

**GRAND TRAVERSE COUNTY
WAYS & MEANS COMMITTEE**

Wednesday, January 20, 2016 @ 6:00 p.m.
Commission Chambers, 2nd Floor, Governmental Center
400 Boardman, Traverse City, MI 49684

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

General Meetings Policies:

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

CALL TO ORDER

1. OPENING CEREMONIES OR EXERCISES

2. ROLL CALL

3. APPROVAL OF MINUTES:

- a. December 16, 2015 (regular session) 3

4. FIRST PUBLIC COMMENT

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

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

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

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

5. APPROVAL OF AGENDA

6. CONSENT CALENDAR:

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

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

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

a. Receive and File:

b. Approval:

- 1) ESRI GIS Software Maintenance/Support Renewal 9
- 2) 2016 Hauler Licenses 15
- 3) Confirmation of Appointments (Traverse City Commission) to Boards 16

c. Action on Consent Calendar

- 7. **SPECIAL ORDERS OF BUSINESS:**
- 8. **ITEMS REMOVED FROM CONSENT CALENDAR**
- 9. **DEPARTMENT ACTION ITEMS:**
 - a. IT:
 - 1) Document Imaging Maintenance Contract Renewal Discussion 17
 - b. Boardman River Dams Update:
 - 1) Kim Balke (CRA) and Jim Cooke (Road Commission) will provide status updates 18
 - c. FINANCE:
 - 1) Budget Adjustments..... 19
 - d. PARKS & RECRATION: (IMMEDIATE APPROVAL REQUESTED) 23
 - 1) Approval of Parks & Recreation Commission's Governing Documents
 - 2) Amendment to the Proposed 2016 Election Year SCN Millage Language
 - 3) Adoption of Resolution for oversight of Senior Center Network by Parks & Recreation
- 10. **UNFINISHED BUSINESS:**
 - a. Commissioner's Defined Contribution Plan Discussion (Kroupa)
- 11. **NEW BUSINESS:**
 - a. Conflict of Interest Disclosure (IMMEDIATE APPROVAL REQUESTED) 26
- 12. **SECOND PUBLIC COMMENT (Refer to Rules under Public Comment above)**
- 13. **COMMISSIONER COMMITTEE REPORTS**
- 14. **NOTICES/ANNOUNCEMENTS**
- 15. **CLOSED SESSION:**
 - a. Closed Session is requested to discuss attorney client privileged communication related to Duck Lake.
- 16. **ADJOURNMENT**

Please note: Although this Committee includes all members of the Grand Traverse County Board of Commissioners, unless approval is identified as immediately effective, recommendations are made for final action to be taken at the end of the month.

2016 Ways & Means Committee

Dan Lathrop, Chairman

Bob Johnson, Vice Chair

Carol Crawford

Alisa Kroupa

Ron Clous

Christine Maxbauer

Sonny Wheelock

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

GRAND TRAVERSE COUNTY
WAYS AND MEANS COMMITTEE

December 16, 2015

Chairman Lathrop called the meeting to order at 6:00 p.m. at the Governmental Center.

OPENING CEREMONIES AND EXERCISES

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

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

APPROVAL OF MINUTES

There being no corrections to the November 18, 2015 Ways and Means minutes, they were approved as presented.

PUBLIC COMMENT

Dawn Rogers, Friend of the Court, and Esther Cooper, Friend of the Court Office Manager, thanked Dean Bott for his service to Grand Traverse County.

APPROVAL OF AGENDA

Addition to Agenda: 13th Circuit Court Contract under New Business
Closed Session: Whitney v. Grand Traverse County

Moved by Maxbauer, seconded by Johnson to approve the agenda with the above additions.
Motion carried.

CONSENT CALENDAR

A. RECEIVE AND FILE
None

B. APPROVAL

1. ImageSoft/OnBase Software Maintenance/Support Renewal
2. Advanced Public Safety (APS) Electronic Ticketing Software Maintenance/Support Renewal
3. Health Innovation Grant
4. Publicly Funded Health Insurance Contribution Act, Public Act 152
5. County Lockdown Policy
6. Third Party Administrator for Housing Grant
7. 800 MHz Radio Project – Change Order Request – *Removed from calendar.*

8. Martin Luther King Jr. Day Closing – January 18, 2016

9. Requests for Support for 2% Tribal Grant Funding

C. ACTION ON CONSENT CALENDAR

After the County Clerk read the Consent Calendar for the record, the following item was removed:

Item #B-7

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By Clous

Moved by Wheelock, seconded by Crawford to approve the Consent Calendar minus Item #B-7. Motion carried.

