installed: (2) Cameras, (2) Mics, (2) ON/OFF switches to start recording. We will replace the DVR with an Exacq NVR and tie it to our network. We will install a CAT6 cable from the existing cabinet to the SEC closet.
4. New Exterior Cameras (#1-4), are wall mounted Fixed, POE IP, Auto Focus, Day/Night, digital zoom, Heater, Hi-Res MP to cover parking lot. (see photos labeled LEC West Lot, Front Lot, Back Lot and Back Lot -2 where we placed a number in the white square)
5. New Interior Cameras (#5-7), ceiling mounted Fixed Dome, POE IP, Auto Focus, Day/night. (see PDF diagram #GT LEC Lobby Area)
6. Replace four (4) existing Coax Dome cameras (8-11), with new Fixed Dome, POE IP, Auto Focus, Digital Zoom, Day/night with a separate audio mic. Pull new CAT6 cable and reuse the 2-conductor shielded Audio cable to the new IT rack.
7. Wire pull, (1) CAT6 for PC workstation in the office between the two interview rooms to the new IT rack

LEC COST\$ 38,330.00

Very truly yours,



Donald M. Rochon; CPP, SET, CDT, CVI, CHS
Executive Vice President



Action Request

Meeting Date:	Jan. 16, 2019		
Department:	Facilities	Submitted By:	Joe Berry
Contact E-Mail:	jberry@grandtraverse.org	Contact Telephone:	922-4401
Agenda Item Title:	Lawn Care Contract		
Estimated Time:	10 (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

Requests for bids were issued for a 2-year contract for lawn care services on November 28. The bid request was posted on MITN (the Michigan Intergovernmental Trade Network online procurement site) and the County web site and notice was provided to 19 area service providers including the County's 2018 provider.

Lawn care services include mowing, weed whipping, edging, and blowing of the sidewalks or entrance areas of 17 County owned buildings and parks, with 13 locations receiving weekly service and the remainder serviced as needed throughout the season. Grand Traverse County has contracted lawn care services since 2015.

Only one bid was received at the December 13 deadline. Johnson Outdoors is a local company that Facilities has worked with satisfactorily on TART Trail mowing and snow removal. Staff recommends awarding a 2-year contract to Johnson Outdoors at the cost of \$52,010 per year for the 2019 and 2020 mowing seasons with the option to renew for 2 additional years based on performance.

Lawn care services are budgeted.

Suggested Motion:

Approve a 2-year contract for lawn care services with Johnson Outdoors for the 2019 and 2020 mowing seasons at a cost of \$52,010 per year with the option to renew for 2 additional years based on performance.

Financial Information:

Total Cost:	\$104,020 for 2yrs	General Fund Cost:		Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
Miscellaneous:		

Attachments:

Attachment Titles:

R E S O L U T I O N
XX-2019
Lawn Care Contract

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed request to approve a 2 year contract for lawn care services with Johnson Outdoors for the 2019 and 2020 mowing season at a cost of \$52,010 per year with the option to renew for 2 additional years based on performance; and,

WHEREAS, Requests for bids were issued for a 2-year contract for lawn care services on November 28 and the bid request was posted on MITN (the Michigan Intergovernmental Trade Network online procurement site) and the County web site; and,

WHEREAS, notice was also provided to 19 area service providers including the County's 2018 provider; and,

WHEREAS, Lawn care services include mowing, weed whipping, edging, and blowing of the sidewalks or entrance areas of 17 County owned buildings and parks, with 13 locations receiving weekly service and the remainder receiving service as needed throughout the season; and,

WHEREAS, The only bid received at the December 13 deadline was from Johnson Outdoors, a local company that Facilities has worked with satisfactorily on TART Trail mowing and snow removal and Johnson Outdoors is recommended for contract award.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT GRAND TRAVERSE COUNTY approve a 2 year contract for lawn care services with Johnson Outdoors for the 2019 and 2020 mowing season at a cost of \$52,010 per year with the option to renew for 2 additional years based on performance.

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

APPROVED: January 16, 2019



PREPROPOSAL CONFERENCE
LAWN CARE SERVICES
TUESDAY, DECEMBER 4, 2018 9:00 A.M., FACILITIES SHOP

NAME	REPRESENTING	PHONE	EMAIL
Joe Johnson	Johnson Outdoors	231-534-5712	Johnsonoutdoors@interlaken@ygh.com



SERVICE BID FORM

GRAND TRAVERSE COUNTY

PROJECT: Lawn Care Services

DUE DATE: 2:00 p.m, Thursday, December 13, 2018

TO: Grand Traverse County Facilities Management
c/o Administration
400 Boardman Avenue, Suite 305
Traverse City, MI 49684

FROM: Johnson Outdoors
P.O. Box 477
Interlochen MI, 49642
Bidder's Tel. No.: 231/218-3254
231 534-5712

BASE PROPOSAL

The undersigned hereby proposes to furnish lawn care services as called for in the Request for Bids for the 2019 and 2020 seasons for:

2019

Fifty two thousand ten dollars ⁰⁰/₁₀₀ \$ 52,010.⁰⁰
(amount in words) (amount in figures)

2020

Fifty two thousand ten dollars \$ 52,010.⁰⁰
(amount in words) (amount in figures)

Total for both seasons

one hundred four thousand twenty dollars \$ 104,020.⁰⁰
(amount in words) (amount in figures)

2019 Services

ID # and Location	Mowing, Weed Whip, Blowing, & Edging Cost per service	Estimated services per season	Estimated Edgings per season	Total Estimated 2019 Costs
(1) Governmental Center	125. ⁰⁰	24	4	3000
(2) Historic Courthouse	100. ⁰⁰	24	4	2400
(3) Jail	125. ⁰⁰	24	4	3000
(4) Prosecuting Attorney Office	75. ⁰⁰	24	4	1800
(5) RPG Hall of Justice	75. ⁰⁰	24	4	1800
(6) Front Street MSU & COA Offices	75. ⁰⁰	24	4	1800
(7) Public Service Building	100. ⁰⁰	24	4	2400
(8) Health Service Building	100. ⁰⁰	24	4	2400
(9) Woodmere Law Enforcement	75. ⁰⁰	24	4	1800
(10) Medalie Park	125. ⁰⁰	24	0	3000
(11) Twin Lakes Camp	175. ⁰⁰	24	4	4200
(12) Civic Center Complex	750. ⁰⁰	24	4	18,000
(13) TART Trail	150. ⁰⁰	3	0	2150
(14) Sheriff Storage Building	45. ⁰⁰	8 24	0	1080
(15) Natural Education Reserve Parks	180. ⁰⁰	6	0	1080
(16) VASA	75. ⁰⁰	6	0	450
(17) Maple Bay	175. ⁰⁰	6	0	1050
Total Estimated 2019 Costs				52,010

2020 Services

ID # and Location	Mowing, Weed Whip, Blowing, & Edging Cost per service	Estimated services per season	Estimated Edgings per season	Total Estimated 2019 Costs
(1) Governmental Center	125.00	24	4	3000
(2) Historic Courthouse	100.00	24	4	2400
(3) Jail	125.00	24	4	3000
(4) Prosecuting Attorney Office	75.00	24	4	1800
(5) RPG Hall of Justice	75.00	24	4	1800
(6) Front Street MSU & COA Offices	75.00	24	4	1800
(7) Public Service Building	100.00	24	4	2400
(8) Health Service Building	100.00	24	4	2400
(9) Woodmere Law Enforcement	75.00	24	4	1800
(10) Medalie Park	125.00	24	0	3000
(11) Twin Lakes Camp	175.00	24	4	4200
(12) Civic Center Complex	750.00	24	4	18,000
(13) TART Trail	150.00	3	0	2150
(14) Sheriff Storage Building	45.00	24	0	1080
(15) Natural Education Reserve Parks	180.00	6	0	1080
(16) VASA	75.00	6	0	450
(17) Maple Bay	175.00	6	0	1050
Total Estimated 2020 Costs				52010

References for: Johnson Outdoors of Interlochen

Name: Green Lake township
Address: P.O. Box 157
Interlochen MI, 49643
Email: JKramer@greenlaketownship.org
Contact # Judy K. 231-276-9329

Description of Service:

Lawn Maintenance, Snow Removal Services, General building
Maintenance, Baseball Field Prep at the park area

Name: Grand Traverse Mall
Address: 3200 S. Airport Rd.
Traverse City, MI, 49684
Email: Tan.Streadwick@brookfieldpropertiesretail.com
Contact # Tan S. 231-709-3285

Description of Service:

Lawn Maintenance & General Landscaping

Name: City of Traverse City
Address: 400 Boardman Ave.
Traverse City MI 49684
Email: AKroeger@TraverscityMI.gov
Contact # Art K. 231-822-4440

Description of Service:

Lawn Maintenance at water plant, wastewater plant &
water towers

SPECIAL TERMS AND CONDITIONS

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

ACKNOWLEDGMENTS

The undersigned acknowledges that:

The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. _____ Dated _____

The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

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

NEGOTIATION

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

PROPOSED SUBCONTRACTORS AND SUPPLIERS

The undersigned submits the "Subcontractors Listing" below, listing proposed subcontractors for any portions of the work to be subcontracted and the amounts of their sub-bids.

Proposed Subcontractor _____

_____ \$ _____

(amount in words) (amount in figures)

The undersigned agrees to be responsible for the work, materials, equipment, and supplies furnished by each subcontractor.

Waivers of lien will be required from all subcontractors, if applicable, at the time of final bill submission.

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 90 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

Business Name Johnson Outdoors Of Interlochen, Inc.

Federal ID # 47-4114946

Check appropriate section and complete information.

X Corporation incorporated under the laws of the State of Michigan

Partnership Names and Address of all members

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

Sole Proprietorship, doing business as _____

Authorized Negotiator

Name Joe Johnson Title president, owner

License # _____ Type _____
(if applicable)

By Joseph Johnson
president, owner
Title

Signed this 13th day of December, 2018.



Johnson Outdoors
P O Box 477
Interlochen, MI 49643
231-218-3254

Estimate

Date	Estimate #
12/13/2018	720

Name / Address
G.T. County Facilities Management 1207 West Civic Center Drive Traverse City, MI 49686

Item	Description	Qty	Rate	Total
Landscape Labor	Landscape Labor Per Man Hour Extra General Maintenance Requested by Facilities Director	1	45.00	45.00
Thank you for your business.		Total		
		\$45.00		



P.O. Box 477
Interlochen MI, 49643
Phone: (231)218-3254
Johnsonoutdoorsofinterlochen@yahoo.com

References:

H Cox & Sons

Attn: Bill Gallagher
1402 Sawyer Rd.
Traverse City, MI 49685
231-883-3135

Inland Township

19668 Honor Hwy.
Interlochen MI, 49643
(231) 275-7029

Ron Hazen

10263 Diamond Park Rd
Interlochen, MI 49643
989-992-3100

Green lake Township

P.O. Box 157
Interlochen MI, 49643
(231) 276-9329

Grand Traverse Mall

3200 South airport rd.
Traverse City, MI. 49684
231-709-3285

City of Traverse City

Attn: Art Krueger
400 Boardman Ave.
Traverse City, MI 49684
231-922-4440

Settler's Cove Association

9225 E. Tottenham Dr.
Traverse City MI, 49685
(231) 943-8550

Elhart law Office

329 S. Union St.
Traverse City MI, 49684
(231) 946-2420

Mark Slupecki

2879 Old Farm Lane
Traverse City, MI 49685-8203
989-350-3747

Cherryland Electric Co-Op

5930 US 31 South
Grawn, MI 49637
(231) 486-9200



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Peterson McGregor & Associates 1368 Business Park Dr Traverse City MI 49686		CONTACT NAME: Jes Kombol PHONE (A/C, No, Ext): 231-922-7220 E-MAIL ADDRESS: jkombol@team-pma.com FAX (A/C, No): 231-922-7275	
INSURED Johnson Outdoors of Interlochen, Inc. 10394 Slovan Ave Interlochen MI 49643		INSURER(S) AFFORDING COVERAGE INSURER A: Hastings Mutual Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
JOHOU-1		NAIC # 14176	

COVERAGES

CERTIFICATE NUMBER: 1015804723

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	CPP6097987	2/8/2018	2/8/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS	Y	Y	ACV6097988	2/8/2018	2/8/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ 0 ☒ OCCUR ☐ CLAIMS-MADE			ULC6097990	2/8/2018	2/8/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	WC 6097989	2/8/2018	2/8/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Grand Traverse Mall, LLC, Rouse Properties, LLC and its direct and indirect parents and subsidiaries, any of their affiliated entities, successors and assigns and any current or future director, officer, employee, Partner, member or agent of any of them are listed as additional insured regarding general liability and auto liability as per written contract. Waiver of subrogation in favor of certificate holder on the general liability, auto liability and work comp. Umbrella follows form.

Should any of the above described policies be cancelled before the expiration date thereof 30 day written notice will be provided to owner, except non-payment of premium which requires 10 day notice.

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Memorandum

Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686
(231) 922-4401
jberry@grandtraverse.org

TO: Prospective Bidders

DATE: November 28, 2018

FROM: Joe Berry, Director

SUBJECT: Invitation to Submit Bid for Lawn Care Services

Grand Traverse County is accepting sealed written bids for future lawn care services. Services will be limited to mowing, weed whipping, edging, and blowing at County owned parks and buildings identified on the bid directions and specification sheet. The bid process is being completed for services in 2019 and beyond.

Attached to this letter is an Invitation to Bid and Bid Form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County. The County also reserves the right to reject any and all bids received as a result of this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

Parties submitting a bid are required to attend the **mandatory pre-bid conference on Tuesday, December 4 at 9:00 a.m.** at the Facilities Management office at 1207 W. Civic Center Dr. Traverse City, MI. Bids must be received by **2:00 p.m. on Thursday, December 13, 2018** at the following location:

Lawn Care Services Bid
Grand Traverse County Facilities Management
c/o Administration
400 Boardman Avenue, Suite 305
Traverse City, MI 49684

Attachments:

1. Instructions to Bidders
2. Specifications
3. Bid Form



LAWN CARE SERVICES REQUEST FOR BIDS

Due: Thursday, December 13, 2018 at 2:00 p.m.

Issued by

**Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686**

POINT OF CONTACT

**Joe Berry, Director
Phone: (231) 922-4401
jberry@grandtraverse.org**

**Sarah Adams, Office Manager
Phone: (231) 922-4622
sadams@grandtraverse.org**

INSTRUCTIONS TO BIDDERS

GENERAL INFORMATION

1-1 Purpose

Grand Traverse County is requesting sealed written bids for lawn care services; specifically mowing, weed whipping, edging, and blowing of the sidewalks or entrance areas. The services will be required at the County owned buildings and parks as identified on the specification sheet.

The bids should be prepared based upon services beginning in 2019. Service periods are anticipated to begin in early May and conclude by early October (estimated at 24 services per calendar year).

To bid on this contract a vendor must have three (3) or more years experience with similar services and be able to provide the equipment, staff, and resources needed to effectively perform the services.

Note that the bid does not include irrigation repair, leaf removal, fertilizer application, nor infield maintenance of the Civic Center ball fields (chalking base lines, pitching mound maintenance, etc.). These services will continue to be provided by County Facilities Management staff and are not part of the bid or contract.

1-2 Contract Award

While the County is entertaining a bid, it will not be bound to award the bid.

The contract that may be entered into will be that which is most advantageous to the County, price and other factors considered. The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County.

The County will not be obligated to accept the lowest offer, but will make an award in the best interest of the County after all factors have been evaluated.

Bids may be awarded per location or as a whole (all locations). Compensation for services will be based on pricing for a per occurrence basis.

The County may contact and evaluate the vendor's and any subcontractor's references, contact any vendor to clarify response, or contact any current or past users of a vendor's or subcontractor's services.

