

1. Packet

Documents: [RMA 2-10-16.PDF](#)

GRAND TRAVERSE COUNTY
RESOURCE MANAGEMENT & ADMINISTRATION COMMITTEE
AGENDA

Wednesday, February 10, 2016, at 6:00 p.m.
Commission Chambers, 2nd Floor, Governmental Center
400 Boardman, Traverse City, MI 49684

"The Mission of Grand Traverse County is to provide mandated and necessary services that ensure safety and add value to our community."

General Meeting Policies:

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

CALL TO ORDER

1. OPENING CEREMONIES OR EXERCISES

2. ROLL CALL

3. APPROVAL OF MINUTES:

a) January 13, 2016 3

4. FIRST PUBLIC COMMENT

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

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

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

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

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

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

a. Receive and File:

1) Conservation District Monthly Report 7
2) County Staff Report 8

b. Approval:	
1) Hauler Licenses for 2016.....	21
c. Action on Consent Calendar:	
7. SPECIAL ORDERS OF BUSINESS:	
8. ITEMS REMOVED FROM CONSENT CALENDAR	
9. DEPARTMENT ACTION ITEMS:	
a. ROAD COMMISSION:	
1) Road Commission Monthly Report.....	22
2) Request to have Road Millage Renewal on the November 2016 Ballot.....	23
b. COUNTY TREASURER:	
1) Redemption of Pavilions 307 Bond for Medical Care Debt for Cottage 21 - IMMEDIATE APPROVAL	27
c. COUNTY ADMINISTRATION:	
1) Request to have Board hold a Public Hearing regarding the consolidation of the Register of Deeds & Clerk's Offices on Wednesday February 17, 2016	
10. UNFINISHED BUSINESS:	
11. NEW BUSINESS:	
a) Ad Hoc Committee Recommendations:	
1) BATA Board Appointment - IMMEDIATE APPROVAL	
2) Parks & Recreation Appointment – IMMEDIATE APPROVAL	
12. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)	
13. COMMISSIONER COMMITTEE REPORTS:	
14. NOTICES AND/OR ANNOUNCEMENTS:	
15. CLOSED SESSION:	
16. ADJOURNMENT:	

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

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

2016 Resource Management & Administration Committee:

Alisa Kroupa, Chair

Carol Crawford, Vice Chair

Bob Johnson

Christine Maxbauer

Ron Clous

Sonny Wheelock

Dan Lathrop

GRAND TRAVERSE COUNTY
RESOURCE MANAGEMENT AND ADMINISTRATION COMMITTEE

January 13, 2016

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

OPENING CEREMONY AND EXERCISES

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

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

APPROVAL OF MINUTES

There being no corrections to the December 9, 2015 minutes, they were approved as presented.

PUBLIC COMMENT

John Sych, Planning and Development Director, indicated there will be sound testing on the Courthouse bell starting at 7:00 am, tomorrow January 14, 2016.

APPROVAL OF AGENDA

Remove Department Action Item #F-2, Fleet Management Services Contract.

Moved by Maxbauer, seconded by Crawford to approve amended agenda minus Fleet Management Services Contract.

Motion carried

CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item on the consent calendar be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the consent calendar, the action noted (receive and file or approval) is approved by a single Committee action adopting the consent calendar.

A. RECEIVE AND FILE

1. Conservation District Monthly Report
2. Road Commission Monthly Report—*Removed from calendar.*
3. County Staff Report – *Removed from calendar.*

B. APPROVAL

1. 2016 Hauler Licenses – *Removed from calendar.*

C. ACTION ON CONSENT CALENDAR

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

Item A-2	Page 10	By Clous
Item A-3	Page 11	By Clous
Item B-1	Page 20	By Wheelock

Moved by Wheelock, seconded by Crawford to approve the Consent Calendar minus items, #A-1, #A-2, and #B-1. Motion carried.

SPECIAL ORDERS OF BUSINESS

None

ITEMS REMOVED FROM THE CONSENT CALENDAR**Item #A-2 Road Commission Monthly Report**

Jim Cook, Grand Traverse Road Commission answered Commissioners' questions about the monthly report.

Moved by Maxbauer, seconded by Johnson to receive and file the Road Commission Monthly Report.

Motion carried.

Item #A-3 County Staff Report

Kristine Erickson, Parks and Recreation Director, answered Commissioners' question regarding room upgrades and updated the Board on the opening of the Civic Center Pool operated by the YMCA.

Moved by Kroupa, seconded by Crawford to receive and file County Staff Report
Motion carried.

Item #B-1 2016 Hauler Licenses

Moved by Kroupa, seconded by Crawford to approve 2016 Hauler Licenses.
Motion carried.

DEPARTMENT ACTION ITEMS**A) FAMILY COURT****1. Acceptance of Grant Funding – Immediate Effect**

Judge Stanton and Cathy Anthofer-Fialon, Family Division Program Manager, reviewed requests for acceptance of Juvenile Drug Court Grant and Aggression Replacement Training Grant funds and answered Commissioners' questions.

Moved by Maxbauer, seconded by Johnson to accept the Aggression Replacement Training Grant funds in the amount of \$121,991.00, effective immediately.
Roll Call Vote: Yes 7

Moved by Maxbauer, seconded by Lathrop to accept the Juvenile Drug Court Grant funds in the amount of \$40,000.00, effective immediately.

Roll Call Vote: Yes 7

B) SAFE HAVEN GRANT APPLICATION

1. Grant Application – *Immediate Effect*

Lauren Wolf, Safe Haven Program Supervisor, and Crystal Thomas, Program Supervisor, reviewed grant application for Safe Haven Grant and answered Commissioners' questions

Moved by Johnson, seconded by Clous to move forward with support and sponsorship of the Safe Haven Grant Application, effective immediately.

Roll Call Vote: Yes 7

C) EMERGENCY MANAGEMENT

1. Emergency Management Performance Grant Supplemental Award – *Immediate Effect*

Gregg Bird, Emergency Management Supervisor, reviewed Emergency Management Performance Grant Supplement Award and answered Commissioners' questions.