ITEMS REMOVED FROM CONSENT CALENDAR (moved up on the agenda)

Item #B-7 – 800 MHz Radio Project – Change Order Request

Jason Torrey, 911 Director, answered Commissioners’ questions.

Moved by Kroupa, seconded by Wheelock to recommend approval of the 800 MHz Radio Project Change Order.

Voice Vote: Yes 6, No 1

Nay: Clous

SPECIAL ORDERS OF BUSINESS

A. **Certificates of Appreciation and Congratulations – Georgia Durga and Dean Bott**
Commissioner Maxbauer presented Certificates of Appreciation to Georgia Durga, Commission on Aging Director and to Dean Bott, Finance Director for their many years of service.

Sheriff Tom Bensley and Undersheriff Nate Alger spoke about Dean Bott’s great service to the County.

B. **Public Hearing – 2016 Budget and 2016 General Appropriations Resolution**
IMMEDIATE APPROVAL

Chairman Lathrop opened the public hearing at 6:35 p.m.

Public Comment

Sheriff Tom Bensley made comments on the budget process.

There being no one else who wished to speak, Chairman Lathrop closed the public hearing at 6:39 p.m.

2016 Budget Presentation

Tom Menzel, County Administrator, gave a presentation on the proposed 2016 budget which was followed by a discussion of the budget by the Board of Commissioners.

Moved by Maxbauer, seconded by Clous to approve the 2016 Budget **effective immediately.**

Roll Call Vote: Yes 7

RESOLUTION

167-2015

2016 GENERAL APPROPRIATIONS RESOLUTION

WHEREAS the Grand Traverse County Ways and Means Committee has reviewed the recommended budget submitted by the Administrator and has examined the financial reports and budget requests for 2016 of the various departments, agencies, offices and activities ("Budgetary Centers"), which the county by law or by policy must finance or assist in financing; and,

WHEREAS the County Board of Commissioners is the legislative body for the county and is required to enact a General Appropriations Act for 2016 as required by the Uniform Budgeting and Accounting Act in MCL 141.436; and

WHEREAS the Board of Commissioners has taken into consideration the fact that there are certain required functions of county government or operations which must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs, and the Board believes that all mandatory services are funded at or beyond a minimally serviceable level.

WHEREAS a notice of public hearing regarding said proposed budget was published in the Traverse City Record Eagle as required by 1963 (2nd Ex. Session) PA 43, MCL 141.411 to 141.415, and the open meetings act, 1976 PA 267, MCL 15.261 to 15.275; and the public hearing regarding said proposed budget was held on December 16, 2015; and

THEREFORE BE IT RESOLVED that the 2016 Grand Traverse County Budget, as summarized below and incorporated by reference herein, is hereby adopted on a functional level for the General Fund and all Special Revenue Funds, subject to all County policies regarding the expenditure of funds and the conditions set forth in this Resolution, and the Administrator shall monitor each fund on an activity basis.

BE IT FURTHER RESOLVED #2 that the Board of Commissioners will levy 4.9838 mills per MCL §211.24(e) to support general fund operations for the 2015 Tax Year (2016 Budget Year), and the following tax rates are hereby adopted for special purposes for the 2015 Tax Year (2016 Budget Year) as authorized by the voters of Grand Traverse County:

<u>Purpose</u>	<u>Millage Rate</u>	<u>Date Authorized</u>	<u>Duration</u>
Local Roads	1.0 mill	11/5/2013	3 years; 2013-2015
Senior Centers	0.1 mills	11/2/2010	6 years; 2010-2015
Senior Citizens	0.5 mills	8/3/2010	6 years; 2011-2016

BE IT FURTHER RESOLVED #3 that all county elected officials, department heads, and employees shall abide by the Grand Traverse County Purchasing Policy, Budget Resolutions 94-80 and 195-93, personnel policies, and all other policies adopted by the Board of Commissioners, and that budgeted funds are appropriated contingent upon compliance with these policies.

BE IT FURTHER RESOLVED #4 that the approved employee positions on the Staffing Plan shall limit the number of employees who can be employed and no funds are appropriated for any position not on the Staffing Plan. Further, there may be a need to increase or decrease various positions within the budget and/or impose a hiring freeze and/or impose layoffs due to unforeseen financial changes; therefore, the Board may change the Staffing Plan from time to time and/or the Board may impose a hiring freeze. The County elected officials and County department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions stated in the Staffing Plan.

BE IT FURTHER RESOLVED #5 that the authorized positions in the 2016 Staffing Plan contained in this budget indicate the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board. Moreover, the amount budgeted for each position listed in the personnel worksheets shall not be exceeded unless specifically approved by the Board.