The contract period shall be for services in 2019 and 2020, with an option to renew the contract for two additional years based on performance. Extension terms and pricing to be presented 90 days prior to year end for upcoming seasonal service.

1-3 Rejection of Bids

The County reserves the right to reject any and all bids received as a result of this Request For Bids, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

1-4 Incurring Costs

Grand Traverse County is not liable for any cost incurred by the firm prior to the issuance of a contract.

1-5 Pre-bid Conference

Parties submitting a bid are required to attend the **mandatory pre-bid conference on 12/04/2018 at 09:00**. Facilities Management office is at 1207 W. Civic Center Dr. Traverse City, MI.

The purpose of the pre-bid conference is to review the project specifications and address questions vendors may have.

The pre-bid conference will not include a tour of each location. Contractors are to review each location prior to the pre-bid conference.

1-6 Inquiries

Questions that arise as a result of this RFB which require a written response must be submitted in writing to the Issuing Office.

1-7 Addenda to the RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be posted on www.mitn.info.

1-8 Response Date

To be considered, written sealed bids must arrive at the location specified on or before the date specified in the cover letter. Firms mailing bids should allow normal delivery time to insure timely receipt of their bids.

1-9 Bids

To be considered, firms must submit a complete response to this RFB, using the format provided.

No other distribution of bids will be made by the firm. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFB, the bid must remain

valid for at least ninety (90) days – knowing that the seasonal service period will not begin until 2019.

1-10 Acceptance of Bid Content

The contents of the bid of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

1-11 Interview/Oral Presentation

The County may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the County to ask questions and for the bidder to clarify the bid. The Issuing Office will schedule these presentations.

1-12 News Releases

News releases pertaining to this RFB or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

1-13 Disclosure of Bid Contents

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFB.

1-14 Independent Price Determination

By submission of a proposal, the contractor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

A. The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any other competitor;

B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the contractor and will not be knowingly disclosed by the contractor to any competitor; and

C. No attempt has been made or will be made by the contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1-15 Contractor's Liability

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of insurance will be provided by the successful bidder to the County prior to Contract execution and will be included as a Contract rider. Listed below are the minimum limits to liability.

<u>Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Commercial General Liability	\$1,000,000 per occurrence & aggregate
Automobile Liability	\$100,000 per occurrence
Excess Liability Coverage	\$1,000,000 each occurrence

The contractor must provide insurance coverage on an "Occurrence Basis". Coverage shall include the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; and (D) Broad Form General Liability Extensions or equivalent.

Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds**: Grand Traverse County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Grand Traverse County as additional insured, coverage afforded is considered to be primary and any other insurance Grand Traverse County may have in effect shall be considered secondary and/or excess.

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-16 County's Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

1-17 Permits

No permits are required for lawn care services.

The Contractor shall comply with all national, State, and municipal laws, ordinances, and regulations.

1-18 Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.

1-19 Safety

The contractor shall comply with and ensure that the contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the County Project Office at least one on-site person who is the contractor's competent, qualified, or authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the contractor's personnel from the work site. The contractor shall provide to the County, at the County's request, a copy of the contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

1-20 OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.

SPECIFICATIONS FOR LAWN CARE SERVICES

Contractors interested in submitting a bid for lawn care services will be required to:

1. Comply with all MIOSHA requirements for employee safety and equipment operation.
2. Provide current and up-to-date proof of insurance(s).
3. Have and maintain the proper equipment required to complete said services.
4. Ensure that employees are clearly identified by business name when performing services for Grand Traverse County.
5. Note all fixed structures, vegetation which should not be disturbed, sprinkler heads, and other potential obstructions prior to each service.
6. Immediately report any damage to County owned property or vegetation.
Note: Repair costs are the sole responsibility of the contractor.
7. Maintain written documentation for services completed per location.

Equipment Specifications:

- Equipment that damages turf or side walks shall not be allowed.
- The contractor shall be responsible for all equipment maintenance, repair and expendables, including but not limited to fuel, oil, and tires.
- The County will not be responsible for maintaining or repairing any equipment.
- No County equipment will be loaned or otherwise leased or rented to the contractor.
- A sufficient supply of back up equipment must be kept on hand to ensure the timely and continuous fulfillment of the contract.
- No relief in responsibility for work performance will be granted in the event of broken down equipment.

Lawn care services will consist of:

- Mowing when grass is 2" or higher (estimated at 24/season)
- Weed whipping with each mowing service.
- Blowing sidewalk and entrance areas after each service.
- Edging all areas at the beginning of the season and maintaining as needed. (estimated at 4/season)

Standards of Quality

Standards of quality will be determined by the Facilities Management Director. Contractor shall be required to remove all debris produced during services and will clean any and all spills during service provisions. If service results are deemed unsatisfactory by the Facilities Director, the contractor shall be required to perform all additional necessary services up to a satisfactory level without additional charge. If, in the opinion of the Facilities Director, continued unsatisfactory services are provided, it will be grounds for termination of the contracted services.

ID #	Location	Service Frequency
1	Governmental Center 400 Boardman Ave., TC	Weekly service
2	Historic Courthouse 328 Washington Street, TC	Weekly service
3	Jail 320 Washington Street, TC	Weekly service
4	Prosecuting Attorney Office 324 Court Street, TC	Weekly service
5	Hall of Justice 280 Washington Street, TC	Weekly service
6	Front Street (MSUE & COA Building) 520 W. Front Street, TC	Weekly service
7	Public Service Building 2650 LaFranier Road, TC	Weekly service
8	Health Service Building 2600 LaFranier Road, TC	Weekly service
9	Law Enforcement Center 851 Woodmere Ave., TC	Weekly service
10	Medalie Park South Airport near Logan's Landing	Weekly service
11	Twin Lakes Camp 6800 N. Long Lake Road, TC	Weekly service
12	Civic Center Complex 1207 & 1213 W. Civic Center Drive, TC	Weekly service
13	Tart Trail Between 3 Mile & Lautner Road, TC	3 services per season – 1 each prior to Memorial Day, July 4, and Labor Day
14	Sheriff Storage Building 1330 Industry Drive, TC	Weekly service
15	Natural Education Reserve Cass Road Parking Areas: ▪ Meadows Pavilion Trailhead Keystone Road Parking Areas: ▪ Lone Pine Trailhead ▪ Oleson Bridge Trailhead ▪ Beitner Canoe Launch ▪ Keystone Rapids Trailhead	Estimated at 6 services per season
16	VASA 4450 Bartlett Road	Estimated at 6 services per season
17	Maple Bay 10880 US 31 North	Estimated at 6 services per season

Specific Detailing Per Location

- #1 Governmental Center – 400 Boardman Avenue**
Service areas include all landscape (lawns) around the building, riverfront, and area along Boardman Avenue and 8th Street.
- #2 Historic Courthouse – 328 Washington Street**
Service areas include all landscape around the building, including areas along Boardman Avenue and Washington Street.
- #3 Jail – 320 Washington Street**
Service areas include entrance way, sidewalks, and perimeter of building.
- #4 Prosecuting Attorney Office – 324 Court Street**
Service areas include all landscape around the building and riverfront.
- #5 Hall of Justice – 280 Washington Street**
Service areas include all landscape around the building and riverfront.
- #6 Front Street Building - 520 W. Front Street**
Service areas include all landscape around the County owned portion of the building. City Fire maintains the landscape located on their side of the building.
- #7 Public Service Building – 2650 LaFranier Road**
Service areas include all landscape around the building.
- #8 Health Service Building – 2600 LaFranier Road**
Service areas include all landscape around the building.
- #9 Woodmere Law Enforcement Center – 851 Woodmere Avenue**
Service areas include all landscape around the building.
- #10 Medalie Roadside Park – South Airport Road
Between Park Drive and Cass Road**
Service areas include all landscape around the picnic and restroom pavilion, including area along the Boardman riverfront and Boardman Lake.
- #11 Twin Lakes Camp – 6800 N. Long Lake Road**
Service areas include all landscape around all buildings, entrance drive, parking area and islands, and athletic field.
- #12 Civic Center – 1207 & 1213 W. Civic Center Drive**
Service areas include all landscape (grounds) up to and including along the perimeter fencing and/or curb lines. Must maintain proper grass height for individual field requirements. Grass lengths to be determined by County Facilities Management staff and relayed to vendor. Mowing and weed whipping are required everywhere, edging and blowing are required around the main building only.
- #13 TART Trail – area between 3 Mile Road and Lautner Road**

Service area is based on an. Mowing a 4' clearance along each side of the trail prior to Memorial Day, July 4, and Labor Day. The area typically requires mowing 3 times per season.

14 Sheriff Storage Building – 1330 Industry Drive

Service areas include all landscape around the building. Weed whipping and/or mowing within the fenced area will be required; however, access will need to be scheduled in advance.

#15 Natural Education Reserve – Cass and Keystone Roads

Services required around the perimeter of the parking areas on an as needed basis. (Estimated at 6 per season.)

Cass Road Parking Areas:

- Meadows Pavilion Trailhead

Keystone Road Parking Areas:

- Lone Pine Trailhead
- Oleson Bridge Trailhead
- Beitner Canoe Launch
- Keystone Rapids Trailhead

#16 VASA – 4450 Bartlett Road

Service area is limited to small area directly adjacent to the building. Mowing only.

#17 Maple Bay Reserve – 10880 US 31 North

Service is required on each side the property adjacent to US 31 North. The service area is limited to approximately 25' on each side of the East and West side entrance drives. Mowing only.



SERVICE BID FORM

GRAND TRAVERSE COUNTY

PROJECT: Lawn Care Services

DUE DATE: 2:00 p.m, Thursday, December 13, 2018

TO: Grand Traverse County Facilities Management
c/o Administration
400 Boardman Avenue, Suite 305
Traverse City, MI 49684

FROM: _____

Bidder's Tel. No.: ____ / _____

BASE PROPOSAL

The undersigned hereby proposes to furnish lawn care services as called for in the Request for Bids for the 2019 and 2020 seasons for:

2019

_____ \$ _____
(amount in words) (amount in figures)

2020

_____ \$ _____
(amount in words) (amount in figures)

Total for both seasons

_____ \$ _____
(amount in words) (amount in figures)

2019 Services

ID # and Location	Mowing, Weed Whip, Blowing, & Edging Cost per service	Estimated services per season	Estimated Edgings per season	Total Estimated 2019 Costs
(1) Governmental Center		24	4	
(2) Historic Courthouse		24	4	
(3) Jail		24	4	
(4) Prosecuting Attorney Office		24	4	
(5) RPG Hall of Justice		24	4	
(6) Front Street MSU & COA Offices		24	4	
(7) Public Service Building		24	4	
(8) Health Service Building		24	4	
(9) Woodmere Law Enforcement		24	4	
(10) Medalie Park		24	0	
(11) Twin Lakes Camp		24	4	
(12) Civic Center Complex		24	4	
(13) TART Trail		3	0	
(14) Sheriff Storage Building		6	0	
(15) Natural Education Reserve Parks		6	0`	
(16) VASA		6	0	
(17) Maple Bay		6	0	
Total Estimated 2019 Costs				

2020 Services

ID # and Location	Mowing, Weed Whip, Blowing, & Edging Cost per service	Estimated services per season	Estimated Edgings per season	Total Estimated 2019 Costs
(1) Governmental Center		24	4	
(2) Historic Courthouse		24	4	
(3) Jail		24	4	
(4) Prosecuting Attorney Office		24	4	
(5) RPG Hall of Justice		24	4	
(6) Front Street MSU & COA Offices		24	4	
(7) Public Service Building		24	4	
(8) Health Service Building		24	4	
(9) Woodmere Law Enforcement		24	4	
(10) Medalie Park		24	0	
(11) Twin Lakes Camp		24	4	
(12) Civic Center Complex		24	4	
(13) TART Trail		3	0	
(14) Sheriff Storage Building		6	0	
(15) Natural Education Reserve Parks		6	0`	
(16) VASA		6	0	
(17) Maple Bay		6	0	
Total Estimated 2020 Costs				

References for: _____

Name: _____

Address: _____

Email: _____

Contact # _____

Description of Service:

Name: _____

Address: _____

Email: _____

Contact # _____

Description of Service:

Name: _____

Address: _____

Email: _____

Contact # _____

Description of Service:

SPECIAL TERMS AND CONDITIONS

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

ACKNOWLEDGMENTS

The undersigned acknowledges that:

The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. _____ Dated _____

The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

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

NEGOTIATION

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

PROPOSED SUBCONTRACTORS AND SUPPLIERS

The undersigned submits the "Subcontractors Listing" below, listing proposed subcontractors for any portions of the work to be subcontracted and the amounts of their sub-bids.

Proposed Subcontractor _____

(amount in words) \$ _____
(amount in figures)

The undersigned agrees to be responsible for the work, materials, equipment, and supplies furnished by each subcontractor.

Waivers of lien will be required from all subcontractors, if applicable, at the time of final bill submission.

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 90 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

Business Name _____

Federal ID # _____

Check appropriate section and complete information.

____ Corporation incorporated under the laws of the State of _____

____ Partnership Names and Address of all members

NAME

ADDRESS

____ Sole Proprietorship, doing business as _____

Authorized Negotiator

Name _____ Title _____

License # _____ Type _____
(if applicable)

By

Title

Signed this _____ day of _____, 2018.

Notice

Basic Information

Reference Number	0000203898
Issuing Organization	Grand Traverse County
Owner Organization	
Solicitation Type	IFB - Invitation for Bid (Formal)
Solicitation Number	LAWN18
Title	Lawn Care Services
Source ID	PU.AG.USA.2239.C6020901
Piggyback Solicitation	No

Details

Location	Grand Traverse County, Michigan
Delivery Point	Traverse City, Michigan
Purchase Type	Duration:2 years
Description	Grand Traverse County is requesting sealed written bids for lawn care services; specifically mowing, weed whipping, edging, and blowing of the sidewalks or entrance areas. The services will be required at the County owned buildings and parks as identified on the specification sheet.

The bids should be prepared based upon services beginning in 2019. Service periods are anticipated to begin in early May and conclude by early October (estimated at 24 services per calendar year).

The contract period shall be for services in 2019 and 2020, with an option to renew the contract for two additional years based on performance. Extension terms and pricing to be presented 90 days prior to year end for upcoming seasonal service.

Dates

Publication	11/28/2018 04:06 PM EST
Questions are submitted online	No
Closing Date	12/13/2018 02:00 PM EST

Prebid Conference	12/04/2018 09:00 AM EST
--------------------------	-------------------------

Contact Information

Joe Berry
231-922-4401
jberry@grandtraverse.org

Sarah Adams
231-922-4622
sadams@grandtraverse.org

Buyer's Requirements

General Requirements

- Insurance Required
- Local Service Required

Award Requirements

- Reserve Rights to Award by Line Item

Pre-Bidding Events

Event Type	Prebid Conference
-------------------	-------------------

Attendance Mandatory

Event date 12/04/2018 09:00 AM EST

Location Facilities Management Office, 1207 W. Civic Center Dr., Traverse City, MI

Event Note Parties submitting a bid are required to attend the **mandatory pre-bid conference on 12/04/2018 at 09:00**. Facilities Management office is at 1207 W. Civic Center Dr. Traverse City, MI.

The purpose of the pre-bid conference is to review the project specifications and address questions vendors may have.

The pre-bid conference will not include a tour of each location. Contractors are to review each location prior to the pre-bid conference.

