

A G E N D A
FOR THE BOARD OF COUNTY ROAD COMMISSIONERS OF
GRAND TRAVERSE COUNTY
ORGANIZATIONAL MEETING OF THURSDAY, JANUARY 26, 2016 – 6:30 P.M.
1881 LAFRANIER ROAD, TRAVERSE CITY MI 49696

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONFLICT OF INTEREST

5. PUBLIC COMMENT

6. ORGANIZATIONAL SESSION

A. Election of Officers

The Clerk will call for nominations for the office of Chair for 2017. The 2016 officers and appointments are listed in parentheses.

Chair of the Board - (Brown). The Chair will officiate the balance of the Organizational Meeting.
Vice-Chair of the Board - (Nelson)

B. Appointments

Chair made the following staff and committee appointments. The 2016 appointments are noted are listed in parentheses.

Manager – (Cook)
Finance Manager – (Bott)
Clerk – (Hunt)
Deputy Clerk – (Trudell)
Investment Counselor - (Bott)
Parks & Recreation – (Marek)
MTA – Open to all members
Boardman IT - (Nelson)
Dam Removal – (Cook/Johnson)
Regional Prosperity Initiative Transportation Network - (McKellar)
Networks Northwest Board - (Cook)
RMA Meeting – Rotate Board Members
TC Chamber Legislative Committee - (unassigned)
Traffic Safety Committee – (Brown)
TTIC - Board (Cook, alternate Johnson), Executive Board (Cook)
TTIC - Tech Committee (Johnson, alternate Slonecki)

C. Township Assignments

Chair will make the following assignments as liaisons to the following townships and governmental entities. (Current assignments are in parentheses.)

Brown – Villages of Kingsley and Fife Lake, and Fife Lake, Mayfield, Paradise and Union Townships

Mouser – Garfield and Long Lake Townships

McKellar – Acme, East Bay, Peninsula and Whitewater Townships

Nelson – City of Traverse City

Marek – Green Lake, Blair and Grant Townships

D. State Maintenance Contract Appointments

Chair will make the appointments for the Michigan Department of Transportation State Maintenance Contract.

(Highway Maintenance Supervisor – Cook
Bridge Maintenance Supervisor - Johnson
Assistant Maintenance Supervisor – Javin
Highway Maintenance Foreman – Chandler)

The Board is asked to ratify the appointments made by the Chair.

E. Meeting Schedule for 2017

The Board will finalize the draft 2017 meeting schedule.

F. Review of Ethics Policy

Each member will review and execute the Ethics Policy as an individual and as a Board member.

G. Review of Board Rules

This is an opportunity for the Board to recommend any proposed changes to their Board Rules. Staff has no recommended changes.

7. PUBLIC COMMENT

8. ADJOURNMENT

2017 REGULAR MEETING SCHEDULE

The Board of County Road Commissioners of Grand Traverse County has established the following dates for their regular 2017 Board meetings. Unless otherwise noted, all meetings are held in the Grand Traverse County Road Commission's Board Room, 1881 LaFranier Road, Traverse City MI 49696 and begin at 7:00 PM.

January	26 (Thursday)
February	23 (Thursday)
March	23 (Thursday)
April	27 (Thursday)
May	25 (Thursday)
June	22 (Thursday)
July	27 (Thursday)
August	24 (Thursday)
September	28 (Thursday)
October	26 (Thursday)
November	21 (Tuesday)
December	28 (Thursday-between holidays) OR 21 (Thursday-before holidays)

Rescheduled, Special & Emergency Meetings

Pursuant to 2012 Public Act Number 528 of the Open Meetings Act, notices of all upcoming rescheduled, special and emergency meetings will be posted on this site as they apply.

Public Comment

Public comment is available at both early and late in the each meeting. Three minutes is provided for an individual and ten minutes for a group's spokesperson. Appointments are made with the Clerk to request an agenda topic for Board discussion. Documents to be distributed in Board packets must be supplied to the Clerk a minimum of five work days prior to the meeting date.