BE IT FURTHER RESOLVED #6 that certain positions contained in the Staffing Plan, which are supported in whole or in part by a grant, cost-sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event sufficient outside funding anticipated in the budget is not received, or the County is notified that it will be substantially reduced or will not be received, then said positions shall be considered reduced or eliminated in the Staffing Plan.

BE IT FURTHER RESOLVED #7 that the Administrator is authorized, upon the request of the respective elected official or department head, to transfer persons from certain positions contained in the Staffing Plan, which may be supported in some part by grant, cost sharing, child care reimbursement, or other source of outside funding, to another grant funded position in order to reduce County cost.

BE IT FURTHER RESOLVED #8 that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered, and hereby declared, to be vacated positions and shall be refilled only in accordance with the hiring freeze policy adopted by the Board. Further, the existence of a hiring freeze which may be imposed by the Board of Commissioners shall be, and is hereby declared to be a contingency upon the expenditure of budgeted funds, as well as all positions specifically listed on the Staffing Plan.

BE IT FURTHER RESOLVED #9 that the budget includes wages and fringe benefit costs that are reflective of those found in collective bargaining agreements that have not

been settled for 2016. Wage and fringe benefit costs for all represented and non-represented employees, elected officials, judges, and county commissioners.

BE IT FURTHER RESOLVED #10 that revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating levy (2016 Budget Year), and that 50% of the estimated Convention Facility Tax revenues shall not be used to reduce the County's operating tax rate, but shall be transmitted to the County's designated substance abuse agency, with the remaining revenues to be deposited in the county's General Fund.

BE IT FURTHER RESOLVED #11 that the Administrator is hereby re-appointed as Chief Administrative Officer, pursuant to the Uniform Budget and Accounting Act, MCL 141.421, et seq., with power to administer those duties in connection with the County budget, and other duties as may be from time to time delegated to the Office of the Administrator by this Board; and

BE IT FURTHER RESOLVED #12 that the Administrator is directed to disburse to the various agencies receiving appropriations, the approved County appropriations on a quarterly basis, whereby the quarterly distribution will be made during the first month of each quarter unless otherwise required by statute or contractual agreement; and that the Administrator may, at his/her discretion, disburse appropriations at an accelerated rate if, for cash-flow reasons, it becomes necessary.

BE IT FURTHER RESOLVED #13 that the Administrator is authorized to make expenditure reductions in any department that is financed by outside sources of revenue when it becomes known that a substantial reduction in those budgeted funds will occur. The affected department head or elected official shall promptly notify Human Resources and take steps to advise those affected by the service that those services are being discontinued as a result of reductions in outside sources of funding and to take whatever steps necessary to implement a reduction in the work force.

Moved by Wheelock, seconded by Maxbauer to approve the General Appropriations Resolution #167-2015 **effective immediately**.

Roll Call Vote: Yes 7

DEPARTMENT ACTION ITEMS

A. Finance

1. Budget Adjustments

Dean Bott, Finance Director, presented the 2015 Budget Adjustments.

Moved by Crawford, seconded by Wheelock to recommend approval of the Budget Adjustments. Motion carried.

3. Commission on Aging Fund Balance Commitment

Dean Bott, Finance Director, explained the request to set aside money from the fund balance for technology upgrades.

Moved by Maxbauer, seconded by Crawford to recommend \$100,000 of fund balance be set aside in the In Home Services Fund for technology upgrades.
Motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

**13th Circuit Court Association and 13th Circuit Court Supervisor's Agreements
IMMEDIATE APPROVAL**

Moved by Maxbauer, seconded by Johnson to approve the agreements with 13th Circuit Court Association and 13th Circuit Court Supervisors **effective immediately**.
Roll Call Vote: Yes 7

PUBLIC COMMENT

None

COMMISSIONER COMMITTEE REPORTS

Commissioners gave updates on meetings and events they attended.

NOTICES/ANNOUNCEMENTS

December Board of Commissioner meeting will be on **Tuesday, December 22**

CLOSED SESSION – Whitney v. Grand Traverse County

Moved by Kroupa, seconded by Johnson to go into Closed Session to discuss the Whitney v. Grand Traverse County case at 7:45 p.m.
Roll Call Vote: Yes 7

Commissioners returned to regular session at 8:39 p.m.

Meeting adjourned at 8:40 p.m.

Bonnie Scheele, County Clerk

Dan Lathrop, Chairman

APPROVED: _____
(Date) (Initials)

Board of Commissioners Committee Agenda Item

COMMITTEE: Ways and Means
FROM: Don Sheehan, County I.T. Director
MEETING DATE: January 20, 2016
SUBJECT: ESRI GIS Software Maintenance/Support Renewal

SUMMARY OF ITEM TO BE PRESENTED:

The ESRI (Environmental Systems Research Institute) software is utilized for development and maintenance of GIS applications for the County. The software is used by Equalization/GIS, and Dispatch.