Bid Submission Process**Bid Submission Type**

Physical Bid Submission

Additional Bidding Instructions Sealed bids must be received by **2:00 p.m. Thursday, December 13, 2018** at the following location:

Lawn Care Services Bid
Grand Traverse County Facilities Management
c/o Administration
400 Boardman Avenue, Suite 305
Traverse City, MI 49684

Documents

Documents

Document	Size	Uploaded Date	Language
Lawn Care Services RFB [pdf]	381 Kb	11/28/2018 03:47 PM EST	English

Categories

Selected Categories

NIGP (1)	
988	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
98836	Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc. Trimming Services, Plants (Not Tree), Edging Services, Lawn, Mowing Services, Lawn, Grounds Maintenance Services, Plant Trimming Services, Lawn Mowing And Edging Services

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Courtesy Email

Sent using email addresses

andersonoutdoor@charter.net;bhogan@hitec-services.com;bill@hometonwlawnservice.net;contact@amoinc.info;deb@tsrlawn.com;denaliservicestc@gmail.com;globaloutdoorservices@gmail.com;info@landgreenlawncare.com;jnagster1@yahoo.com;johnsonoutdoors@interlochen@yahoo.com;kirk@klmlandscape.net;landscapemanagement@hotmail.com;matt@greenteamlawns.com;maybelloutdoors@gmail.com;petemundale@dmburr.com

Document Request List

Document Request List

Organization Name	Main Contact	Download Date	City	Province/State
Marinos Landscape	Sam Marino	12/06/2018 09:04 AM EST	Shelby Twp.	Michigan
Pinnacle Landscaping LLC	Steven Lambert	12/04/2018 10:25 PM EST	Traverse city	Michigan
Whittaker Brothers	Roland Whittaker	11/30/2018 10:26 AM EST	New York	New York
RFP Data Grid	Contract Specialist	11/29/2018 05:02 PM EST	Chicago	Illinois
Frank's Landscaping	Jennifer Mathis	11/29/2018 11:27 AM EST	Dearborn Heights	Michigan
West Construction Services	Myranda Kelly	11/29/2018 10:55 AM EST	Pontiac	Michigan
Visual Infomedia	Siva Kumar	11/29/2018 03:19 AM EST	Coimbatore	
North America Procurement Council, Inc. PBC	Lyra de Asis	11/28/2018 11:14 PM EST	Grand Junction	Colorado



Action Request

Meeting Date:			
Department:	Veterans Affairs	Submitted By:	Michael Roof
Contact E-Mail:	mroof@grandtraverse.org	Contact Telephone:	231-995-6069
Agenda Item Title:	VA Department Vehicle Purchase		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

The Grand Traverse County Department of Veterans Affairs has been without a county vehicle since February 2018. The GTC VA Committee requested in their November meeting that the Director seek bids for the purchase of a new vehicle due to the expanding services of this office.

Bids were accepted from Bill Marsh, Fox Ford Motors and Serra all of Traverse City, Michigan.

The VA Committee Approved the approved the purchase of a 2019 Dodge Durango STX from Bill Marsh for \$27, 779.00 during a Special board meeting on December 14, 2018.

The Durango was chosen due to its price, passenger capacity, mpg and AWD for winter season. This vehicle is only for VA Department of Veterans Affairs.

Suggested Motion:

To further approve the VA Committee's Authority in the purchase of a 2019 Dodge Durango STX from Bill Marsh for \$27, 779.00 that was approved during the VA Committee's Special board meeting on December 14, 2018.

Financial Information:

Total Cost:	27,779.00	General Fund Cost:	0	Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

The funds are available in VA Budget Line item Contract Services 818.00. We would also amend the FY19 budget for fuel and insurance costs.

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:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

RESOLUTION
XX-2019
Veterans Affairs - Vehicle Purchases

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 16, 2019, and reviewed request from the County Department of Veterans Affairs to approve the purchase of a 2019 Dodge Durango STX from Bill Marsh for \$27,779, as approved by their board on December 14, 2018; and,

WHEREAS, The County Veterans Affairs has been without a vehicle since February 2018 and the Veteran's Committee request the Director seek bids for the purchase of a new vehicle at their November 2018 meeting due to the expanding services of their office; and,

WHEREAS, Bids were accepted from Bill Marsh, Fox Ford Motors and Serra, all of Traverse City; and,

WHEREAS, The Veterans Affairs Committee approved the purchase of a 2019 Dodge Durango STX from Bill Marsh for \$27,779.00 during a special board on December 14, 2018 due to its price, passenger capacity, mpg and AWD for winter season; and,

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the purchase of the vehicle as identified above, by the County's Veteran's Affairs Department.

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

APPROVED: January 16, 2019



Action Request Form

Meeting Date:	January 16, 2019		
Department:	Information Technology	Submitted By:	Ming Mays
Contract Email:	mmays@grandtraverse.org	Contract Telephone:	231.922.4787
Agenda Item Title:	Advance Public Safety, APS by Central Square Technology Software Licenses/Maintenance & Support Renewal		
Estimated Time:	5 minutes	Laptop Presentation:	Yes ☐ No ☒

Summary of Request:

- Advanced Public Safety, APS by Central Square Technology software provides the e-ticketing application software that is used by the County Sheriff and City Police for writing traffic tickets. The District Court covers the cost of the annual maintenance since it is a large time savings for them to receive the data electronically instead of manually entering the tickets into the court system.
- APS by Central Square Technology software is the sole source for the software licenses\maintenance & support. They are the developer of the software.
- The licenses\maintenance & support period covered is: 01/02/2019 to 12/31/2019.

Suggested Motion:

Request approval to renew the APS software licenses\maintenance & support in the amount of \$12,211.33.

Financial Information:

Total Costs: \$12,211.33	General Fund Cost: No	Included in budget:	Yes ☒ No ☐ (Yr. 2019)
If not included in budget, recommended funding sources:			

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

Review:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration Recommended: Yes ☐ No ☐		
Miscellaneous:		
Attachments:		
Attachment Titles:		

(revised 9-2016)

R E S O L U T I O N

XX-2019

IT – Advance Public Safety, APS by Central Square Technology
Software Licenses/Maintenance and Support Renewal

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 16, 2019, and reviewed request from the County’s Director of Internet Technology to approve the renewal of the Advanced Public Safety, APS by Central Square Technology software; and,

WHEREAS, This software provides the e-ticketing application software that is used by the County Sheriff and City Police for writing traffic tickets and the District Court covers the cost of the annual maintenance since it is a large time savings for them to receive the date electronically instead of manually entering the tickets into the court system; and,

WHEREAS, APS by Central Square Technology software is the sole source for the software licenses/maintenance and support and the developer of the software; and,

WHEREAS, the licenses/maintenance and support period cover is January 2, 2019 through December 31, 2019, in the amount of \$12,211.33; and,

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the renewal of APS software licenses/maintenance and support in the amount of \$12,211.33 for 2019.

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

APPROVED: January 16, 2019



Invoice

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
221316	11/13/2018	1 of 1

Advanced Public Safety, LLC, a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746
 www.centalsquare.com
 Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

Bill To

Grand Traverse County Sheriffs Office
 Chris Clark
 IT Department
 851 Woodmere Ave.
 Traverse City MI 49686
 United States

Ship To

Grand Traverse County Sheriffs Office
 Chris Clark
 IT Department
 851 Woodmere Ave.
 Traverse City MI 49686
 United States

<i>Customer No</i>	<i>Customer Name</i>	<i>Customer PO #</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
8650	Grand Traverse County Sheriffs Office		USD	Net 30	12/13/2018
	<i>Description</i>	<i>Units</i>		<i>Rate</i>	<i>Extended</i>
1	Aptean Open A/R	1		\$12,211.33	\$12,211.33

Please make remittance payable to Advanced Public Safety, LLC:
 PO Box 744850
 Atlanta, GA 30374-4850

Subtotal	\$12,211.33
Tax	\$0.00
Invoice Total	\$12,211.33
Payments Applied	\$0.00
Balance Due	\$12,211.33



Action Request Form

Meeting Date:	January 16, 2019		
Department:	Information Technology	Submitted By:	Ming Mays
Contract Email:	mmays@grandtraverse.org	Contract Telephone:	231.922.4787
Agenda Item Title:	OnBase by Hyland Software Licenses/ Maintenance & Support Renewal		
Estimated Time:	5 minutes	Laptop Presentation:	Yes ☐ No ☒

Summary of Request:

- Currently 13th Circuit Court, 86th District Court, (include Leelanau, County Antrim County), finance, human resources, county/city clerk, treasure, environment health and all county department heads are utilizing the ImageSoft & OnBase by Hyland software and support. The software is a document imaging system that provides efficient and effective workflow by managing content, processes within the County, Courts and City workspaces.
- ImageSoft is our software integrator for the OnBase by Hyland software. Also, it is the sole source for the software licenses/maintenance & support.
- ImageSoft has increased their customer support costs as new applications have been developed and implemented.
- The OnBase by Hyland software maintenance increased with the addition of new licenses for the environmental health department, district court and for new client software that all document imaging users are being migrated to.
- The 2019 licenses\maintenance & support invoice is \$132,243.17 (Governmental Pricing). The maintenance period covered is: 1/1/2019 to 12/31/2019.
- Item 44 Extended Support Fee \$11,169.54 will be waived after upgrade OnBase from version 13 to 18 no late by June 2019.

Suggested Motion:

Request approval to renew the ImageSoft & OnBase by Hyland software licenses\maintenance & support in the amount of \$132,243.17.

Financial Information:

Total Costs: \$132,243.17	General Fund Cost:	Included in budget:	Yes ☒ No ☐ (Yr. 2019)
If not included in budget, recommended funding sources:			

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

Review:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration Recommended: Yes ☐ No ☐		
Miscellaneous:		
Attachments:		
Attachment Titles:		

(revised 9-2016)

R E S O L U T I O N

XX-2019

IT – OnBase by Hyland Software Licenses/Maintenance and Support Renewal

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 16, 2019, and reviewed request from the County’s Director of Internet Technology to approve the renewal of the OnBase by Hyland Software Licenses/Maintenance and Support; and,

WHEREAS, Currently, the 13th Circuit Court, 86th District Court, Finance, Human Resources, County/City Clerk, Treasurer, Environmental Health and all County Department heads are utilizing the Image Soft & On-Base by Hyland software which is a document imaging system that provides efficient and effective workflow by managing content, processes within the County, City and Courts; and,

WHEREAS, Image Soft is our software integrator for the OnBase by Hyland Software and is the sole source for the software licenses/maintenance and support; and,

WHEREAS, the licenses/maintenance and support period cover is January 1, 2019 through December 31, 2019, in the amount of \$132,243.17 (Governmental Pricing) and item 44 extended support fee of \$11,169.54 will be waived after our upgrade of OnBase from version 13 to 18 by June 2019.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the renewal of Image Soft and OnBase by Hyland software licenses/maintenance and support in the amount of \$132,243.17 for 2019.

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

APPROVED: January 16, 2019



Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-059540

BILL TO Grand Traverse County, MI
400 Boardman Avenue
Traverse City, MI 49684
United States of America

SHIP TO Grand Traverse County, MI
400 Boardman Avenue
Traverse City, MI 49684
United States of America

INVOICE DATE	10/19/2018
PO NUMBER	
CONTRACT NUMBER	
DUE DATE	12/31/2018
FEDERAL TAX ID	34-1699247
BILL TO CUSTOMER NO.	8659

Customer No.	Customer Name	OnBase Version	Salesperson
8659	Grand Traverse County, MI	13.0.2	

Maintenance Period: 01/01/2019 - 12/31/2019

	Product Code	Description	Quantity	Unit Price	Extended Price
1	AEMPI2	Enterprise Application Enabler Maintenance	1	8,060.45	8,060.45
2	CDMPW1	CD Authoring Maintenance	1	161.21	161.21
3	CLMPW1	COLD/ERM Maintenance	1	1,612.09	1,612.09
4	CMMPI1	Configuration Migration Utility Maintenance	1	0.00	0.00
5	CTMPC1	Concurrent Client (1-100) Maintenance	1	225.69	225.69
6	CTMPC1	Concurrent Client (1-100) Maintenance	21	225.69	4,739.49
7	CTMPC1	Concurrent Client (1-100) Maintenance	3	225.69	677.07
8	CTMPN1	Named User Client (1-100) Maintenance	100	112.85	11,285.00
9	CTMPN2	Named User Client (101-200) Maintenance	1	96.73	96.73

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@hyland.com. For inquiries related to our Perceptive product suite, please email PSWmaintenance@hyland.com. To continue maintenance coverage, please process this invoice for payment.

*A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.

These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Further, if you are located in a European Union Member State, Norway or Switzerland, The software is also subject to Council Regulation (EC) No 428/2009. The software must not be transmitted outside of the European Union, Norway or Switzerland without a licence or authorisation being issued by the export control authority of the relevant Member State or the applicable authorities in Norway or Switzerland or as otherwise authorized by law or regulations in the relevant Member State or applicable authorities in Norway or Switzerland.



Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-059540

	Product Code	Description	Quantity	Unit Price	Extended Price
10	CTMPN2	Named User Client (101-200) Maintenance	29	96.73	2,805.17
11	CTMPN2	Named User Client (101-200) Maintenance	1	96.73	96.73
12	DIMPW1	Production Document Imaging (Kofax or Twain) (1) Maintenance	1	806.05	806.05
13	DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	12	483.63	5,803.56
14	DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	1	483.63	483.63
15	DPMPW1	Document Import Processor Maintenance	1	806.05	806.05
16	DSMPI1	Distributed Disk Services Maintenance	1	806.05	806.05
17	DSMPW2	Disconnected Scanning (2+) Maintenance	1	483.63	483.63
18	DVMPW1	DVD Authoring Maintenance	1	322.42	322.42
19	EXMPC1	Export Maintenance	1	806.05	806.05
20	GWMPI1	Public Sector Constituency Web Access Maintenance	1	155.40	155.40
21	IDMPC1	Full-Text Indexing Concurrent Client for Autonomy IDOL Maintenance	8	48.36	386.88
22	IDMPI1	Full-Text Indexing Server for Autonomy IDOL Maintenance	1	1,612.09	1,612.09
23	OBMPW1	Multi-User Server Maintenance	1	1,289.67	1,289.67

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@hyland.com. For inquiries related to our Perceptive product suite, please email PSWmaintenance@hyland.com. To continue maintenance coverage, please process this invoice for payment.

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Further, if you are located in a European Union Member State, Norway or Switzerland, The software is also subject to Council Regulation (EC) No 428/2009. The software must not be transmitted outside of the European Union, Norway or Switzerland without a licence or authorisation being issued by the export control authority of the relevant Member State or the applicable authorities in Norway or Switzerland or as otherwise authorized by law or regulations in the relevant Member State or applicable authorities in Norway or Switzerland.



Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-059540

	Product Code	Description	Quantity	Unit Price	Extended Price
24	OCMPW1	Batch OCR Maintenance	1	241.81	241.81
25	OIMPW1-10	Office Business Application for 2010 (Each Qty 1-100) Maintenance	100	8.06	806.00
26	OIMPW2-10	Office Business Application for 2010 (Each Qty 101-200) Maintenance	1	6.45	6.45
27	PBIAI1	Publishing	1	1,612.09	1,612.09
28	PTMPC1	Virtual Print Driver Maintenance	1	806.05	806.05
29	RPMP11	Report Services Maintenance	1	806.05	806.05
30	TIMPW2	Production Document Imaging (TWAIN) Maintenance	2	483.63	967.26
31	TIMPW2	Production Document Imaging (TWAIN) Maintenance	1	483.63	483.63
32	UFMPI1	Unity Forms Maintenance	1	0.00	0.00
33	UIMPI1	Unity Integration Toolkit Maintenance	1	0.00	0.00
34	UNMPI1	Unity Client Server Maintenance	1	1,612.09	1,612.09
35	WLMP11	Workflow Concurrent Client SL (1-20) Maintenance	5	354.66	1,773.30
36	WLMP11	Workflow Concurrent Client SL (1-20) Maintenance	3	354.66	1,063.98
37	WLMPN1	Workflow Named User Client SL (1-20) Maintenance	20	225.69	4,513.80

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@hyland.com. For inquiries related to our Perceptive product suite, please email PSWmaintenance@hyland.com. To continue maintenance coverage, please process this invoice for payment.

