

**Grand Traverse County Board of Public Works-Finance Committee**  
**Public Services Building**  
**Large Conference Room**  
2650 LaFranier Rd, Traverse City, MI 49686

**Meeting Minutes**

March 7, 2018 @ 1:00 p.m.

**CALL TO ORDER**

The Chair, called the meeting of the Grand Traverse County Board of Public Works Finance Committee to order at 1:00 p.m. at the Public Services Building located at 2650 LaFranier Road, Traverse City, Michigan. The Secretary was not present.

**ROLL CALL**

PRESENT: Jay Zollinger, Jeff Shaw, Rob Manigold, and Beth Friend

EXCUSED: Chuck Korn

ABSENT: N/A

STAFF: John Divozzo and Dianne Thompson

Also Present: Bob Fudge, Art Krueger, Jennifer Hodges, Marty Colburn, and Bill Twietmeyer.

**PUBLIC COMMENT**

Marty Colburn stated that the City Commission approved the membrane purchase and installation for this year. Art Krueger reported that a pump in the Front Street lift station went down and a by-pass has been installed. The by-pass will remain in place until a new pump is installed; about 3-4 weeks.

**APPROVAL OF AGENDA**

**MOTION by BETH FRIEND to approve the agenda as presented; second by Rob Manigold.**

The Motion PASSED unanimously.

**APPROVAL OF MEETING MINUTES**

1. There were no objections so the meeting minutes of February 7, 2018 were approved as presented.

**AGENDA ITEMS**

1. Summary of Prepaid Claims

John presented the pre-paid claims report to the committee; there were no objections.

2. Purchasing Policy/Procedures

John provided the draft purchasing policy for review by the committee. He indicated that the upper limit on spending will require a published bidding process and board approval. The lower limits will require multiple quotes and either manger or director approval pending availability of funds within a budget.

**MOTION by JEFF SHAW to approve and recommend to the BPW the Purchasing Policy for the Department of Public Works; second by Rob Manigold.**

The Motion PASSED unanimously.



3. CGAP Grant Briefing Memo

Jennifer Hodges informed the committee that she submitted a grant application on behalf of the DPW to recover costs associated with the mapping project. The request included costs for labor and equipment in an amount of approximately \$180,000.

4. Surplus Equipment/Vehicles

John asked the committee for guidance on declaring items as surplus and eliminating them from inventory whether through sale or trash. He would like the board to understand that the purchase of vehicle is directly related to the sale of an older one, unless the purchase is declared as additional vehicles or equipment.

**MOTION by ROB MANIGOLD to declare three trucks as surplus per staff's memo dated and recommend to the BPW the same; second by Jeff Shaw.**

The Motion PASSED unanimously.

The committee discussed developing surplus policy that includes procedures for disposal of property. The policy should also include value limits for disposal versus sale.

**PUBLIC COMMENT**

Art Krueger said that the City posts surplus items on a web site with good success.

John mentioned that he is working on an on-call policy for the department. He doesn't think the policy was previously implemented in accordance with the terms of the contract. He is working with the County and the union to reach a compromise. Any financial aspects of the policy will require board approval.

The DPW received a complaint through the Drain Commissioner regarding pooling water on a property neighboring a water tank. John is investigating but the initial review shows it is not coming from the tank.

**NOTICES**

1. The next Regular BPW Meeting will be held on Thursday, March 8, 2018 at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, April 4, 2018 at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd

**ADJOURNMENT 2:00 p.m.**

Date: 4-4-18

[Signature]  
BPW Finance Committee Chair

[Signature]  
BPW Finance Committee Secretary  
(Approved as to form and content)

Drafted by: [Signature]  
John Divozzo