

RESOLUTION
92-2019
Area Agency on Aging
FY 2020-2022 Multi Year Plan

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 3, 2019, and gave consent to the following:

BE IT RESOLVED THAT THE GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS, have reviewed the Fiscal Year 2020-2022 Multi Year Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in Region 10.

BE IT FURTHER RESOLVED THAT THE GRAND TRAVERSE COUNTY BOARD OF COMMISSIONERS approves the Fiscal Year 2020-2022 Multi Year Plan of the Area Agency on Aging of Northwest Michigan.

APPROVED: July 3, 2019



Robert Hentschel, Chairman



Bonnie Scheele, County Clerk

R E S O L U T I O N

93-2019

Grand Traverse Sheriff's Office
Property Room Surplus

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 3, 2019 and reviewed request from the Grand Traverse County Sheriff's Office to declare items as surplus and approve for disposal as deemed appropriate by departmental policy; and,

WHEREAS, the Evidence and Property Room has identified three items (see attached list) as unclaimed, surplus and request approval for disposal; and,

WHEREAS, items shall be declared surplus and disposed of by way of auction/disposal/conversion to department use, per department policy; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County declares the attached list of property as surplus and approves same for disposal.

APPROVED: July 3, 2019

**GRAND TRAVERSE COUNTY
PROPERTY ROOM SURPLUS**

JULY 1, 2019

<u>COMPLAINT #</u>	<u>DESCRIPTION</u>
128-15083-18	MINI FRIDGE
128-15083-18	FISHING POLE
128-17238-18	RAZOR DIRT BIKE

R E S O L U T I O N

94-2019

Appointments and Board Term Changes

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 3, 2019, and reviewed request to approve the attached recommendations for appointments to various boards and to consider changes and/or clarifications regarding board terms; and,

WHEREAS, the following appointments have been reviewed and are approved:

- 1) Haider Kazim be reappointed to the Board of Public Works to a three year term ending 12-31-21;
- 2) Rob Lajko be appointed to the Community Corrections Advisory Board as the Business representative effective immediately for the remainder of the current term established; and,
- 3) Lana Payne be appointed to the Commission on Aging Advisory Board as the Commission on Aging Employee Representative effective immediately for the remainder of the current term established.

WHEREAS, the board further approve changing the terms of the Community Corrections Advisory Board be changed from 2 to 4 years and the terms of the Commission on Aging Advisory Board be extended through December of the current year they expire for more efficient handling of these terms throughout the year.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT the appointments identified above for the Board of Public Works, Community Corrections Advisory Board and Commission on Aging Advisory Board be approved.

BE IT FURTHER RESOLVED THAT the terms for the Community Corrections Board be set at 4 years (rather than the current 2 year terms) and that the Commission on Aging Advisory Boards term be extended to end in December of their current expiration year rather than mid year to increase efficiency and ease of handling of terms.

APROVED: July 3, 2019

R E S O L U T I O N

95-2019

GTSO – Maintenance Contract for Cornerstone Detention Products Service and Supply Group

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 3, 2019 and reviewed request of the Grand Traverse County Sheriff's Office, Corrections Division, to award the maintenance contract for the jails security electronics system to Cornerstone Detention Products Service and Supply Group, and,

WHEREAS, this agreement would be for the period of one year beginning April 1, 2019 and ending March 31, 2020 in the amount of \$42,600.00; and,

WHEREAS, An upgrade to this equipment was completed in February and March of 2018 at which time the system was covered by a one year warranty until April of 2019; and,

WHEREAS, Cornerstone Detention Products has proposed a maintenance agreement identical to the prior ones at a cost of \$42,600 payable in four quarterly payments of \$10,650.00.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County award a maintenance contract for the jail's security electronics system to Cornerstone Detention Products Service and Supply Group in the amount \$42,600.00 for one year.