*A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.

These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Further, if you are located in a European Union Member State, Norway or Switzerland, The software is also subject to Council Regulation (EC) No 428/2009. The software must not be transmitted outside of the European Union, Norway or Switzerland without a licence or authorisation being issued by the export control authority of the relevant Member State or the applicable authorities in Norway or Switzerland or as otherwise authorized by law or regulations in the relevant Member State or applicable authorities in Norway or Switzerland.



Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-059540

	Product Code	Description	Quantity	Unit Price	Extended Price
38	WLMPN2	Workflow Named User Client SL (21-50) Maintenance	30	177.33	5,319.90
39	WLMPN3	Workflow Named User Client SL (51-100) Maintenance	50	145.09	7,254.50
40	WLMPN4	Workflow Named User Client SL (101-300) Maintenance	14	128.97	1,805.58
41	WLMPN4	Workflow Named User Client SL (101-300) Maintenance	1	128.97	128.97
42	WLMPN4	Workflow Named User Client SL (101-300) Maintenance	1	128.97	128.97
43	WTMPW1	Web Server Maintenance	1	1,612.09	1,612.09
44	EXSUP1	Extended Support Fee Extended Support has been added to your invoice because our records currently indicate you are running a version that has been designated as an Extended Support version by Hyland Software. If you upgrade from your current version on or before the invoice due date, you will not be required to pay Extended Support. If you upgrade from your current version after the invoice due date, you will be required to pay Extended Support. For your current version and a list of Extended Support versions, please visit the My OnBase page on the Community website. The Extended Support versions are located on the General Information tab under Hyland Software's OnBase Version Support Lifecycle.	1	11,169.54	11,169.54

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@hyland.com. For inquiries related to our Perceptive product suite, please email PSWmaintenance@hyland.com. To continue maintenance coverage, please process this invoice for payment.

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Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-059540

Electronic Remittance Information	
Mail Checks to: Hyland Software, Inc. 28500 Clemens Rd Westlake, OH 44145	Wire Transfer: Swift Code: KEYBUS33 Routing No: 041001039 Account No: 359681326518 Account Name: Hyland Software, Inc.

Subtotal	85,633.17 USD
Tax	0.00 USD
Total Invoice Amount	85,633.17 USD
Balance Due	85,633.17 USD

For billing inquiries, please call 440-788-5090 or email maintenance@hyland.com.

To make a payment, please call 440-788-5045 and select Option 1 for Accounts Receivable or email accountsreceivable@hyland.com.

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@hyland.com. For inquiries related to our Perceptive product suite, please email PSWmaintenance@hyland.com. To continue maintenance coverage, please process this invoice for payment.

*A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.

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Further, if you are located in a European Union Member State, Norway or Switzerland, The software is also subject to Council Regulation (EC) No 428/2009. The software must not be transmitted outside of the European Union, Norway or Switzerland without a licence or authorisation being issued by the export control authority of the relevant Member State or the applicable authorities in Norway or Switzerland or as otherwise authorized by law or regulations in the relevant Member State or applicable authorities in Norway or Switzerland.

ITEM 44 Extended Support Fee

From: **James Beaudry** <James.Beaudry@hyland.com>
Subject: RE: Grand Traverse County ESF for 2019 Renewal

1. Issue Hyland a PO for the amount of the extended support fee (should include the date that the upgrade will be completed by -- no longer than 6 months past the renewal date)
2. Hyland will issue a new maintenance invoice without the extended support fee
3. PO is processed but sits in a holding queue with the maintenance team
4. If they upgrade before the date specified on the PO, the PO is cancelled
5. If they have NOT upgraded by the date specified on the PO, we will issue an invoice due in full

Kind Regards,
Jim Beaudry
Account Manager
Hyland, creator of OnBase ®
440.788.5879 – Office
216.650.0532 - Cell

www.onbase.com



Maintenance Invoice

ImageSoft, Inc.
25900 W. 11 Mile Road
Suite 100
Southfield, MI 48034

248 948-8100
accounting@imagesoftinc.com

Date	Maintenance
11/6/2018	MAIN4384

Maintenance Period:
1/1/2019 - 12/31/2019

Grand Traverse County
400 Boardman Ave

Traverse City, MI 49684-3506

P.O. No.	Due Date	Rep
PROFORMA	12/6/2018	TZARZYCKI

Item	Description	Qty	Serial Number	Maint. End Date	Cost	Total
ImageSoft Software						
IS-AEBC-M-R	ImageSoft Barcode Label Printer Software Maintenance	1		12/31/2019	\$400.00	\$400.00
IS-ICST-M-R	ImageSoft iContentStamper Maintenance	1		12/31/2019	\$0.00	\$0.00
IS-IDC-M-R	ImageSoft iDocCreator Maintenance	1		12/31/2019	\$3,000.00	\$3,000.00
IS-IMAIL-M-R	ImageSoft iMail (Advance E-Mail Integration) Maintenance	1		12/31/2019	\$2,000.00	\$2,000.00
IS-ITFREN-M-R	ImageSoft iTiffRender Maintenance	1		12/31/2019	\$1,000.00	\$1,000.00
IS-TSIGN-M-R	ImageSoft TrueSign Custom Signature Module Maintenance	1		12/31/2019	\$2,000.00	\$2,000.00
Canon Hardware						
CA-5353B021-R	Canon DR-6030C eCarePak 1 Yr.	1	FL308781	1/15/2020	\$445.00	\$445.00
CA-5353B025-R	Canon DR-G1100 eCarePak 1 Yr. On-Site Service	1	GG310403	9/3/2020	\$995.00	\$995.00
CA-5353B025-R	Canon DR-G1100 eCarePak 1 Yr. On-Site Service	1	GG310417	9/3/2020	\$995.00	\$995.00
Services						
IS-CUSTOMER CARE-R	ImageSoft Customer Care Package	1		12/31/2019	\$33,815.00	\$33,815.00

Item	Description	Qty	Serial Number	Maint. End Date	Cost	Total
City of Traverse City						
Services						
IS-CUSTOMER CARE-R	ImageSoft Customer Care Package	1		12/31/2019	\$1,960.00	\$1,960.00
City Treasurer						
Other Hardware						
EP-B11B236201	Epson DS-530 Workforce Color Scanner	1	X2HJ004352	12/29/2019	0.0	0.0
Note: A 10% reinstatement fee will be charged by Hyland for maintenance fees received more than 30 days after maintenance expiration date.				Total: \$46,610.00		

Sales Tax has been calculated based on rates current as of invoice date. Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.



Action Request

Meeting Date:	January 16, 2019		
Department:	Administration & Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	(231)922-4680
Agenda Item Title:	MERS Defined Benefit Pension Payment for 2019		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

The required payment to MERS for 2019 is \$5.9 million. The County Treasurer, Heidi Scheppe has indicated that she has sufficient funds available now to make the payment without negatively impacting our cash flow. It would be our recommendation to make the \$5.9 million payment to MERS this month.

We further recommend that we continue to identify all reasonable options to manage and fund this pension obligation.

Suggested Motion:

Discussion and authorization to make the required \$5.9 million payment to MERS this month.

Financial Information:

Total Cost:	\$5,900,000.00	General Fund Cost:	All Funds	Included in budget:	☒ Yes ☐ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		January 11, 2019
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

R E S O L U T I O N

XX-2019
Finance Department
MERS Payment

WHEREAS, Grand Traverse County entered into an Amortization Extension Agreement with Municipal Employees Retirement System of Michigan (MERS) in June of 2017 that established an annual employer contribution of \$5.9 million dollars,

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on January 16, 2019 and reviewed recommendation by the Director of Finance to approve the annual payment to MERS in the amount of \$5.9 million in January 2019; and,

WHEREAS, In 2019, there was discussion regarding making the 2019 payment to MERS early in the year and in discussing this option with the County Treasurer, it has been determined that we would be able to make the entire payment without negatively impacting our cash flow; and,

WHEREAS, It is our recommendation to authorize the entire payment to maximize the investment returns on our 2019 contribution as the return on funds with MERS will be greater than the return we are currently able to realize on our excess cash balances; and,

WHEREAS, We recognize that the agreed upon annual employer contribution has been established in the June 2017 Amortization Extension Agreement, however, it is our intention to identify additional steps to reduce the pension obligation of Grand Traverse County,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County Board of Commissioners authorizes the annual employer contribution to MERS of \$5.9 million be made in January of 2019.

APPROVED: January 16, 2019



Action Request

Meeting Date:	January 16, 2019		
Department:	IT	Submitted By:	Ming Mays
Contact E-Mail:	mmays@grandtraverse.org	Contact Telephone:	
Agenda Item Title:	AVST Voicemail Renewal Addendum		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

1. The cost of the 1-year contract is \$8,568.00 per year. The cost of the 3-year contract is \$7,711.00 per year (10% discount per year with a total savings of \$2,571.00).
2. AVST Maintenance coverage is set to expire on January 27, 2019. We have passed the 30-day notice deadline to terminate. If the contract is canceled the County would be responsible for the full annual cost. There is also a 25% reinstatement fee if the support contract lapses which would equate to an \$2,142.00 in addition to the annual fee.
3. AVST is the sole maintenance provider. Purchasing a block of maintenance support hours is not offered as an option as this is a software-based solution.
4. The voicemail system is a virtual server located in the County's Storage Area Network (SAN). The County upgrades the voicemail system software at least once every contract period to keep the version current and take advantage of the software assurance that is included in the maintenance package. If we cancel the contract the County loses access to free voicemail server software updates and upgrades as well as free voicemail system training and certification courses for administering the system. Without maintenance the County would need to purchase the AVST server software separately in order to upgrade the system.

Suggested Motion:

The recommendation is to approve the renewal agreement for Premium XpressCare Maintenance with AVST and the reseller Converge One for a term of 1 year at \$8,568 per year. The Coverage term would be January 27, 2019 to January 26, 2020.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

R E S O L U T I O N
XX-2019
IT – AVST Voicemail Renewal

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 16, 2019, and reviewed request from the County’s Director of Internet Technology to approve the renewal of the AVST Voicemail; and,

WHEREAS, The current coverage is set to expire on January 27, 2019; and,

WHEREAS, The cost of a 1 year contract is \$8,568 per year, AVST is the sole maintenance provider and purchasing a block of maintenance support hours is not offered as an option as this is a software-based solution; and,

WHEREAS, the voicemail system is a virtual server located in the County’s storage Area Network(SAN), and we upgrade the voicemail system software at least once every contract period to keep the version current and take advantage of the software assurance that is included in the package.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the renewal agreement for Premium XpressCare Maintenance with AVST and the reseller Converge One for a term of 1 year at \$8,568 per year for the period January 27, 2019 to January 26, 2020.

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

APPROVED: January 16, 2019

Solution Summary

2019 AVST RENEWAL

Customer: GRAND TRAVERSE COUNTY	Primary Contact: RANDY FILKINS
Ship To Address: 400 Boardman Ave Traverse City, MI 49684-2542	Email: rfilkins@co.grand-traverse.mi.us
Bill To Address: 400 Boardman Ave Traverse City, MI 49684-2542	Phone: (231) 922-4744
Customer ID: SPSGRATRA0002	National Account Manager: Rob LaDuke
Customer PO:	NAM Email: RLaDuke@convergeone.com
	NAM Phone: +15178536069

Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Maintenance					
C1E Maintenance	\$2,400.00		Annual		\$2,400.00
AVST Maintenance	\$6,168.00		Annual		\$6,168.00
Project Subtotal	\$8,568.00				\$8,568.00
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$8,568.00				\$8,568.00

This Solution Summary summarizes the documents(s) that are attached hereto and such documents are incorporated herein by reference. Customer's signature on this Solution Summary (or Customer's issuance of a purchase order in connection with this Solution Summary) shall represent Customer's agreement with each attached document and acknowledgement that such attached document(s) are represented accurately by this Solution Summary. Unless otherwise specified in this Solution Summary or its attachment(s), this Solution Summary and its attachments shall be subject to the terms and conditions of: (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "ConvergeOne" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.convergeone.com/online-general-terms-and-conditions/>. If Customer has a master agreement with one of ConvergeOne, Inc.'s predecessors, affiliates and/or subsidiaries, ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Solution Summary, subject to any modifications. Products and/or services not specifically itemized are not provided hereunder.

This Solution Summary (including any attachment(s) hereto) will be valid for a period of thirty (30) days following the date of this Solution Summary. Thereafter, this Solution Summary and any attachment(s) hereto will no longer be of any force and effect. Located at <https://www.convergeone.com/online-general-terms-and-conditions/>.

All prices are subject to change without notice.

This order is a configured order and/or contains software.

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____



Action Request

Meeting Date:	January 16, 2019		
Department:	Administration/Civil Counsel	Submitted By:	Forsyth/Tholen
Contact E-Mail:		Contact Telephone:	
Agenda Item Title:	2019 Board Rules		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No

(in minutes)

Summary of Request:

At the Organizational Meeting held on January 2, 2019, the Board discussed changes to the Board Rules.

Included with this memo are draft changes to the board rules of order for your consideration and approval. The changes reflect the Board's resolution made at the organizational meeting. There are also a few formatting changes and stylistic change. I also changed the time to end meetings given that meetings are now held at 8:00 a.m., and removed section 14 Study Sessions as the rules for study sessions are already found in section 2., Meetings.

Suggested Motion:

RESOLVED to approve the amended County Board Rules of Order as presented by County Administration.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration: ☐ Recommended Date: _____		
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

COUNTY BOARD RULES OF ORDER

Effective January 16, 2019

(All previous versions of these rules are rescinded in their entirety)

1. AUTHORITY

These rules are adopted by the Grand Traverse County Board of Commissioners pursuant to MCL 46.11, as amended.

2. MEETINGS

2.1 Organizational Meeting-

2.1.1 The first meeting in each calendar year shall be the organizational meeting.

2.1.2 Procedure in Odd Numbered Years-

In each odd numbered year, the County Clerk shall preside. As the first item of business the County Clerk may administer the oath of office to the Commissioners, if they have not taken the oath of office.

The second item of business shall be the election of the Chairperson of the Board and Vice-Chairperson. The County Clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the County Clerk shall order the roll of Commissioners to be called. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared the Chairperson.

The newly elected Chairperson shall assume the Chair and proceed with the election of the Vice-Chairperson, appointment of committee members, and the adoption of the Board Rules.

If the Commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of Commissioners elects one of its members to be Chairperson. The Board of Commissioners may proceed onto other agenda matters as they shall decide.

2.1.3 Procedure In Even Numbered Years-

In even numbered years, the first order of business shall be the election to the office of Vice-Chairperson and appointment of Commissioners to standing committees and liaison positions. The Chairperson shall make all such appointments and shall appoint a Chairperson and Vice-Chair for each standing committee. All appointments shall be subject to approval of the full Board.

[MCL 46.1; 46.3]

2.2 Regular Monthly Meetings-

Regular meetings of the Board of Commissioners shall be held on the 1st and 3rd Wednesday of each month, unless otherwise changed by the Board.

[MCL 209.5]

2.321 Study Sessions-

Study Sessions are meetings designed to provide an opportunity for in-depth discussion of a matter and the agenda for any study session shall be requested by the County Administrator, Board Chairperson, three commissioners or an Elected County Official. The Board of Commissioners shall not take any action on items discussed at Study Sessions. Study Sessions of the Board of Commissioners shall be scheduled on the 2nd and 4th Wednesday of each month at the same location where regular meetings are held. The Board Chairperson may cancel a study session if there is nothing to consider on the agenda after consultation with the County Administrator. Cancellation shall occur no later than the Friday preceding the session at 5:00 p.m.- Study sessions may be cancelled at the discretion of the Chairperson in conjunction with the County Administrator.