Moved by Wheelock, seconded by Maxbauer to approve the Emergency Management Performance Grant Supplemental Award from the State of Michigan in the amount of \$1,611.85, effective immediately.

Roll Call Vote: Yes 7

D) PLANNING & DEVELOPMENT

1. Staffing Plan Amendment to Planning & Development Department

John Sych, Planning and Development Director, reviewed staffing plan amendment to the Planning & Development department and answered Commissioners' questions.

Tom Menzel, County Administrator, answered Commissioners' questions.

Moved by Maxbauer, seconded by Lathrop to recommend approval of addition of a new Construction Code Supervisor and Office Coordinator to the Staffing Plan for the Planning and Development Department and delete a Construction Code Director, Office Specialist and an Office Clerk.

Roll Call Vote: Yes 6 No 1

Nays: Clous

E) VETERANS AFFAIRS

1. Operational Millage for Veterans Services

Chuck Lerchen, Director of Veterans Affairs, reviewed proposal of preparation of ballot proposal language seeking funding for the operation of the Veterans Affairs Department and answered Commissioners' questions.

Moved by Johnson, seconded by Wheelock to recommend approval of moving forward with drafting of language for operational millage for Veterans Affairs Department to be placed on the August 2, 2016 Primary Election.

Motion carried.

F) GRAND TRAVERSE SHERIFF'S OFFICE

1. Jail – Medical Service Proposals

Captain Todd Ritter, Jail Administrator, reviewed proposal for medical services and answered Commissioners' questions.

Moved by Wheelock, seconded by Johnson to recommend approval to award the Jail Medical Service contract to Correct Care Solutions (CCS) for a period of three (3) years.

Motion carried.

2. Fleet Management Services Contract - Removed

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Assign Ad Hoc Committee (Parks & Recreation and BATA Interviews)

Ad Hoc Committee to conduct interviews for Parks & Recreation and BATA board will be Commissioners Maxbauer, Lathrop, and Kroupa.

B) Assign Ad Hoc Committee (Expenses – Procurement Cards)

Moved by Kroupa, seconded by Clos, to recommend approval to authorize Tom Menzel, County Administrator, to assign the members to the Ad Hoc Committee for Expenses – Procurement Cards.

Motion carried.

PUBLIC COMMENT

Matt Schoech, spoke regarding veterans.

COMMISSIONER COMMITTEE REPORTS

Commissioners gave updates on meetings and events they attended.

NOTICES AND/OR ANNOUNCEMENTS

Guns and Hoses Event at Center Ice on February 5, 2016

Governmental Center will be closed to the public on January 18, 2016 for Martin Luther King Day for staff training.

Meeting adjourned at 8:13 p.m.

Sarah B. Lutz, Chief Deputy County Clerk

Alisa Kroupa, Chairperson

APPROVED: _____
(Date) _____ (Initials) _____

Monthly Parkland Responsibilities

Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate.

Nature Center Visitation this Month 135
 Program Participants this month 82
 Drop ins this month 53
 Nature Center Visitation this year 135
 Nature Center Visitation since 2008 62,887

Nature Center Visitation January 2015	271
Program Participants January 2015	250
Drop ins January 2015	21

Activity Detail	Conservation District Pillar	Location of activity	Property Owner	Staff Lead (initials)
Received EPA Great Lakes Restoration Initiative (GLRI) grant: \$301,340	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG
Received MI Invasive Species Grant Program (MISGP2) grant: \$156,400	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG
Received US Forest Service CWMA GLRI grant: \$38,700	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG
I/II - Huron Pines AmeriCorps Member Dan Rowan started	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG
Drafted 2016 ISN Workplans	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG/EC
Reviewed State of MI Terrestrial Invasive Species plan	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG
Drafted & Submitted QAPP (Quality Assurance Project Plan) for GLRI	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG
Drafted full-time and seasonal position descriptions	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG
Began work "ubranching" resources for other CISM parklands ISN)	Stewardship (Boardman River and Non-parklands ISN)	n/a	n/a	KEG/EC
Continued to assist growers as they work towards verification	Agriculture	On Farm	Private Property	JA/LR
Provided MAEAP updates for Antrim, Benzie, and Leelanau Conservation Districts	Agriculture	Other	N/A	JA/LR
Conducted one on-farm assessment	Agriculture	On Farm	Private Property	JA/LR



County Staff Report February 2016

1

Strategic Goals

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

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

- Administration welcomed Deputy Administrator Jennifer DeHaan to the office at the end of January.
- Bids for Resource Recovery services have been received and are being evaluated for recommendation this month.

Central Dispatch/911 (7)

- Dispatch staff is in training this week for the new Motorola MCC7500 radio consoles with a "go live" scheduled for next Wednesday, February 10th.
- 800MHz radio communications Train the Trainer started the week of Feb 1st. Nearly 500 first responders will then need to be trained before making the transition to the new communications system.
- Inventory management, programming, and installation of new 800MHz radio and paging solutions is underway with an anticipated county-wide deployment before May 1st.

Commission on Aging (7)

- In January the COA Board of Director Meetings moved from four meetings a month to two. The first meeting is a Committee of the Whole on the first Tuesday of each month. The second is the official Board Meeting on the third Tuesday of the month.
- The COA is hosting the AARP Free Tax Preparation program for the 10th year. Appointments are available through April 18. Hours are 9:30 a.m. to 3:00 p.m. In 2014 278 Tax Returns were E-filed/filed by the AARP volunteers based in our office.

- Universal Aides - Melissa Z. an employee for ten years earned her Certified Nursing Assistant Certification and is the COA's first Universal Aide. A Universal Aide performs the job tasks that formerly required the presence of two In Home Services employees. The clients are happier with one Aide. It is more efficient and effective for the Department.
- Medication Management Pilot - We are conducting a 30 day pilot program with a long time client using a locked, electronic medication dispenser machine.
- Safe Neighborhoods Smoke Alarm Project - In partnership with the Grand Traverse Metro Fire Department the COA Field Staff distributed and returned over 80 forms from clients needing their smoke alarms checked, replaced or requiring new batteries.
- The PERS (Personal Emergency Response Units) Program offers GSM units to clients to accompany their PERS units. The GSM units work with Cell phones. Prior to this only COA clients with landlines were able to rent a PERS unit through the COA.

