



# Administrator/Controller Report February 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)

- The Administrator/Controller met with Township and Village officials on February 5<sup>th</sup> to discuss contracts for Sheriff deputies that serve those communities. The county proposed a standardized agreement that is based upon the most recent agreements in effect.
- The agreement for shared clerical staffing for the Sheriff and City Police is currently being discussed with the City Manager. The county has proposed that the cost be split based upon the number of staff using the services (approximately two-thirds/one-third). The city believes typed input data should be factored in to the equation and that the city should get a discount because city residents pay county taxes.
- The county and city managers are also beginning discussions on long-term lease agreements for the city space in the county-owned Law Enforcement Center and county space in the city-owned West Front Street offices that house the Commission on Aging and MSU Extension.

## Boardman River Dams Project (8)

- The Implementation Team will be holding informational meetings this month with community leaders on the status of the dam removal and Cass Road bridge replacement. The IT will be updating the Board of Commissioners at a special meeting in early March on a date to be determined by the Board. For anyone who wishes to know more about the project, the website, [www.theboardman.org](http://www.theboardman.org) has an enormous amount of information about the project.

## Central Dispatch/911 (7)

- A committee of the Central Dispatch Board met with the 911 Director and Administrator/Controller in January to discuss possible modifications to its governing structure. The committee is working on revisions to the bylaws to be presented to the Central Dispatch Board in the near future.
- CPR recertification training is taking place for all 911 supervisors, telecommunicators, and call-takers. This certification is necessary for us to provide pre-arrival medical instruction through Priority Dispatch Pro-QA, a software program that prioritizes medical calls and allows us to give medical instructions prior to EMS arriving on-scene.

- Our Grand Traverse 911 Facebook post regarding Superbowl halftime 911 “butt-dials” has been viewed by over 250,000 people, and ended up on 7 & 4 News. We are pushing 30,000 followers, and continue to use social media to provide beneficial information to our community.

### **Commission on Aging (7)**

- At the Commission on Aging February board meeting, the commission approved funding for the following senior organizations:
 

○ Northwest MI Community Action Agency (Meals on Wheels)	\$20,000
○ Catholic Human Services (Senior Companion Program)	\$10,000
○ Area Agency on Aging of NW MI (Annual Local Match)	\$ 7,503
○ Long Lake Township (Long Lakers Senior Center)	\$ 1,200
- COA employee Melissa Z. was recognized during the county’s Making a Difference quarterly employee recognition reception in January for her outstanding and caring service to her clients. Melissa helps her clients both during work hours and after work hours. Her kindness resulted in the Commission on Aging receiving a \$56,000 memorial contribution. Many of the Commission on Aging staff members go above and beyond their job responsibilities to help the senior citizens of Grand Traverse County. (5)
- The COA is planning a celebration in recognition of its 40<sup>th</sup> anniversary this year. (4)

### **Construction Code**

- As expected, construction activity remains very active. The somewhat mild winter weather has allowed contractors and developers to continue to work throughout the early winter months with very little slow down. 2015 is looking to be another active building year within Grand Traverse County.

### **GIS**

- The Director met with Garfield Board of Trustees on February 10<sup>th</sup> to discuss a tax map project in Garfield Township, and the Union Township Assessor has also opened discussions regarding a tax map project.
- Implemented changes to the GIS website which had been recommended by the Website Review Committee.
- The Tax Parcel Viewer now includes a *hard-copy* reporting function.
- Prepared GIS environment for the annual parcel layer/assessment roll reconciliation program. The process will begin upon receiving March Board of Review assessment rolls from local units.

### **Health Department & Emergency Management (7)**

#### *ADMINISTRATION & FINANCE DIVISION*

- Mutual Aid - A Public Health Mutual Aid Coordination Plan was also written for Region 7 by Grand Traverse County’s Emergency Preparedness Coordinator. The plan outlines the steps to be taken to operate the Region 7 Mutual Aid Agreement that is in the works of being signed by all agencies. The Health Officer presented it to the Northern Michigan Public Health Alliance for review and approval. This was partially in response to the recent outbreaks and need for additional staffing.

- Water Safety Network - Awaiting word on the 2% grant for funding for 2015 activities; reconvening group to work on installing safety stations, encouraging hotels with waterfront property to purchase and install safety stations and other water safety efforts.
- Accreditation - Beginning planning and coordination for 2015 Accreditation cycle #6.

#### *MEDICAL EXAMINER DIVISION*

- Morgue - The morgue expansion at Munson was delayed until fiscal year 2015. The Director plans to work with all three counties on payment once the morgue expansion team reconvenes at Munson.
- Cremation Permit - Working on logistics for processing cremation permit billing for January. There were 86 cremation permits issued in January.