2.43 Annual Meeting-

The annual meeting shall be the last September regular Board meeting. The annual meeting may be held concurrently with the Board's regular meeting.

[MCL 46.1; MCL 46.63]

2.54 Equalization Meeting

The equalization meeting shall be held on the Tuesday following the second Monday in April. The equalization report shall be completed before the first Monday in May.

[MCL 211.34; 209.5]

2.65 Emergency Meetings

Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds (2/3 (5)) of the members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before the public notice as provided in rule 4 can be given.

2.76 Place of Meetings

Meetings of the Board of Commissioners or any of its committees shall be held in the Governmental Center located at 400 Boardman Avenue, Traverse City, Michigan, unless public notice of the meeting states a different location. Whenever the regular meeting

place shall appear inadequate for members of the public to attend, the Chairperson may change the meeting location to a larger facility in the County. A notice of such change shall be prominently posted on the door of the regular meeting place. The County Clerk shall also give notice of the change in the meeting place in a newspaper if time permits.

2.87 Time of Regular Meetings and Study Sessions

Regular meetings [and Study Sessions](#) of the Board of Commissioners shall begin at a fixed time as established annually by the Board at the organizational meeting. The Board shall not begin considering any matter on the agenda not yet under consideration by the time of 10:00 p.m. except upon the unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or a special meeting if one is called.

2.98 Changes in Meeting Schedule; Recessed Meetings; Special Meetings By a majority vote of the Board members elected and serving, changes may be made to the meeting schedule including time and place, or to recess any meeting to a later date. A special meeting of the County Board of Commissioners shall be held only when requested by at least 1/3 (3) of the members of the Board. The request shall be in writing, shall be addressed to the County Clerk, and shall specify the time, date, place, and purpose of the meeting. Upon the reception of a request, the County Clerk shall give notice to each of the commissioners at least 18 hours prior to the meeting, except in the case of an emergency meeting called in accordance with MCL § 15.265 (see Rule 2.5), in one of the following manners: by causing notice to be delivered to the Commissioners personally; or by leaving the notice at the residence of the Commissioner; or, by telephone, including leaving a message on a telephone answering machine, to a telephone number previously supplied for such purposes by the Commissioner; or, by email to an address previously supplied for such purpose by the Commissioner; or, by confirmed facsimile transmission to a fax number previously supplied by the Commissioner. Notice may also be delivered to a Commissioner by mailing a copy of the notice to his or her post office address by certified mail with return receipt requested, at least 10 days before the time of the meeting. Public notice of the time, date, and place of the meeting shall be given in the manner required by the Open Meetings Act and Rule 4, below.

[MCL 46.10; 15.265]

3. QUORUM

A majority of the elected and serving members of the County Board of Commissioners constitutes a quorum for the transaction of the ordinary business of the County.

[MCL 46.3]

4. PUBLIC NOTICE OF MEETINGS

The County Clerk shall provide the proper notice for all meetings of the Board of Commissioners. A meeting of the board shall not be held unless public notice is given as provided in this section by the County Clerk. Such notice shall include, but not necessarily be limited to the following.

4.1 Regular, Annual, Organizational, Study Sessions and Equalization Meetings

For regular meetings, as well as the annual meeting, organizational meeting, study sessions and equalization meeting, the County Clerk shall post a notice within 10 days after the organizational meeting of the Board in each calendar year a public notice stating the dates, times, and places of its regular, [study sessions](#), annual, organizational and equalization meetings.

4.2 Schedule Change

If there is a change in the schedule of regular meetings of the Board, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings. Except as provided in this subsection, for a rescheduled regular or a special meeting of the Board, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting. The requirement of 18-hour notice shall not apply to special meetings of subcommittees of the Board.

4.3 Recessed Meetings

A meeting of the Board which is recessed for more than 36 hours shall be reconvened only after public notice, which is equivalent to that required under subsection 4.2, has been posted.

4.4 Emergency Meetings

Nothing in this section shall bar the Board from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 (5) of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.

4.5 Special Notice Requirements for Meetings at Residential Dwellings

A meeting of the Board may only take place in a residential dwelling if a nonresidential building within the boundary of the local governmental unit or school system is not available without cost to the Board. For a meeting of a public body which is held in a residential dwelling, notice of the meeting shall be published as a display advertisement in a newspaper of general circulation in the city or township in which the meeting is to be held. The notice shall be published not less than two days before the day on which the meeting is held, and shall state the date, time, and place of the meeting. The notice, which shall be at the bottom of the display advertisement and which shall be set off in a conspicuous manner, shall include the following language: "This meeting is open to all members of the public under Michigan's open meetings act".

4.6 Notification to Media and Others

The County Clerk shall notify, without charge, any newspaper or radio or television station of the Board's meeting schedule, schedule changes, or special or emergency meetings whenever such media establishment has filed with the County Clerk a written request for such notice. The County Clerk shall also notify other individuals or organizations of regular meetings schedules, or special or emergency meetings, but only upon their written requests and agreement to pay the county for printing and postage expenses. The County Clerk shall mail all such notices required by the rule by first class mail or email.

[MCL 15.265 and 15.266; MCL 46.10]

5. AGENDA FOR REGULAR MEETINGS

The County Administrator, after first reviewing pending matters and requests, shall prepare the agenda of business for all regularly scheduled Commission meetings. Any Commissioner, department head, elected official, or chair of any board, authority or commission, desiring to place a matter on the agenda shall notify the County Administrator of such item by 3:00pm on Monday of the week preceding the meeting. Items received after the agenda has been posted shall not be considered by the Board unless approved by a majority vote of the Board members elected and serving.

5.1 Agenda for Special Meetings

Whenever the Board is called into session pursuant to Rule 2.8, changed, recessed and special meetings, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all Board members are present and a majority concurs.

5.2 Distribution of Agenda and Materials

Upon the completion of the agenda, the County Administrator shall immediately distribute copies of the agenda together with copies of reports, supporting information and documentation that relates to the matters of business on the agenda. Commissioners shall be entitled to receive such materials not later than close of business ~~noon~~ on the Friday preceding the next regular meeting.

5.3 Consent Calendar

5.3.1 Consent Calendar – Defined

The Consent Calendar shall consist of those matters that the Commission has determined to be "routine" and usually matters about which the Board commonly concurs. Among such matters are the approval of minutes, reports of departments, committees and other

boards, commissions and authorities, and other matters that the Board of Commissioners is required by statute or Board Rule to approve.

5.3.2 Consent Calendar – Procedure

The County Administrator, in preparing the meeting agenda, shall list those matters under the heading of “consent calendar” and include the associated materials with those distributed to the members in accordance with rule 5.2. At a meeting of the Commissioners where a consent calendar has been prepared, the Board, upon the motion of a Commissioner, shall vote on the approval of the matters included under the consent calendar. Before putting the question to the Commissioners, any member of the Board, the public, or staff may request that an item or items be removed from the consent calendar and such request shall be granted. The Chairperson shall then direct the County Clerk to remove such matters and place them in their usual place on the meeting’s agenda. A vote shall not be required to remove a matter from the consent calendar. The Chairperson shall then call a roll call vote to approve or disapprove the consent calendar.

5.4 Order of Business

After the Chairperson calls the meeting to order, the following shall be the order of the business for all regular meetings of the Board:

- a. Opening Ceremonies, ~~or~~ Exercises or Invocation*
- b. Roll Call
- c. Approval of Minutes of Last Regular (and/or special) Meeting(s) of the body (reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
- d. First public comment†
- e. Pension obligation information update+
- ~~e-f.~~ Approval of the agenda
- ~~f-g.~~ Action on consent calendar
- ~~g-h.~~ Special orders of business
- ~~h-i.~~ Items removed from consent calendar
- ~~i-j.~~ Department Action Items (includes Administration)
- ~~j-k.~~ Unfinished business
- ~~k-l.~~ New business
- ~~l-m.~~ Second public comment†
- ~~m-n.~~ Commissioner committee reports++
- ~~n-o.~~ Notices
- ~~o-p.~~ Closed session, if needed
- ~~p-q.~~ Adjournment

*If the opening ceremonies include an invocation, the invocation should precede all other ceremonies, such as the singing of the National Anthem or Pledge of Allegiance, and

[shall be done in accordance with an invocation policy as adopted by the Board of Commissioners.](#)

†Public comment may be allowed during the meeting in accordance with rule 6.3.2.6.

[+ The County Finance Director \(or when absent the County Administrator\) shall provide the following information as part of the pension obligation update, the last recorded percentage of the pension obligation funded, the dollar amount needed to be fully funded, and the date that this specific information was provided to the Finance Department.](#)

++ At the 2nd Board meeting of the month, each department director or appropriate staff member, on a rotating basis, will provide a 5 minutes report to the board.

6. CONDUCT OF MEETINGS

6.1 Chairperson

The person elected Chairperson in each odd numbered year shall preside at all meetings of the Board. In the absence of the Chairperson, the person elected to the position of vice-chair in the first meeting each year shall preside. If neither the Chairperson nor Vice-Chair is present, the County Clerk shall preside until the Commissioners present elect a Commissioner to preside during the absence of the Chairperson and Vice-Chair. The Chairperson shall have all the same rights as other members with respect to procedural matters, debate and voting.

6.2 Rights and Duties of Board Members

- All Board members who wish to speak on a motion subject to debate shall be permitted to speak once before any Board members shall be allowed to speak a second time.
- When a Board member is speaking on any question before the Board, the Board member shall not be interrupted except to be called to order.
- When a Board member is called to order, the Board member shall immediately cease speaking. The Board, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.
- When a Board member is commenting on a question before the Board, the Board member cannot conclude their comments by moving the previous question.
- Board members shall not engage in dialogue with members of the public who address the Board, however, questions are permitted.
- The Chairperson shall vote on all questions except on an appeal from his or her own decision.

6.3 Rights of the Public

6.3.1 Right of the Public to be Present

All persons shall be permitted to attend any meeting unless a closed meeting may be held in accordance with the provisions of sections 7 and 8 of the Open Meetings Act. No conditions on attendance may be placed on the public such as requiring that an attending person provide his name or other information. A person shall not be excluded from a public meeting except for a breach of the peace actually committed at the meeting.

6.3.2 Right of the Public to Address the Meeting. Any person shall be permitted to address a meeting of the Board which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended, MCLA 15.261, et. seq. Public comment shall be carried out in accordance with the following procedure:

6.3.2.1 Name and Address

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

6.3.2.2 Permitted Topics

Persons may address the Board on matters or issues which are relevant and germane to County government.

6.3.2.3 Individuals

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions. 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.

6.3.2.4 Groups

Whenever a group wishes to address the Board, the group shall identify itself and make it known ahead of time that it wishes to address the Board in order to facilitate the planning of time allotments to various portions of the agenda. The Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed ten (10) minutes. The Chairperson may, at his or her discretion, extend the amount of time the spokesperson is allowed to speak.

6.3.2.5 Special Presentations

It is expected that most special presentations will take place at study sessions. Should a special presentation be scheduled at a regular meeting of the Board, the person(s) invited by the Board or County Administrator will provide information on a specific item limited to 10 minutes, exclusive of questions. The Board shall

limit its questions to 5 minutes. The Chairperson may, at his or her discretion, extend the amount of time for the presentation, the questions, or both.

6.3.2.6 Time of Public Comment

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 County Clerk in order to be recognized, and shall not address the Board until called upon by the Chairperson. Neither the Chairperson nor the Board shall end or conclude any public comment period until each and every member of the public desiring and/or requesting to make a public comment during a public comment period has a full and fair opportunity to do so. (See *Laurence v Grand Traverse County Board of Commissioners*, Grand Traverse County Circuit Court Case No. 13-30092 CZ)

6.3.2.7 Addition to Public Comment Language

The following phrase will be added to the Public Comment Language on the agenda: "Please be respectful and refrain from personal or political attacks."

6.4 Form of Address

Each person who speaks shall direct his/her comments to the Chairperson. In order to avoid unscheduled debates, the Board generally will not comment or respond to a person who is addressing the Board. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board. Board members wishing to address a member of the public during public comment shall first obtain the approval of the Chairperson.

6.5 Disorderly Conduct

The Chairperson shall call to order any person who is behaving in a disorderly manner by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the Chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave of the Board of Commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the Chairperson may order the sergeant-at-arms, who shall be the County Sheriff or any of his/her deputies, to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

[MCL 15.263]

7. CHAIRPERSON; VICE-CHAIRPERSON

7.1 Election

At the organizational meeting held in January of each year, the Board shall elect, from among its members a Chairperson (in odd numbered years only) and a Vice-Chairperson. The concurrence of a majority of all members of the Board shall be necessary for election. The Chairperson and Vice-Chairperson shall begin their duties immediately upon their election. The Chairperson shall serve a two year term; the Vice-Chairperson shall serve a one year term.

7.2 Duties

The Chairperson shall preside at a meeting of the Board, but if the Chairperson is absent from a meeting, the Vice-Chairperson shall preside. A Chairperson may administer an oath to a person concerning a matter submitted to the County Board of Commissioners or connected with the discharge of its duties, may issue subpoenas for witnesses, and may compel the attendance of a witness in the same manner as a court of law. The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, Board minutes and certifications. Unless otherwise agreed by the Board, the Vice-Chairperson is designated to affix his or her signature to contracts, bonds, and other documents requiring the signature of the Chairperson, if the Chairperson is unable to do so because of illness or other exigency which, in the opinion of the board, prevents the chairperson from performing the functions of the office.

[MCL 46.3(4)]

8. RECORD OF MEETINGS

8.1 Minutes and Official Records

The County Clerk, or in his or her absence the County Clerk's deputy, shall be the Clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover, the person seconding the action, and the vote of the Commissioners. The record shall also state whether the vote was by voice or by roll call, and shall show how each Board member voted.

The County Clerk shall maintain in the Office of the County Clerk copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

8.2 Record of Discussion

The County Clerk shall not be responsible for maintaining a written record or summary record of the discussions or comments of the Board members, nor of the comments made by members of the public. The County Clerk, though, shall be responsible for keeping an electronic record of each meeting of the Board of Commissioners. Each such recording shall be maintained in the Office of the County Clerk for a period of six months following the date of the meeting. Thereafter, the recording may be discarded unless the recording shall be pertinent to any legal proceeding then underway, pending, or reasonably anticipated.

8.3 Public Access to Meeting Records

The County Clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days after the date of the meeting in which the minutes were approved. The County Clerk shall promptly mail copies of the minutes to persons who have subscribed.

8.4 Publication of Minutes (MCL 46.9)

Immediately following each session of the Board of Commissioners, the County Clerk shall prepare a report of the proceedings of the Board at that meeting and make the report available as soon as possible in the Office of the County Clerk for public inspection and copying without charge, and mail copies of the report upon request without charge, and advertise that the report is available from the Office of the County Clerk in the Traverse City Record Eagle or other well-established newspaper in the County.

[MCL 46.4; MCL 15.269; MCL 15.231-15.244 and MCL 15.261-15.275]

9. OFFICIALS NOT TO BENEFIT

9.1 Conflicts of Interest, County Commissioners

County Commissioners shall comply with all requirements of MCL 15.322, Public Servants Contracting with the Public Entity they Serve.

9.2 Conflict of Interest, Other Board, Commission, Authority or Committee Members

Any person who serves on any County board, commission, authority, special or advisory committee and who qualifies as a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee and shall comply in all respects with MCL 15.322, Public Servants Contracting with the Public Entity they Serve.