Equalization (1)

- The GIS merger into Equalization is complete.
- An empty Appraiser position has been filled.
- Equalization is working closely with the local units as they prepare their 2016 assessment rolls to ensure they meet the statutory 50% of true cash value in each class of property.
- The 2016 assessment roll for East Bay Township is nearing completion.

Health Department (7,8)

ADMINISTRATION & FINANCE DIVISION

- Strategic Planning - Reviewed the previous strategic plan and three years of program highlights during MLK Day training, followed by a strategic planning session for 2016-18. The health department's strategic plan will be finalized in the next few months.
- Year-End - Working towards closing the 2015 calendar year for the Health Department and preparing information to support our annual numbers for the County audit.
- Grant Quarterly Reports - Completed 2016 first quarter grant reporting to the State of Michigan.

- Animal Control - Continuing to work with administration, Sheriff's Office, Traverse City Police Department and Cherryland Humane Society on transitioning this program.
- Immunization Press Conference - One of 4 health departments/cities in Michigan to host a press conference highlighting the success of Michigan's non medial immunization waiver requirement to receive informed consent education from local health departments. Statewide and in Grand Traverse County, the waiver rate dropped over 39% in 2015 under the new policy. This progress is a big step towards keeping children and communities safe from vaccine preventable diseases. However, two House Bills 5126 and 5127 would undo the state's common sense reform and progress.

MEDICAL EXAMINER DIVISION

- ME Software - Assessing software options (current and other) for use of tracking cases and accompanying documentation.
- Body Bags - Delivered body bags, tags and bag seals to scene investigators for all ME cases in three counties.

ENVIRONMENTAL HEALTH

- ServSafe Training - Environmental Health Staff conducted a one (1) day ServSafe training program for food service management personnel in the Grand Traverse region. Our environmental health food staff are certified to instruct and proctor this class through the National Restaurant Association, Education Foundation. Another class is scheduled in March.
- 2015 On-site Sewage and Water Well Permit Increases - Our on-site sewage and water well permits increased in 2015 as compared to 2014. We saw a 16% increase in septic permit activity and a 6% increase in water well permits compared to 2014.
- Beach Monitoring Stakeholders Meeting - The Beach Monitoring Stakeholders group met for our first meeting of 2016 to discuss our plans for monitoring public beaches in Grand Traverse County for E.coli bacteria during the 2016 swim season.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

Emergency Management

- Completed & submitted 1st quarter reports and school drill reports mandated by MSP Emergency Management Division.
- Collaborated with GT County and Traverse City and numerous public safety agencies on MLK day lock-down drills, government building hazard/risk assessments and an active shooter demo by TCPD.

- Conducted a formal risk / hazard assessment of NMC campus buildings and began planning an active shooter functional exercise for them.
- Initial emergency planning meetings for: Cherry Fest, Film Fest, and Bayshore Marathon.
- Began working with area church groups to distribute templates for emergency operations plans specific to them.

Emergency Preparedness

- Northern Michigan Public Health Emergency Preparedness has scheduled a Table Top Exercise for the date of June 23rd with the 3 health departments in Northwest Michigan. The exercise will focus on the communications and response efforts across the region emerging infectious disease threats towards the region's public health. The Exercise Plan of the June 23rd exercise is currently being constructed and evaluated.
- Grand Traverse County Emergency Preparedness hosted the Region 7 Training and Exercise Workshop in Gaylord at the Region 7 Healthcare Coalition.
- Grand Traverse County Health Department Emergency Preparedness as well as the NM PHEP has been placed on the planning and coordination committee of an upcoming regional exercise to test an emerging infectious disease response with our partnering hospital entities and regional health care coalitions.
- GTCHD Emergency Preparedness assisted the CD Division of GTCHD in entering, establishing, and exiting a Modified Incident Command System in response to a public health response in the community.
- GTCHD Emergency Preparedness has taken a seat at a partnership with Munson Medical Center in the approach to better prepare and respond to emerging infectious diseases.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

Communicable Disease Program

- With our chicken pox outbreak wrapping up, most significantly impacting two schools and the children that attend, we were able to start focusing on one of our priorities of preparing for future outbreaks and work to decrease vulnerabilities where we have identified them. There have been 54 chicken pox cases thus far. In addition to chicken pox, we had a case of mumps, which we had not seen in GT County in well over 10 years. This led to our concern of a potential fourth vaccine preventable disease outbreak.
- We provided proactive outreach to 33 health-care provider offices about reportable disease requirements, and provided them a newly created reporting

form. In addition, we reminded them that animal bites are reportable and we are continuing to follow up on all of them. We also offered providers presentations to their staff about reporting of communicable diseases and/or disease specific topics they were interested in gaining more guidance. The response has been positive and we have 5 presentations scheduled in February thus far.

- We answered many phone calls from providers and residents about the emerging Zika virus, and reached out to the OB/GYN and Pediatric Providers to proactively provide testing and travel alert guidance and answer questions.
- We responded to and provided follow up for 63 reportable communicable diseases.
- Staff followed up on 10 animal bite victims living in GT County, including 8 that involved quarantine of an animal in GT County. This is similar to January 2015.
- We have started to see indicators of increased influenza activity, indicating flu season is not here, but may be on the horizon.

Reproductive Health

- We provided Reproductive Health Services to 102 men and women.
- There has been ongoing staff training in preparation for our March “go live” date for moving to electronic medical records (EMR).

Adolescent Clinics

- Completed reporting requirements for Q1 of Fiscal Year 16. Continued to see increasing utilization of our mental health services with steady usage of our medical services.
- Currently running short on clinic staffing due to unexpected medical leave coupled with a maternity leave for our Advanced Practice Providers.
- Provided 153 medical and mental health visits and 32 immunizations for the month of January between our 2 clinics.
- Continued providing educational programs to The Rock in Kingsley for middle school students.
- Presented a life skills program to all 5th, 6th, 7th, and 8th graders at a Kingsley Middle School assembly.