ESRI is the sole source for the software maintenance/support. They are the developer of the software. The maintenance fees have not increased for the last five years.

The maintenance agreement was reviewed with Jim Baker, Equalization Director, and Warren Parrish, Deputy Equalization Director, to determine if changes should be made with the move of the GIS department into Equalization. Several of the software licenses have been removed reducing the annual cost from \$17,400.00 to \$13,800.00.

See attached spreadsheet for license changes.

The maintenance period covered is: 02/12/2016 to 02/11/2017.

RECOMMENDATION:

Request approval to renew the ESRI GIS software maintenance/support in the amount of \$13,800.00.

ESRI Software licensing changes

Final 12/21/2015

Retain the following licenses:

Description	Grp#	Charging Dept	Monthly Maint.	Annual Maint	User	Notes
ARCGIS DESKTOP ADV PRIMARY CONCURRENT	101	GIS	250.00	3,000.00	MIKE	
ARCGIS DESKTOP ADV SECONDARY CONCURRENT	101	GIS	100.00	1,200.00	ROB	
ARCGIS DESKTOP ADV SECONDARY CONCURRENT	102	GT DISPATCH	100.00	1,200.00	STEVE HANNAH	
ARCGIS DESKTOP ADV SECONDARY CONCURRENT	101	EQUALIZATION	100.00	1,200.00	EQUALIZATION	Replace single use, shared
ARCGIS DESKTOP ADV SECONDARY CONCURRENT	101	GIS	100.00	1,200.00	GIS	Reserved license
ARCGIS ENTERPRISE ED, SVR/CPU LIC, SDE	101	GIS	416.67	5,000.00	SERVER	Primary server license
ARCGIS NETWORK ANALYST PRIMARY CONCURRE	101	GIS	41.67	500.00	SERVER	Routes, roads, water, distances.
ARCGIS SPATIAL ANALYST PRIMARY CONCURRE	101	GIS	41.67	500.00	SERVER	Statistics, census, etc.
				<u>13,800.00</u>		

Remove the following licenses

Description	Grp#	Charging Dept	Monthly Maint.	Annual Maint	Notes
ARCGIS DESKTOP BASIC SEC SINGLE USE	1	EQUALIZATION	25.00	300.00	Move to concurrent
ARCGIS DESKTOP BASIC SEC SINGLE USE	2	GIS	25.00	300.00	Not needed
ARCGIS DESKTOP BASIC SEC SINGLE USE	3	EQUALIZATION	25.00	300.00	Not needed
ARCGIS DESKTOP BASIC SEC SINGLE USE	12	EQUALIZATION	25.00	300.00	Move to concurrent
ARCGIS DESKTOP BASIC SEC SINGLE USE	12	GIS	25.00	300.00	Not needed
ARCGIS DESKTOP BASIC PRIMARY SINGLE USE	1	GIS	33.33	400.00	Not needed
ARCGIS DESKTOP ADV SECONDARY CONCURRENT	101	GIS	100.00	1,200.00	Not needed
ARCGIS 3D ANALYST PRIMARY CONCURRENT	101	GIS	41.67	500.00	3D analysis - Lidar?
				<u>3,600.00</u>	



Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 12/22/2015
To: Don Sheehan
Organization: County of Grand Traverse
MIS Dept
Fax #: 231-922-4658 **Phone #:** 231-922-4787

From: Morgan Akins
Fax #: 909-307-3083 **Phone #:** 909-793-2853 Ext. 3813
Email: makins@esri.com

Number of pages transmitted
(including this cover sheet): 4

Quotation #25713857
Document Date: 11/12/2015

*****REVISED*****

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri

380 New York Street
Redlands, CA 92373
Phone: 909-793-28533813
Fax #: 909-307-3083

Quotation

Date: 11/12/2015

Quotation Number: 25713857

Contract Number: 2011MPA7115

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Morgan Akins

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
File #54630
Los Angeles, CA 90074-4630

County of Grand Traverse
MIS Dept
400 Boardman Ave
Traverse City MI 49684
Attn: Don Sheehan

Customer Number: 106415

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	52384 ArcGIS for Desktop Advanced Concurrent Use Primary Maintenance Start Date: 02/12/2016 End Date: 02/11/2017	3,000.00	3,000.00
1010	4	52385 ArcGIS for Desktop Advanced Concurrent Use Secondary Maintenance Start Date: 02/12/2016 End Date: 02/11/2017	1,200.00	4,800.00
2010	1	87232 ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 02/12/2016 End Date: 02/11/2017	500.00	500.00
6010	1	100571 ArcGIS Network Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 02/12/2016 End Date: 02/11/2017	500.00	500.00
7010	1	115680	5,000.00	5,000.00