[MCL 46.30; MCL 46.30a; MCL 15.322 and 15.323]

10. MOTIONS, RESOLUTIONS AND ORDINANCES

10.1 Method of Making Motions.

No motion shall be put before the Board for discussion or decision unless seconded and shall be restated by the chairperson prior to debate. Any motion shall be put in writing at the request of any Board member. Any motion may, with the permission of the Board member who made the motion and the Board member who seconded the motion, be withdrawn at any time before the motion has been adopted. All motions and amendments or substitutes thereto shall be entered in the minutes of the Board unless withdrawn.

10.2 Resolutions and Ordinances to be in Writing

All resolutions and ordinances shall be presented in writing and must be seconded before debate. Any resolution or ordinance may, with the permission of the member who made the motion and the second, be withdrawn at any time before the same has been adopted. All resolutions, ordinances, and amendments or substitutes thereto shall be entered in the minutes of the Board unless withdrawn.

10.3 Procedural Motions

10.3.1 Motion to Adjourn.

A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a Board member has the floor; provided that there shall be other intervening business or a change in the circumstances between the two motions to adjourn.

10.3.2 Motion to Clear the Floor

This motion may be made by the Chairperson or a Board member at any time procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

10.3.3 Motion to Reconsider.

A motion to reconsider shall be in order on any question the Board has decided except for a motion to clear the floor. The motion to reconsider shall be in order only on the same day as the vote to be reconsidered was taken and the next regular meeting following. The motion to reconsider shall be made only by a member who voted with the prevailing side. A main motion on a question the Board has decided shall be in order at the next regular board meeting at which a motion to reconsider the question is no longer in order.

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10.3.4 Appeal Ruling of the Chairperson

Any Commissioner may appeal the ruling to the chairperson. On all appeals receiving a second, the question shall be, "Shall the decision of the Chairperson stand as the decision of the County Board?"

10.3.5 Division of Question

If a pending main motion (or an amendment to it) contains two or more parts capable of standing as separate questions, the Board can vote to treat each part individually in succession. Such a course is proposed by the motion for division of a question.

10.3.6 Withdrawal or Modification of Motion by the Maker

The Chairperson shall accept "friendly amendments" of a motion when the following two requirements are met -- first, there is an agreement between the member who made the motion and the member who seconded the motion and second, no other member objects to the friendly amendment. If these two requirements are not met, then the requirements stated in the below two paragraphs of this Rule 10.3.6 shall be followed.

Once a motion has been made, the member who made it may withdraw or modify the motion at any time prior to when the Chairperson states the motion. After the motion has been stated by the Chairperson, the mover must ask permission to withdraw the motion. Upon the making of such a request, the Chairperson shall announce: "Unless there is objection [pause] the motion is withdrawn." If there is an objection, any other Commissioner can move that permission to withdraw be granted, and no second is required. A request for permission to withdraw a motion, or motion to grant such permission, can be made at any time before voting on the question has begun, even though the motion has been since modified. Any Board member can suggest that the maker of a motion ask permission to withdraw it, which the maker can do or decline to do, as he chooses. After a motion has been withdrawn, the situation is as though it had never been made; therefore, the same motion can be made again at the same meeting.

To modify a motion after it has been stated by the Chairperson, the maker asks permission to do so, as in the case of withdrawal of a motion. If there is no objection, the Chairperson states the question on the modified motion. If anyone objects, and amendment is otherwise proper, the modification must be approved by a majority vote of those members present. The amendment requires a second if moved by the member who originally made the request.

10.3.7 Motion to Lay on the Table

A motion to lay on the table may be made by the Chairperson or any other Commissioner at any time prior to a vote on the main motion. A second is required and the motion requires a majority present to approve. If the motion to lay on the table is approved, consideration of the main motion is suspended temporarily without setting a time for

resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides.

10.3.8 Motion to Take from the Table

A motion to take from the table may be made by the Chairperson or any other Commissioner to reconsider a main motion that has been laid on the table. A second is required and a motion to take from the table must be approved by a majority present. A question that has been laid on the table remains there and can be taken from the table during the same session, or at the next session after it was laid on the table. If not taken from the table within these time limits, the question dies, although it can be renewed at a later date.

10.3.9 Motion to Amend; Secondary Amendments; No Tertiary Amendments

A motion to amend a main motion, called a “primary amendment,” takes precedence over the main motion. Any Commissioner may move to amend a main motion so long as they have the floor. A second is required. Amendments must be germane to the main motion, that is, it must in some way involve the same question that is raised by the motion to which it is applied. The Chairperson shall rule out of order any proposed motion to amend that is not germane.

A motion to amend an amendment to a main motion is called a “secondary amendment” and shall take precedence over a main motion or primary amendment. A secondary amendment also requires a second. A secondary amendment cannot be amended. Only one primary and one secondary amendment are permitted at a time, but any number of each can be offered in succession—so long as they do not again raise questions already decided.

10.3.10 Motion to Postpone Indefinitely

A motion to postpone indefinitely is a motion that the assembly decline to take a position on the main motion, and is in order only when the main motion is pending. Its adoption kills the main motion (for the duration of the session) and avoids a direct vote on the question. A motion to postpone indefinitely requires a second and a majority present to approve. An affirmative vote on the motion to postpone indefinitely can be reconsidered. A negative vote on it cannot be reconsidered.

10.3.11 Motion to Rescind

A member who makes a motion to rescind something previously adopted must provide prior notice of the intent to present such a motion either at: (1) a previous Board meeting so long as that meeting was within 90 days of the meeting where a vote on the Motion to Rescind is to occur, or (2) no less than seven days prior to the meeting where a vote on the Motion to Rescind is to occur. If the member fails to provide such pre-meeting notice, then the vote required to rescind is two-thirds of those members elected and serving at the meeting where the motion to rescind is voted upon.

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10.3.124- Order of Precedence of Motions

Only one motion may be pending at one time. Generally, a main motion yields to all secondary motions. Secondary motions shall take precedence in the following order:

1. Fix the Time to Which to Adjourn
2. Adjourn
3. Recess
4. Raise a Question of Privilege
5. Call for the Orders of the Day
6. Lay on the Table (To interrupt the pending business so as to permit doing something else immediately)
7. Previous Question (Immediately to close debate and the making of certain motions)
8. Limit or Extend Limits of Debate
9. Postpone to a Certain Time
10. Commit
11. Amend
12. Postpone Indefinitely
13. Main Motion

11. VOTING

11.1 Roll call Votes

The names and votes of Commissioners shall be recorded on Board actions to adopt final measures as ordinances or appointment or election of officers. The Chairperson or any Commissioner may request a roll call vote be taken on a particular item.

11.2 Votes Required

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute or Board Rule to have a higher authority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

11.3 Measures Requiring Two-Thirds (2/3 (5)) Vote of Members Elect

The following actions of the Board shall require a two-thirds (2/3 (5)) vote of the members elected and serving.

Final passage or adoption of a non-agenda item. [MCL 46.3].

Removal of the County seat. [MCL 46.17].

Removal from office of a County officer who refuses or neglects to make a report under oath to the board or to give a bond reasonable or

necessary for the performance of the duties of the office. [MCL 46.11(k)].

To rescind a prior board action when pre-meeting notice is not provided in compliance with Rule 10.3.11.

To meet in closed session for any of the reasons noted in Rule 15. Any other matter requiring a 2/3 (5) vote by law.

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11.4 Measures Requiring Majority Vote of Members Elected and Serving

The following actions of the Board shall require a majority vote of the members elected and serving:

Final passage or adoption of any measure or resolution. [MCL 46.3(2)]

Final passage of an ordinance. [MCL 46.11(j)]

Allowance of any claim against the County. [MCL 46.3(2)]

Adoption of an annual budget. [MCL 46.3(2)]

Adoption or amendment of these Rules. [RONR 10th ed., p 573]

Appointment of Road commissioners. [MCL 224.6]

Appointment of Civil Counsel. [MCL 49.71]

Election of the Chairperson and Vice-chairperson of the board.

Any other matter which by law requires a majority vote of members elected and serving.

11.5 Measures Requiring Three-Fourths (3/4 (6)) Vote of Members Seated and Serving

Contract between the County and County Employees or Officials.

11.6 Method of Voting [MCL 46.3a]

Members of the Board of Commissioners must be physically present at a meeting to vote on an action taken by the Board of Commissioners or by a committee of the Board of County Commissioners. Members are not permitted to vote by telephone or by means of video conferencing. The names and votes of members shall be recorded on an action taken by the Board of Commissioners or by a committee of the board of County Commissioners if the action is on an ordinance or the appointment or election of an officer. The vote and the name of the member voting on other questions or motions shall be recorded at the request of 1/5 of the members present if the question or motion is before the Board, or 1/3 of the members present if the question or motion is before a committee of the Board. A record that is made pursuant to this section shall be available for public inspection. All other measures shall be voted by voice vote. If a commissioner present does not respond to the call for the voice vote, his or her vote shall be recorded as an affirmative vote, unless good cause is shown for abstaining. If there is abstention or a nay vote, there shall be a roll call vote.

11.7 Procedure for Conducting Roll Call Vote

All roll call votes shall be conducted in accordance with the following procedures:

Prior to the first meeting of the Board in each odd numbered year, the County Clerk shall prepare four lists of the members of the Board in the following sequences, provided however, that the name of the Chairperson shall appear as the final name on each of the four lists: (1) alphabetical order; (2) reverse alphabetical order; (3) by district number; and (4) by reverse district number. The County Clerk shall randomly mix the four (4) different lists prior to each meeting of the board.

For each roll call vote at each meeting of the Board, the County Clerk shall proceed to select one list and call the roll in descending order in which the members appear on that list for all roll calls at that meeting.

[MCL 46.3 and 46.3a]

12. RULES OF PROCEDURE; APPEAL

12.1 Questions of Procedure Not Covered by Standing Rules

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these rules and any special rules of order the board may adopt.

12.2 Appeal

The Board as a whole, not the Chairperson, is the final authority in judging whether these rules have been violated. A Board member who disagrees with a ruling by the Chairperson may appeal the ruling to the Board as a whole. Without waiting to be recognized, a member wishing to appeal the ruling shall say, "I appeal from the decision of the Chairperson." An appeal requires a second. The appeal may be debated, however, unlike other motions, each member may speak only once. The Chairperson may speak in debate twice, the first time in preference over other members and the second time to close debate. An appeal is stated and put to a vote as "Shall the decision of the Chairperson be sustained?" It requires a majority vote in the negative to overturn the chair's ruling. A tie sustains the decision of the Chairperson, and loses the appeal.

[RONR (10th ed), pp 247-252]

13. COMMITTEES

Each committee shall thoroughly investigate any matter referred to it by the Board or Board Chairperson and shall report in writing the findings to the Board without undue delay. Upon the motion of any Board member, and approval by a majority of the Board, the Board may discharge a committee from further consideration of any matter.

13.1 Special Committees

The Board may create such special or advisory committees as it deems necessary or appropriate. Special or advisory committees shall automatically expire on December 31st of the year in which they are created unless a different term is specified in the resolution establishing the special or advisory committee, such as until a date certain, or until completion of the appointed task. The term of a special or advisory committee may be extended by the Board. The terms of all members of a special or advisory board shall automatically expire upon the termination of the special or advisory committee. Special or advisory committees may consist, in whole or in part, of persons who are not Board members. Members of special committees shall be made by the Board Chairperson subject to board approval.

13.2 Open Meetings Act

Meetings of all committees of the Board of Commissioners shall conform to the requirements of the Open Meetings Act.

13.3 Rules of Order

The rules of order adopted by the Board of Commissioners, to the extent that they are applicable, shall govern all matters of procedure related to committees.

14. STUDY SESSIONS.

14.1 Calling and Scheduling Study Sessions

~~Study Sessions may be called by the County Clerk on the request of the County Administrator, the Board Chairperson, or any three Commissioners. Regardless of whether a study session is actually called, study sessions will be scheduled for the second and/or fourth Wednesday in each month at the same location where regular meetings are held. Study Sessions shall normally being at 5:30pm. Different starting times may be established in the notice of the meeting.~~

14.2 Cancelling a Study Session

~~The Board Chairperson may cancel a study session if there is nothing to consider on the agenda. Cancellation shall occur no later than the Friday preceding the session at 5:00 p.m.~~

14.3 Open Meeting Act

~~Meetings of all study sessions of the board of commissioners shall conform to the requirements of the Open Meetings Act.~~

14.4 Rules of Order

~~The rules of order adopted by the board of commissioners, to the extent that they are applicable, shall govern all matters of procedure related to Study Sessions.~~

15. 14. APPOINTMENTS TO OTHER BOARDS, COMMISSIONS AND AUTHORITIES.

15.1 Appointments of Commissioners to Other Boards, Commissions and Authorities

Appointment of Commissioners to other boards, commissions and authorities shall be made by the Chairperson at the organizational meeting and ratified by a majority of the board elected and serving.

15.2 Vacancies on Other Boards, Commissions and Authorities.

Whenever there shall arise the need to make an appointment to other boards, authorities or commissions, the Chairperson shall appoint an ad hoc committee to review applications for the position and make recommendations for the appointment to the full Board. All appointees to other boards, authorities and commissions shall be ratified by the board. However, appointment to the Road Commission and Health and Human Services Board shall be made by the full board.

156. CLOSED SESSIONS

156.1 Motion for Closed Session

The vote to hold a closed session meeting shall be recorded in the minutes of the meeting at which the motion was made.

156.2 Two-thirds Vote (5 members)

The Board of Commissioners may meet in closed session, closed to the members of the public, upon the motion of any Board member and a roll call vote approval by two-thirds (5) of the Board members for the following purposes:

To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county board.

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To meet with an attorney to consider the attorney's written opinion.
To review the specific contents of an application for employment to a County position and the applicant requests that the application remain confidential.
Whenever the board meets to interview an applicant, it shall be in open session.

156.3 Other Reasons

The board may also meet in closed session for the following reasons without the requirement of the two-thirds (5) vote.

To reconsider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
To consider strategy connected with the negotiation of a collective bargaining agreement.

156.4 Attendance, Closed Session

A member of the Board of Commissioners must be physically present at a meeting in order to attend a Closed Session. A member may not attend a closed session by telephone or by means of video conferencing.

156.5 Minutes, Closed Session

For each closed session, the County Clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The County Clerk may destroy the minutes after one year and one day have passed after the meeting at which the approved minutes of the meeting at which the board voted to hold the executive meeting.

[MCL 15.267; *Booth Newspapers v City of Wyoming* (425 NW2d 695)].

167. COMPENSATION

The Board shall by budget resolution fix the compensation, per diem, mileage reimbursement, retirement, health benefits and allowed expenses of members of the Board of Commissioners and its committees. The Board shall also establish a per diem policy setting forth the appropriate guidelines for per diem payments. Changes in compensation shall become effective only after the time members of the Board commence their terms of office after a general election, provided that it is voted upon before the commencement of the new terms of office. This rule shall not be construed to prohibit a structured change in compensation implemented in phases over the term of office.

[MCL 46.415; 1977-1978 OAG 81].

178. AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

These Rules may be amended, suspended, or rescinded only if approved by at least a majority of the Commissioners elected and serving. These Rules shall remain in effect until rescinded or amended. Any amendment to these Rules shall take immediate effect unless otherwise stated by the Board at the time of adoption.



Action Request

Meeting Date:	January 16, 2019		
Department:		Submitted By:	
Contact E-Mail:		Contact Telephone:	
Agenda Item Title:	Invocation Policy		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

The Invocation Policy was presented at the Organizational meeting on January 2, 2019.

The policy and recommendations for changes are presented.

Suggested Motion:

Review and approve invocation policy.

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date	
Finance Director			
Human Resources Director			
Civil Counsel			
Administration:	☐ Recommended	Date:	
<u>Miscellaneous:</u>			

Attachments:

Attachment Titles:

RESOLUTION

XX-2019

Invocation Policy

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 16, 2019, and reviewed the attached Invocation Policy; and,

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve the Invocation Policy attached hereto and hereby becoming a part of this resolution.

