

GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS

Wednesday, April 3, 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, EXERCISES, OR INVOCATION (Hundley)**
(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.)
2. **ROLL CALL:**
3. **APPROVAL OF MINUTES:**
(Reading aloud is waived as long as the Board has been furnished a copy in the packet prior to the meeting)
 - a. Minutes of March 20, 2019 (Regular Meeting) 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 provisions 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, allow an additional opportunity or time to speak if determined germane and necessary to the discussion.

Public comment will be solicited during the two public comment periods noted in Rule 5.4, Order of Business. However, public comment may be received during the meeting when a specific agenda topic is scheduled for discussion by the Board. Prior to the first public comment, the Chairperson will indicate the topics on the agenda for which public comment will be accepted. 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:
 - 1) Northwestern Regional Airport Commission Organization Meeting Minutes of 1-29-19 ... 8
 - 2) Northwestern Regional Airport Commission Regular Meeting Minutes of 1-29-19..... 11
 - 3) Northwestern Regional Airport Commission Special Meeting Minutes of 1-31-19..... 17
 - 4) Department of Health and Human Services (Pavilions) minutes of February 22, 2019.. 20
 - 5) County Treasurer - 4th Quarter 2018 Investment Report..... 23
 - 6) Resource Recovery – 2018 Annual Solid Waste Report..... 24
 - b. Approvals:
 - 1) Gypsy Moth Suppression Fund 31
 - 2) Budget Amendments 33
 - c. Action:
- 7. SPECIAL ORDERS OF BUSINESS:
 - 8. ITEMS REMOVED FROM CONSENT CALENDAR
 - 9. DEPARTMENTAL ITEMS:
 - a. Administration:
 - 1) Conservation Resource Alliance (CRA) Boardman Dams Consultant Agreement 41
 - b. Corrections/Facilities:
 - 1) Jail Shower Wall Modification 64
 - 10. UNFINISHED BUSINESS:
 - 11. NEW BUSINESS:
 - a. Cherry Capital Airport Discussion 71
 - 12. SECOND PUBLIC COMMENT (Refer to Rules under Public Comment/Input above.)
 - 13. COMMISSIONER/DEPARTMENT REPORTS:
 - a. MAC Conference
 - 14. NOTICES:
 - Board Member Basics – April 11th @ 1:00 p.m. 78
 - Emergency Management for elected officials – May 22nd @ 9:00 a.m. 79
 - 15. CLOSED SESSION:
 - To consider a written legal opinion protected from disclosure under the attorney-client privilege related to the Marilyn Palmer jail suicide incident as permitted under MCL 15.268(h)
 - 16. ADJOURNMENT

GRAND TRAVERSE COUNTY
BOARD OF COMMISSIONERS

Regular Meeting
March 20, 2019

Chairman Hentschel called the meeting to order at 8:00 a.m. at the Governmental Center.

OPENING CEREMONIES, EXERCISES OR INVOCATION

An invocation was given by Gretchen Iorio which was followed by the Pledge of Allegiance to the Flag of the United States of America.

PRESENT: Addison Wheelock, Jr., Gordie LaPointe, Brad Jewett, Bryce Hundley,
Betsy Coffia, Ron Clous and Rob Hentschel

APPROVAL OF MINUTES

Minutes of March 6, 2019 Regular Meeting

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

PUBLIC COMMENT

Ann Rogers made comments about a recent Record-Eagle article.

Lori Wells made comments about the upcoming 90 over 90 Celebration at the Senior Center.

David Petrove made comments about democracy and fascism.

Paul Singer made comments about the meeting time.

Anna Norse made comments about changes to Board Rules and Invocation Policy.

Betsy Coffia made comments about Public Comment Rules.

John Despelder made comments about the Per Diem Policy.

APPROVAL OF AGENDA

Moved by Clous, seconded by Jewett to approve the agenda as presented. Motion carried.

CONSENT CALENDAR

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A. RECEIVE AND FILE

1. Conservation District January Report – *removed from consent calendar*
2. Conservation District February Report
3. Road Commission Report – *removed from consent calendar*
4. Northwest Michigan Community Action Agency Minutes (January 17, 2019)
5. Northern Lakes Community Mental Health Minutes (February 21, 2019)

B. APPROVALS

1.

Resolution 45-2019
Commission on Aging
Elder Law of Michigan (ELM)
2.

Resolution 46-2019
Finance
February 2019 Claims Approval

ACTION ON THE CONSENT CALENDAR

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

A-1	Page 11	By Clous
A-3	Page 27	By Dave Petrove

Moved by Coffia, seconded by Jewett to approve the Consent Calendar minus items A-1 and A-3. Motion carried.

SPECIAL ORDERS OF BUSINESS

- a. **Public Health Accreditation Certificate Presentation**
Wendy Hirschenberger, Health Officer, presented on the Public Health Accreditation Certificate, which covers years 2016-2018.

Orlando Todd, Michigan Department of Health & Human Services Director of Local Health Services, gave an overview of the Accreditation process and introduced local health department staff.

ITEMS REMOVED FROM CONSENT CALENDAR

A-1 Conservation District January Report

Commissioner Clous inquired about the status of the Cass Road Drain.

Moved by Clous, seconded by Hundley to Receive and File the Conservation District January Report. Motion carried.

A-3 Road Commission Report

PUBLIC COMMENT

David Petrove made comments about the Road Commission 2019 Budget.

Brad Kluczynski, Road Commission Manager, answered questions.

Moved by Clous, seconded by Jewett to Receive and File the Road Commission Report. Motion carried.

DEPARTMENT ACTION ITEMS

a. Administration

- 1) Community Development Block Grant Subrecipient Agreement – Venture North
Nate Alger, County Administrator, provided background on the Community Development Block Grant Agreement.

Laura Galbraith and Sara Christensen with Venture North, presented on Grand Traverse County and Venture North collaboration and answered Commissioners' questions.

Resolution 47-2019

Administration

Community Development Block Grant Subrecipient Agreement
Venture North

Moved by Wheelock, seconded by Hundley to approve Resolution 47-2019.
Motion carried.

- 2) First Addendum to Camp Pugsley Project Development Agreement
Christopher Forsyth, Deputy County Administrator, reviewed the First Addendum to Camp Pugsley Project Development Agreement and answered Commissioners' questions.

Resolution 48-2019

Administration

First Addendum to Camp Pugsley
Project Development Agreement

Moved by Wheelock, seconded by Jewett to approve Resolution 48-2019.
Motion carried.

b. Finance

1) Financial Report

Dean Bott, Finance Director, reviewed the Financial Report and answered Commissioners' questions.

Commissioner break at 9:35 a.m.
Commissioner return at 9:45 a.m.

OLD/UNFINISHED BUSINESS

None

NEW BUSINESS

a. Per Diem Policy Update

Chairman Hentschel reviewed the Per Diem Policy Update.

Resolution 49-2019
Administration
Per Diem Policy Update

Moved by Wheelock, seconded by Jewett, to approve Resolution 49-2019, the Per Diem Policy Update, with the following additions/updates to paragraph 4b of the Per Diem Policy:

However, requests for per diem compensation for meetings that took place more than 90 days prior to the submission of the meeting compensation form will not be accepted.

4th quarter per diem requests must be submitted no later than January 31st of the following year.

Roll Call Vote: Yes 6, No 1
Nay: Coffia

Moved by Wheelock, seconded by Jewett that the Per Diem Policy be applied to all individuals who are eligible to receive Per Diem compensation.

Roll Call Vote: Yes 7

b. Rescind Resolution 161-2015, Eliminating Building Authority Per Diem

Commissioners requested to postpone this item to the April 17th meeting.

PUBLIC COMMENT

Pat Salathiel made comments on Invocation Policy, agenda setting, and meeting start time.

Andy Marek made comments on Road Commission meetings and answered Commissioners' questions regarding potholes and funding.

John Despelder made comments on the Road Commissions' response time for pothole concerns.

David Petrove made comments on meeting times and Per Diem.

COMMISSIONER/DEPARTMENT REPORTS

- a. NACO Report - Coffia
Commissioner Coffia provided Commissioners with a summary of sessions she attended, indicated she has handouts and notes to share.
- b. Disclosure of Conflict - Wheelock
Commissioner Wheelock reviewed the Disclosure of Conflict letter provided in the packet.
- c. Additional Commissioner Reports
Commissioner Jewett provided updates on the BATA and TTCI Boards.

Chairman Hentschel provided an update on the Parks & Recreation Board subcommittee reorganization and going paperless, East Bay Township Metro Fire mediation and meeting with the City regarding building usage.

NOTICES

April 3, 2019 – Regular Meeting

April 9, 2019 – Equalization Meeting

April 17, 2019 – Regular Meeting

CLOSED SESSION

None

Meeting adjourned at 10:47 a.m.

Sarah B. Lutz, Chief Deputy County Clerk

Rob Hentschel, Chairman

APPROVED: _____
(Date) (Initials)

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
ORGANIZATIONAL MEETING
MINUTES
January 29, 2019
2:30 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns (via phone), Mike Coco, Lee Foerster (via phone), Rob Hentschel, Tom Kern (via phone), Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton
	Absent	None

The Chairman called the meeting to order at 2:32 p.m. The Secretary called the roll and advised there was a quorum present.

C. Review and Approval of the Agenda:

It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve the agenda as presented. MOTION PASSED.

D. Public Comment: None

E. Election of Officers for 2019:

At this time, the Chairman turned the meeting over to the Secretary to conduct elections.

The floor was opened for nominations for Chairman for 2019. It was moved by Commissioner Coco and supported by Commissioner Rushton to elect Commissioner DeYoung as Chairman for 2019. Hearing no further nominations the Secretary closed the nominations. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

The floor was opened for nominations for Vice Chairman for 2019. It was moved by Commissioner DeYoung and supported by Commissioner Rushton to elect Commissioner Kern as Vice Chairman for 2019. Hearing no further nominations the Secretary closed the nominations. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

The floor was opened for nominations for Secretary for 2019. It was moved by Commissioner DeYoung and supported by Commissioner Kern to elect the Airport Director, Kevin Klein, as Secretary for 2019. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

The floor was opened for nominations for Treasurer for 2019. It was moved by Commissioner DeYoung and supported by Commissioner Kern to elect Commissioner Rushton as Treasurer for 2019. Hearing no further nominations the Secretary closed the nominations. A roll call vote was taken: Ahrns-yes, Coco-yes, DeYoung-yes, Foerster-yes, Hentschel-yes, Kern-yes, Rushton-yes. MOTION PASSED.

At this time, the Secretary turned the meeting over to the Chairman, Commissioner DeYoung.

Commissioner DeYoung passed out committee assignments and read them for those attending via telephone.

F. Selection of General Counsel and Labor Counsel:

The Commission reviewed proposals for 2019 general counsel and labor counsel. The Airport Director recommended NRAC approval of Karrie Zeits of Sondee, Racine & Doren as general counsel and Michael Alanson as labor counsel pursuant to their written proposals.

It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve Karrie Zeits of Sondee, Racine & Doren as general counsel and Michael Alanson as labor counsel. MOTION PASSED.

G. Selection of depositories for NRAC funds:

The Commission reviewed the selection of 2019 depositories for NRAC funds. They are as follows:

Chase	Honor Bank
Huntington National Bank	First Community Bank
PNC Bank	Independent Bank
Fifth Third Bank	Chemical Bank
The Bank of New York	

It was moved by Commissioner Rushton and supported by Commissioner Coco to approve all mentioned 2019 depositories for NRAC funds. MOTION PASSED.

H. Calendar for NRAC regular meeting dates for 2019:

The Commission reviewed the 2019 Calendar of regular meetings for the NRAC. It was proposed by Commissioner DeYoung to cancel the February 26 meeting.

It was moved by Commissioner Coco and supported by Commissioner Rushton to approve the Calendar as amended. MOTION PASSED.

I. Adoption of the Traverse City Record-Eagle and airport website (www.tvairport.com) as the official publications for public notices:

It was moved by Commissioner Foerster and supported by Commissioner Hentschel to approve the Traverse City Record-Eagle and the airport website (www.tvairport.com) as the official publications for public notices. MOTION PASSED.

J. Public Comment: None

K. Commissioner Comment: None

L. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 2:54 p.m.

Respectfully submitted,



Kevin C. Klein, A.A.E.
Secretary

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
January 29, 2019
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns (via phone), Mike Coco, Lee Foerster (via phone), Rob Hentschel, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Bill Birch
Absent		Tom Kern (excused)

The Chairman called the meeting to order at 3:00 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

Airport Director Klein requested to add to the agenda:

Communications:	2. Update Air Service Marketing Incentive plan.
New Business:	7. Mead & Hunt Change Request #11.
	8. Mead & Hunt Change Request #12.