MATERNAL AND CHILD HEALTH PROGRAMS:

Maternal Infant Health Program

- The Maternal Infant Health Program (MIHP) began a pilot collaborative with Michigan Child Collaborate (MC3) Program. MC3 provides psychiatry support to

primary care providers in Michigan, and have focused efforts of support in the Northern region over this past year. Grand Traverse County Health Department is taking part in a pilot program using the MC3 services of Dr. Maria Muzik MD, MS Assistant Professor of Psychiatry at the University of Michigan through a live internet connection with GTCHD clinicians. Clinicians are able to present case studies with mental health challenges, seeking consultation and guidance to improve maternal and infant outcomes.

- A collaborative effort between Grand Traverse County Health Department MIHP, Benzie Leelanau District Health Department (BLDHD), Early On-Traverse Bay Intermediate School District, and Northern Lakes Community Mental Health resulted in a referral process form that will be used by Health Departments and Early On clinicians to assure prompt follow-up for mothers and fathers of infants in crisis. This will benefit mothers with postpartum depression issues as well as other mental health issues. These issues impact infant emotional and social development in infancy.

Healthy Futures

- Grand Traverse County Health Department public health nurses, Pat Drake and Amy Miner, participated in the quarterly regional Healthy Futures Operations meeting held at Munson Medical Center. The team shared the client information/education packet, which was developed by Grand Traverse, with area partners for potential enhancements to the program delivery.
- In January, we began a Healthy Futures integration pilot with GTCHD outreach clinicians. Clinicians are now gathering additional Healthy Futures data elements at the MMC OB department bedside. This outreach has proven to decrease the amount of contact attempts by Healthy Futures clinicians attempting to reach mothers with new infants after hospital discharge by ensuring mothers are given needed referral information at the bedside.

Children's Special Health Care Services

- MI-child transitioned into Medicaid, allowing our clients additional benefits such as travel vouchers. We have begun transitioning to a full electronic medical record, scanning documents and downloading from one system into another.
- We have also been preparing for data extraction from a State-wide electronic system as it is no longer going to be supported. The State is assisting us with the cost of this extraction.

Immunizations

- Zostavax is available for those aged 60 years and older who do not have insurance to cover the vaccine.
- WIC immunization rates up over 80%, an increase of 4% ranking Grand Traverse County 33rd out of 84 counties in Michigan.

- Adolescent immunization rates continue to climb each quarter, exceeding HP 2020 targets of 80% for Tdap and MCV4 by nearly 5%.
- Adult immunizations are also demonstrating improvements in rates, primarily due to increased provider use of the MCIR system. Immunization Lead PHN, as well as the IMMs program administrative secretary, is instrumental in providing ongoing MCIR training to area providers.
- Grand Traverse County, as throughout the US, is experiencing a late and mild flu season. Our county demonstrated significant improvements in flu vaccinations particularly for the children aged 6 months to 8 years, increasing by more than 3% compared to last year and ranking us # 2 in the State out of 84 counties. GTCHD and area providers have pre-booked flu vaccine for the 2016-17 flu season and continue to administer flu vaccine this season. GTCHD and some providers have had to order additional pediatric doses as we are still vaccinating this population.
- Waiver rates for the first school reporting period show a decrease from 9% to 5%. These results, following a year of providing public health nurse education sessions for hundreds of parents seeking philosophical and religious waivers for their children to enter school, are stellar. This is a drop by 39% of the number of waivers previously issued. Grand Traverse Health Department hosted a regional press conference highlighting the significance of these results.
- All of GT County VFC providers continue to work on increasing pediatric and adolescent immunization rates by participating in the AFIX (Assessment, Feedback, Information, Exchange) procedure and AFIX follow up reviews which are conducted by our immunization lead.
- We continue to have several requests from community providers for immunization update education sessions provided by the HD Immunization Nurse Educator.

WIC

- Grand Traverse County Health Department received letter of approval from the State WIC division for our FY 2015/2016 WIC Nutrition Services Plan. Stan Bien, Director of the State WIC Division, comments, "Your continued efforts to serve all eligible clients in your community is demonstrated by collaborating with other community programs and agencies. Please extend my thanks to your staff and administration for supporting the mission of Michigan WIC."

Hearing & Vision

- Kindergarten round ups have been scheduled for all schools, including TCAPS schools with uncertain futures. Hearing and Vision technicians are remaining

flexible and proactive in managing screenings as winter weather affects school attendance and closures.

Human Resources (5)

- Currently recruiting for 4 positions that have been posted for the year 2015. In 2016 we have 10 postings for a total of 14 positions in various stages of recruitment.
- MLK Training for county employees focused on workplace safety. Mock lockdown drills were conducted in some county buildings; cyber security training, personal safety training, and conflict training were provided to employees.
- 2 labor groups continue working towards a contract and step 3 meetings have been conducted on 2 grievances.
- Our office has a vacant HR Tech, which is creating more workload as we are currently receiving applications for this position.
- The Employee Recognition Team held the quarterly reception January 22, 2016. There are great employees in this organization and we were able to honor a few that were nominated and to award 4 hours to time off with pay to one who the team felt went above and beyond.
- The Wellness Team is promoting the TC Trimdown, which gained 43 teams to join in the effort. The teams are progressing well and the final weigh-in is April. We hope that one of the County teams is the winner, but they all are being more conscious of healthy lifestyle.
- Chris Minkin, Nationwide representative for Grand Traverse County, came in for one on one appointments.

Information Technology (2)

- IT assisted the Sheriff and City Police with setup and access to incident data for a new web based Crime Mapping application (www.crimemapping.com) that went live in January. Residents are able to track crimes in their neighborhoods through the mapping service.
- A new web based process for electronic blood/search warrants and felony complaints was implemented in January. Officers are able to request warrants and have the magistrate and prosecutor review and electronically sign using a computer or tablet. The new process improves efficiencies by eliminating the need for faxing of documents or coming into the office during off hours.
- Payroll changes were implemented for the County and City to meet affordable care act W2 and 1095 reporting requirements.