Special Assistance

Individuals requiring special assistance must contact the Clerk two work days in advance.

Contact Information

Work Schedule: Monday-Friday, 7:30 AM - 4:30 PM.
Phone: 231-922-4848 Fax: 231-929-1836
Email: gtrc@gtrc.org Web: www.gtrc.org
Facebook: Grand Traverse County Road Commission

**CODE OF ETHICS OF THE
GRAND TRAVERSE COUNTY ROAD COMMISSION**

Adopted January 26, 2017

The Grand Traverse County Road Commission shall:

1. Respect the confidentiality of privileged information as follows:

Confidential information shall be released only as allowed by law or as authorized by the Board after considering the consequences of the release to the effective and efficient operation of the Grand Traverse County Road Commission.

Confidential information is defined as:

Information that is exempt from discussion or disclosure by state or federal statute, including but not limited to the following information:

Attorney-client communications.

Minutes of or discussion in closed session. MCL 15.267(2).

Trade secrets or commercial, financial information provided to the Road Commission for use in developing policy if the Road Commission has promised confidentiality and has taken other steps required under the Freedom of Information Act. MCL 15.243(1)(f).

Social Security Numbers. MCL 15.243(1)(w).

Employee medical information.

Disciplinary actions and personal information contained within employee personnel files. Bullard-Plawecki Act. 423.501 et seq.

When contacted by the media or others regarding information that is confidential and a release has not been authorized by law or the Board, a Board member should refrain from commenting on the subject

The Board shall not take any action against any Board member for disclosing confidential information nor shall the disclosure be considered a violation of this Policy, when the Board member is:

- a. Making a confidential inquiry or complaint to a prosecuting attorney or other enforcing agency concerning a perceived violation of law, including disclosing

facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation in closed session.

- b. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.
 - c. Disclosing information that is not confidential.
 - d. Disclosure has been required by court order.
2. Recognize that an individual Board member has no authority to speak or act for the Commission. When presenting individual opinions and positions on any matter, Board members shall explicitly state they do not represent the Board or the Road Commission, nor will Board members allow the inference that they do;
 3. Work with other Board members to establish effective policies;
 4. Delegate authority for the running of the Road Commission to the Manager and staff;
 5. Encourage the free expression of opinion by all Board members;
 6. Seek systematic communications between the Board, staff, and all elements of the community;
 7. Render all decisions based on the available facts and independent judgment rather than succumbing to the influence of individuals or special interest groups;
 8. Make every effort to attend all meetings;
 9. Become informed concerning the issues to be considered at each meeting;
 10. Avoid conflicts of interest or the appearance thereof;
 11. Refrain from using this position for personal benefit, or for the benefit of family members or business associates;
 12. Not directly or indirectly solicit any contract between himself or herself and the Road Commission unless disclosure is made and approval by the Board has been given as required by MCL 15.322;
 13. Use the same care and caution when using electronic media as would be exercised when speaking face to face or through written memoranda;
 14. Avoid use of derogatory or denigrating language;

15. Respect and adhere to the policy role of the Board and shall not interfere with the day to day administrative functions of the Road Commission. Individual Board members shall not become involved with staff disciplinary matters or the complaints of staff regarding their general work environment or conditions.

It shall not be considered a violation of this policy for the Board to receive complaints from employees during Board meetings or for the Board or individual Board members to receive complaints from employees regarding the Manager relating to discrimination, harassment, or other alleged violations of the law.

A violation of this code may be considered by the Board as grounds to file a charge of misconduct or neglect against the Board member violating the policy with the Grand Traverse County Board of Commissioners pursuant to MCL 46.11(n).

A violation of this code of ethics shall not be, standing alone, a basis for challenging the validity of a Road Commission decision.

The Road Commission Board shall annually review The Code of Ethics of the Grand Traverse County Road Commission at its Organizational meeting.

Carl J. Brown

Jason Gillman

Andrew J. Marek

Marc S. McKellar

William D. Mouser