It was moved by Commissioner Rushton and supported by Commissioner Coco to approve the agenda as amended. MOTION PASSED.

D. Public Comment:

Airport Director Klein invited everyone to a community event following the meeting. A chili dinner is being served in the lobby to federal employees affected by the government shutdown.

E. Reading and Approving Previous Meeting Minutes:

1. The regular meeting minutes of December 18, 2018 were reviewed by the Commission.

It was moved by Commissioner Coco and supported by Commissioner Rushton to approve the minutes as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for December 2018 was received and filed. Airport Director Klein noted that 2018 was the best year ever for Cherry Capital Airport.
2. The request to extend the Small Community Air Service Development grant was approved by the NRAC in October. Amendment 1 to extend the grant had to be signed and returned immediately. It was moved by Commissioner Hentschel and supported by Commissioner Coco to formalize the approval of and signature on Amendment 1 to the Small Community Air Service Development grant and update the Air Service Marketing Incentive Plan to expire in 2020. MOTION PASSED.
3. FAA CertAlert on PFAS issued January 17, 2019 was received and filed.

G. Reports of Standing Committees: None

H. Reports of Special Committees:

1. Commissioner DeYoung gave a report of the Building and Grounds Committee meeting of January 24, 2019.

It was moved by Commissioner Coco and supported by Commissioner Hentschel to accept the report of the Building and Grounds Committee. MOTION PASSED.

It was moved by Commissioner Ahrns and supported by Commissioner Rushton to approve Steven Baldwin Associates Land Development Assessment - Task #2 in the amount of \$15,000, more or less. MOTION PASSED.

It was moved by Commissioner Coco and supported by Commissioner Hentschel to introduce the Soliciting, Picketing, Signature Gathering and Leafleting Policy as presented and to bring the policy for adoption at the March 19, 2019 meeting. MOTION PASSED.

It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve Mead & Hunt Change Request #5 in the amount of \$9,233 and to confirm the approval of Mead & Hunt Change Request #9 in the amount of \$3,950 in connection with the carpet project. MOTION PASSED.

It was moved by Commissioner Coco and supported by Commissioner Hentschel to move forward with lease negotiations for the Kent hangar project. MOTION PASSED.

Commissioner DeYoung informed the board that he is employed by Consumers Energy. Commissioner DeYoung has consulted with airport counsel and Consumers Energy counsel regarding a potential conflict of interest on this topic. Commissioner DeYoung will vote on the C & S contract, but will recuse himself from future discussions or decisions relating to energy projects.

It was moved by Commissioner Coco and supported by Commissioner Ahrens to approve the C & S Companies Phase 1 proposal in an amount not to exceed \$50,944 to be paid out of cash reserves until possible reimbursement. MOTION PASSED.

I. Unfinished Business: None

J. New Business:

1. Prein & Newhof was approved as engineers for the NRAC at the January 24, 2017 regular meeting for a period of five years.

Prein & Newhof is requesting renewal of their retainer contract for 2019. The rate for the contract is the same as previous years at \$1,200 per year. The cost per hour is outlined in Attachment "A" of the Agreement for Professional Engineering Service.

Based upon recommendation of the Airport Director, it was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve Prein & Newhof's Agreement for Professional Engineering Service from February 1, 2019 through January 31, 2020. MOTION PASSED.

2. Mr. Max Goldman, Landmark Commercial Real Estate Services, Inc., is the broker that brought Costco to the Airport. Mr. Goldman has proposed a one year extension to the listing agreement for the remainder of the development. All other terms of the existing listing agreement would remain the same.

Based upon recommendation of the Airport Director, it was moved by Commissioner Coco and supported by Commissioner Rushton to approve the extension to the listing agreement with Landmark Commercial Real Estate Services, Inc. (Max Goldman) for one year to procure tenants for the remainder of the South Airport Road development. MOTION PASSED.

3. Bill Birch, Northwestern Aviation Specialties, Inc. is requesting to lease office #155M, which is located in the Delta hallway of the airline terminal building, for the purpose of office space in relation to his aircraft repair business. The office is 127 square feet to be leased at \$17.53 or \$185.53 per month; COLA annually. The initial term will be for one year.

Based upon recommendation of the Airport Director, it was moved by Commissioner Ahrns and supported by Commissioner Rushton to approve the office space lease to Northwestern Aviation Specialties, Inc. for 1 year beginning February 1, 2019.

4. United Airlines has contacted the NRAC in regard to helping defray the cost of adding summer service between Traverse City and Washington-Dulles on Saturdays from June 8 to August 17, 2019.

United is requesting abatement of comprehensive airport fees relating to the new route per the NRAC Air Service Marketing Incentive Plan. The estimated cost of the waived fees for Saturday service to Washington-Dulles would be \$2,361.54.

Based upon recommendation of the Airport Director, it was moved by Commissioner Coco and supported by Commissioner Rushton to approve the request by United Airlines for abatement of comprehensive airport fees for new Saturday service to Washington-Dulles from June 8 to August 17, 2019 pursuant to the Air Service Marketing Incentive Plan adopted by the NRAC. MOTION PASSED.

5. American Airlines has contacted the NRAC in regard to helping defray the cost of adding summer service between Traverse City and Charlotte, NC on Saturdays from June 8 to August 31, 2019.

American is requesting abatement of comprehensive airport fees relating to the new route per the NRAC Air Service Marketing Incentive Plan. The estimated cost of the waived fees for Saturday service to Charlotte, NC would be \$3,946.65.

Based upon recommendation of the Airport Director, it was moved by Commissioner Rushton and supported by Commissioner Coco to approve the request by American Airlines for abatement of comprehensive airport fees for new Saturday service to Charlotte, NC from June 8 to August 31, 2019 pursuant to the Air Service Marketing Incentive Plan adopted by the NRAC. MOTION PASSED.

6. On September 15, 2015 the U.S. DOT awarded Cherry Capital Airport a Small Community Air Service Development Program Grant in the amount of \$750,000 supported by \$305,000 in local funds. The focus of this grant was for new service to the southern US targeting Charlotte, NC; Dallas, TX; or Houston, TX.

Elite Airways is considering service to Sarasota beginning March 16, 2019. Elite Airways is requesting this service be supported by grant.

Elite Airways is proposing an Air Service Agreement providing 1x/week service beginning March 16, 2019 for 5 weeks and expanding to 2x/week service in the summer.

Elite Airways plans on using a CRJ 700 70 seat aircraft. The one way flight charge is \$12,200. The minimum revenue settlement period shall be monthly.

Elite Airways would also like an abatement of comprehensive airport fees as offered in the Air Service Marketing Incentive Plan.

Based upon recommendation of the Airport Director, it was moved by Commissioner Hentschel and supported by Commissioner Rushton to approve an Air Service Agreement for utilization of the Small Community Air Service Development Program Grant for service to Sarasota with Elite Airways subject to review and acceptance as to substance by the Airport Director and review and acceptance as to form by Airport Counsel. MOTION PASSED.

7. Mead & Hunt submitted Change Request #11 in the amount of \$10,378 for review by the NRAC.

The TSA corridor, security room and break room were missed in the original scope of work for the terminal carpet project. These areas are worn and need new carpet.

Based upon recommendation by the Airport Director, it was moved by Commissioner Coco and supported by Commissioner Foerster to approve Mead & Hunt Change Request #11 for the carpet project in the amount of \$10,378. MOTION PASSED.

8. Mead & Hunt submitted Change Request #12 in the amount of \$875.00 for review by the NRAC.

The storage room in the gift shop was missed in the original scope work for the terminal carpet project. The carpet in this area is coming up and needs to be replaced.

Based upon recommendation of the Airport Director, it was moved by Commissioner Coco and supported by Commissioner Hentschel to approve Mead & Hunt Change Request #12 for the carpet project in the amount of \$875.00. 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.

4. The Airport Director reviewed the Budget Report for the Commission.

L. Public Comment: None

M. Commissioner Comment: None

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:17 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'K. Klein', with a stylized flourish at the end.

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

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
SPECIAL MEETING
MINUTES
January 31, 2019
5:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns (via phone), Mike Coco, Lee Foerster (via phone), Rob Hentschel, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Spencer Gillette

Absent Tom Kern (excused)

The Chairman called the meeting to order at 3:00 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

It was moved by Commissioner Rushton and supported by Commissioner Coco to approve the agenda as presented. MOTION PASSED.

D. Public Comment: none

E. New Business:

1. Airport Director Klein presented an amended Air Service Marketing Incentive Plan.

Attorney Zeits commented that FAA guidance suggests that fees can be waived for 1 – 2 years and that like airlines must be treated the same.

Attorney Zeits reviewed the amendments to the plan which included:

- Definitions/New Non-Stop Route: change to a period of two years
- Category 1 – New Carrier: change to a period of two years
- II. Category 2 – New Non-Stop Route: change to a period of two years

- III. Program Requirements: the term of the Incentive Plan will expire not later than January 31, 2021. Terms and conditions of the Incentive Plan will continue beyond the expiration date of the
- Plan if abatement had been negotiated prior to the expiration of the Incentive Plan, but no abatement shall be longer than a two year period.
- IV. B. US DOT Small Community Air Service Development Grant: update language.
- IV. F. Amendment: change expiration language.

Airport Director Klein shared Commissioner Kern's concern with the Board since he could not attend. As the Board deliberates this policy change, Commissioner Kern would like everyone to keep in mind that once an airline is allowed a two year benefit the Board has to be willing to allow any other carrier who qualifies the same benefit.

It was noted that the amendment to the policy would apply to United and American's request for abatement approved by the Commission at its January 29, 2019 regular meeting.

Based upon recommendation of the Airport Director, it was moved by Commissioner Hentschel and supported by Commissioner Rushton to approve the amendments to the Air Service Marketing Incentive Plan as presented. MOTION PASSED.

Based upon recommendation of the Airport Director, it was moved by Commissioner Coco and supported by Commissioner Hentschel to move forward with negotiations on a Lease and Operating Agreement with Elite Airways utilizing the Air Service Marketing Incentive Plan. MOTION PASSED.

F. Public Comment:

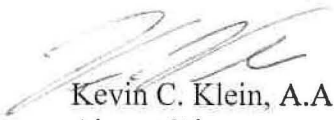
Spencer Gillette commented that the economic impact to the community also needs to be considered when making these types of decisions.

G. Commissioner Comment: none

H. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 5:29 p.m.

Respectfully submitted,



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

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**
1000 Pavilions Circle, Traverse City, MI 49684

MINUTES OF THE FEBRUARY 22, 2019 MEETING

PRESENT:	Ralph Soffredine, Rodetta Harrand, John Rizzo	Board
	Kory Hansen, Rose Coleman, Robert Barnes, Darcey Gratton	Staff
ABSENT:	Gordie LaPointe	Commission
GUESTS:		

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:00 am by Board Chair Ralph Soffredine in the Board Room at the Grand Traverse Pavilions.

Public Comment/Input –

Andi Gerring, family member and representative of Family Council, introduced Tom Slater, videographer to share experience and the cost of video recording public meetings.

Alicia Dunaske, former family member, inquired about board approval of new staffing positions.

Approval of Agenda – Chair Soffredine asked if there were additions, changes or corrections to the agenda. Motion was made by Harrand to approve the Agenda as presented, seconded by Rizzo and carried unanimously.

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REVIEW AND FILE

- (1) Minutes of the 1/25/19 Board Meeting
- (2) Jason Thank You
- (3) Ransom Thank You
- (4) Zenner Thank You
- (5) Foundation Board Resignation – Evelyn Richardson
- (6) The Compass – February
- (7) P.E.P. Talk Employee Newsletter – February
- (8) Media Report – January

Motion was made by Rizzo to approve the Consent Calendar as presented. Motion seconded by Harrand and carried unanimously.

Items Removed From Consent Calendar – none

Director Presentation – Deb Allen, Foundation Executive Director Manager - (Verbal) - Allen shared highlights on the Foundation in efforts for 2018 and scheduled events for 2019.

PACE Update – Hansen gave an update on PACE North. Due to bad weather, the state has delayed Readiness Review twice and it has been rescheduled for March 6. Hansen stated the best case scenario now for PACE North to open in July. Discussed. Hansen also reported on staffing changes.

County/Pavilions Update – Hansen shared the draft minutes from the county's Board of Commissioners meeting on February 6 where the board reaffirmed that the Pavilions is currently not for sale. Also discussed who is included in attending a closed session.

Building Expansion – Hansen shared that Munson and Mary Free Bed representatives approached him a few months ago and have had continued discussion about their desire to expand their Inpatient Rehabilitation beds. They are searching for space to build a new facility connected to the hospital and inquired about locating on the Pavilions property.