- With changes to staffing plans, Randy Filkins, Telecommunications, has been busy changing phone system auto attendants for the Commission on Aging, Resource Recovery, and the Prosecutor's Office while at the same time planning for the installation of a new voice mail system for the County/City.
- Rich Pantano, IT Technician, provided two training sessions on cybersecurity for the Martin Luther King training day.
- Fifty desktop/laptop computers have been ordered to begin the annual replacement of approximately 20% of County devices to keep current with technology.

MSUE (7, 8)

- The Great Lakes Hop and Barley Conference is coming to Traverse City! Educators from Michigan State University Extension with support from Michigan State University AgBioResearch, and the Michigan Brewers Guild are hosting the second Annual Great Lakes Hop and Barley Conference March 16-17, 2016 at the Grand Traverse Resort in Acme, Mich. Due to an overwhelming reception at the first annual conference last year held in Grand Rapids, a larger venue has been chosen to accommodate more attendees. An expanded trade show will also be featured. Register today!
- MSU Extension's 2016 Beginning Farmer Webinar Series is underway and runs thru April. These 2-hour interactive webinars cover a wide range of farming topics including getting your land ready to grow, integrated pest management, native bees for pollination, protecting farm animal health, accepting food assistance benefits to increase sales, as well as informative sessions on specific crops like raspberries, wheat, and cider apples. Find the complete list and registration info here.
- Biosecurity for your bird population: A comprehensive poultry biosecurity workshop brought to you by MSU Extension and the USDA APHIS Division will be held Monday, Feb. 29 at 7:00pm in the Governmental Center Cafeteria. Learn practical methods to help prevent the spread of poultry disease such as Avian Influenza (HPAI). The objectives of this workshop are:
 - Discuss disease transmission and prevention
 - Provide proven biosecurity measures producers can implement
 - Provide information about HPAI
 This workshop will be offered at several locations around the state as well as being accessible through Zoom technology. Producers, backyard poultry enthusiasts, 4-H members, 4-H Volunteers, and anyone who is interested in learning more about poultry biosecurity is encouraged to attend. Register here.

Parks and Recreation (7)

- Easling Pool at the Civic Center Park reopened under Grand Traverse Bay YMCA's management on January 13, 2016. A new fitness center at "Y Central" at the Civic Center opened on February 1.
- Parks and Recreation has received a 2 percent grant from the Grand Traverse Band of Ottawa and Chippewa Indians in the amount of \$5,525 to support improvements to the Civic Center for the operations of Easling Pool and a new fitness center, under the management of Grand Traverse Bay YMCA. The funds will be used to pay for the electrical upgrades in the new fitness center.

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

- With the recent merger of Construction Code into the Planning & Development, staff conducted a strategic planning session on January 18. The plan melds together all facets of the department functions to create a mission, goals, and objectives. The plan is being finalized at this time.
- Staff is working with the Michigan Department of Environmental Quality to address findings from a 2015 audit of the County's soil erosion and sedimentation control program. The audit identified significant program deficiencies that will have to be resolved in order to remove its probation status. Improvements will include staffing and operational changes.
- Staff has been assisting Administration in many activities related to the County's organizational redesign, including a new meeting structure for the Board of Commissioners and updating of several policies. The changes will aid the Board in streamlining operations and provide greater focus on strategic discussions.

Prosecuting Attorney (7)

- Prosecution As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of January, we engaged in the following:
 - Authorized 188 misdemeanor warrants
 - Authorized 39 felony warrants
 - Authorized 23 juvenile petitions
 - Initiated 6 neglect/abuse case
 - Handled the following matters in Family Court:
 - 8 allegedly mentally ill cases
 - 21 referrals from the Office of Child Support
 - Obtained 4 child support judgments

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

o *Grand Traverse County v. Jacob Brown et al.* In January, we filed 18 separate inmate reimbursement lawsuits seeking \$20,701.44 in total. As with the other lawsuits, we will seek to obtain multiple default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.

o *In re Duck Lake.* We filed the petition to determine the lake level for Duck Lake with the Circuit Court on October 6th. By filing the petition on behalf of the Board of Commissioners, we are requesting the Court hold a hearing to reaffirm the normal lake level of Duck Lake at 837.3 feet, the lake level set by the Circuit Court at a hearing held in 1959, and to set a winter lake level at 836.8 feet so as to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds. Finally, the petition requests that the Circuit Court confirm the special assessment district boundaries within 60 days following the hearing. A status conference is scheduled for February 4, 2016.

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

Treasurer (1)

- We worked with Title Check to get certified notices out to delinquent taxpayers letting them know their parcels will be forfeited and forfeiture fees of over \$200.00 will be added to the 2014 taxes due on March 1, 2016.
- We are working on closing out the year for the County, Brownfield and Building Authority accounts.
- Held our show cause hearing to give taxpayers the opportunity to come in and explore their options regarding extensions or payment plans to delay foreclosure. We are compiling all the necessary documents, notices/affidavits for our foreclosure court hearing next month.
- Processed 272 regular service, and 28 expedited passports in January.

Veterans Affairs (7)

- Department is working with our civil counsel to determine the language for a potential millage request to return to the Board of Commissioners for consideration of placement on the August ballot
- We have been assisting the University of Michigan Dental School in a program to bring low cost and no cost dental treatment to needy veterans in Grand Traverse and Benzie county's through the schools initiative called "Victors for Vets". The

latest session of treatments has seen upwards of 48 veterans in need of comprehensive dental treatment up to and including oral surgery and includes multiple appointment treatment modalities. Program participants include local practicing U of M dental school alumni and students needing their clinicals. Veterans are identified, screened and coordinated through our office and if possible the program can receive partial reimbursement through the VA Dental Insurance Program. All veterans in the program receive their needed services regardless of their coverage or ability to pay.