This quotation is good for 90 days. The items on this quotation are subject to the terms set forth herein and the terms of your signed agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Morgan Akins Ext: 3813

[PEARSONS]

To expedite your order, please reference your customer number and this quotation number on your purchase order.



esri[®]

380 New York Street
Redlands, CA 92373
Phone: 909-793-28533813
Fax #: 909-307-3083

Quotation

Page 2

Date: 11/12/2015

Quotation Number: 25713857

Contract Number: 2011MPA7115

Item	Qty	Material#	Unit Price	Extended Price
ArcGIS for Server Enterprise Standard Up to Four Cores from ArcIMS 9.1 Migrated Maintenance Includes Enterprise Basic Up to Four Cores from ArcSDE 9.1 Migrated Maintenance Bundle Start Date: 02/12/2016 End Date: 02/11/2017				
7020	1	109839		
ArcGIS for Server Enterprise Standard Up to Four Cores Migrated Maintenance Item equals \$2,000.00 of the bundled price. Start Date: 02/12/2016 End Date: 02/11/2017				
7030	1	109840		
ArcGIS for Server Enterprise Basic Up to Four Cores Migrated Maintenance Item equals \$3,000.00 of the bundled price. Start Date: 02/12/2016 End Date: 02/11/2017				

Subtotal	13,800.00
Estimated Tax	0.00
Total	\$ 13,800.00

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

[PEARSONS]



esri

380 New York Street
Redlands, CA 92373
Phone: 909-793-28533813
Fax #: 909-307-3083

Quotation
Page 3

Date: 11/12/2015	Quotation No: 25713857	Customer No: 106415	Contract No: 2011MPA7115
Item Qty Material#			Unit Price Extended Price

IF YOU WOULD LIKE TO RECEIVE AN INVOICE FOR THIS MAINTENANCE QUOTE YOU MAY DO ONE OF THE FOLLOWING:

- RESPOND TO THIS EMAIL WITH YOUR AUTHORIZATION TO INVOICE
- SIGN BELOW AND FAX TO 909-307-3083
- FAX YOUR PURCHASE ORDER TO 909-307-3083
- EMAIL YOUR PURCHASE ORDER TO Service@esri.com

REQUESTS VIA EMAIL OR SIGNED QUOTE INDICATE THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION AND THAT YOUR ORGANIZATION DOES NOT REQUIRE A PURCHASE ORDER.

If there are any changes required to your quotation, please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

This transaction is governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal; such terms are incorporated in this quotation by reference. Acceptance is limited to the terms of this quotation. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer or confirmation sent or to be sent by buyer.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

By signing below, you are authorizing Esri to issue a software support invoice in the amount of \$_____ plus sales tax, if applicable.

Please check one of the following:

_____ I agree to pay any applicable sales tax.

_____ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Name (Please Print)

Title

[PEARSONS]

Agenda Item

COMMITTEE: Ways & Means
FROM: Sarah Adams, Administration
FOR MEETING DATE: Wednesday, January 20, 2016
SUBJECT: 2016 Hauler Licenses

SUMMARY OF ITEM TO BE PRESENTED:

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

Special Solid Waste Haulers:

SP-2016-07 Bloxsom Roofing & Siding Co
SP-2016-08 Elite Disposal Inc.

Yard Waste Haulers:

Y-2016-05 Siler's Lawn Maintenance

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

RECOMMENDATION:

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

Committee Agenda Item

TO: Ways & Means Committee
FROM: Chris Cramer, County Administration
DATE: January 20, 2016
SUBJECT: Confirmation of Appointments to Boards

The City of Traverse City made various appointments to Boards & Committees at their Organizational meeting in November.

Two of those appointments need a confirmation by the County Board:

- NEXT Michigan Board – Commissioner Brian Haas was appointed Regular Commissioner Representative and Commissioner Ross Richardson was appointed Alternate Commissioner Representative. The term for that position on the NEXT Michigan Board will expire 11-13-17.
- GTC Department of Public Works Board – Commissioner Richard Lewis was appointed as Commissioner Representative effective January 1, 2016 and expiring December 31, 2016.

RECOMMENDATION:

Approve the confirmation of the above appointments as recommended by the City of Traverse City, to the NEXT Michigan Board and the GTC Department of Public Works Board.

Board of Commissioners Committee Agenda Item

COMMITTEE: Ways and Means
FROM: Don Sheehan, County I.T. Director
MEETING DATE: January 20, 2016
SUBJECT: Document Imaging Maintenance Contract Renewal Discussion

SUMMARY OF ITEM TO BE PRESENTED:

At the December board meeting IT staff were directed to investigate the fees charged by ImageSoft and request a reduction in the fee amount when the Prosecuting Attorney's Office and any other departments quit using the software.