Chief Executive Officer Report – Hansen reviewed his monthly report. Hansen highlighted on-going discussions regarding providing on-site dialysis and potential space for a 5-6 chair dialysis den. Hansen shared that five employees were awarded educational scholarships this semester through our Foundation. Deb Nichols, Residential Services Director will be retiring at the end of March. This position has been filled by a new hire, Shelby Mack, who will begin employment in early March.

Financial Report – Hansen reviewed the financial report for January 2019. Hansen reviewed the voucher review for January 2019 and found no exceptions. The Social Accountability was reviewed for January 2019 which totaled \$389,879 in uncompensated care and services year-to-date provided by Grand Traverse Pavilions. Motion made by Harrand to accept the financial report for January as presented. Motion seconded by Rizzo and carried unanimously.

Request to Purchase – Nurse Call – Hansen reviewed the need to upgrade the nurse call system for the main building and the cottages. Two bids were received and the recommended bid was Compass Communication Group based on it being the lowest bid and providing local service. Motion was made by Rizzo to approve the upgrade of the nurse call system for the main building and the cottages from Compass Communication Group for \$190,878.84. Motion was seconded by Harrand and carried unanimously.

Request to Purchase – HR Software – Hansen reviewed the need to purchase a new Human Resources software program. Two bids were received and the recommended bid was Smartlinx based on it being the lowest bid, lower monthly fees and software usability. Motion was made by Harrand to approve to purchase new HR software from Smartlinx for \$18,000.00. Motion was seconded by Rizzo and carried unanimously.

Michael Adam Gold, NP - Attending Privileges - Hansen reviewed the request of Michael Adam Gold, NP, to have attending privileges as recommended by Medical Director Dr. Phillip Esienberg, M.D. Michael is joining iNDIGO Health Partners, to serve nursing homes and assisted living facilities. Motion was made by Harrand to approve Michael Adam Gold, NP, for attending privileges, seconded by Rizzo and carried unanimously.

Grand Traverse Pavilions Announcements -

- (1) January Star Award - Hansen reviewed weekly winners

Public Comment/Input

Andi Gerring - Family member and representative of Family Council – inquired about where to send a proposal for recording meetings, about visitor guidelines and for the bench cushion in the vestibule to be replaced.

Motion was made by Harrand, seconded by Rizzo to go into Closed Session at 10:20 am for the purpose of conducting the annual personnel evaluation of the Administrator/CEO at his request.

Roll Call - Harrand - yes, Soffredine - yes, Rizzo – yes

Motion was made by Rizzo to come out of Closed Session at 11:22 am, seconded by Harrand and carried unanimously.

Administrator/CEO Annual Performance Evaluation - The annual evaluation of Korvyn R. Hansen was presented by the board. Hansen reviewed the proposed 2019 wage scale for the Administrator/CEO position and compensation proposal for 2019. Board reviewed and discussed. Rizzo moved to approve the 2019 wage scale for the Administrator/CEO position and to establish Mr. Hansen's salary for 2019 at Step 9 and to approve a performance award as presented for the Administrator/CEO to recognize accomplishments in 2018. Harrand seconded and carried unanimously.

Meeting adjourned at 11:22am

Signatures:



Ralph Soffredine - Chair

Grand Traverse County Department of Health and Human Services Board



Korvyn R. Hansen, Assistant-Secretary

Date: March 21, 2019

Approved

Corrected and Approved

Grand Traverse County Treasurer

4th Quarter 2018 Investment Report



All Data as of 12/31/2018

Total Cash & Investments

Cash on Hand	9,012.75
Bank Cash	15,483,569.83
Cert. of Deposit	2,012,400.20
Money Market Accts.	2,394,889.94
Pool Funds	28,825,017.88
US Treasury/Agencies	3,030,000.00
Total	51,754,890.60

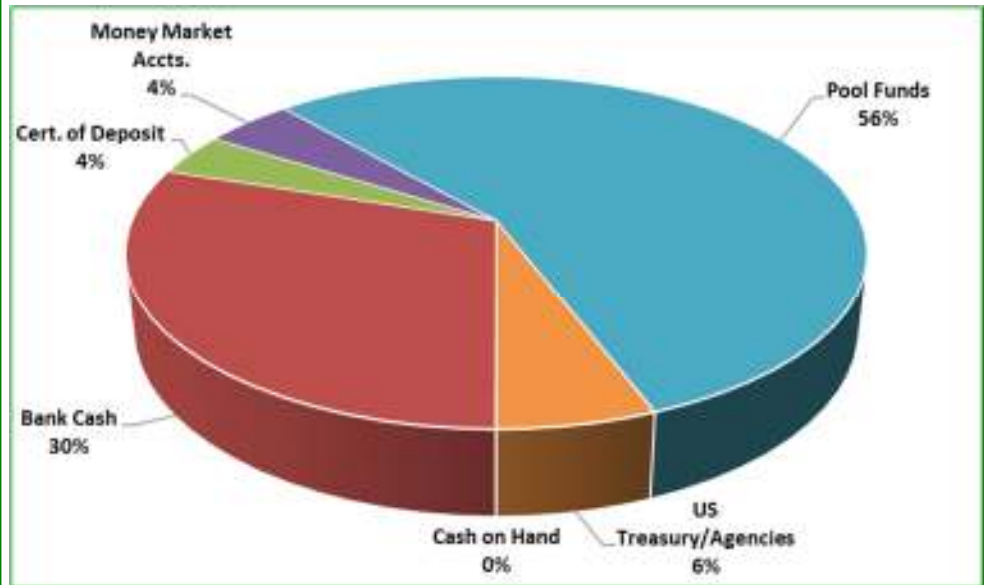
Portfolio Maturity Aging

1-90 days	46,780,184.40
91-180 days	1,207,939.20
181-365 days	1,736,767.00
1-2 years	880,000.00
2+ years	1,150,000.00
Total	51,754,890.60

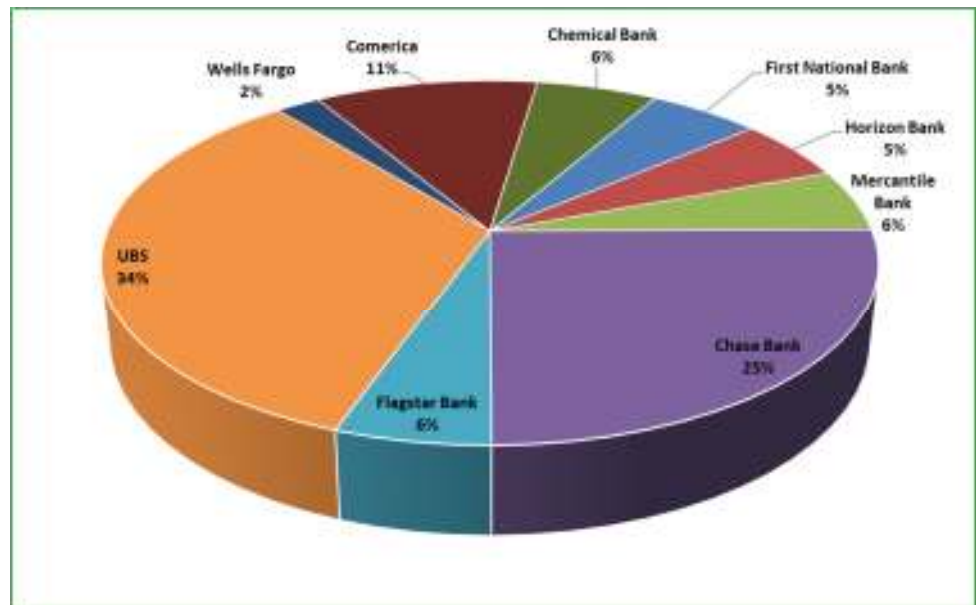
Distribution by Institution

Bank	Balance
Cash On Hand	9,012.75
Chase Bank	1,141,359.32
Chemical Bank	272,431.44
CIBC Bank	500,000.00
Class	28,319,005.64
Comerica	500,000.00
Fifth Third Bank	14,181,860.47
First Community Bank	249,209.47
First National Bank	250,000.00
Flagstar Bank	1,268,256.65
Honor State Bank	25,624.07
Horizon Bank	250,000.00
Huntington Bank	1,021,037.71
MILAF	506,012.24
Mercantile Bank	250,000.00
PNC Bank	7,228.61
Traverse City State Bank	1,373,852.23
UBS	1,530,000.00
Wells Fargo	100,000.00
Total	51,754,890.60

Diversification



Investment Portfolio





RecycleSmart
WWW.RECYCLESMAART.INFO

Resource Recovery Department 2018 Annual Solid Waste Report

Prepared By:

David Schaffer, Manager

Grand Traverse County Resource Recovery Department
2650 Lafranier Road, Traverse City, MI 49686



RecycleSmart Mission

MISSION:

The mission of the Resource Recovery Department is to protect the public health and environment of our community by efficiently managing waste materials with a focus on resource conservation.

VISION:

The Resource Recovery Department's vision for Grand Traverse County is to be a state leader in resource conservation by promoting reduction, reuse and recycling programs that exceed the state recycling goal of 45%.

Ongoing efforts to fulfill the RecycleSmart Mission and Vision include:

Administration and monitoring of waste reduction programs according to the targets identified in the Solid Waste Management Plan for Grand Traverse County.

Providing Household Hazardous Waste collection services for residents and small businesses.

Providing convenient drop-off locations for collection and recycling of household batteries.

Delivering accessible recycling and waste management information and education through the RecycleSmart website, hotline and e-newsletter.

Collaborating on illegal dump site cleanups with other community partners including the "Adopt a Forest" program, cleanup groups and individual volunteers. Prevention of illegal dumping through education and enforcement.

Administration of the Take It Back Recycling Directory to provide a convenient product return infrastructure for items outside of the regular recycling stream.

Delivering educational presentations about proper solid and hazardous waste management to residents, businesses, community groups and schoolchildren.

Operation of a public drop-off for yard waste and clean wood debris from residents and businesses at the Keystone Brush Drop-Off Site.

Facilitating recycling expansion through business recycling program planning and implementation, education through waste assessments and expanded public space recycling infrastructure.

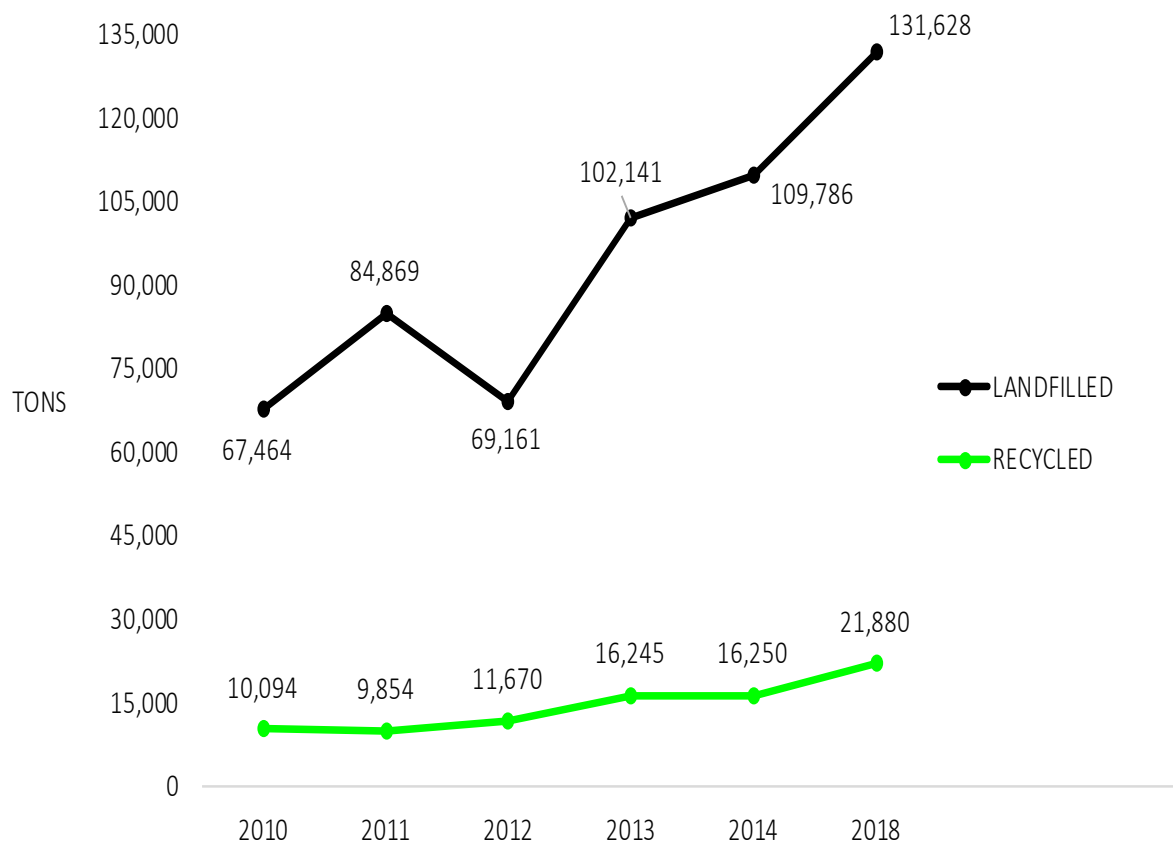
Supporting the waste diversion efforts of community partners including businesses, organizations, municipal bodies and commercial waste and recycling operations.