Agenda Item

COMMITTEE: Resource Management & Administration
FROM: Sarah Adams, Administration
FOR MEETING DATE: Wednesday, February 10, 2016
SUBJECT: 2016 Hauler Licenses

SUMMARY OF ITEM TO BE PRESENTED:

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

Special Solid Waste Haulers:

SP-2016-09 Acme Hauling
SP-2016-10 Rifkin Scrap Iron and Metal
SP-2016-11 Padnos -Traverse Bay Recycling

Yard Waste Haulers:

Y-2016-06 Northern Greenlawn, Inc.

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

RECOMMENDATION:

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



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

TO: Chair – Resource Management and Administration Committee

FROM: Jim Cook, Manager

DATE: February 3, 2016

SUBJECT: **MONTHLY REPORT FOR THE FEBRUARY 10, 2016 MEETING
AT 6:00 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: Board of County Road Commissioners

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

1. **Drainage Districts** – The Board withdrew its petition to establish a drainage district for Braemer and Old Mission in Peninsula Township. We continue to discuss a petition with residents for Maple Terrace and Logan Hills.
2. **Manager's Performance Appraisal** - The compiled Manager's performance appraisal was finalized on January 7, 2016.
3. **Teamster's 214 Negotiations** - We have transitioned into arbitration with meetings scheduled for this month.
4. **Organizational Structure** - Carl Brown and John Nelson were elected as Chair and Vice-Chair respectively.
5. **Randolph Street No Parking Zones** – Staff has been requested to have Michigan State Police determine if a no-parking Traffic Control Order can be established on Randolph Street. Details will be worked out with Garfield Township and the City of Traverse City.
6. **Personal Time Off Policy** – The Board approved revisions to the policy with respect to transferring hours among employees.
7. **Receipt of Section 19 Reimbursement (August 2, 2015 Storm)** – The Board publicly acknowledges Gregg Bird's efforts to assist local agencies recoup costs incurred during emergency situations. Thank you, Gregg!
8. **Ethics Policy for Board and Board Members** – Legal counsel reviewed and recommended this policy by annually reviewing and updating as needed during the organizational meeting. The Board adopted the amendments including the annual review.

9. **Request to Have Road Millage Renewal on the November 2016 Ballot** - We hereby respectfully request to have the County Board of Commissioners of Grand Traverse County place a four-year, one mil renewal for road improvements millage request on the November 2016 ballot. A four-year renewal will allow the public to see a continual series of road improvements throughout Grand Traverse County until the recently approved statewide funding is received in its full allotment in 2021.
10. **Independent Auditing Service** - The Board approved staff recommendation to seek a one-year extension with our current independent auditor. Board policy requires periodic call for professional auditing services. For 2016 auditing purposes, bids will be received.
11. **Meeting Schedule for 2016** - The February 25 and March 24, 2016 meetings have been rescheduled for March 3 and March 23 respectively.
12. **Bids for 2016 Road Projects** - The Board approved the following project bids utilizing \$1,200,000 in Fund Balance and giving the County Highway Engineer flexibility in amending project scopes as needed.

Award to Rieth-Riley:

Project #16E005 - Elk Lake Road, Alternate 1. \$342,585.00 - Overlay.
Project #16E002 - Garfield Road, Base Bid. \$449,557.52 - Mill and overlay.
Project #16E006 - Peninsula Drive, Base Bid. \$535,275.23 - Ultra thin overlay.
Project #15E004 - River Road, Alternate 1. \$333,829.00 - Wedge, chip seal with 34CS-Slag.
Project#16E004 - Williamsburg Road, Alternate 1. \$1,424,920.15 - Ultra thin overlay.
TOTAL RIETH-RILEY - +/- \$3,086,166.92

Award to Elmer's Crane & Dozer:

Project #16E003 - Herkner Road, Base Bid. \$442,537.11 - Wedge and chip seal.
Project #15M01 - Keystone Road, Alternate 1. \$431,452.25 - Wedge and chip seal.
TOTAL ELMER'S CRANE & DOZER - +/- \$763,989.36

13. **Townline Road Partnership Project** - The Board has been approached by Fife Lake Township to enter into an intergovernmental agreement to advance funds to complete the Townline Road Project and establish a repayment plan. The project may be completed in either 2016 or 2017 depending on Paradise Township's participation as the third party to the project.
14. **Maintenance of Trails/Sidewalks within Rights-of-Way** - Legal counsel apprised the Board of the proper statutory authorities to maintain trails and sidewalks within the county road rights-of-way. The Board acted to relinquish their attorney-client privilege regarding legal counsel's research. Copies of two legal opinions are attached.



MEMORANDUM

To: Board of Grand Traverse County Road Commissioners

cc: Jim Cook, Manager

From: Karrie A. Zeits *A. Zeits*

Date: January 29, 2016

Re: Responsibility of a road commission for trails and sidewalks in rights-of-way
Our File No. 106521

ATTORNEY-CLIENT COMMUNICATION
PRIVILEGED AND CONFIDENTIAL

You have asked for a general overview of the Road Commission's legal rights and responsibilities for trails and sidewalks within their rights-of-way on county roads. The short answer to this question is that the Road Commission has no statutory responsibility for maintaining or repairing sidewalks or trails within its roads. The city, village, or township in which the sidewalk or trail is located is responsible for maintaining and repairing sidewalks or trails adjacent to or along county roads under MCL 691.1402a(1). *Listanski v Canton Twp*, 452 Mich 678; 551 NW2d (1996).

MCL 691.1402a(1) provides as follows:

A municipal corporation in which a sidewalk is installed adjacent to a municipal, county, or state highway shall maintain the sidewalk in reasonable repair.

A "municipal corporation" is defined as "a city, village, or township or a combination of 2 or more of these when acting jointly." MCL 691.1401(d). This definition does not include road commissions. Road commissions are responsible for maintaining only the improved portion of a road designed for vehicular travel, which does not include sidewalks, trailways, crosswalks, or any other installation outside of the improved portion of the road designed for vehicular travel. MCL 224.21(2) and MCL 691.1202(1).

Thus, the Road Commission has no statutory responsibility for trails or sidewalks within the county road right-of-way. I have attached correspondence from December 8, 2014, regarding whether the Road Commission may contribute to winter maintenance of TART trails as further reference with respect to the Road Commission's responsibility for trails and sidewalks. Please let me know if you have any questions or if there is anything further you would like me to do with respect to this matter.