I met with Prosecuting Attorney Bob Cooney in November to review his options regarding the ImageSoft/OnBase software and his move to the Karpel system. At that time I asked ImageSoft if software maintenance could be renewed for only one quarter and they told me it can only be renewed on an annual basis. I reviewed our maintenance contract and it states only annual renewals. At the time I met with Bob he couldn't say for certain that they would be live with Karpel at the end of March and couldn't commit to a specific time frame.

IT is currently expanding the document imaging system for the District Court criminal area and I suggested transferring the licenses and charges to District Court once the move was made to Karpel. Bob seemed to be in agreement with this and if we are going to continue to use the licenses then it is not in the County's best interest to cancel the licenses and then repurchase new licenses for District Court. The cost of the new licenses are equal to approximately three years of maintenance on the existing licenses. If maintenance is canceled on software licenses and then reactivated later we must pay back to the date the maintenance was canceled along with a reactivation fee.

It was mentioned at the meeting that the document imaging software is IT software and something that IT wanted. The IT department was a facilitator in the selection of the software but ultimately the choice of the application software was recommended by the following departments: Friend of the Court, Circuit Court Records, Prosecutor's Office and Finance. If the departments decide at some point that the software is no longer meeting their needs then they can request a change.

Since the Prosecutor has been the only one to talk to the Board about the document imaging software I have invited the Courts, County Clerk, and Finance to come to the meeting and discuss what the software does for them.

RECOMMENDATION:

Information only.

**Board of Commissioners
Committee Agenda Item**

TO: Ways & Means Committee
FOR MEETING DATE: January 20, 2016
SUBJECT: Boardman River Dams Project Update

SUMMARY OF TOPIC:

Kim Balke from CRA will provide highlights on the following:

- Status of Army Corps/EPA effort for Boardman Dam removal;
- Status of Army Corps project partnership agreement process for Sabin Dam;
- Fund Development effort led by Rotary Charities;
- CRA Project Management activities.

Also, Jim Cooke from the Road Commission will provide an update on the Cass Road Bridge Project Construction.

If any commissioner wishes to have additional information highlighted, please advise.

RECOMMENDATION:

Update / Information

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: WAYS & MEANS

FROM: Cheryl Wolf, Deputy Finance Director

FOR MEETING DATE: January 20, 2016

SUBJECT: Budget Adjustments

SUMMARY OF ITEM TO BE PRESENTED:

Budget adjustments for 2015 are attached.

RECOMMENDATION:

Discussion and approval of budget adjustments presented.

GRAND TRAVERSE COUNTY
BUDGET ADJUSTMENTS
YEAR 2015

101 GENERAL FUND

Increase Expenditure

101-101-818.00	Contract Services	12,500.00
101-101-808.00	Attorney	<u>12,500.00</u>
		25,000.00

Decrease Expenditure

101-890-992.00	Contingency	25,000.00
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NOTES: To cover estimated expenditures for Peter Cohl, P. Sagala & Rehmann (all board approved).

101 GENERAL FUND

Increase Expenditure

101-352-818.00	Contract Services	32,000.00
101-352-835.00	Health Services	<u>1,500.00</u>
		33,500.00

Decrease Expenditure

101-351-702.01	Longevity	4,000.00
101-351-705.00	Personal Leave	12,000.00
101-890-992.00	Contingency	<u>17,500.00</u>
		33,500.00

NOTES: Cover November & December inmate boarding expenses.

GRAND TRAVERSE COUNTY
BUDGET ADJUSTMENTS
YEAR 2015

101 GENERAL FUND

Increase Expenditure

101-148-702.00	Full time & regular	15,854.00
101-148-715.00	FICA	1,213.00
101-148-719.00	Workers Comp	25.00
101-148-718.01	Retirement – DC	951.00
101-148-718.05	Retirement – DB-UAL	902.00
101-148-716.00	Health	7,621.00
101-148-716.02	Short Term and Long Term Dis	140.00
101-148-717.00	Life	<u>49.00</u>
		26,755.00

Decrease Expenditure

101-149-702.00	Full time & regular	15,854.00
101-149-715.00	FICA	1,213.00
101-149-719.00	Workers Comp	25.00
101-149-718.01	Retirement – DC	951.00
101-149-718.05	Retirement – DB-UAL	902.00
101-149-716.00	Health	7,621.00
101-149-716.02	Short Term and Long Term Dis	140.00
101-149-717.00	Life	<u>49.00</u>
		26,755.00

NOTES: Employee moved from department 149 to department 148 – Budget did not follow.