BE IT FURTHER RESOLVED THAT any previous versions are replaced by this policy.

APPROVED: January 16, 2019

GRAND TRAVERSE COUNTY COMMISSION
INVOCATION POLICY

Purpose

The United States Supreme Court has determined that pre-session legislative prayer may be conducted consistent with the First Amendment to the United States Constitution. The permissible purpose of such prayer, as stated by the Supreme Court, is “to lend gravity to public proceedings and to acknowledge the place religion holds in the lives of many private citizens.” *Town of Greece, N.Y. v Galloway*, 572 US 565, 587 (2014). This prayer opportunity may not be used, however, “to proselytize or advance any one, or to disparage any other, faith or belief.” *Marsh v Chambers*, 463 US 783, 794-95 (1983).

The Grand Traverse County Board of Commissioners (hereinafter “the Board”) desires to enact an Invocation Policy to allow legislative prayer at certain of its meetings, consistent with prevailing court decisions in the United States Supreme Court and the 6th Federal Circuit Court. The purpose of This Policy, consistent with authoritative case law, is to: lend gravity to the Board proceedings, invite those present and watching to reflect on shared values, to encourage civility, and to encourage sound and ethical decision making by the Board.

NOW, THEREFORE, the Board hereby adopts this Invocation Policy;

1. Invocation Opportunity

An opportunity for invocation will be provided at the public County Commission Board meetings which are described in Board Rule of Order 2.2. This opportunity will occur prior to the Pledge of Allegiance and will be provided consistent with subsection 2 of This Policy.

2. Scheduling Procedure

a. All elected and currently serving Grand Traverse County commissioners will be eligible to be a member of a rotating group of commissioners who will either (1) provide the invocation or (2) delegate his or her rotating opportunity for invocation to his or her chosen individual.

b. A list of commissioners who are members of this rotating group will be maintained by County Administration.

c. An elected and currently serving commissioner becomes a member of the rotating list by making a written request to County Administration for membership on the list. There is no other qualification, oath, promise, or requirement required for membership on the list. No questions may be asked about the religion, creed, or spiritual beliefs of the commissioner and said beliefs are not a factor in presence on the rotating list.

d. Once on the rotating list, a commissioner is to be removed once no longer a member of the Board or when said commissioner makes a written request to County Administration to be removed from the rotation.

e. The order of commissioners on the rotating list will be assigned randomly and reasonable efforts will be made so that each member on the rotation will be provided an equal opportunity to provide invocations or to delegate the provision of invocations.

f. The rotating list shall be collected and, if reasonably possible, the order of the rotation shall be disbursed prior to the meeting following the Organizational Meeting.

g. If a commissioner requests presence on the rotation after the list has first been made, he or she will be given a random assignment which will begin during the next start of the rotation.

3. Content

a. An invocation must not be used to proselytize or advance any one faith or belief or to disparage any other faith or belief.

b. An invocation must not be used to threaten condemnation to any group of people.

c. The stated purpose of this policy is to be considered by each commissioner when making the invocation or by the commissioner when choosing his or her delegate to provide an invocation.

d. There shall be no other restriction related to the content of the invocation.

e. This includes the option of a commissioner or his or her delegate to say nothing at all when it is that commissioner's or his or her delegate's opportunity to provide an invocation.

4. Voluntary Participation

a. No commissioner or member of the public may be required to be present during the invocation. No commissioner or member of the public shall be prevented or reprimanded for leaving prior to or during the invocation.

b. No commissioner or member of the public may be required to participate in any invocation. No adverse action may be taken against any individual for refusing or neglecting to participate in an invocation.

c. Consistent with County Board Rule 6.3.1, adverse action against any person shall only be taken for an actual breach of the peace committed at the meeting.

d. Commissioners or members of the public who remain present during the invocation should be respectful to the commissioner or his or her delegate who is providing the invocation.

5. Time Limitation

An invocation is limited to no more than 3 minutes unless prior approval has been requested and granted by a majority of Board members elected and serving.

6. Respect for Religious Diversity

This policy is intended to acknowledge and express the respect of the Board for the diversity of religious denominations and faiths represented and practiced in Grand Traverse County. No faith or religious denomination is intended to be favored or preferred by This Policy.

Adopted this ____ day of January, 2019.

GRAND TRAVERSE COUNTY COMMISSION
INVOCATION POLICY FOR A MOMENT OF SILENCE

Purpose

~~The United States Supreme Court has determined that pre-session legislative prayer may be conducted consistent with the First Amendment to the United States Constitution. The permissible purpose of such prayer, as stated by the Supreme Court, is "to lend gravity to public proceedings and to acknowledge the place religion holds in the lives of many private citizens." *Town of Greece, N.Y. v Galloway*, 572 US 565, 587 (2014). This prayer opportunity may not be used, however, "to proselytize or advance any one, or to disparage any other, faith or belief." *Marsh v Chambers*, 463 US 783, 794-95 (1983).~~

The Grand Traverse County Board of Commissioners (hereinafter "the Board") desires to enact an Invocation Policy to allow legislative prayer **a Moment of Silence** at certain of its meetings, consistent with prevailing court decisions in the United States Supreme Court and the 6th Federal Circuit Court. The purpose of This Policy, consistent with authoritative case law, is to: lend gravity to the Board proceedings, invite those present and watching to reflect on shared values, to encourage civility, and to encourage sound and ethical decision making by the Board.

NOW, THEREFORE, the Board hereby adopts this ~~Invocation Policy~~ **for a Moment of Silence**;

1. ~~Invocation Opportunity~~ **for a Moment of Silence**

An opportunity for ~~invocation~~ **a Moment of Silence** will be provided at the public County Commission Board meetings which are described in Board Rule of Order 2.2. This opportunity will occur prior to the Pledge of Allegiance and will be provided consistent with subsection 2 of This Policy.

2. Scheduling Procedure

a. All elected and currently serving Grand Traverse County commissioners will be eligible to be a member of a rotating group of commissioners who will ~~either (1) provide the invocation~~ **facilitate the**

~~Moment of Silence or (2) delegate his or her rotating opportunity for invocation to his or her chosen individual.~~

b. A list of commissioners who are members of this rotating group will be maintained by County Administration.

c. An elected and currently serving commissioner becomes a member of the rotating list by making a written request to County Administration for membership on the list. There is no other qualification, oath, promise, or requirement required for membership on the list. No questions may be asked about the religion, creed, or spiritual beliefs of the commissioner and said beliefs are not a factor in presence on the rotating list.

d. Once on the rotating list, a commissioner is to be removed once no longer a member of the Board or when said commissioner makes a written request to County Administration to be removed from the rotation.

e. The order of commissioners on the rotating list will be assigned randomly and reasonable efforts will be made so that each member on the rotation will be provided an equal opportunity to ~~provide invocations or to delegate the provision of invocations~~ facilitate a Moment of Silence.

f. The rotating list shall be collected and, if reasonably possible, the order of the rotation shall be disbursed prior to the meeting following the Organizational Meeting.

g. If a commissioner requests presence on the rotation after the list has first been made, he or she will be given a random assignment which will begin during the next start of the rotation.

3. Content

a. Consistent with this policy's stated purpose, commissioners leading the Moment of Silence will invite those in attendance to participate by stating: "I invite those in attendance to join in a brief Moment of Silence. We hold this Moment of Silence to lend gravity to the Board proceedings, invite

those present and watching to reflect on shared values, to encourage civility, and to encourage sound and ethical decision making by the Board.”

~~a. An invocation must not be used to proselytize or advance any one faith or belief or to disparage any other faith or belief.~~

~~b. An invocation must not be used to threaten condemnation to any group of people.~~

~~c. The stated purpose of this policy is to be considered by each commissioner when making the invocation or by the commissioner when choosing his or her delegate to provide an invocation.~~

~~d. There shall be no other restriction related to the content of the invocation.~~

~~e. This includes the option of a commissioner or his or her delegate to say nothing at all when it is that commissioner’s or his or her delegate’s opportunity to provide an invocation.~~

4. Voluntary Participation

a. No commissioner or member of the public may be required to be present during the invocation **Moment of Silence**. No commissioner or member of the public shall be prevented or reprimanded for leaving prior to or during the invocation. ~~invocation.~~ **Moment of Silence.**

b. No commissioner or member of the public may be required to participate in **a Moment of Silence**. ~~any invocation.~~ No adverse action may be taken against any individual for refusing or neglecting to participate in ~~an invocation.~~ **a Moment of Silence.**

c. Consistent with County Board Rule 6.3.1, adverse action against any person shall only be taken for an actual breach of the peace committed at the meeting.

d. Commissioners or members of the public who remain present during the **Moment of Silence**. ~~invocation~~ should be respectful to the commissioner or his or her delegate who is providing the **Moment of Silence.** ~~invocation.~~

5. Time Limitation

~~An invocation~~ A Moment of Silence is limited to no more than 1 minute ~~3 minutes unless prior approval has been requested and granted by a majority of Board members elected and serving.~~

6. Respect for Religious Diversity

~~This policy is intended to acknowledge and express the respect of the Board for the diversity of religious denominations and faiths represented and practiced in Grand Traverse County. No faith or religious denomination is intended to be favored or preferred by This Policy.~~

Adopted this ____ day of January, 2019.



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MEMORANDUM

TO: Grand Traverse County Board of Commissioners
FROM: Christopher Tholen, Deputy Civil Counsel **CDT**
DATE: January 11, 2019
RE: Motion to Rescind Appointment to TADL Board

On January 2, 2019 This Board approved a Motion “to rescind the appointment of Susan Odgers to the TADL Board pending legal advice of civil counsel on if they have the authority to rescind this appointment.”¹ The prior action to be rescinded was a portion of Resolution 213-2018 which “approve[d] the appointment[] of Susan Odgers for a 4 year term ending 12-31-2022 . . . to the Traverse Area District Library Board” (hereinafter TADL).² As contemplated by the January 2 Motion there are legal questions which are proper for review. These questions are addressed below.

1. Was the Motion to Rescind effectively passed?

The Motion to Rescind the purported appointment of Ms. Odgers was not included on the completed agenda which had been distributed by County Administration prior to the meeting. This Motion was ultimately voted on with a 4-3 majority to adopt. ³ The resulting question is whether this is a sufficient majority to adopt an item which was not on the original agenda. The Board Rules implicated are Rule 5, Rule 5.2, and Rule 11.3. Board Rule 5 states that “[i]tems received after the

¹ Minutes, January 2, 2019, p. 6.

² Minutes, December 19, 2018, p. 4.

³ See Minutes, January 2, 2019, p. 6.



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agenda has been posted shall not be considered by the Board unless approved by a majority vote of the Board members elected and serving.” Rule 11.3 states that a 2/3 majority vote is “require[d]” for “[f]inal passage or adoption of a non-agenda item.” Rule 11.3 then references Michigan Compiled Laws § 46.3 which permits (but does not require) such a rule requiring a 2/3 majority.

The provision in Rule 5 that a majority vote is required for the Board to “consider” a non-agenda item contemplates the existence of an agenda—prior to Board meetings—which is to be treated with some degree of finality. This understanding comports with Rule 5.2’s use of the phrase “completion of the agenda” prior to County Administration distributing the agenda. It is my understanding that Rule 5 was altered by a previous Board from a 2/3 requirement to the current requirement of a simple majority. Apparently, the thought was that a simple majority could now—during a meeting—“add” something to the agenda that had already been completed by County Administration. The Board Rules, however, do not discuss “addition” of an item to the agenda; they merely states that the issue can be “considered” despite absence from the agenda. Further, I would note that an interpretation allowing for in-meeting additions would render the 2/3 requirement of Rule 11.3 meaningless which is a result that courts disfavor.

Consequently, if such an issue were to be litigated, the Motion to Rescind would likely not be given effect. This conclusion does not resolve the advice on the matter, however, due to the likelihood that Ms. Odgers’ appointment to the TADL Board would not be given effect by a court.

2. What is the likely outcome if either the appointment or rescission were to be litigated by an individual aggrieved by the appointment or rescission?

If Ms. Odgers was effectively appointed to the TADL Board, the Motion to Rescind would not be effective at removing her from this appointment. This would either be due to the lack of a 2/3



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majority to pass a non-agenda item or because it was an improper removal of an appointed officer.⁴

Two chief concerns regarding the appointment of Ms. Odgers to the TADL Board have been raised by Commissioners and members of the public. The first is that she is a resident of Traverse City and the second is that her husband—former Commissioner Mair—cast a vote in her favor during the purported appointment proceeding. The first of the concerns—City residency—is discussed briefly below and the appearance of impropriety is discussed second.

The TADL Appointment Agreement lays out the criteria for selection to be on the TADL Board. This document was disseminated to the ad hoc committee which ended up recommending Ms. Odgers and specifies that in choosing its applicants, there: “shall be no more than one County appointee from any one commission district,” “preference shall be given to those commission districts with member libraries and the County Board shall solicit from the board of each TADL member library recommendations for appointments from their respective commission districts,” and “good faith and best efforts shall be used to choose appointees who best represent all county residents based upon geography and with regard to member and branch library locations.”⁵

The plain language of the first provision is that City residents are permitted to be appointed by the County; the only geographical prohibition is whether there is already a County appointee from the same commission district. This is not affected by assertions regarding the original intent of the drafters of the Agreement because if a court were to review compliance with the geographical requirements, the plain language would prevail over assertions regarding original intent. Whether the described “preference” was given or whether the described “good faith and best efforts” were applied is a

⁴ The proper way to remove Ms. Odgers, if she was appointed, would be through the procedures described in MCL § 46.11(n).



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question which only members of the prior Commission could reliably answer as there is no standardized system (such as points) for the “preference” and “good faith.” Consequently, there is not a sound basis for an outside reviewer to determine compliance and we are left with the conclusion that the Agreement provided broad discretion to the prior Board. Whether recommendations for appointment were solicited from member libraries is unknown.

The second question revolves around whether an appearance of impropriety was created by former Commissioner Mair’s vote for his wife which broke what would have otherwise been a tie. A tie would have resulted in his wife not being appointed on December 19th and left the matter to be decided by the future Board. There is not a reasonable debate about whether former Commissioner Mair’s actions were appropriate; the worthwhile question is the effect of his vote.

Cases authored in 1991 and 2001 by former Judge Rodgers of the 13th Circuit Court addressed the consequences of situations where township trustees had voted on matters and, due to personal business arrangements of the trustees, had created an appearance of impropriety.⁶ These cases appear to be anomalous because the “appearance of impropriety” being used to invalidate legislative action is not an established doctrine at the appellate levels of Michigan courts. In these cases Judge Rodgers was not relying on binding appellate case law, statutes, or established Constitutional interpretation—because such law does not appear to exist. Instead, he relied upon general Constitutional principles such as fairness, law from other states (which can be persuasive but is not binding), and Michigan case law which is related but not directly on point. Nonetheless, the two decisions are persuasive. If the appointment were to be litigated, it is most likely that a 13th Circuit Judge would conclude that the law to

⁵ TADL Appointment Agreement, p. 3.



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be applied is as it was described by Judge Rodgers.^{7 8}

The legal effect of these cases—if relied upon—is that if a governmental actor votes despite the creation of an appearance of impropriety—which is defined as taking action that “weakened public confidence and created a doubt in the public mind as to the impartiality of the [governmental] actions”—and the participation of the offending member “impaired the integrity of the decision-making process” then the decisions of the body are “invalid and of no force and effect.”⁹ In the 1990 case, which arose out of Garfield Township, the votes on the contested actions had been unanimous and only two of the five voting members’ business dealings with involved parties created concerns. Consequently, a quorum and sufficient majority remained if the two members’ votes were removed. Additionally, there was no evidence that the two members had sought to sway the other members.