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: July 3, 2019

R E S O L U T I O N

96-2019

**Finance Department
FY 2019 Budget Amendments**

WHEREAS, the Grand Traverse County Board of Commissioners met in regular session on July 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: July 3, 2019



GRAND TRAVERSE COUNTY Budget Amendment Request

Department:

Central Dispatch/911

Submitted by:

Dean Bott

Budget Number:

27349

Budget Adjustment Options:

- 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

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
Account Number		State Grant -911 Wireless	46,000.00
207-308-546.01			<u>46,000.00</u>

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
Account Number		Machinery & Equipment	46,000.00
207-308-977.00			<u>46,000.00</u>

Summary:

Budget additional State 911 wireless funds that are expected to be received based on increase in quarterly payments to fund technology and equipment projects that were approved in 2017 and 2018 but will not be completed until 2019.

Signature: Dean Bott

Date: 6/21/2019

Accountant Approval: _____

Date: _____

Finance Director Approval: Dean Bott

Date: 6/21/2019

Board of Commissioner Meeting Approval Date: 7/3/2019



GRAND TRAVERSE COUNTY
Budget Amendment Request

Department:

Health Department

Submitted by:

Marissa Milliron

Budget Number:

21348

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

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
222 200 586.01		State Grant - ELPHS	9,627.00
222 206 552.03		State Grant - DEQ	9,998.00
222 207 552.03		State Grant - DEQ	12,988.00
222 707 586.01		State Grant - ELPHS	9,730.00
222 708 586.01		State Grant - ELPHS	3,243.00

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
222 200 743.00		Other supplies	5,127.00
222 200 812.00		IT charges	4,500.00
222 206 743.00		Other supplies	3,498.00
222 206 812.00		IT charges	3,500.00
222 206 818.00		Contract services	3,000.00
222 207 743.00		Other supplies	6,488.00
222 207 812.00		IT charges	5,000.00
222 207 860.01		Conventions and conferences	1,500.00
222 707 727.00		Office supplies	500.00
222 707 743.00		Other supplies	1,000.00
222 707 812.00		IT charges	4,000.00
222 707 860.01		Conventions and conferences	4,230.00
222 708 743.00		Other supplies	743.00
222 708 812.00		IT charges	2,000.00
222 708 860.01		Conventions and conferences	500.00

45,586.00

Check Figure

Summary:

To record additional funding for Essential Local Public Health Service (ELPHS) programs received from the Michigan Department of Health and Human Services (MDHHS). This funding is to be used for the specific programs it was allocated for and utilized during the grant period of October 1, 2018 through September 30, 2019.

Signature: Marissa Milliron

Date: 6/12/2019

WSH

Accountant Approval: C. A. Woy

Date: 6/21/19

Finance Director Approval: Sean Bott

Date: 6/21/19

Board of Commissioner Meeting Approval Date: 7-3-19



GRAND TRAVERSE COUNTY Budget Amendment Request

Department: Health Department

Submitted by: Marissa Milliron

Budget Number: 27330

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

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
222 607 543.00		State Grant	20,000.00
			<u>20,000.00</u>

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
222 607 727.00		Office supplies	500.00
222 607 729.00		Printing	300.00
222 607 743.00		Other supplies	15,000.00
222 607 760.00		Medical supplies	1,150.00
222 607 812.00		Information Technology Charges	2,000.00
222 607 850.00		Telephone	50.00
222 607 850.04		Tele-cellular network	1,000.00
			<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 Epidemiology and Laboratory Capacity Support grant. This grant is to expand the Health Department's surveillance, epidemiology, and laboratory capacity services. The grant funding is to be utilized between April 1, 2019 and July 31, 2019.