284 EPA GRANT

Increase Revenue

284-103-506.00	Federal Grant	56,394.00
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Increase Expenditure

284-103-818.00	Contract Services	56,394.00
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NOTES: Final draw down & final payment of EPA Revolving Loan Fund Grant – Close of Grant.

GRAND TRAVERSE COUNTY
BUDGET ADJUSTMENTS
YEAR 2015

542 INSPECTIONS FUND

<u>Increase Revenue</u> 542-371-478.00	Building Permits	6,000.00
<u>Increase Expenditure</u> 542-371-818.00	Contract Services	6,000.00

NOTES: Estimate per Bruce Remail for Building Code – Contract Services for Inspection & Offsetting Building Permit Fee Revenue.



We will enhance community and quality of life through people, parks, and programs.

DATE: January 20, 2016
TO: Grand Traverse County Ways and Means Committee
FROM: Kristine Erickson, Director, Parks and Recreation Department
RE: **Agenda Item:** Parks and Recreation Commission Rules and Regulations Amendment Request; Senior Center Network Proposed Millage Language Revision Request – IMMEDIATE APPROVAL

In December 2015, it was announced by County Administrator Tom Menzel that the Senior Center Network (SCN) would move from under the Commission on Aging's (COA's) oversight. Starting January 1, 2016, oversight of the SCN was to be assumed by the Parks and Recreation Commission and Department. The Commission on Aging has amended its governing documents to eliminate references to the Senior Center Network.

Per my request, Deputy Civil Counsel Christopher Forsyth has been researching how to officially, under state statute, move the Senior Center Network under the Parks and Recreation Commission and Department so that the Senior Center Network's business may be properly reviewed and conducted under the direction of the Parks Board and our department.

The attached memo from Mr. Forsyth and Prosecuting Attorney Robert Cooney, addressed to me, explains that the County Board is the proper governing body to approve amendments to the Parks and Recreation Commission's governing documents to properly organize this change. As such, I am requesting that the Board approves amendments to the Parks and Recreation Commission's Rules and Regulations.

Additionally, an amendment to the proposed 2016 election year SCN millage language, previously approved by the County Board in 2015, also requires amendments to eliminate references to the COA. The memo from Mr. Forsyth and Mr. Cooney also addresses this issue. I further request that these language amendments also be approved.

Finally, Mr. Forsyth has recommended that the County Board of Commissioners adopt the following resolution regarding the Senior Center Network:

*RESOLVED, that the Grand Traverse County Board of Commissioners authorizes the Grand Traverse County Parks and Recreation Commission to have oversight of the Grand Traverse County Senior Center Network, and
BE IT FURTHER RESOLVED, that the Grand Traverse County Board of Commissioners approves and authorizes the amendments to the Parks and Recreation Commission rules and regulations, as proposed by the Parks and Recreation Director and drafted by Deputy Civil Counsel.*

Thank you for your consideration.

Recommendations

(1) Motion to amend the Parks and Recreation Rules and Regulations to reference "recreation for senior citizens," specifically, paragraphs contained in Rule 7. Duties and Responsibilities, as provided for in the attached memo from the Prosecuting Attorney's office. **(2) Motion** to revise millage proposal for Senior Centers to remove references to the Commission on Aging, as provided for in the attached memo from the Prosecuting Attorney's office. **(3) Motion** to adopt the resolution, as proposed above by Mr. Forsyth.



Robert A. Cooney
Prosecuting Attorney
324 Court Street
Traverse City, Michigan 49684-9958
(231) 922-4600 FAX (231) 922-4698

MEMORANDUM

TO: Kristine Erickson, Parks and Recreation/Senior Center Network Director

FROM: Christopher J. Forsyth, Deputy Civil Counsel
Robert A. Cooney, Prosecuting Attorney

DATE: January 14, 2016

RE: Senior Center Network; Parks and Recreation Commission; Rules and Regulations;
Millage Renewal

I am providing you with this memo as follow-up to our conversation earlier this week, when you asked whether the Parks and Recreation Commission may assume oversight of the Senior Center Network (SCN) now that you have been appointed as Director of the SCN, too. You also asked whether the millage renewal proposal to support the Senior Center Network should be revised, because it references the Commission on Aging. In order to answer these questions, I have reviewed relevant state statutes, the County Parks and Recreation Commission Bylaws, and its Rules and Regulations. Following are answers to your questions.