Landfill vs. Recycling

According to data provided in the MDEQ Annual Report of Solid Waste Landfilled in Michigan, Grand Traverse County landfilled 131,628 tons in 2018. Based on data gathered from the Grand Traverse County Designated Facilities, Special Collections and Drop Off sites, 21,880 Tons of material were diverted from the landfill in 2018.

Tons Landfilled vs. Tons Recycled For 2010 to 2018 at
Grand Traverse County Designated Facilities & Drop-Off Sites*



*Recycling volume does not include commercial/industrial businesses that engage in back hauling of recyclable material or otherwise operate outside the County reporting structure.



Waste Diversion

It is the goal of Grand Traverse County to increase the waste diversion rate to 50%. Methods to achieve this goal include:

- Promoting increased curbside recycling participation, use of recycling carts at homes and commercial establishments and use of recycling drop-off stations.
- Educating residents, businesses and community organizations on the range of waste diversion programs available and the environmental and economic benefits that may be achieved through greater recovery of valuable materials.
- Supporting and expanding programs that offer greater diversion of recyclables and exclusion of food scraps from the waste stream.

County Ordinance No. 17 requires all waste haulers and designated facilities that manage waste generated in Grand Traverse County to provide quarterly reports. The diversion rate calculations made by Grand Traverse County for 2018 used only data from the County Designated Recycling and Disposal Facility reports, Keystone Brush Site volumes, Household Hazardous Waste collection volumes and the MDEQ Solid Waste Landfill Report. The diversion rate based on the data provided for 2018 is 16.6%.

Data from Grand Traverse County commercial/industrial businesses that engage in back hauling of recyclable material or otherwise operate outside the County reporting structure such as the bottle deposit law, “in house” cardboard programs and area composting efforts were reported to be used to help determine the overall county recycling rate in 2006, 2010 and 2014. Based on past averages, these efforts will result in an additional 23.5 Tons of material for a 34% overall diversion rate from the landfill.

A study completed for the State of Michigan found that the overall diversion rate for Michigan was just 15.5%, below that of other Great Lakes states and one of the lowest in the country. It has been estimated that the lost market value of the recyclable material sent by Michigan households to landfills every year is \$435 million. This lost economic value has helped drive the Governors “Renew Michigan Initiative” that will provide state funding to help increase resource recovery in Michigan. The State of Michigan recycling rate goal is 45%.

The recycling infrastructure located within Grand Traverse County and the initiative of County residents to keep valuable materials from the landfill allows Grand Traverse County to achieve a greater diversion rate than the overall Michigan rate, but additional community effort will be necessary to reach our target of 50%.

GTC 2018 Rate = 34% GTC GOAL = 50%



HHW & Battery Programs

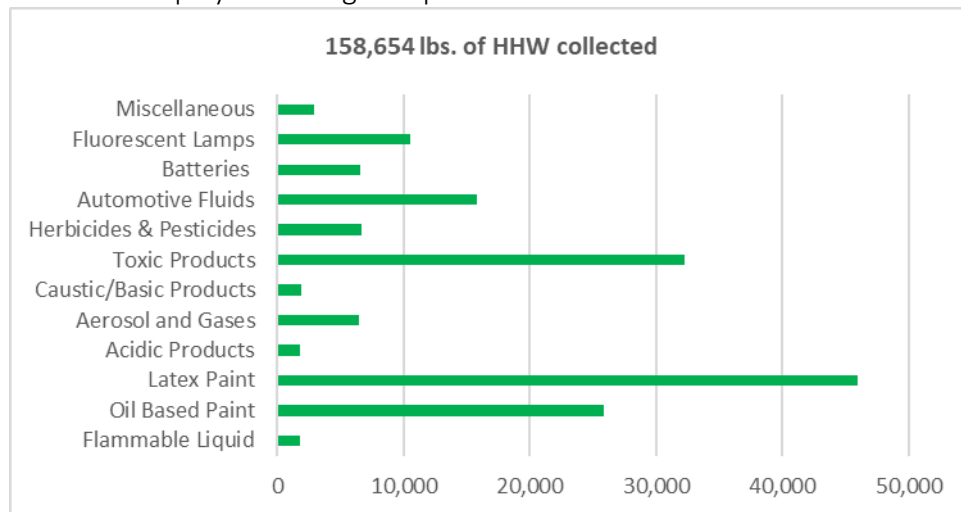
HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENTS

The Resource Recovery Department held five Household Hazardous Waste Collection Events during 2018, drawing over 1000 participants. Residents, small businesses, schools, churches and non-profit organizations dropped off a total of 158,654 pounds (over 79 tons) of hazardous material for safe and environmentally appropriate recycling or disposal.

Disposal costs for pesticides and mercury collected at these events were paid for by a recurring grant from the State of Michigan that allows residents to drop off these items at no charge. After grants, donations by participants and charges for volumes over 150 pounds, the remaining expense is funded by the landfill surcharge charged on each ton of waste landfilled.

These events help prevent the improper disposal of toxic materials into storm drains, waterways and landfills.

The chart displays the weight in pounds collected at the 2018 HHW events.



HOUSEHOLD BATTERY DROP-OFF LOCATIONS



The Resource Recovery Department maintains several public battery drop-off bins at municipal locations throughout the County. During 2018, residents dropped off over 16,000 pounds of household batteries for recycling, keeping heavy metals such as lithium from the landfill.



Community Outreach

WEBSITE, HOTLINE & E-NEWSLETTER

The RecycleSmart website, hotline and the Take It Back Directory continue to be very popular resources for residents of Grand Traverse County. There were 3,300 calls to the RecycleSmart hotline during 2018 and the Take it Back directory received 14,348 material searches from residents looking for recycling information and solutions for hard to get rid of items.

The Resource Recovery Department publishes a monthly e-newsletter providing information about upcoming events and the latest recycling resources available in Grand Traverse County. The newsletter fluctuates around 2,500 subscribers.

COMMUNITY EVENTS

2018 community events offered by RecycleSmart included the 2nd annual Earth Day Celebration and a Clean Out Your Files Week in downtown Traverse City. We also participated in business expos and other social outreach opportunities.

The Resource Recovery Department supports the ongoing Downtown Recycling Project on Front Street, which provides recycling receptacles for the public along one of Traverse City's busiest corridors.

ILLEGAL SITE CLEANUP

Throughout 2018, the department worked with staff from the Michigan Department of Natural Resources Clean Forests Program and the Boardman River Clean Sweep group to locate and clean illegal dump sites and to support clean ups undertaken by individual residents. Grand Traverse County ended the year as one of Michigan's 'cleanest' counties.





Department **Finances**

RESOURCE RECOVERY FINANCIAL REPORT

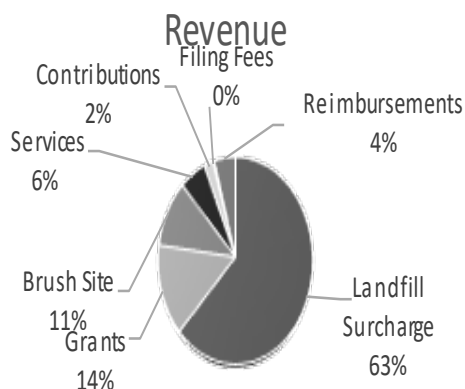
The Resource Recovery Department is funded by a \$1.50 per ton landfill surcharge (set by the County Board of Commissioners) which is a fee levied on each ton of solid waste generated in Grand Traverse County that is sent to landfill.

REVENUE

Landfill Surcharge	\$ 197,431
Grants	\$ 44,927
Brush Drop-Off Fees	\$ 33,893
Charges for Services	\$ 17,631
Contributions	\$ 6,020
Filing Fees	\$ 1,150
Reimbursements	\$ 14,391
Total	\$ 315,444

EXPENDITURE

Administration	\$ 65,318.44
Contractual Services	\$ 133,030.22
HHW Collections	\$ 103,949.43
Commodities	\$ 4,072.73
Other Charges	\$ 5,478.50
Total	\$ 311,849.00



FUNDED DEPARTMENT SERVICES:

Recycling Information

RecycleSmart website, Take it Back directory, hotline, e-newsletter.

Special Waste Collections

Household hazardous waste events and household battery drop-off locations.

Local Government Support

Solid waste/recycling consulting services.

Keystone Brush Site

Drop-off site for yard waste, brush & wood.

Education Programs

RecycleSmart Bingo, workshops, community recycling presentations.

Business Community Support

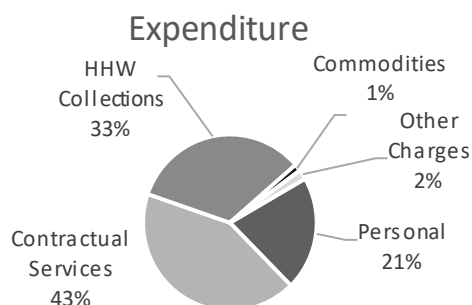
Solid waste/recycling support services, downtown recycling.

Community Events & Outreach

Earth Day Events, Illegal Dumpsite cleanup, Business Expo

Solid Waste Administration

Solid waste planning, Ordinance 17, data collection and reporting, hauler and designated facility licensing and program contracts.





Action Request

Meeting Date:	4/3/2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	(231) 922-4680
Agenda Item Title:	Gypsy Moth Suppression Fund		
Estimated Time:		Laptop Presentation:	☐ Yes ☒ No
	(in minutes)		

Summary of Request:

The Gypsy Moth Suppression Fund (Fund 245) has not had any transactions or activity recorded in the fund since 2009. The fund currently has a cash balance and a fund balance of \$626.00. These balances are the net amount by which General Fund transfers to the fund exceeded the actual expenditures in the Gypsy Moth Suppression Fund for the years 2008 and 2009. Based on the lack of activity or current need for this fund I would like to close this fund by transferring the cash balance back to the General Fund.

Suggested Motion:

Authorization to close Fund 245 and transfer the cash balance to the General Fund.

Financial Information:

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

Overall this transfer of cash is budget neutral. An expenditure or transfer out will be recognized in Fund 245 and a corresponding revenue or transfer in will be recognized in the General Fund.

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

Reviews:	Signature	Date
Finance Director	Dean Bott	25-Mar-19
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

Gypsy Moth Suppression Fund

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 2019 and reviewed the Finance Director's request to authorize the closure of Fund 245 and transfer the balance to the General Fund; and,

WHEREAS, the Gypsy Moth Suppression Fund (Fund 245) has not had any transactions or activity recorded in the fund since 2009; and,

WHEREAS, the fund currently has a balance of \$626.00, which is the net amount by which General Fund transfers to the fund exceeded the actual expenditures in the Gypsy Moth Suppression Fund for the years 2008 and 2009; and,

WHEREAS, based on the lack of activity or current need for this fund, it is recommended that the fund be closed by transferring the cash balance back to the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the closure of Fund 245, the Gypsy Moth Suppression Fund, and transfer the balance of \$626.00, back to the General Fund.

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: April 3, 2019



Action Request

Meeting Date:	April 3, 2019		
Department:	Finance	Submitted By:	Dean Bott
Contact E-Mail:	dbott@grandtraverse.org	Contact Telephone:	922-4680
Agenda Item Title:	FY2019 Budget Amendments		
Estimated Time:	Board Packet (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures. The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances. Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2019 budget amendment requests. Board of Commissioners approval is requested to amend the adopted FY2019 budget as presented.

Suggested Motion:

Approve FY2019 budget amendments as presented.

Financial Information:

Total Cost:	n/a	General Fund Cost:	n/a	Included in budget:	☐ Yes ☐ No
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If not included in budget, recommended funding source:
n/a

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

Reviews:	Signature	Date
Finance Director	Dean Bott	3/28/2019
Human Resources Director		
Civil Counsel		
Administration:	☐ Recommended	Date:
<u>Miscellaneous:</u>		

Attachments:

Attachment Titles:
Budget Amendments Fiscal Year 2019

R E S O L U T I O N

XX-2019

**Finance Department
Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 2019, and reviewed budget amendments for Fiscal Year 2019 that have been requested by the Director of Finance and are recommended for approval; and,

WHEREAS, Public Act 2 of 1968, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for amendments to the adopted budget upon anticipation of a variance in revenues and/or expenditures; and,

WHEREAS, The Finance Department and Department Heads monitor current year activity on an ongoing basis to identify such variances; and,

WHEREAS, Consistent with County policy, departments have prepared and the Finance Department has reviewed the attached FY2019 budget amendment requests; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the attached budget amendments for the Fiscal Year 2019 budget are hereby approved. (See file for attachments.)