Signature: Marissa Milliron

Date: 6/10/2019

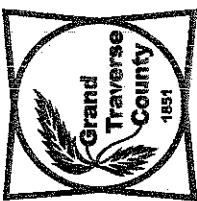
Accountant Approval: P.C. A. Woy

Date: 6/12/2019

Finance Director Approval: Devin Post

Date: 6/19/19

Board of Commissioner Meeting Approval Date: 7/3/19



GRAND TRAVERSE COUNTY BUDGET ADJUSTMENT REQUEST

DIRECTIONS

Check appropriate option
Only one option per form
Only one fund number per form

<input type="checkbox"/>	Check appropriate option
<input checked="" type="checkbox"/>	Only one option per form
<input type="checkbox"/>	Only one fund number per form
<input type="checkbox"/>	Decrease a revenue and increase a revenue
<input type="checkbox"/>	Decrease an expenditure and decrease a revenue
<input type="checkbox"/>	Decrease an expenditure and increase a revenue
<input type="checkbox"/>	Decrease an expenditure and decrease a revenue

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

If you increase an expenditure line item appropriation, you must either decrease a different line item or increase a revenue accordingly. Likewise is true for revenues. If you decrease a revenue line item, you must also increase another revenue line item or decrease an expenditure.

NOTES

To cover increase in Indirect Costs over budgeted amount.

Requested By:	Cyndie Forster for Cynthia Kienlen	Date:	6/12/19
Signature:		Date:	6/12/19
Account Approval:		Date:	6/13/19
Finance Director Approval:		Date:	6/19/19
Resolution#:	7/3		



GRAND TRAVERSE COUNTY Budget Amendment Request

Department:

Facilities Fund

Submitted by:

Dean Bott

Budget Number:

27342

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

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
<input type="checkbox"/>		Reimbursements	8,000.00
			<u>8,000.00</u>

<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Account Name	Amount
<input type="checkbox"/>		Contract Services	8,000.00
			<u>8,000.00</u>

Summary:

Budget reimbursement from TART for snow removal services on the Tart Trail for the period of January 1 through March 31, 2019

Signature: Dean Bott Date: 6/17/2019

Accountant Approval: _____ Date: _____

Finance Director Approval: Dean Bott Date: 6/17/2019

Board of Commissioner Meeting Approval Date: 7/3/2019

R E S O L U T I O N

97-2019

Approval of contract with Green Lake Township for CPO

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 3, 2019, and reviewed request to approve a contract with Green Lake Township for a Community Police Officer; and,

WHEREAS, Green Lake Township has approved funding and requested to enter into a contract with the Sheriff's Office for a Community Police Officer; and,

WHEREAS, A 2020 Budget request has been prepared for the Green Lake Township CPO and the Sheriff's Office will work with the Finance Department for funding in 2019 once the Sheriff's Office is prepared with staffing; and,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves entering into a contract with Green Lake Township for a Community Police Officer.

APPROVED: July 3, 2019

R E S O L U T I O N

98-2019

Boardman River Flood Plain Mapping

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 3, 2019, and reviewed request from the Director of Finance to authorize a contract with AECOM to update the FEMA Flood Insurance rate Maps and the Flood Insurance Study to show the impact and changes to the related flood plain due to the removal of the Boardman and Sabin Dams; and,

WHEREAS, with the removal of the Boardman and Sabin Dams the FEMA Flood Insurance rate Maps are no longer accurate; and,

WHEREAS, This matter has been discussed at the Boardman River Dams Implementation Team meetings and one citizen has contact me requesting that the County update these maps in order for them to save money on their homeowners insurance specific to flood insurance; and,

WHEREAS, we requested a proposal from AECOM to update the maps and the Flood Insurance Study based on the removal of the county dams and AECOM would work with FEMA to ensure that the revised maps are accepted; and,

WHEREAS, Their proposal is attached and the funding is in the budget in the amount of \$18,800.00.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve a contract with AECOM in the amount of \$18,800 to perform the services identified.

APPROVED: July 3, 2019



March 21, 2019

Nate Alger, County Administrator
Grand Traverse County
400 Boardman Avenue
Traverse City, MI 49684

Subject: Boardman River Letter of Map Revision Proposal

Dear Mr. Alger:

Background

The Boardman and Sabin Dams were removed from the Boardman River and prior to their removal impounded the Keystone Pond and the Sabin Pond, respectively. Now that the dams have been removed, the Federal Emergency Management Agency (FEMA) Flood Insurance rate Maps (FIRMs) are no longer correct. Modifications to the maps should be completed to keep them current. The Flood Insurance Study (FIS) should also be updated accordingly to state that the dams have been removed. The revised mapping will affect Grand Traverse County, Michigan FIRM Panels 26055C0225C and 26055C0228C. Former flooding of the pool behind the dams will be reduced.