SMITH HAUGHEY

ATTORNEYS AT LAW

101 N. Park St., Ste. 100
Traverse City, MI 49684
Phone: 231-929-4878 Fax: 231-929-4182

Karrie A. Zeits
Direct: 231-486-4521
kzeits@shrr.com

December 8, 2014

Jim Cook, Manager
Grand Traverse County Road Commission
1881 LaFranier Road
Traverse City, MI 49686

RE: TART Trails
Our File No. 106521

Dear Jim:

You have asked this office for an opinion on whether the Road Commission could contribute to the winter maintenance of TART Trails that the Road Commission has no property interest in, located within Grand Traverse County, but not constructed within the county road right-of-way. The short answer to this question is no, the Road Commission may not contribute to the cost of winter maintenance of such trails because to do so would be an unauthorized gift.

Unlike other types of public entities, such as cities, village, townships, or counties, road commissions have a limited public purpose objective. This objective is as set forth in the County Road Law and other statutes affecting the authority of road commissions and is generally to operate and maintain the county road system. Other municipal corporations have a much broader public purpose objective, including the operation of parks and other recreational systems like the TART trials.

The Michigan Constitution prohibits public bodies such as the Road Commission from loaning their credit for any public or private purpose unless authorized by law. Mich Const, Art 9, §18. This has been interpreted as prohibiting gifts or donations unless authorized by law. *Kaplan v City of Huntington Woods*, 357 Mich 612; 99 NW2d 514 (1959). The Michigan Attorney General has stated on several occasions that this prohibition includes donations to private non-profit corporations even if that corporation is performing activities for the public benefit unless a public entity is authorized by law to make such donations. There is no law authorizing road commissions to make this type of donation.

Further, the majority of the Road Commission's funds are either from the recently authorized millage or Act 51 of 1951. Both the millage and Act 51 of 1951 restrict the use of those funds generally to county road right-of-way related activity.

The Road Commission is also unauthorized to perform services, such as plowing, clearing, or repairing, on these types of trails unless it is compensated for these services. Utilizing the Road

December 8, 2014

Page 2

Commission's resources without compensation is equivalent to a gift or donation of money since the Road Commission's financial resources would be utilized to perform these services. Further, there is some question as to whether the Road Commission would have the authority to enter into an agreement with a private non-profit or township to maintain or repair trails outside of the road right-of-way even if the Road Commission was compensated for this service. In the event that the Road Commission would like to pursue this type of agreement, this issue would need to be researched and analyzed further.

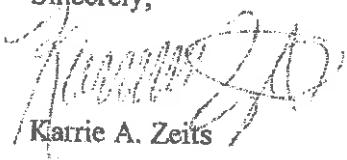
You have also asked this office for an opinion with respect to responsibility for maintaining and repairing TART Trails or sidewalks located within the road right-of-way. The short answer to this question is that the township in which the sidewalk or trail is located is responsible for maintaining and repairing sidewalks or trails adjacent to or along county roads under MCL 691.1402a(1). *Listanski v Canton Twp*, 452 Mich 678; 551 NW2d (1996); MCL 691.1402a(1) provides as follows:

A municipal corporation in which a sidewalk is installed adjacent to a municipal, county, or state highway shall maintain the sidewalk in reasonable repair.

A "municipal corporation" is defined as "a city, village, or township or a combination of 2 or more of these when acting jointly." MCL 691.1401(d). This definition does not include road commissions. Road commissions are responsible for maintaining only the improved portion of a road designed for vehicular travel, which does not include sidewalks, trailways, crosswalks, or any other installation outside of the improved portion of the road designed for vehicular travel. MCL 224.21(2) and MCL 691.1202(1).

In conclusion, there is no authority for the Road Commission to donate either services or funds for the maintenance or repair of trails that are owned or controlled by others outside of the road right-of-way; and the township in which a trail or sidewalk is located adjacent to a county road right-of-way is responsible for maintaining the trail or sidewalk under MCL 691.1202a. I hope that this answers your questions. Please let me know if you have any further questions or if there is anything additional you would like me to do with regard to this matter.

Sincerely,



Karrie A. Zeits

KAZ:ms

Board of Commissioners
Committee Agenda Item

To: Board of Commissioners
From: Heidi Scheppe, County Treasurer
Subject: Redemption of Pavilions 307 bond for Medical Care Debt for Cottage 21

SUMMARY OF TOPIC

The Medical Care Facility millage ended in 2014 and the Pavilions has enough cash in their Capital improvement fund to pay off the balance owing on their 2004 refunded bond. The bond is eligible to be redeemed with their May 1 principal payment. The interest rate that they are paying on the bonds goes from 3.5% in 2016 up to 4.00% in 2019 so it makes sense to pay off the debt rather than hold on to the funds and invest it in a CD that will earn less than 1%. In order to facilitate all the required posting and notices we would like immediate approval so we can take it to the Building Authority to also get their approval.

RECOMMENDATION:

Pass Resolution approving redemption of the Grand Traverse County Building Authority, Michigan Building Authority Refunding Bonds, Series 2004B prior to maturity.