APPROVED: April 3, 2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Hall of Justice

Submitted by: Finance

Budget Number: 27220

Budget Adjustment Option:

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

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

*Requires board approval

☒ Increase	☐ Decrease			Account Name	Amount
Account Number					
101 000	582.00			Local Grants	16,667.00

16,667.00

☒ Increase	☐ Decrease			Account Name	Amount
Account Number					
101 148	977.00			Machinery & Equipment	8,334.00
101 149	977.00			Machinery & Equipment	8,333.00

16,667.00

Check Figure -

To amend the budget for the purchase of an x-ray machine and security cameras for the Hall of Justice and for the subsequent receipt of grant funds awarded through a Risk Avoidance Program (RAP) Grant with our insurance provider Michigan Municipal Risk Management Authority (MMRMA). The approval of the x-ray machine and the security cameras with matching grant funds was approved at the February 6, 2019 Board of Commissioner meeting with resolution #21-2019. KPrime Technologies was awarded the x-ray machine purchase.

Signature: _____

Accountant Approval: C.A. Way

Finance Director Approval: Lean Bott

Date: _____

Date: 3/13/19

Date: 3/13/19

Board of Commissioner Meeting Approval Date: 3/20/19 4-3-19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: General Fund - Wellness Program

Submitted by: Dean Bott

Budget Number: 27234

Budget Adjustment Option:

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

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

*Requires board approval

☒ Increase Account Number	☐ Decrease Account Name	Amount
101-272-743.00	Other Supplies	1,100.00
101-272-812.00	IT Charges	303.00
101-272-818.00	Contract Services	10,785.00
101-272-956.00	Employee training	3,812.00
101-272-957.00	Awards & Recognition	4,000.00

20,000.00

☐ Increase Account Number	☒ Decrease Account Name	Amount
101-890-999.00	Transfer Out	20,000.00

20,000.00

Check Figure -

Summary:

Establish separate department within the General Fund for Wellness Program. \$20,000 included in the 2019 Budget for this purpose with funds included in the Miscellaneous Contingencies department.

Signature: _____

Date: 3/21/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott *Dean Bott*

Date: 3/21/2019

Board of Commissioner Meeting Approval Date: 4/3/19



**GRAND TRAVERSE COUNTY
Budget Amendment Request**

Department: Parks & Recreation Fund

Submitted by: Dean Bott

Budget Number: 27224

Budget Adjustment Option:

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

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

*Requires board approval

☒ Increase Account Number	☐ Decrease	Account Name	Amount
208-752-543.00		State Grant	147,000.00

147,000.00

☒ Increase Account Number	☐ Decrease	Account Name	Amount
208-752-976.01		Improvements	147,000.00

147,000.00

Check Figure

-

Summary:

Budget Michigan Enhancement Grant received for improvements to the Civic Center Amphitheater

Signature: _____

Date: 3/14/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 3/14/2019

Board of Commissioner Meeting Approval Date: 4/3/19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Parks & Recreation Fund

Submitted by: Dean Bott

Budget Number: 27235

Budget Adjustment Option:

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

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

*Requires board approval

☒ Increase	☐ Decrease		
Account Number	Account Name	Amount	
208-752-675.00	Contributions - Private Sources	10,000.00	
208-752-686.00	Reimbursements	2,000.00	

12,000.00

☒ Increase	☐ Decrease		
Account Number	Account Name	Amount	
208-752-818.00	Contract Services	12,000.00	

12,000.00

Check Figure -

Summary:

Budget funds received from developer for temporary grading easement at the Civic Center and funds to be received from Norte for traffic garden concept as part of the north end landscaping project. \$10,000 and \$2,000 respectively.

Signature: _____

Date: 3/22/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 3/22/2019

Board of Commissioner Meeting Approval Date: 4/3/19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27213

Budget Adjustment Option:

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

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

*Requires board approval

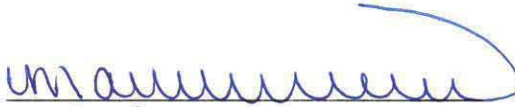
☒ Increase	☐ Decrease	Account Number	Account Name	Amount
		222 413 506.00	Federal grants	48,500.00
				<u>48,500.00</u>

☒ Increase	☐ Decrease	Account Number	Account Name	Amount
		222 413 701.00	Department head	500.00
		222 413 702.00	Full time & regular	5,000.00
		222 413 715.00	FICA	530.00
		222 413 716.00	Health, optical	1,350.00
		222 413 716.02	Short & long-term disability	120.00
		222 413 717.00	Life insurance	50.00
		222 413 718.01	Retirement DC	750.00
		222 413 718.05	Retirement DB	1,000.00
		222 413 719.00	Worker's comp insurance	250.00
		222 413 727.00	Office supplies	100.00
		222 413 818.00	Contract services	35,000.00
		222 413 860.01	Conventions & conferences	750.00
		222 413 942.00	Indirect costs	1,500.00
		222 413 942.01	County indirect cost	1,000.00
		222 413 969.59	Personal health indirect cost	600.00
				<u>48,500.00</u>

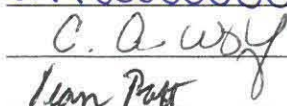
Check Figure

Summary:

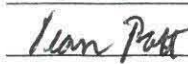
To record 2019 budget for a Harm Reduction Syringe Service program. This program received a \$50,000 grant from Michigan Department of Health and Human Services to be utilized from November 1, 2018 until September 30, 2019. Approximately \$1,500 of the grant was used in 2018. The remaining portion of the grant will be received and expensed by September 30, 2019. This budget includes a portion of the grant going towards contract service which will be designated for a local community partner to establish and run a syringe service program.

Signature: 

Date: 3/8/2019

Accountant Approval: 

Date: 3/12/19

Finance Director Approval: 

Date: 3/13/19

Board of Commissioner Meeting Approval Date: 3/20/19 4-3-19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27216

Budget Adjustment Option:

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

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

*Requires board approval

☒ Increase	☐ Decrease	Account Number	Account Name	Amount
		222 603 543.00	State Grant	20,000.00
				<u>20,000.00</u>

☒ Increase	☐ Decrease	Account Number	Account Name	Amount
		222 603 701.00	Department head	150.00
		222 603 702.00	Full time & regular	5,000.00
		222 603 715.00	FICA	500.00
		222 603 716.00	Health, optical insurance	1,000.00
		222 603 716.02	Short & long-term disability	100.00
		222 603 717.00	Life insurance	100.00
		222 603 718.01	Retirement DC	500.00
		222 603 718.05	Retirement DB	750.00
		222 603 719.00	Worker's comp insurance	100.00
		222 603 727.00	Office supplies	200.00
		222 603 729.00	Printing	750.00
		222 603 729.02	Copy machine use	200.00
		222 603 730.00	Postage	100.00
		222 603 860.00	Travel	300.00
		222 603 909.00	Advertising	5,000.00
		222 603 942.00	Indirect costs	1,750.00
		222 603 942.01	County indirect costs	750.00
		222 603 969.59	Personal health indirect costs	2,750.00
				<u>20,000.00</u>

Check Figure

Summary:

To record additional funding of \$20,000 received from Michigan Department of Health and Human Services (MDHHS) for Hepatitis A Response. An original amount of \$5,000 was received during the initial MDHHS grant allocations in October 2018. The total Hepatitis A Response funding is to be utilized between October 1, 2018 and September 30, 2019.

Signature: Marissa Milliron

Date: 3/8/2019

Accountant Approval: C. A. W. 409

Date: 3/12/19

Finance Director Approval: Dean Bahr

Date: 3/13/19

Board of Commissioner Meeting Approval Date: 3/20/19

4-3-19



Action Request

Meeting Date:	April 3, 2019		
Department:	Administration	Submitted By:	Chris Forsyth
Contact E-Mail:	cforsyth@grandtraverse.org	Contact Telephone:	922-4780
Agenda Item Title:	Conservation Resource Alliance ("CRA") Boardman Dams Consultant Agreement		
Estimated Time:	15 minutes (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

CRA has served as the County's consultant for the Dams removal project since 2011. CRA has provided several services for the County including fund-raising, grant monitoring and point of contact work with the Dams Removal Implementation Team, and engineer consultants with AECOM. Although contractors working on behalf of the Army Corp. of Engineers have removed Boardman and Sabin Dams, restoration work continues and the Michigan Department of Environmental Quality permits remain open. Therefore, the County will need to continue to rely on CRA for assistance. Note that in 2018, CRA's fees for services were \$20,000 annually; for 2019, CRA has agreed to reduce their fees to \$17,500. A proposed consultant agreement and a scope of services are included with this action request, and representatives with CRA will attend the April 3rd meeting, give a short presentation, and answer any questions Commissioners may have.

Suggested Motion:

RESOLVED, the Grand Traverse County Board of Commissioners approve the Boardman River Dams Implementation Team Consultant Agreement and authorize the Board Chairperson to authorize the agreement on behalf of the Board of Commissioners.

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:



MEMO

TO: Chris Forsyth, Dean Bott

FROM: Amy Beyer

Date: February 20, 2019

SUBJECT: Scope of Services for Boardman Dams Project in 2019

Please find attached a revised Scope of Services for CRA's support to the County in 2019. The scope and fee have been revised from our initial draft dated September 5, 2018. We are suggesting a scope of services and fee that reflects a reduced level of effort as the dam removal project winds down.

As a summary, the tasks that CRA will perform in 2019 include:

- Fund development and coordination
- Maintaining and disseminating project documentation
- Serving as the County's point of contact for engineering consultants and for the Army Corps of Engineers, including review of all invoices and progress reports
- Facilitation of Implementation Team

These tasks are either not required or not eligible under the grant agreements that CRA is administering for dam removal and restoration, and are made possible through reimbursement from the County.

The current level of effort relates to the removal of the second and third dams (Boardman and Sabin), and the associated restoration, expected to be complete in 2020. Beyond that period, we would project that CRA's level of effort and role will change, and we anticipate providing support under a new partnership structure to provide long-term stewardship and management of the Boardman River watershed.

CRA is committed to helping the County wrap up the Boardman and Sabin Dam removal phases with the highest possible quality, commensurate with the attention the project is garnering nationwide. As always, we very much appreciate the County's continued cooperation and support in this landmark effort!

SCHEDULE A
SCOPE OF SERVICES
(2019 CRA for Grand Traverse County)
Project: Boardman River Dams Removal Project

Consultant Services and Deliverables

Project Technical Coordination

- Coordinate restoration activities following dam removal, including stabilization of 7 sites in the former Boardman Pond area, being funded with CRA grants in 2019.
- Maintain a prioritized list of restoration and monitoring needs following dam removal, to help with fundraising and planning. The team expects new restoration needs will be identified following Sabin Dam removal. Monitoring is required under the County's permits.
- Serve as the County's point of contact for engineering consultants AECOM and for the Army Corps of Engineers, preparing negotiated scopes of work and change orders as needed to complete the project and fulfill the County's MDEQ permit requirements.
- Review of progress, billings and deliverables produced by AECOM and recommend to the County acceptance/payment.
- Develop and present documents to assist the County with various communications, reports and correspondence related to the Boardman River Dams Project (e.g., letters or resolutions related to wrap up of the project).

Fund Development, Coordination, and Accountability

- Currently 8 separate grants related to Boardman and Sabin Dam removal remain open totaling \$3.5 million; 6 will close in 2019, the other 2 will be open through 2020. CRA is the fiduciary and grant manager for the grants, which require quarterly or semi-annual reporting and funder stewardship.
- Coordinate fund development work with partners and funding agencies. In 2019 CRA expects to apply for additional funds for restoration, revegetation and invasives management following dam removal. In addition, CRA maintains a comprehensive funding database for the dam removal project, which is presented on a quarterly basis.
- Following the final contractual payments associated with each phase of dam removal, CRA will publish a summary of costs and fund sources.

Communications and Project Documentation

- Maintain and disseminate all project documentation from/to County and project partners.
- Serve as the clearinghouse for all information related to the project, responding to and referring landowner and media contacts and inquiries from the general public to the appropriate persons for response.
- The Consultant will not serve as official spokesperson for the County or Implementation Team in media communications.

Committee and Implementation Team Support

- Consultant will continue to prepare and distribute agendas and summaries of Implementation Team meetings, scheduled for 6 times per year in 2019, in accord with the Open Meetings Act. Implementation Team is expected to discontinue with official closeout of project, likely in 2020.
- Support will include as-needed assistance to Grand Traverse Band of Ottawa and Chippewa Indians during project closeout in its role as non-federal sponsor under the Army Corps Project Partnership Agreement.
- Oversee and facilitate the monitoring team through the period required under the County's permits.

Points of Contact:

Owners

Chris Forsyth, Deputy Administrator
Dean Bott, Finance Director
Grand Traverse County
400 Boardman Avenue
Traverse City, MI 49684

Consultant

Amy Beyer, Director (contractual contact)
Nate Winkler, and Kimberly Balke Project Managers (technical contacts)
Conservation Resource Alliance
10850 E. Traverse Hwy., Suite 1111
Traverse City, MI 49684







Project Overview

January 2019

Feasibility Study/Planning	\$3,000,000
Brown Bridge Dam Removal	\$4,400,000
Boardman Dam Removal	\$10,500,000 (est.)
Robbins Bridge (Cass Road)	\$3,310,000
Sabin Dam Removal	\$5,700,000 (est.)
Total Construction/Engineering	\$26,910,000

Non-Construction Tasks* \$300-350K per year

*Project management, grant and contract administration, monitoring, communications and outreach



Project Team

IT

- Grand Traverse Band
- City of Traverse City
- Grand Traverse County
- Michigan DEQ
- Michigan DNR
- Michigan Hydro Relicensing Coalition
- Traverse City Light & Power
- U.S. Fish & Wildlife Service

Ex-Officio IT & Partners

- Conservation Resource Alliance
- Grand Traverse Conservation District
- Grand Traverse County Road Commission
- US Army Corps of Engineers
- Natural Resources Conservation Service
- Watershed Center, Grand Traverse Bay
- Garfield Township



CRA Roles & Responsibilities

- Fund development & coordination
- Facilitation of IT & partners
- Serve as GT County's point of contact for engineer and USACE
- Project documentation & dissemination
- Post-restoration, monitoring & invasive species work outside USACE scope



Fund Development

- Total ~ \$27 million
- Army Corps \$11 million
- GTB grants \$3 million
- CRA grants \$8 million



Thank you to Funders!

- | | |
|--|-------------------------|
| • Bureau of Indian Affairs | • Frey Foundation |
| • Great Lakes Fishery Trust | • Brookby Foundation |
| • National Fish & Wildlife Foundation | • Oleson Foundation |
| • U.S. Fish & Wildlife Service | • Traverse City Rotary |
| • U.S. Environmental Protection Agency | • City of Traverse City |
| • U.S. Army Corps of Engineers | • Grand Traverse County |
| • MDEQ, MDNR & MDOT | • GT Road Commission |
| • Grand Traverse Band | • Conservation Alliance |
| • NRCS | • DTE Energy Foundation |
| | • Trout Unlimited |
| | • Patagonia |
| | • And more..... |



City/County Contributions

~\$1.1 million

\$185,000 each consultant costs
(\$20K per year; \$25K in 2009)

\$121,896 each additional funds for Sabin
Project Partnership Agreement, Grand
Traverse Band

\$500,000 Brownfield Authority





Telephone: 231-946-6817
www.rivercare.org
Email: info@rivercare.org



Boardman River Streambank Stabilization Project 2018

The Boardman River was originally named the Ottaway by the Ojibwa and Odawa Tribes, and is a State Designated Natural River and Blue Ribbon Trout Stream. The Boardman River flows through Kalkaska and Grand Traverse Counties, and joins Boardman Lake before entering Lake Michigan in Grand Traverse Bay. Overall, the river is a stable system with high groundwater inputs and being restored to a free flowing system with 3 dam removals happening from 2012-2018. Some streambank erosion does happen, and partners had been monitoring sites #S117, #S118. The sites were increasing in severity due to a combination of seeps, steepness, sand composition, & stream response to downstream dam removal. To halt erosion fieldstone was placed along the base and willow stakes planted; and on the upper slope topsoil, log terracing, brush, mulch, and seeding was placed.

Total Project Cost: \$120,000

Funders:

- National Fish & Wildlife Foundation - Sustain Our Great Lakes Program
- U.S. Fish & Wildlife Service – Great Lakes Basin Fish Habitat Partnership

Location

Blair Twp. Section 3
Grand Traverse County, MI
N44.682531 W85.629029
N44.680982, W85.627645



Best Management Practices:

- Placement of 315 cubic yards of fieldstone at the base of 2 streambanks, total of 450 linear feet.
- Planting of 500 live willow stakes at toe of bank in rock.
- Installation of 2,000 square yards of log terracing, topsoil, seeding & mulch.

Project Benefits:

- Fieldstone, log terracing, topsoil and seeding will help stabilize sandy, steep, actively eroding streambanks
- Halt input of estimated 4 tons of sediment into the river

Partners involved:

Conservation Resource Alliance, Grand Traverse Conservation District, Michigan Department of Natural Resources, Michigan Department of Environmental Quality, AECOM, InterFluve, US Fish & Wildlife Service, National Fish & Wildlife Foundation, Knoop Excavating, Kanouse Outdoor Restoration.

Boardman River Streambank Stabilization Project Photos

Site #BRD-S117 - “Before”



Site #BRD-S117 – Rock placed at the toe & log terracing underway



Site #BRD-S117 – Topsoil being placed behind terraces. Large white pine tree at downstream end had just fallen in summer 2018, evidence of the continued erosion at this site



“After” whole tree revetments placed along toe to protect bank & deflect current



#BRD-S118 – Some rock had been placed at the downstream end of this site, but the site continued to erode due to a combination of seeps, steepness, sand composition, & stream response to downstream dam removal



“After” – additional rock at the toe, log terracing, topsoil, mulch, seed, & willow stakes provide a multi-faceted with whole tree revetments & woody debris secured along toe to deflect current & provide habitat



Site #BRD-S118 – “Before”



Site BRD-S118 – “After”

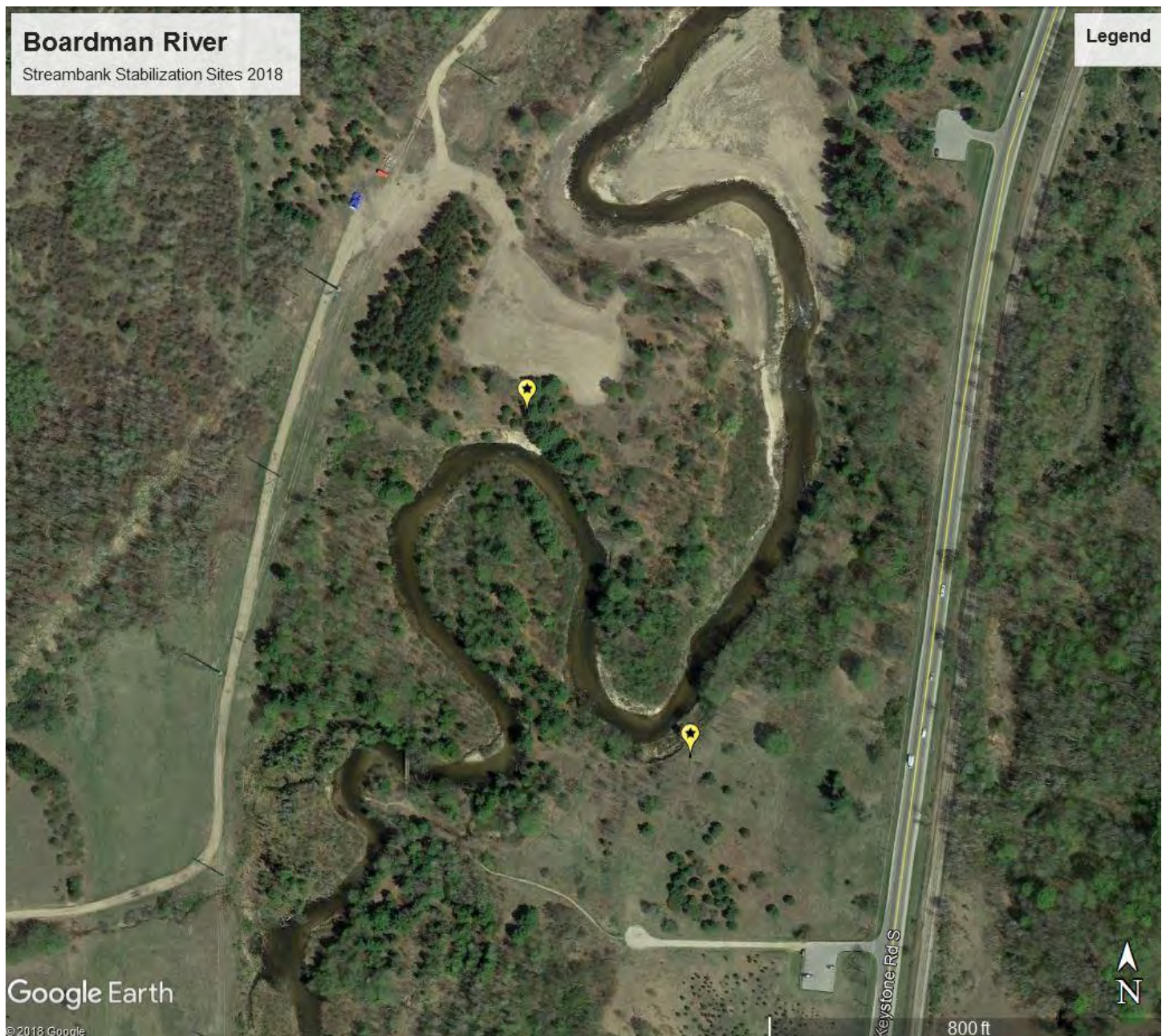


Looking at site #BRD-S117 from downstream; this riverbend was not going to stabilize on its own.



Looking at site #BRD-S118 from downstream; placing rock along the toe of the entire riverbend provided a consistent stabilization measure.





R E S O L U T I O N

XX-2019

Conservation Resource Alliance (CRA) Boardman Dams Consultant Agreement

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 2019, and reviewed request to approve the Boardman River Dams Implementation Team Consultant Agreement with CRA for 2019 in the amount of \$17,500; and,

WHEREAS, CRA has served as the County's consultant for the dams removal project since 2011, including fund-raising, grant monitoring and point of contact; and,

WHEREAS, Although the Corp of Engineers have removed the Boardman and Sabin Dams, restoration work continues and the MDEQ permits remain open and the county will need to rely on CRA for assistance; and,

WHEREAS, the annual fee is being reduced to \$17,500 for the scope of services identified.

NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners, approve a contract with Conservation Resource Alliance as Boardman River Dams Implementation Team Consultant for 2019 in the amount of \$17,500.

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: April 3, 2019

BOARDMAN RIVER DAMS IMPLEMENTATION TEAM
CONSULTANT AGREEMENT

THIS AGREEMENT made this ____th day of _____ 2019, by and between the Grand Traverse County, of 400 Boardman, Traverse City, Michigan, 49684, (the "County"), and Conservation Resource Alliance, 10850 E Traverse Hwy #1180, Traverse City, MI 49684, a corporation of Michigan (the "CONSULTANT");

WHEREAS, the County desires to engage the services of the Consultant to furnish technical and professional assistance concerning the project which is described as:

The current phase of the Boardman River Dams removal/modification project involves the final stages of Sabin Dam removal and river restoration work, and post-restoration needs identified by the Implementation Team at the former Boardman Dam impoundment site, and

The Consultant, serving as a coordinator, project manager, and support for the County, is primarily responsible for developing and implementing an action plan to ensure post-dam removal restoration and stabilization practices at the Boardman and Sabin Dams in accordance with the policy direction and goals of the Grand Traverse County Board of Commissioners, and

WHEREAS, the Consultant wishes to furnish such technical and professional service to the County and has represented that Consultant has the education, expertise, capability and the necessary licenses to perform such services.

THEREFORE, the parties mutually agree as follows:

1. Scope of Services. The Consultant shall provide services in accordance with and as set forth in Schedule A, "Scope of Services", attached hereto and incorporated herein by reference.
2. Compensation and Method of Payment. For calendar year 2019, the County shall reimburse CRA in the amount of \$17,500. Such reimbursement shall be provided upon receipt of an invoice from CRA and shall be made payable directly to CRA. Future year compensation shall be dependent on availability and appropriation of funds.
3. Period of Performance. The services to be rendered under this Agreement shall commence within 3 working days of execution hereof. The period of performance shall be January 1, 2019 through December 31, 2019.
4. Independent Contractor. The relationship of the Consultant to the County is that of an independent contractor and in accordance therewith, Consultant covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers or agents will claim to be an officer, or employee of the County or make any claim, demand or application

to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit. The parties do not intend the services provided by Consultant to be a joint endeavor.

5. Consultant Responsibility. The Consultant shall perform the work undertaken in accordance with this agreement in a reasonable and professional manner. The Consultant shall seek input and recommendations from the Boardman River Dams Implementation Team prior to performing any work. The Consultant shall be solely responsible and answerable in damages for all improper work, and those accidents or injuries to persons or property caused directly by the Consultant, its employees, agents, servants or subcontractors.

6. Indemnity. Consultant shall, indemnify and save harmless the County, its officers, agents and employees from and against any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses as a result of bodily injury or death of any persons and damage or loss of any property resulting or arising out of or in connection with the performance of any work relating to this contract based upon any act, omission, or negligence of Consultant, its employees, agents, servants, or subcontractors or by a violation of a federal, state, or local statute, ordinance, or regulation caused with the actual knowledge of Consultant, and without the prior knowledge of the County. This indemnification agreement shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the County in an action against it.

The County hereby reserves the right to select its own counsel in defense of any matter arising hereunder, and no payment or acknowledgment of liability, loss, fine, penalty or charge shall be made against the County without its express written consent. This indemnity and duty to defend shall survive the expiration and termination of this Agreement.

7. Insurance. The Consultant shall acquire and maintain commercial general liability insurance coverage in the minimum amount of \$1,000,000 per occurrence with the County, being named as additional insured, and the Consultant shall acquire and maintain pollution liability insurance in the minimum amount of \$1,000,000 per occurrence with the County and the Boardman River Dams Implementation Team being named as additional insured. The Consultant shall acquire and maintain during the life of this contract, automobile liability insurance, including applicable "no-fault" coverage, combined single limit bodily injury and property damage and shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The Consultant agrees not to change and agrees to maintain such insurance throughout the period of performance of this Agreement. Consultant will upon execution of this Agreement provide a certificate of insurance to the County. The policy shall contain endorsements stating that at least a 10-day notice will be given to the County prior to termination of the policy. Should any required insurance be cancelled, or expired, all activities under this Agreement shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereof presented to the County.

8. Workers Compensation. The parties shall maintain suitable workers compensation insurance pursuant to Michigan law and Consultant shall provide a certificate of insurance or copy of state approval for self insurance to the County upon execution of this Agreement.

9. Compliance with Regulations. In connection with the work undertaken pursuant to this agreement the Consultant shall comply with all applicable statutes, rules and regulations of all Federal, State and local governments and agencies having jurisdiction, and bears the risk of any such authorities or changes thereto.

10. Standard of Conduct. Consultant shall render all services under this Agreement according to generally accepted professional practices for the intended use of the work or project.

11. County's Obligation. The County shall provide Consultant with all necessary and appropriate information currently available to the County upon request of the Consultant. The County shall designate the County Administrator/Controller to be the County's representative for purposes of this Agreement.

12. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

13. Prohibition Against Assignment. This Agreement is intended to secure the service of Consultant because of its ability and reputation and none of the Consultant's duties under the Agreement shall be assigned, subcontracted, or transferred without the prior written consent of the County. Any assignment, subcontract or transfer of Consultant's duties under this Agreement must be in writing. The County agrees not to unreasonably withhold its consent upon request from the Consultant.

14. Third Party Participation. The Consultant agrees that despite any subcontract entered into by the Consultant for execution of activities or provision of services related to the completion of this project, the Consultant shall be solely responsible for carrying out the project pursuant to this Agreement. The Consultant shall specify in any such subcontract that the subcontractor shall be bound by this Agreement and any other requirements applicable to the Consultant in the conduct of the project unless the County and the Consultant agree to modification in a particular case. The Consultant shall not subcontract unless agreed upon in writing by the County.

15. Third Party Beneficiaries. This Agreement confers no rights or remedies on any

third party, other than the parties to this Agreement and their respective successors and permitted assigns.

16. Interest of Consultant. The Consultant represents that its officers and employees have no interest and covenant that they will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of Consultant's services and duties hereunder. The Consultant further covenants that in the performance of the Agreement, it will not knowingly employ any person having such interest. Consultant further covenants that neither it nor any of its principals are in default to the County.

17. Covenant Against Contingent Fees. The Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach of violation of this warranty, the IT shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

18. Qualifications of the Consultant. The Consultant specifically represents and agrees that its officers, employees, agents and contractors have and shall possess the experience, knowledge, and competence necessary to qualify them individually for the particular duties they perform hereunder.

19. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to either party, the same shall be given or directed to the respective party at its address as specified in the Agreement, or at such other address as either party may, from time to time, designate by written notice to the other.

20. Amendments. This Agreement may be modified from time to time, but such modifications shall be in writing and signed by both parties.

21. Termination.

A. For Fault. If the County determines that the Consultant has failed to perform or will fail to perform all or any part of the services, obligations, or duties required by this Agreement, the County may terminate or suspend this Agreement in whole or in part upon written notice to the Consultant specifying the portions of the Agreement and in the case of suspension shall specify a reasonable period not more than thirty (30) days nor less than fifteen (15) days from receipt of the notice, during which time the Consultant shall correct the violations referred to in the notice. If the Consultant does not correct the violations during the period provided for in the notice, this Agreement shall be terminated upon expiration of such time. Upon termination, any payment due the Consultant at time of termination may be adjusted to cover any additional costs occasioned the County

by reason of the termination. This provision for termination shall not limit or modify any other right to the County to proceed against the Consultant at law or under the terms of this Agreement.

B. Not for Fault. Should either party determine that termination of this Agreement in whole or in part is in their best interest or in the event that termination is required by any State or Federal agency, either party may terminate this Agreement by written notice to the other specifying the services terminated and the effective date of such termination. Upon termination, the terminating party shall pay the costs actually incurred in compliance with this Agreement until the date of such termination as well as all other costs and fees reasonably incurred as a result of the termination, but not more than the maximum contract amount.

22. Force Majeure. If because of Force Majeure, either party is unable to carry out any of its obligations under this agreement, (other than obligations of such party to pay or expend money for or in connection with the performance of this Agreement, and if such party promptly gives to the other party concerned written notice of such force majeure, then the obligations of the party giving such notice will be suspended to the extent made necessary by such force majeure and during its continuance, provided the effect of such force majeure is eliminated insofar as possible with all reasonable dispatch. "Force Majeure" means unforeseeable events beyond a party's reasonable control and without such party's fault or negligence, including, but not limited to, acts of God, acts of public enemy, acts of the federal government, acts of another party to this agreement, fire, flood, inclement weather, epidemic, quarantine restrictions, strikes and embargoes, labor disturbances, the unavailability of raw materials, legislation, charter amendments or referendum, orders or acts of civil or military authority, injunctions, or other causes of a similar nature which wholly or substantially prevent performance. If the suspension of work lasts for more than 30 days, either party may terminate this agreement.

23. Delay. If the Consultant is delayed in the completion of the work due to Force Majeure or otherwise, the time for completion may be extended for a period determined by the County to be equivalent to the time of such delay. The County may terminate this agreement if the delay lasts for more than 30 days. Upon termination by the County, the Consultant shall be entitled to the costs actually incurred in compliance with this agreement until the date of such termination, but not more than the maximum contract amount.

24. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of Consultant, or if a person of masculine or feminine gender joins in this Agreement on behalf of Consultant, such words shall be interpreted to be in the plural, masculine or feminine as the sense requires. In the event that any term, clause or provision of this Agreement conflicts with any term, clause, or provision contained in any attachments to this Agreement, this Agreement's terms shall prevail.

25. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

26. Dispute Resolution. If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. They further agree as follows:

A. Mediation. If they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.4111, to bring them together in at least one mediation session.

B. Venue. All meetings, hearings and actions to resolve the dispute shall be in Grand Traverse County.

C. Notice. Written notice of a claim shall be given to the other party not later than 90 days after the occurrence giving rise to the dispute becomes known or should have become known. Negotiations and mediation shall occur within 60 days after such notice.

27. Freedom of Information Act. The Consultant acknowledges that the County may be required from time to time to release records in its possession by law. The Consultant hereby gives permission to the County to release any records or materials received by the County as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

28. Entire Agreement. This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein. It is understood that should Consultant recommend further work concerning the project, the County is under no obligation to engage Consultant in such work.

29. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

GRAND TRAVERSE COUNTY

CONSULTANT

By: Rob Hentschel



By: Amy Beyer

Its: Chair

Date: _____

Its: Director

Date: February 6, 2019



Action Request

Meeting Date:	April 3, 2019		
Department:	Corrections/Facilities	Submitted By:	Capt. Todd Ritter
Contact E-Mail:	Tritter@grandtraverse.org	Contact Telephone:	922-4535
Agenda Item Title:	Jail Shower Wall Modification		
Estimated Time:	10 (in minutes)	Laptop Presentation:	☐ Yes ☒ No

Summary of Request:

I am requesting release of funds for the Jail shower wall modification in the amount of \$15,875.00. This request is being brought to you as a safety upgrade to allow better observation of the shower areas due to the recent suicide issues taking place this area. Bids were solicited using the current county purchasing policy and used MITN as the posting site. We received only 1 bid from Hallmark Construction of Traverse City. This job will modify 10 cell shower areas. Funds will be coming from the CIP budget and are already allocated. Work is able to begin as soon as this project is approved by Hallmark construction. They are already vetted and in place completing other approved projects.

Suggested Motion:

Approve release of funds in the amount of \$15,875.00 for the jail shower wall safety modification

Financial Information:

Total Cost:	\$15,875.00	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:

RESOLUTION

XX-2019

Jail Shower Wall Modification contract with Hallmark Construction

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on April 3, 2019 and reviewed request to approve release of funds for contract to modify the jail shower in the amount of \$15,875.00; and,

WHEREAS, This recommendation is a safety update to allow better observation of the shower areas due to the recent suicide issues taking place in this area; and,

WHEREAS, Bids were solicited with only one bid being received from Hallmark Construction; and,

WHEREAS, funds are available in the Capital Improvement Project (CIP) budget and this job includes the modification of 10 cell shower areas.

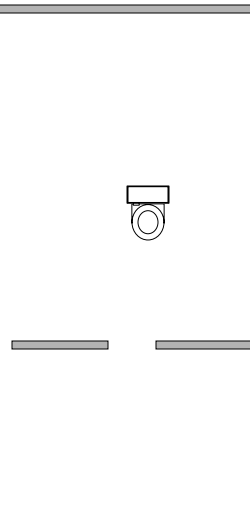
NOW THEREFORE BE IT RESOLVED THAT THE Grand Traverse County Board of Commissioners approve a contract in the amount of \$15,875.00, with Hallmark Construction to complete the jail shower wall safety modification.

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.

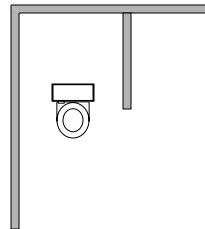
APPROVED: April 3, 2019

Demo for this area –
remove existing
shower screens, 3
base and 2 upper
plates – 4 bolts each,
cut and repair surface
Patch and paint

Cell wall mockup #1
2 walls, 1 41" x 60"
high – 1 39" x 40"
high. 8" CMU block, +-
1" radius on all edges.
Fill cores
8 units like this



Demo for this area – 2
steel base plates
Cut upper tube steel
and cap with HDPE or
similar

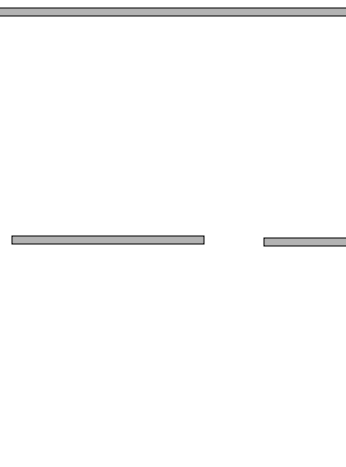


Cell wall mockup #2
1 wall 42" x 40" high 8"
CMU block, +-1" radius
on all edges, fill cores
1 unit like this

Demo for this area, same
as area #1, grind off weld
and paint end of locker

2 units like this

Cell wall mockup #3
1 wall 41' x 60" high, 1 wall 39" x
40" high 8" CMU block +-1" radius
on all edges, fill cores
2 units like this



BID TABULATION

Project : Jail- Walls in Shower

Bid Date: Thursday, March 14, 2019 - 2:00 p.m

	Contractor	Lump Sum Bid	Bid Bond	Remarks
1	Hallmark Construction			
2				
3				
4				
5				
6				
7				
8				

Jim Lewis

From: Jim Lewis
Sent: Wednesday, February 6, 2019 12:49 PM
To: 'Ed Lassa'
Cc: 'Joe Berry'
Subject: GT Jail - CMU Wall at Toilets
Attachments: 20190206124039524.pdf

Lt. Lassa –

Our cost to remove existing screen and replace with CMU partial height wall per attached sketch and locations.