Approach

The current FIRMs will be revised to bring them up to date to reflect the removal of the two dams on the Boardman River. The limits of the 100-year floodplain on the effective Flood Insurance Rate Maps are approximate and are not completed with a detailed hydraulic study. The proposed mapping will reflect surveyed topography of the removed dams and their impoundments. The revised 100-year floodplain limits will be determined using the United States Army Corps of Engineers HEC-RAS modeling software. This software was used to develop permits for the dam removal. The proposed conditions modeling of the Boardman River will be used as the basis of the existing conditions mapping. This model will be revised with the as-built surveys of the removed dams and the established Boardman River channel.

Data Needs

The data needs for this map revision have been developed in the design stage of the dam's removals and the subsequent surveying of the as-built ground conditions and the Boardman River channel. The proposed permit HEC-RAS modeling will be updated with the as-built survey data and used to determine the flood elevations and extents.

Schedule

The schedule for this map revision is as follows:

Commence work	Within 2 weeks of NTP
Initial remodeling	Within 6 weeks of NTP
Submit revised mapping for review	Within 8 weeks of NTP
Submit final revised mapping to client	Within 12 weeks of NTP
Finalize mapping based on FEMA comments	Within 16 weeks of NTP



The schedule is dependent on the timing of the notice to proceed (NTP), however it is anticipated that all work will be performed from April 15, 2019 to August 2, 2019.

A task by task update and financial reporting will be submitted monthly for funds expended. The tasks associated with the study will be sequentially listed and numbered as they appear in the following Scope of Work (SOW).

Scope of Work

Task 1: Project Management, Safety, Quality and Communications

- Project management will be an integral part of the project to ensure that deadlines, deliverables and expectations are met. The communication with the client will be ongoing throughout the project. It will include development and adherence to a Quality Control Plan, tracking and progress reporting, as well as, technical and task specific meetings (internal and external) needed to complete the project.

Task 2: Meetings

- AECOM will hold a kickoff meeting with Grand Traverse County staff to agree on any updated deadlines/deliverables, and to go over expectations and any issues.
- AECOM will meet with Grand Traverse County staff to present the preliminary revised mapping.
- AECOM will meet, if necessary, with Grand Traverse County staff to present the final revised mapping

Task 3.1: Data Collection

- As-built topographic surveys have been performed by the contractor for the dam removals, including the areas of the dam removal and the modified Boardman River channel. This data will be synthesized and processed for input into the models. This does not include field survey.

Task 3.2: Hydraulic Modeling

- AECOM will update the HEC-RAS model to reflect changes in the geometry of the Boardman River due to the removal of the two dams. This modeling will include changes to the site grading and the configuration of new river channel.
- The proposed condition HEC-RAS model used for the design and approval of the dam removals will be updated to reflect existing conditions.

Task 3.3: Hydraulic Technical Memorandum

- A hydraulic technical memorandum report will be prepared for inclusion with the revised modeling. A 65 percent Hydraulic Report will be developed.
- A 100 percent Hydraulic Report will be the final submittal with the approved map revisions, and updated FIS language.

Task 3.4: Mapping Revisions

- The existing mapping will be obtained from FEMA.
- Revised limits of the 100-year flood will be developed to revise the current outdated FIRMs for the Boardman River. A preliminary map will be developed for final approval.



AECOM will work with FEMA to revise the maps based on the dam removals. No permitting is required to revise the maps. However, FEMA must accept the map revision for it to become effective.