COUNTY OF GRAND TRAVERSE
BOARD OF COMMISSIONERS

At a _____ meeting of the Board of Commissioners of the County of Grand Traverse held in Traverse City, Michigan 49684, on _____, 2016 at ___:___ .m., Eastern Standard Time, there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION APPROVING REDEMPTION OF THE
GRAND TRAVERSE COUNTY BUILDING AUTHORITY, MICHIGAN
BUILDING AUTHORITY REFUNDING BONDS, SERIES 2004B
PRIOR TO MATURITY**

WHEREAS, the Grand Traverse County Building Authority (the "Authority") issued its \$3,125,000 Grand Traverse County Building Authority, Building Authority Refunding Bonds, Series 2004B, dated April 1, 2004, to refunding part of the outstanding Grand Traverse County Building Authority Bonds, Series 1999, in accordance with the terms of a certain Full Faith and Credit General Obligation Lease Contract, dated June 1, 1998, between the Authority and the County of Grand Traverse, Michigan (the "County"), of which \$1,530,000 remains outstanding as of the date hereof (the "Bonds"), as set forth in *EXHIBIT A*; and

WHEREAS, the outstanding Bonds due on or after November 1, 2016 will be eligible to be redeemed at par for redemption prior to maturity on the principal payment date, May 1, 2016; and

WHEREAS, the Authority wished to redeem on May 1, 2016 such Bonds maturing in the years 2016 through and including 2019 in the amount of \$1,530,000 with maturities and interest rates as set forth in *EXHIBIT B* (such bonds referred to as the "BOND TO BE REDEEMED") and to pay the costs of calling said Bonds; and

WHEREAS, it is financially prudent for the Authority to redeem part of the outstanding bonds, as set forth in *EXHIBIT A*, thereby reducing interest costs to the benefit of the taxpayers; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County authorize the transfer of \$1,532,250.00 to the

appropriate debt service account as necessary to call the BOND TO BE REDEEMED in conformance with the bond resolution.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County requests that the Authority take the necessary steps to call the BOND TO BE REDEEMED at the next call date of May 1, 2016, in accordance with the original bond resolution;

BE IT FURTHER RESOLVED, that the Chairman of the Board of Commissioners of the County, the County Treasurer, and the County Clerk are authorized to execute on behalf of the County the Amendment to Lease Contract attached hereto as Appendix A which amendment reflects the total rent prepayments described to effect this action; and

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YES: _____

NO: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

dmh/RD-GRA143(ba)

COUNTY CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the County of Grand Traverse, State of Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County at a _____ meeting held on _____, 2016, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the Board of Commissioners of the County in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as thereby required.

_____, Clerk
Grand Traverse County

[SEAL]

dmh/RD-GRA143(ba)

EXHIBIT A

**\$3,125,000
GRAND TRAVERSE COUNTY BUILDING AUTHORITY, MICHIGAN
BUILDING AUTHORITY REFUNDING BONDS, SERIES 2004B**

**DEBT SERVICE SCHEDULE OF OUTSTANDING BONDS
Payment Due for BONDS TO BE REDEEMED
Redemption Date: May 1, 2016**

YEAR	PRINCIPAL DUE NOV. 1	ANNUAL RATE	PREMIUM	TOTAL
2016	\$390,000	3.500%	\$0	\$390,000.00
2017	\$385,000	3.625%	\$0	\$385,000.00
2018	\$380,000	4.000%	\$0	\$380,000.00
2019	\$375,000	4.000%	\$0	\$375,000.00
TOTAL	\$1,530,000		\$0	\$1,530,000.00*

*Plus paying agent fees, legal fees, and cost of publishing redemption notice (if necessary) and the semi-annual interest in the amount of (\$28,903.13) due on the bonds.

Applicable Redemption Provisions: Refunding Bonds maturing on or after November 1, 2014 shall be subject to redemption prior to maturity at the option of the Authority, in any order, in whole or in part on any interest payment date on or after November 1, 2013. Refunding Bonds called for redemption shall be redeemed at par, plus accrued interest to the date fixed for redemption.

Bond Registrar and Paying Agent:

The Huntington National Bank
Corporate Trust Dept. (MI231)
40 Pearl Street NW
Grand Rapids, MI 49503

dmh/RD-GRA143(ba)

EXHIBIT B

NOTICE OF REDEMPTION

\$3,125,000

**GRAND TRAVERSE COUNTY BUILDING AUTHORITY, MICHIGAN
BUILDING AUTHORITY REFUNDING BONDS, SERIES 2004B**

Dated as of April 1, 2004

REDEMPTION DATE: MAY 1, 2016

NOTICE IS HEREBY GIVEN that the Grand Traverse County Building Authority, State of Michigan has called for redemption, on May 1, 2016, (the "Redemption Date"), part of the callable outstanding Grand Traverse County Building Authority, Building Authority Refunding Bonds, Series 2004B (the "Bonds"), pursuant to the redemption provisions contained in the Bonds, bearing the original issue date of April 1, 2004, maturing in the principal amounts, on the dates, bearing interest at the rates, with the "CUSIP" numbers, as follows:

<u>Principal</u>	<u>Rate</u>	<u>CUSIPs*</u>	<u>Due</u>
\$390,000	3.500%	386514LD3	November 1, 2016
385,000	3.625%	386514LE1	November 1, 2017
380,000	4.000%	386514LF8	November 1, 2018
375,000	4.000%	386514LG6	November 1, 2019

Said Bonds will be redeemed at 100% of the par value thereof.

Said Bonds should be surrendered for redemption to The Huntington National Bank, Grand Rapids, Michigan as paying agent, for payment as of May 1, 2016, after which date all interest on said Bonds shall cease to accrue, whether said Bonds are presented for payment or not.

Bonds may be surrendered for payment at the office of the bond registrar and paying agent indicated below. Method of delivery is at the option of the holder, but if by mail, registered mail is suggested.

The Huntington National Bank
Corporate Trust Dept. (MI231)
40 Pearl Street NW
Grand Rapids, MI 49503

* No representation is made as to the correctness of the CUSIP numbers either as printed on the Bonds or as contained herein and reliance may be placed only on the identification numbers.

Under the provisions of the Interest and Dividend Tax Compliance Act of 1983 and the Comprehensive National Energy Policy Act of 1992, paying agents making payments of principal on municipal securities may be obligated to withhold a 30% tax from remittances to individuals who have failed to furnish the paying agent with a certified and valid Taxpayer Identification Number on a fully completed Form W-9. Holders of the above described Bonds, who wish to avoid the application of these provisions, should submit certified Taxpayer Identification Numbers on I.R.S. Form W-9 when presenting their securities for redemption or for payment at maturity.

GRAND TRAVERSE COUNTY BUILDING AUTHORITY
Heidi Scheppe, County Treasurer and Treasurer of the
Grand Traverse County Building Authority

dmh/RD-GRA143(ba)