For the sum of: \$15,875.00

Exclude

Fire Suppression
Mechanical
Plumbing
Fire Alarm
Permitting

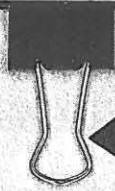
Jim Lewis

Project Manager



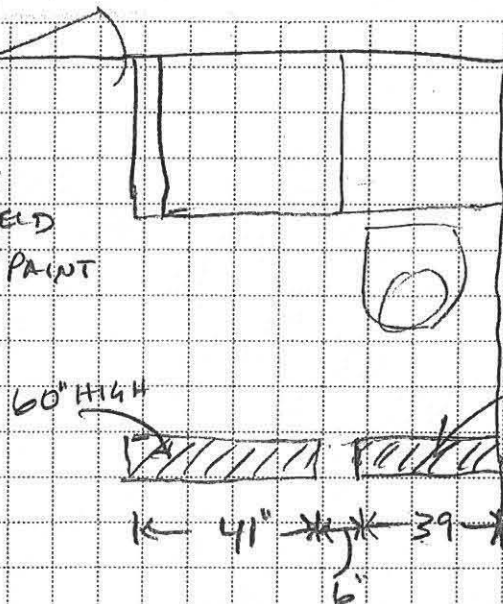
1874 Cass Hartman Court Suite "A"
Traverse City, MI 49685
(p) 231-946-1920
(f) 231-946-1978

www.hallmarktc.com



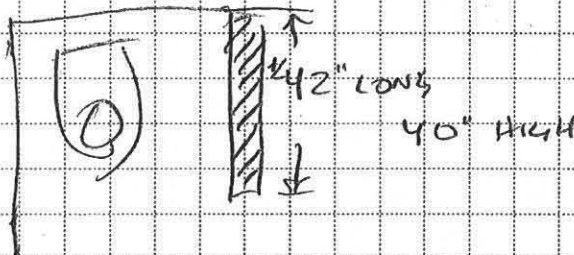
DEMO

- REMOVE EXT. SCREENS
- 3 BASE & 2 UPPER PLATES
- 4 BOLTS EACH - CUT WELD
- FILL HOLES & PATCH & PAINT



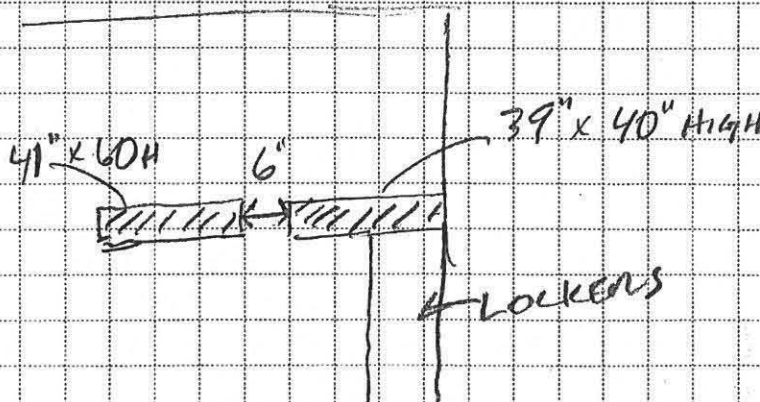
40" HIGH

- 8" CMU BLOCK
- $\frac{1}{4}$ " RADIUS ON EXPOSED CORNERS
- 8 UNITS LIKE THIS
- FILL LOBS



DEMO

- 2 BASE PLATES
- CUT UPPER TUBE STEEL & CAP OFF WITH HDPE OR SIMILAR
- ONE UNIT LIKE THIS

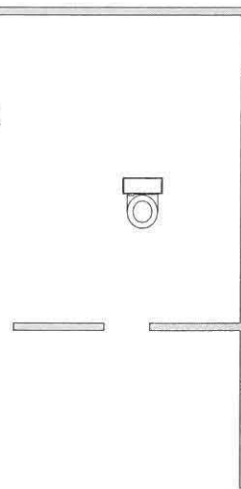


DEMO

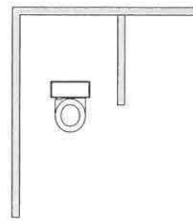
- SAME AS TOP
- CUT FROM LOCKERS & GRIND OFF WELD & PAINT END OF LOCKER - BROWN
- 2 UNITS LIKE THIS

Demo for this area –
remove existing
shower screens, 3
base and 2 upper
plates – 4 bolts each,
cut and repair surface
Patch and paint

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Fill cores
8 units like this



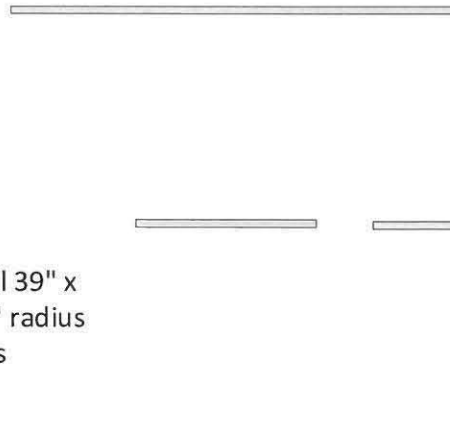
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Chris Cramer <ccramer@grandtraverse.org>

Fwd: Obstacle Action Plan (OAP) and wildlife hazards at the airport

6 messages

Nathan Alger <nalger@grandtraverse.org>

Tue, Mar 26, 2019 at 11:35 PM

To: Commissioners <Commissioners@grandtraverse.org>

Cc: Dean Bott <dbott@grandtraverse.org>, Kit Tholen <ktholen@grandtraverse.org>, Christopher Forsyth <cforsyth@grandtraverse.org>, Chris Cramer <ccramer@grandtraverse.org>

Good evening Commissioners,

I understand that some of you may have received emails or questions about the tree cutting at the airport and adjacent properties. I am re-sending the email from Commissioner Hentschel with information from the Airport Commission which states in Old Business,

"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."

I have spoken with Mr. Klein while he is on vacation and he will not be returning to the office until April 2nd and will not be able to present to the BOC on the 3rd. I will ask again but if any of you wish to speak to Doug DeYoung, the Chair of the Airport Commission I would encourage you to do that. Kevin said that would be ok as well.

The Airport is owned by Grand Traverse and Leelanau County, we have an agreement that gives the Airport Commission the responsibility to operate the Airport in accordance with applicable law and Federal regulations which include those of the FAA and the Aeronautics Code. The Airport Commission voted to remove the trees to be in compliance with their Obstacle Action Plan due to the hazards created to the travelling public by trees and wildlife. Based on what I know to date we (the county) have little if any to say about the removal of the trees pursuant to our existing agreement or perhaps at all. We will continue to inquire.

Kit may be able to add additional in the meantime. I will speak to Mr. Klein again on this matter and provide you information as I get it.

Thank you,

Nate

----- Forwarded message -----,

From: **Robert Hentschel** <rhentschel@grandtraverse.org>

Date: Thu, Mar 21, 2019 at 8:35 PM

Subject: Obstacle Action Plan (OAP) and wildlife hazards at the airport

To: Nathan Alger <nalger@grandtraverse.org>

The issue of tree removal at Cherry Capital Airport has been raised by some citizens. I was personally approached about this issue on Tuesday morning of this week and I inquired with the Airport Director Kevin Klein on Tuesday afternoon after personally inspecting the work being done. Indeed there is no question that the area around the airport from Costco all the way to the residential areas near 3 Mile Road look drastically different due to tree removal. Director Klein assured me that this is part of the Obstacle Action Plan and wildlife hazards mitigation required by the Federal Aviation Administration (FAA).

The area's being cleared are heavily wooded. They've not been clear cut since the late 1960's. As such the imagery of such a drastic change is alarming to some people. The Airport administration has taken several calls from concerned citizens inquiring about and expressing displeasure with this project. It is likely that county commissioners may also get inquiries from members of the public. With this in mind, I wanted to offer you some background information about the project so you at least have some information to go on. I've attached the Airport board meeting packet from last November if you want to learn more of the decisions leading up to this project. On page 2, item 1 you can see the airport attorney opinion that tree removal as required by the FAA does not fall under local zoning jurisdiction as well as the bidding process and vote regarding the contractor to remove the trees. Here are some talking points commissioners may choose to point out when fielding questions from citizens:

2. Some trees will be replanted with native species trees that do not grow as tall as the trees removed. This will replace some of the sound/wind barrier for homeowners near the airport.

3. This action was voted on by the Airport Commission last November.

4. Piper, the airport dog who worked to deter wildlife sadly passed away some time ago. This program was well received, however after a time it became less effective as wildlife became acclimated to Piper. The effectiveness of the program gradually wore off. For this reason, a new dog has not been hired at this time.

For more information you are welcome to contact me or the Airport administration office.

Here to serve,
Rob

--

--
Nate Alger
Grand Traverse County Administrator
231-922-4780



20November589.pdf
196K

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
November 20, 2018
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Doug DeYoung
	Commissioners	Dan Ahrns, Lee Foerster, Bob Johnson, Tom Kern, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
	Others	Dan Sal, Luanne Zak, Heather Sexton, Bob Neleson
Absent		Mike Coco (excused)

The Chairman called the meeting to order at 3:00 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

It was moved by Commissioner Kern and supported by Commissioner Ahrns to approve the agenda as presented. MOTION PASSED.

D. Public Comment: None

E. Reading and Approving Previous Meeting Minutes:

1. The regular meeting minutes of October 30, 2018 were reviewed by the Commission.

It was moved by Commissioner Johnson and supported by Commissioner Rushton to approve the minutes as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for October 2018 was received and filed.

G. Reports of Standing Committees: None

H. Reports of Special Committees: None

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 Ahms 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 taxiway 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

BOARD MEMBER BASICS

Thursday, April 11, 2019

1:00 – 4:00 pm

Government Center 2nd Floor Training Room

Presented by:

Kit Tholen

**Grand Traverse County
Deputy Civil Counsel**

This two hour plus training is designed to prepare County board, commission and authority members for public service. Learn basic laws that affect elected and appointed officials, and help avoid common pitfalls of public service.

New County appointees and elected officials are required by County policy to attend this training during their first year of service. Experienced board, commission and authority members will find the training to be a good refresher course as well as providing an update on the latest case law, statutes and policies affecting their service. Department heads and those directly responsible to boards may find the training helpful as well. This year's training will include the following topics with which every public officer should be familiar:

- Open Meetings Act
- Freedom of Information Act, including Act 563 of 2014 (effective July 1, 2015), the most significant revision of the Act since it was adopted in 1976
- Ethics for Public Officers
- Conflict of Interest Rules
- Contracts with Public Servants
- Incompatible Public Offices
- Board Rules and Parliamentary Procedure
- County Appointment Policy

Members of other local municipalities are welcome to attend. In the past, we have welcomed city, township, and village officials, as well as board members from NMC, TCAPS and more. As always, interested media are welcome to attend!

RSVP Chris Cramer, County Administration at 922-4797 or ccramer@grandtraverse.org



Office of Emergency Management and Homeland Security

2600 LaFranier Road, Suite A
Traverse City, MI 49686
Phone: 231-995-6059 Fax: 231-995-6139

Description: Public Officials Emergency Management Workshop

Date: May 22, 2019

Time: 9am - 11am

Location: Grand Traverse Co. Emergency Operations Center
2600 LaFranier Rd (basement level)
Traverse City, MI 49686

Workshop Description:

This workshop (2 hours) is designed to provide local government senior elected, appointed officials and administrative leaders with an understanding of their roles and responsibilities in the event of an emergency or disaster in their communities.

The workshop will provide a forum for discussion on strategic and executive level issues, local, state, and federal rules, laws, guidance and challenges related to preparing their jurisdictions to prevent, protect, respond, mitigate, and recover for emergencies and disasters.

We will discuss local hazard assessments, all hazard preparedness, the National Incident Management System (NIMS), Incident Command System (ICS), training and exercising, and Emergency Operations Center management.

We will also discuss Michigan Public Act 390 Michigan Emergency Management Act, Federal Laws and Presidential directives.

The workshop will be presented by Gregg Bird, Emergency Management Coordinator and Lieutenant Michael de Castro, District Coordinator, Michigan State Police Emergency Management & Homeland Security Division

Please RSVP your agency's number of attendees at:

<https://goo.gl/forms/NQC7Xd5mq9Z1rAhc2>

Questions can be addressed to Gregg Bird at: gbird@grandtraverse.org