Parks and Recreation Commission oversight of Senior Center Network

According to the County and Regional Parks Act, MCL 46.351, the Parks and Recreation Commission is “under the general control of the board of commissioners, and [it] may make rules and regulations with respect to the county parks and recreation commission as the board of commissioners considers advisable.” As you know, the Grand Traverse County Board of Commissioners has adopted the Parks and Recreation Commission’s Rules and Regulations. Given the quoted statutory language, my recommendation is that the Board of Commissioners approve amendments to the Parks and Recreation Rules and Regulations to reference “recreation for senior citizens,” specifically, some of the paragraphs contained in Rule 7. Duties and Responsibilities, which should be amended in the following or similar manner:

7. DUTIES AND RESPONSIBILITIES

3. *Study and determination of facilities and needs; plan. The Parks and Recreation Commission may study....and recreation, including recreation for senior citizens, and other...*
9. *Development and operation of facilities. The Parks and Recreation Commission may plan....and facilities, including places and facilities used for senior citizen related recreation and programs, and construct...*



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Traverse City, Michigan 49684-9958
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10. Custody, control and management of property. The Parks and Recreation Commission shall have the custody....recreation centers, including recreation centers for senior citizens, wildlife areas...

Millage Proposal Revision

My understanding is that the Commission on Aging will continue to have oversight for in-home services. Thus, that particular renewal proposal does not need to be revised. The second proposal, however, does reference the Commission on Aging and the reference to Commission on Aging should be deleted since it no longer has oversight of the senior centers. I have included the proposal below with suggested deletions and revision:

**GRAND TRAVERSE COUNTY SENIOR CITIZEN SERVICES
MILLAGE PROPOSAL FOR SENIOR CENTERS**

This proposal will allow Grand Traverse County ~~through its Commission on Aging~~ to continue to provide funds for Grand Traverse County Senior Centers. This proposal is a renewal of a previously authorized millage.

Shall the limitation on the total amount of taxes that may be levied against all taxable property within Grand Traverse County be renewed and Grand Traverse County be authorized to levy up to and including 0.1 mill (\$0.10 per \$1,000 of taxable value) for a period of seven (7) years beginning 2016 through 2022, inclusive, for the purpose of providing funds for Grand Traverse County Senior Centers ~~through the Grand Traverse County Commission on Aging?~~ If approved and levied in full, the millage of 0.1 mill will generate an estimated \$462,053 to be ~~disbursed to the Grand Traverse County Commission on Aging used~~ for Grand Traverse County Senior Centers when first levied in 2016.

By law, tax increment revenues from this millage will be distributed to governmental units within Grand Traverse County that capture property taxes, which are the City of Traverse City Downtown Development Authority, Grand Traverse County Brownfield Redevelopment Authority, Village of Kingsley Downtown Development Authority, Village of Fife Lake Downtown Development Authority, and Interlochen Downtown Development Authority.

Shall the proposal be adopted?

YES NO

Please let me know if you have any questions concerning this memo.

cc: Thomas Menzel, County Administrator



Memorandum

Grand Traverse County
Board of Commissioners
400 Boardman Avenue
Traverse City, MI 49684

TO: Board of Commissioners
FROM: Commissioner Addison Wheelock
DATE: January 20, 2016
RE: Conflict of Interest Disclosure

See attached notice from Commissioner Wheelock

ACTION REQUESTED:

Immediate Approval for Wheelock & Sons to proceed with repair if they are the selected vendor.

Wheelock & Sons



Welding, Inc.

9954 North Long Lake Road
Traverse City, MI 49685

Ph. (231) 947 - 6557

Fx. (231) 947 - 5152

01-15-2015

Fellow Commissioners,

As I indicated to you on Wednesday evening, I have quoted structural repairs to the stairway at the Law Enforcement Center. Find enclosed a copy of our proposal. I do not know about other proposals that may have been received. I would ask that you consider authorizing Wheelock & Sons to complete the work ASAP if we are the selected vender.

Sincerely,

A handwritten signature in black ink, appearing to read "Addison" with a stylized flourish at the end.

Addison "Sonny" Wheelock, Jr.
President



9984 North Long Lake Road
 Traverse City, MI 49685
 Ph. (231) 947 - 6557
 Fx. (231) 947 - 5152

Proposal

Date	Estimate #
1/15/2016	2772

Grand Traverse County
 400 Boardman Avenue
 Traverse City, MI 49684

P.O. No.	Terms	Rep	FOB	Project
	Net 30	Sonny		

Qty	Description	Cost	Total
14.33	11 Gauge Sheet	2.50942	35.96
1	Shear & Form Stair Pans	75.00	75.00
4	Install 3 @ Stair Pans On North Stair At Law Enforcement Center	125.00	500.00
	Pans To Be Primed Finish Paint To Be Done By County		

Subtotal	\$610.96
Sales Tax (0.0%)	\$0.00
Total	\$610.96

Acceptance of Proposal
 The above stated prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature _____