



## County Staff Report July 2015

### Strategic Goals

1. Maintain financial strength and stability
2. Strengthen and expand the County's use of technology
3. Address infrastructure needs
4. Continue community engagement and access to information
5. Ensure that County is viewed as a fair and equitable employer
6. Expand the capabilities of the Board of Commissioners
7. Advance the health and quality of life of the region
8. Protect and preserve County's water resources, forests, natural areas and scenic beauty

### Administration (1)

- A new part-time employee started in the office June 29.

### County Drain Commissioner (3, 7, 8)

- Was petitioned by the Board of County Road Commissioners to create five drainage projects. After the Drain Commissioner convened Boards of Determination (BOD), the BOD found four of the five drainage projects necessary and work is continuing on those four necessary petitioned drain projects. For more detailed information, visit [http://www.co.grand-traverse.mi.us/departments/drain\\_commissioner.htm](http://www.co.grand-traverse.mi.us/departments/drain_commissioner.htm).
- Received Board approval to require deposit from petitioners for drainage projects, to cover preliminary up-front costs required. This resulted in a \$10,000 deposit from the Road Commission to the revolving drain fund.
- Preparing to petition the court to set up a lake level special assessment district for Duck Lake.
- Continuing inspections and maintenance of all 13 existing county drainage systems.
- Working with engineering and surveying crews to begin implementation of a \$100,000.00 SAW Grant for asset management of existing county drainage systems.
- Prepared and participated in seven required meetings. Drove 605 miles, and worked with eight specific property owners/areas to discuss eight distinct new cases of flooding. Worked an average of 5.5 hours per day, at an annual salary of \$7,217.60 and no benefits, resulting in a verifiable cost of \$4.50 paid per productive hour by taxpayers for professional services rendered by the drain commissioner.

### Finance (1)

- Assisted Jason Torrey with a State 911 compliance review of our 911 revenues and expenditures.

- Filed the 2014 Comprehensive Annual Financial Report (2014 Audit) with the State of Michigan by the June 30<sup>th</sup> reporting deadline. The audit will be presented to the Board at the July Ways & Means Committee Meeting.
- Updated our qualifying status with the Department of Treasury for the County, Building Authority, and Road Commission. This is a requirement to be pre-qualified to issue municipal bonds.
- Filed the F-65 Report with the State as required.
- Assisted the Implementation Team in reviewing a construction access agreement for the Boardman River Restoration Project.

#### **GIS (4)**

- Decommissioned “old” GIS website. New *Parcel Viewer* receiving good reviews
- Introduced funding program for 2016 aerial imagery project to local units. Anticipate verbal “nod” to program in July – Formal commitments by boards and supervisors in September.
- 2015 spatial data /assessment roll reconcile continues.
- Implemented automated notification system of 2015 spatial data/assessment roll reconciliation conflicts to local units
- Completed complete redraw of Garfield Township parcel lines, and beginning tax map creation process per contract.

#### **Health Department (7)**

##### **ADMINISTRATION & FINANCE DIVISION**

- 2% Grant- Completed with Environmental Health the 2% Beach Safety final grant expenditure report. Applied for a follow-up 2% Water Safety Network grant.
- Adolescent Health Clinics- Completed Adolescent Health grant budgets for the 2015-2016 fiscal year and submitted the detailed work plan for the FY2016 grant.
- FY 2016 Budget- Continuing to work through the 2016 budget process to finalize our budget for all programs.
- Accreditation - Finalized and submitted the GTCHD Plan of Organization. Continuing work on other components of accreditation materials.
- Immunization Task Force- Continues to meet and make progress on improving access, increasing advocacy and improving immunization rates in the region. Finalizing efforts for back to school push for August and September. Preparing to meet with local legislators in July.

##### **MEDICAL EXAMINER DIVISION**

- Training- The Western Michigan School of Medicine forensic pathologist and forensic anthropologist came to Traverse City to provide some on site training for the medical examiner team, discuss some case specifics and meet with prosecutors, law enforcement and administration from Benzie, Grand Traverse and Leelanau Counties. The meeting was very informational and an important final step in our change of forensic autopsy service providers.

## ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Sewer Main Break Response - Environmental Health Staff responded to a sewer main break on US 31 North on Wednesday, June 3rd. During the repair process, sewage was contained on the edge of the highway, which was closed as part of the reconstruction project and did not appear to reach the storm drain that discharges to East Grand Traverse Bay. Construction crews had the line repaired within approximately four (4) hours.
- Beach Monitoring - The beach monitoring program for the 2015 swim season began on Wednesday, June 24th. The beaches are being sampled for E.coli each Wednesday, through September 2nd and reported every Thursday. Sample results at the 9 beaches on East and West Grand Traverse Bay as well as 4 inland lake beaches tested at “Level 1”, which means E.coli levels met Michigan Department of Environmental Quality (MDEQ) swimming standards for full body contact. For a listing of the beaches and test results, you can visit our website at: [http://www.co.grand-traverse.mi.us/departments/health/Environmental\\_Health/Public\\_Beach\\_Monitoring.htm](http://www.co.grand-traverse.mi.us/departments/health/Environmental_Health/Public_Beach_Monitoring.htm)
- New Cherryland Humane Society Executive Director - Health Department Administration and Animal Control staff met with the new Cherryland Humane Society (CHS) Executive Director, Heidi Yates on June 10th. We discussed our on-going contract with the CHS for providing sheltering services for the Grand Traverse County Animal Control. The meeting was very productive and we look forward to working with Ms. Yates in the future.

## EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management - Spent the month of June welcoming 2 Emergency Management Interns, Annamaria & Nathan. They are busy assisting the department with many projects, including the Incident Action Plans for National Cherry Festival and Great Lakes Equestrian Show. The Emergency Management Coordinator facilitated a disaster table top exercise for Interlochen Center for the Arts and worked with Metro Fire Department to make the Mobile Command Trailer more functional for our incident command needs.
- Public Health Emergency Preparedness (PHEP) Finished the Emergency Preparedness Community Outreach campaign that may be heard on radio stations throughout northern Michigan. Finalized the arrival of the Centers for Disease Control to Grand Traverse County for a region wide course in September. Finalized and submitted all remaining documents for 2015 PHEP grant and its requirements that have just come to a close. Accepted the terms of PHEP grant and have begun its planning stages for the next 3 and 9 month cycles.
- Began talking with regional counterparts on how to more efficiently coordinate, plan, and operate Public Health Emergency Preparedness throughout the region. Working to compile GTCHD accreditation materials that are Public Health Emergency Preparedness focused.

## COMMUNITY HEALTH DIVISION

### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

- Communicable Disease Program - Completed a mailing to medical providers with Communicable Disease rules and updated 2015 Reportable Communicable Diseases.

Included in the mailing were instructions on and importance of reporting animal bites and bat exposures.

- Reproductive Health – Staff attended the Annual Family Planning Coordinators Meeting presented by the Michigan Department of Health and Human Services.
- Adolescent Clinics- Adolescent Health Providers attended the Vaccine Preventable Disease training in Lansing, presented by the Center for Disease Control and Prevention.

#### *MATERNAL AND CHILD HEALTH PROGRAMS:*

- Maternal Infant Health Program- We met with Karl Kovacs, the new Northern Lakes Community Mental Health CEO, to introduce our community partners and communicate our client population continuing need for infant mental health services as outlined in the MIHP evidenced based practice program. Several staff attended the Tobacco Control Program Michigan Quitline webinar to enhance our understanding of the primary resource available free of charge to pregnant women who are trying to quit smoking.
- Children's Special Health Care Services (CSHCS)- Lonnie Barnett, State Director of CSHCS, visited our Health Department to meet our program staff and discuss what works and what challenges we face with the CSHCS population. This was a great opportunity to have program staff dialogue with the State regarding program requirements and barriers experienced to meet client needs.
- Immunizations- To accommodate increased walk-in clients and waiver education sessions, the immunization program opened a second clinic room. The program implemented client satisfaction surveys throughout the month of June to evaluate our services and hours. All program staff attended the 2 day training in Lansing - Vaccine Preventable Disease presented by the CDC. This was an excellent training brought to the State of Michigan.
- WIC- We are currently running a partnership program, Project FRESH, with MSU Extension. Project FRESH is an educational program providing participants with coupons to purchase locally grown fresh fruits and vegetables at participating farmer's markets. This year, our agency received 332 coupon booklets to distribute to our families. We have held 9 classes so far this summer with 9 more to go. This always popular program is enthusiastically received by clients and all of our classes are currently full.

#### **Human Resources (5)**

- Currently recruiting for 19 positions County-wide with a total 66 requisitions posted County-wide for the year. The HR department is involved in all the stages of the hiring process for several departments.
- Kathy Mahoney ICMA 457 Representative was here for one on one appointments with employees in June.
- Sally attended FOIA Training to learn the new process.
- Safety training: BBP (bloodborne pathogen) was presented to employees by Sue Cork/Safety Coordinator in June. There were 2 sessions held.

- Wellness Team is working on the Expo for August and the Yoga group is taking a break until September.
- ERSA (Employee Recognition/Suggestion Award) team is planning the July Making a Difference Reception.

### **MSUE (7, 8)**

- Dr. Duke Elsner of our office worked with the National Association of County Agricultural Agents to hold a webinar for its members titled "Agriculture's Opportunity to Take a Role in Monarch Butterfly Conservation" on June 30th. County agricultural extension staff from across the country learned about how recent agricultural practices have led to a decline in the monarch population and how farmers can take steps to encourage a rebound of the monarch in the United States.

### **Parks and Recreation (7)**

- Easling Pool Certified paddleboard instructor Jessica Kerfoot will teach Standup Paddleboard Starter classes at Easling Pool on July 10 and 17. Two sessions will be held each of those Fridays, one from 5 to 6:30 p.m. and one from 6:30 to 8 p.m. 231 Outfitters is donating use of the boards and paddles. Space is limited, with 8 openings in each class. Cost is \$30 per person, per session. Dress to swim! To register and for more information, call the Easling Pool Business Office weekdays between 8:30 a.m. and 4:30 p.m. at 231-922-4814.
- Easling Pool will be closed for annual maintenance from Saturday, July 25 through Sunday, August 2. The pool will be drained and scrubbed, and the locker rooms, deck, and surrounding areas will be thoroughly cleaned. Mechanicals will be inspected and necessary maintenance will take place. Patrons will be invited back to enjoy a freshly filled pool on Monday, August 3, when regular summer pool business hours will resume.
- Power Island A new well will be drilled on Power Island July 15 and 16 so that more campsites may be added on the south side of the island, making more overnight stays by community members and visitors possible between May and October. Elmwood Township has partnered with the County by offering the north wall of its marina for loading and unloading the 6,000-pound drilling equipment on to the barge, which will take the equipment to and from the island. Campsite reservations will be taken through County Parks and Recreation once the well has been drilled and approved by the Health Department, after the DEQ signs off on the expanded campsite plan, and after the sites have been cleared with the help of SEEDS. It is anticipated that the sites will be ready for rental in fall 2015 or spring 2016 at the latest.
- Civic Center The new concession stand to be located in the center building on the Civic Center property, adjacent to the Skate Park and ballfields, is in the final stages of development. Once open, the concession stand will take the place of the Pizza Wagon trailer, yet be under the same management. Opening date has moved to early August 2015. Stay tuned for specifics.

### **Planning & Development (1, 3, 4, 7, 8)**

- The amended Traverse City Place Brownfield Plan was approved by the Grand Traverse County Board of Commissioners. Originally started in 2001, the plan comprises 23 parcels between Grandview Parkway and West Front Street. The key environmental components in the amended plan cover a mixed-use (commercial and housing)

development along Grandview Parkway next to the Indigo Hotel and for mixed-use development at 124 West Front Street and at 145 West Front Street.

- In follow-up to attending the 2015 Government Finance Officers Association (GFOA) conference and with instruction from the Board of Commissioners, staff created a “results committee” of seven County staff members to work with the GFOA on implementing results-based budgeting for the County. The committee will provide recommendations to the Board and gain direction from the Board for next steps in the process.
- John Sych, Planning Director, made two presentations at the Northwest Michigan Housing Summit held on June 19 at the Hagerty Center. John presented on “Policy Solutions: How Local Governments Can Support Housing Choices” and “A Road Map to Implementation: Developing a Housing Strategy.” Approximately 200 people attended the event.

### **Resource Recovery (8)**

- Scrap Tire Drop-Off Event: Resource Recovery is holding a Scrap Tire Drop-Off Event on Friday, August 7th, and Saturday, August 8th, from 10am to 2pm (the event may end early if capacity is reached). The event will be held at the Grand Traverse County Department of Public Works Garage at 361 E. Welch Court, Traverse City. There is no charge for this event as the disposal costs will be reimbursed through a grant from the State of Michigan Department of Environmental Quality.

Appointments are not required, but participants must be residents of Grand Traverse County and must provide proper identification verifying residency. This event is for household/residential tires only - commercial businesses may not bring tires to the event.

Residents may bring a maximum of 7 tires. The tires must be clean and must conform to strict rules on accepted type and size. Please see [www.recyclesmart.info](http://www.recyclesmart.info) for details on accepted and non-accepted tires.

- Community Bench Project: Resource Recovery is collaborating with East Bay Township Parks and Girl Scout Camp Saki to collect plastic caps and lids towards the purchase of 3 recycled plastic park benches. Please drop caps at collection boxes located at the East Bay Township Hall and the RecycleSmart office at the Public Services Building or by calling Mindy Walters of the East Bay Township Park Commission at 231-218-1111.
- Household Hazardous Waste Collections: At the May 28th HHW Collection, Grand Traverse County residents and small businesses dropped off 39,918 pounds of Household Hazardous Waste including 22,420 pounds of paint. Disposal costs for this material totaled \$16,643 after reimbursement for pesticide and mercury disposal costs from the State of Michigan Clean Sweep Grant Program. A landfill tipping fee supports the balance of the disposal cost.

The next Household Hazardous Waste Collection is scheduled for Thursday, August 27.

### **Treasurer (1)**

- New Chief Deputy David Lawicki started June 1; Annette retired June 12th.

- Reviewed all 13 township and the City databases to verify values, millage rates, and database settings before summer tax bills were run. Had meeting with Township Treasurers/Assessors to go over changes and questions regarding the 2015 tax roll.
- 2 employees completed training to begin accepting passports in our office in August.
- Started actively promoting our monthly ACH tax payment program where we direct draw tax payments out of taxpayer's bank account each month. We calculate how much their tax bill is and break it up over the time between now and foreclosure to project what their monthly payment should be to avoid foreclosure. We have 3 people signed up at this time.