Assumptions/Other potential needs

- It is not anticipated that additional surveying will be required. Additional surveying may be required depending on the quality of the as-built surveys and are considered an add-on service.
- It is assumed that the existing as-built data is sufficient to update the proposed HEC-RAS modeling.
- There is no design required for the revised modeling.
- It is assumed that a detailed engineering study is not required to update the Zone A as shown on the effective mapping. It is further assumed that the flood depths will not be required to be shown on the mapping and that only the lateral extents of the 100-year flood will be shown as a Zone A (No Base Flood Elevations Determined).

Fees

Estimated costs to complete the above referenced work include labor and direct expenses. No subcontractors will be required. Actual expenses will be charged on a time and materials. A summary of estimated fees is presented below in Table 1:

Table 1 - Fee Summary

Task #	Description	Estimated Charges
1	Project Management	\$2,400
2	Meetings	\$2,000
3.1	Data Collection	\$1,200
3.2	Hydraulic Modeling	\$6,000
3.3	Hydraulic Technical Memorandum	\$3,600
3.4	Mapping Revisions	\$3,600
		<hr/>
		Total \$18,800
		A

Compensation for services shall not exceed \$18,800 unless authorized in writing by Grand Traverse County. Invoices shall be submitted monthly.

AECOM is pleased to present this proposal to Grand Traverse County. We are fully prepared to execute the work described in this proposal. AECOM has experienced staff available for all aspects of this project and we look forward to continuing our work for you.

Please contact me (231.922.4290, Dan.DeVaun@aecom.com) should you have any questions.

Sincerely,



A handwritten signature in black ink that reads "Dan DeVaun". The signature is fluid and cursive, with a prominent "D" at the beginning.

Dan DeVaun, PE
Project Manager

R E S O L U T I O N

99-2019

Update of County Policies and Procedures

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on July 3, 2019, and reviewed request to approve the County Policies as updated and presented by the Director of Human Resources; and,

WHEREAS, a thorough review of County policies was made by the Director of Human Resources along with the Deputy Administrator and Civil Counsel as needed; and,

WHEREAS, many county policies had not been updated to comply with new laws and regulations resulting in outdated, inefficient and non-compliant policies; and,

WHEREAS, policies are living documents that should grow and adapt with changes and this review ensures that our policies are current, consistent and effective; and,

WHEREAS, as a general rule, every human resources policy should be reviewed every one to three years and this will be our goal going forward.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS THAT Grand Traverse County approves the updated policies and procedures as identified and listed in the attachment to this resolution.

APPROVED: July 3, 2019

List of Policies Updated and Approved by the Board on 6-19-19

Additional Compensation for Salaried Employees Policy
American with Disabilities Act Policy
Classification and Compensation Plan Policy
Code of Ethics Policy
Communication Systems Policy
Compensation for Travel Time Policy
Compensation Policy
Contracts between County Employees or Officials and the County
Controlled Substances and Alcohol Policy
Disciplinary Action Policy
Dispute Resolution Policy
Drug and Alcohol Policy
Employee Assistance Program Policy
Employee Status Policy
Employee Vision Plan Policy
Equal Employment Opportunity Policy
FMLA Policy
Frozen Sick Leave Bank Policy
Harassment Policy
Health Insurance Policy
Hearing Conservation Program Policy
High Deductible Health Plan
HIPAA Policy
Hours of Work Policy
Introduction to Employment Policy
Leave of Absence Policy
Life Insurance Policy
Longevity Pay Policy
Nepotism Policy
Overtime Compensation for Hourly Employees
Paid Time Off
Performance Improvement Plan Policy
Personnel Files Policy
Reporting Workers Compensation Policy
Retirement Plan Policy
Safety in the Workplace Policy
Salary Basis for Exempt Employees
Secondary Employment Policy
Separation Policy
Severe Weather or Emergency Policy
Short Term Disability Policy
Social Security Number (SSN) Privacy Policy
Solicitation Policy

Travel Policy
Tuition Reimbursement Policy
Vacancies and Selection Policy
Vehicle Policy
Violence in the Workplace Policy
Voluntary Employee Benefits Policy
Whistle Blower Policy
Written Hazard Communication Program