In the 2001 case, which arose in Elmwood Township, the contested actions had passed through 4-3 votes. One of the members who voted in the majority was involved in business dealings with the beneficiary of the vote, did not give a complete disclosure regarding his business relationship with the beneficiary, was vocal about his support for the beneficiary’s project, and without this vote there would not have been a majority to approve the contested actions. Due to the appearance of impropriety that was created by the specific facts of the relationship and the proceedings in Elmwood Township, the proper remedy was for the offending vote to be voided. Consequently there was not a remaining majority and the contested actions were voided.

⁶ *Elmwood Citizens for Sensible Growth, et al. v Charter Twp. of Elmwood, et al.*, file no. 01-5451-CE (13th Cir. Ct., 2001); *Garfield Neighborhood Watch, et al. v Charter Township of Garfield, et al.*, file no. 90-8075-CE (13th Cir. Ct. 1991).

⁷ A 13th Circuit judge would not be bound to decide in the same manner, however, since a current judge would be at the same level of hierarchy as Judge Rodgers was at the time.

⁸ If the appointment of Ms. Odgers were to be challenged, the case would be in the 13th Circuit.

⁹ *Elmwood Citizens for Sensible Growth, et al. v Charter Twp. of Elmwood, et al.*, file no. 01-5451-CE (13th Cir. Ct., 2001).



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Judge Rodgers' rulings and the language he utilized, as applied to the facts of the vote on December 19th would likely lead to a ruling which invalidates the purported appointment of Ms. Odgers. Former Commissioner Mair advocating for, and ultimately casting the deciding vote to appoint, his wife to a public board would reasonably lead to "a doubt in the public mind as to the impartiality of the [former Board's] actions." Because of the 4-3 nature of the ultimate count, his behavior did "actually impair the integrity of the decision-making process" and the appointment would likely be voided if challenged in the 13th Circuit Court.

Conclusion

On January 2nd This Board asked for legal advice on its authority to rescind the appointment of Ms. Odgers. Ultimately, it is most likely that the 13th Circuit Court would rule that there was never an effective appointment of Ms. Odgers. If there was an effective appointment of Ms. Odgers, however, This Board does not have the ability to rescind her appointment unless the removal procedures of MCL § 46.11(n) are followed. This results in a situation where This Board must do one of two things: (a) take new action towards Ms. Odgers not assuming membership on the Library Board or (b) allowing her to continue onto the TADL Board. The first option would open the County to litigation by Ms. Odgers, potentially claiming that she has been denied a position to which she is entitled by virtue of the prior vote. The second option would open the County to litigation by any other applicant for the TADL Board who feels that he or she would have been appointed had there not been improper behavior by former Commissioner Mair.

The stronger lawsuit of those two, based on the 13th Circuit Court cases, would be the latter—the non-appointed applicant who seeks to undo a purported appointment of Ms. Odgers. While either lawsuit would entail the expenditure of legal fees by the County, it would cost less to be on the side with



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the stronger legal position and the side that ultimately prevails. Consequently, the advice of your legal counsel is that This Board pass a resolution which declares that the December 19, 2018 purported appointment of Ms. Odgers was ineffective, has no effect, and is invalid. This resolution should cite to the two Judge Rodgers opinions so that the public is directed to the guiding principles and the standing position of the 13th Circuit Court on the issue. This Board could then address the open TADL spot as it sees fit and your options include: (1) voting to appoint Ms. Odgers; (2) starting the process over with a new ad hoc committee and new interviews, or; (3) reassessing the prior applicants based on previously provided information.



Action Request

Meeting Date:	January 16, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4756
Agenda Item Title:	Resolution regarding Code of Ethics		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

Commissioner Hentschel requested Administration prepare the enclosed resolution, which reaffirms the County's Code of Ethics Policy last amended in 2007, and also cites to former Prosecuting Attorney Bob Cooney's memorandum regarding conflicts of interest that the Deputy Civil Counsel discussed at the January 2nd organizational meeting. Both the Code of Ethics Policy and Judge Cooney's memorandum are attached to the resolution

Suggested Motion:

Financial Information:

Total Cost:		General Fund Cost:		Included in budget:	☐ Yes ☒ No
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If not included in budget, recommended funding source:

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

Reviews:	Signature	Date
Finance Director		
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:

RESOLUTION
REGARDING CODE OF ETHICS AND CONFLICTS OF INTEREST

XX-2019

WHEREAS, elected officials should always strive to perform their essential duty of upholding the public trust, and should always avoid the appearance of impropriety, which can damage this trust; and

WHEREAS, on May 30, 2007, the Grand Traverse County Board of Commission approved an update of the County's code of ethics policy for Grand Traverse county employees and officials ("Code of Ethics Policy"); and

WHEREAS, the Code of Ethics Policy, which is attached to this Resolution as Exhibit A, recognizes the importance of public trust, and provides that County employees and officials are to avoid situations that may create a conflict of interest, such as divulging confidential information to an unauthorized person or accepting gifts for personal benefit under circumstances which would tend to influence their work; and

WHEREAS, on December 17, 2013, now District Court Judge, and former Prosecuting Attorney and Chief Civil Counsel Robert A. Cooney, prepared a memorandum for the Board of Commissioners, which is attached as Exhibit B, where he provided a legal analysis of the statutes that prohibit County Commissioners from voting on certain matters, and when conflicts of interest are created or exist under Robert's Rules of Order; and

WHEREAS, by adopting this resolution, the Grand Traverse County Board of Commissioners expresses a commitment to upholding the public trust, abiding by the County's Code of the Ethics and the principles set forth in Judge Cooney's December 17th memorandum.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT it is the policy of the Grand Traverse County Board of Commissioners to uphold the public trust, by avoiding any appearance of impropriety, and avoiding situations that may create conflicts of interest; and

BE IT FURTHER RESOLVED THAT the Grand Traverse County Board of Commissioners reaffirms the Grand Traverse County's Code of Ethics and agrees to follow the principles provided in former Prosecuting Attorney/Chief Civil Counsel and current District Court Judge Robert A. Cooney's December 17, 2013 memorandum to the Board of Commissioners.

CODE OF ETHICS FOR GRAND TRAVERSE COUNTY EMPLOYEES AND OFFICIALS

DECLARATION OF POLICY - Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his/her government. The public judges its county government by the way county employees and officials conduct themselves in the performance of their respective duties. Devotion to the public trust is an essential part of the obligation of public service. County employees and officials are the trustees of an important branch of our system of government in which the people must be able to place their absolute trust; for the preservation of their health, safety and welfare.

The proper operation of democratic government requires that county employees and officials be independent, impartial and responsible to the people. County employees and officials must avoid all situations where prejudice, bias, or opportunity for personal gain could influence their decisions. Even the appearance of improper conduct should be avoided.

The purpose of these standards is to provide each employee and official with a clear understanding of his/her conduct in the performance of his/her public responsibilities and to give the citizens a standard by which they may be assured that these responsibilities are being faithfully performed.

APPLICATION - The standards of ethical conduct set forth in the Code of Ethics shall be applicable without exception to all employees. Nothing in the Code shall be interpreted as denying any employee his/her rights under the law. In every proceeding with regard to these standards, fundamental due process shall be followed. Employees and officials must faithfully discharge their duties to the best of their ability without regard to age, race, creed, sex, national origin, or political belief. The public interest must be their primary concern and their conduct in official affairs should be above reproach.

An employee or official may express his/her personal views with respect to public issues, however, they shall not, by use of their position, represent their personal opinions as those of the county.

Public trust imposes the employees and officials the necessity to pledge themselves to the official use of manpower, property and funds under their care and to continued economy and efficiency in the performance of their duties.

CONFLICT OF INTEREST -

- a. **Confidential Information** - An employee or official shall not divulge any confidential information to any unauthorized person or release any such information in advance of the time prescribed for its authorized release for his/her own personal gain or for the gain of others.

- b. Personal Business - An employee or official shall not be a party, directly or indirectly, to any contract between himself or herself and the county, unless disclosure and approval is made as required by MCL 15.322 (Contracts of Public Servants with Public Entities).
- c. Gifts and Favors - County employees or officials shall not, directly or indirectly, solicit, accept, or agree to accept any gift of money or goods, loans or services or other preferred arrangements for personal benefit under any circumstances which would tend to influence their work, make their decisions, or otherwise perform their duties or give the appearance of doing so. A county employee or official shall not grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
- d. County Personnel or Property – Employees or officials shall not make use of county personnel, property, or funds for personal gain or benefit.
- e. Representation of Private Interests – An employee or official shall not directly or indirectly solicit any contract between himself or herself and the county, committee, board, commission or authority he or she represents, unless disclosure and approval is made as required by MCL 15.322.
- f. Supplementary Employment - A county employee or official shall not engage in or accept private employment or render services for private interest when such employment or service is incompatible or in conflict with the proper discharge of his/her official duties or would tend to impair their independence of judgment or action in the performance of his/her official duties.
- g. Investments in Conflict with Public Responsibilities -- A county employee or official who participates in the making of loans, the granting of subsidies, the fixing of rates, or the issuance of valuable permits or certificates to any business entity shall not have, directly or indirectly, any financial or private interest in the business entity.

ENFORCEMENT - Any employee or official who violates the provisions of this Code shall be subject to disciplinary action up to and including discharge.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations.

Approved Personnel Policy 4/92 (12/03) Amended 5/07

MEMORANDUM

TO: Herb Lemcool, Chairperson, Grand Traverse County Board of Commissioners

FROM: Bob Cooney, Prosecuting Attorney

DATE: December 17, 2013

RE: Voting – Abstention Due to Personal Interest

You have asked whether it was proper for Commissioner Lathrop to vote on a motion involving Drain Commissioner Kevin McElyea at last week's resource management and administration meeting. Specifically, the motion was a recommendation to approve two agreements, one with the Village of Fife Lake and another with Fife Lake Township. The purpose of the agreements is described in section one which provides in part as follows:

The County, through its drain commissioner and prosecuting attorney's office, shall have the authority to enforce the Ordinance and the County Construction Code Board of Appeals is authorized to process appeals as provided in the ordinance.

During the discussion of the motion, the Drain Commissioner represented that he would provide his services "pro bono," that is, at no cost. I have also been informed that Lathrop and McElyea share a residence and own real property together.

First, there is no *lawful* prohibition against Lathrop voting on the matter. Michigan law contains two statutes which may prohibit a county commissioner from voting in certain circumstances. The first, MCL 15.322, prohibits public servants from contracting with the public entity they serve. That statute does not apply in this case because Lathrop is not a party to either contract. The second is MCL 15.181 which deals with holding two public offices that are incompatible. That statute does not apply as the issue does not concern the holding of two public offices.

Second, this Board has adopted a code of ethics policy which provides in pertinent part as follows:

The proper operation of democratic government requires that county employees and officials be independent, impartial and responsible to the people. County employees and officials must avoid all situations where prejudice, bias, or opportunity for personal gain could influence their decisions. Even the appearance of improper conduct should be avoided.

Although it may be argued that the circumstances in this case give rise to a violation of the County's

code of ethics policy, as an elected official, a county commissioner is neither subject to discipline for violation of a county policy, nor prevented from voting on the matter.

As I have indicated above, there is no lawful duty to abstain from voting in this case. However, that does not end the inquiry. Pursuant to the County Commission's Board Rules, a commissioner has the right to abstain, and no member should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the organization.¹ **Roberts New Rules of Order, 11th Edition**, § 45 (10-30) (adopted by reference, Grand Traverse County Board, Rules of order, § 12.1). However, no member can be compelled to refrain from voting in such circumstances. *Id.* at § 45 (30).

Further, it is of no consequence that the Drain Commissioner has indicated that he would perform his services at no charge. According to **Robert's Rules**, *supra*, the duty to abstain specifically applies to interests that are either "*personal or pecuniary*" (emphasis added). *Id.* at § 45 (10-30). Whatever the motivation of the Drain Commissioner in performing the work without additional compensation, the contracts involve the expenditure of County resources, including resources of the Prosecuting Attorneys Office, the Construction Code Board of Appeals and the Drain Commissioner's Office (at least as to equipment and supplies). The determination whether County resources should be expended upon an endeavor undertaken by the Drain Commissioner in his private capacity, no matter how meritorious, should be made without bias or prejudice and with only the public interest in mind. In summary, there is no state law that bars Commissioner Lathrop from voting on this matter, and no

¹ To further expound upon this standard, in general, it has been said that a public official may not use his or her official power to further his or her own interest and is not permitted to place himself in a position that will subject him to conflicting duties, that is, in a position where his or her private interest conflicts with his public duty, or cause him to act, or expose him to the temptation of acting, in any manner other than in the best interests of the public. 63C AM JUR 2D *Public Officers and Employees* § 246 (2010). A conflicting interest arises when a public official has an interest not shared in common with the other members of the public; there cannot be a conflict of interest where there do not exist, "realistically, contradictory desires tugging the official in opposite directions." *Id.* A "remote and speculative interest" will not be held to disqualify an official on conflict of interest grounds. When conflicts of interest arise between an office holder's private interests and public duties, it is proper that the office holder recuse himself from the matter in which the conflict arises. *Id.*

The test for disqualification of a public official due to a conflict of interest is fact-sensitive and depends on whether, under the circumstances, a particular interest had the *likely* capacity to tempt the official to depart from his or her sworn public duty. *Id.* At common law, the appearance of impropriety must be something more than a fanciful possibility. 3 McQuillian on Mun Corp, § 12.136 (3rd ed 2010).

enforcement mechanism for overturning the vote. The same is true of the County's code of ethics policy. Nevertheless, the Board Rules provide that Lathrop *should* abstain from voting if he has a direct personal interest not common to other members of the Board. Finally, only Lathrop can make the decision whether to abstain from voting, based upon the above rules.

The Board has two possible courses of action in this case: (1) do nothing and approve the recommendation of the resource management and administration committee at its regular board meeting on December 26th; or (2) any member of the Board, or a member of the public, may remove the item from the consent calendar, in which case a vote will be cast and Commissioner Lathrop will have the choice, based upon the above standards, whether to vote or abstain from voting.

Please feel free to contact me if you have any questions or concerns about this.

c: Dave Benda, Administrator/Controller

RESOLUTION

XX-2019

Expression of Gratitude to Michigan Senator Wayne Schmidt and Representative Larry Inman for their efforts in securing state funds for Grand Traverse County

WHEREAS, Wayne Schmidt serves as a State Senator for the 37th Senate District and Larry Inman serves as State Representative for the 104th Representative District; and

WHEREAS, as Grand Traverse County is part of both the 37th District and 104th District, Senator Schmidt and Representative Inman serve as the County's Legislators, and work as advocates for the County's interests in the State Legislature; and

WHEREAS, in December Governor Snyder signed legislation that appropriated funds, which support important projects in Grand Traverse County; and

WHEREAS, grant funding in the amount of \$147,000 was received to make improvements to the amphitheater at the Civic Center in addition to some other funding received throughout Northwest Michigan; and,

WHEREAS, Senator Schmidt and Representative Inman not only voted for this appropriation but also worked diligently to bring these additional funds to Grand Traverse County and the surrounding area to meet the needs of the community; and

WHEREAS, the Grand Traverse County Board of Commissioners desires to adopt this resolution as way to express its appreciation to Senator Schmidt and Representative Inman for their efforts to obtain additional state funding that benefit the residents of Grand Traverse County.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the Grand Traverse County Board of Commissioners, by adopting this resolution, officially expresses gratitude to Senator Schmidt and Representative Inman for their efforts in securing additional funds for Grand Traverse County that will be used to make improvements to the amphitheater at the Civic Center.

BE IT FURTHER RESOLVED, a copy of this resolution will be forwarded to the offices of Senator Schmidt and Representative Inman.

APPROVED: January 16, 2019