#### *ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION*

- Mercury Spill Response - Environmental Health staff responded to a mercury spill incident at a residence on Wadsworth Street in Traverse City on January 16th. A broken fever thermometer containing mercury in the kitchen of the home resulted in a release of mercury vapors throughout the home. Our Department assisted in the clean-up effort to insure the mercury spill was properly remediated.
- ServSafe Training - Provided Manager Certification training to 21 Grand Traverse area food service managers. The day-long training program is taught by Environmental Health staff that is certified to instruct the ServSafe classes and proctor exams through the National Restaurant Association's Educational Foundation.
- Beach Safety Stations - The Environmental Health Staff spent their afternoon on Martin Luther King Day assembling 35 beach safety stations which will be placed at public beaches this Spring throughout Grand Traverse, Leelanau and Benzie Counties. The safety stations consist of a 4"X4"X8' treated post, drowning prevention sign, floatation buoy, and throw rope. Funding for the beach safety station project came from a grant by the Grand Traverse Band and is spearheaded by the Northwest Michigan Water Safety Network which is a community alliance formed in 2013 to improve the overall health and safety of the region's public beaches.
- Animal Control – The county held a meeting with the Cherryland Humane Society on February 3<sup>rd</sup> to discuss several issues related to the shelter contract. CHS has proposed a substantial increase in the cost of the agreement, and both parties reviewed the adequacy and effectiveness of current agreement. The county is reviewing data from the past year and will begin contract negotiations with CHS later this month.

#### *EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION*

- Emergency Management – Local Elected Officials have been invited to register for the Incident Command System Overview for Executives/Senior Officials on March 11<sup>th</sup> from Noon - 4pm in the Emergency Operations Center. Planning meetings are also underway for a FEMA-sponsored exercise that will take place in Grand Traverse County on April 21-24. Planning meetings are also underway for Bayshore Marathon and Cherry Festival. Crowds are expected to grow by 10-20% for both events.

- The new Emergency Operations Plan was signed into effect by Commissioner Maxbauer on Jan. 6, 2015.
- The Updated Hazard Mitigation Plan has been sent to the state and FEMA for review.
- Emergency Health Preparedness - A plan for a Public Safety Essential personnel Closed POD Plan was established and finalized. The plan outlines specific personnel and operations for delivering required prophylaxis preventative medicine during large scale public health emergencies. For some health related emergencies, it is vital to prophylax our essential personnel first and this plan outlines how we will accomplish this. This plan is to be presented and discussed at the next Local Planning Team meeting.

#### *COMMUNITY HEALTH DIVISION*

- Communicable Disease Program - Monitored influenza in the area. Activity was very high late December/early January, but significantly decreased by month end, although it is not gone altogether. Followed up on 9 confirmed pertussis cases, a significant decrease from both November and December. Provided guidance to a local school battling an increase in gastrointestinal illness, which helped to decrease the occurrence in their students.
- Adolescent Clinics - Staff at the Youth Health and Wellness Center saw 210 unduplicated clients, up from 163 from the same quarter last year. Staff at K Town Youth Care saw 162 clients, up from 144 from the same quarter last year.
- Maternal Infant Health Program - Continue to be down 2 RN positions and 1 RN on leave of absence, yet maintaining care coordination for over 300 clients.
- Immunizations - Completed Immunization Waiver Education training and developed a waiver policy so we are ready for requests from parents for a certified waiver. Met with TCAPs administration to continue discussions about roll out process for the new requirement.
- WIC - Over the past month we have seen a significant increase in pregnant women new enrollee participants.
- Hearing & Vision - Banner month with over 1,300 screenings and over 150 referrals for specialty follow-up, in spite of the snow days and illness.

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

- The county sent a letter on January 26 to MERS asking for an exception to the MERS Plan Document section 43c, which requires a 50% funding requirement to close the Defined Benefit plan to the two remaining bargaining units and offer a Defined Contribution plan to new hires. The request has been placed on the MERS Board agenda in March.
- Currently recruiting for 13 positions County-wide. Currently in 2015 we have 14 requisitions posted County-wide.

- COAM Sergeants and Teamsters Command Labor Contracts settled. That leaves POAM Deputies still in negotiations.
- Great training sessions for MLK Training Day. We had Social Security Administration, Nationwide, ICMA-RC, and MERS. In the afternoon, we had Google Drive/Apps and Excel Basics and Advanced Training by the IT Staff.
- MIOSHA trainer, Dave Humenick trained Facilities, DPW, COA and some Parks and Recreation employees on 5 safety topics.
- Making a Difference Quarterly Reception for employees nominated by their peers or supervisors was held on January 20th. Melissa Z. won the award for going above and beyond her job duties. Other notable nominees were Becky Richards, Dawn Wagoner, Cindy Betts, Marsha Johnson, Josh Wolf, Mike Reed, Mike Lahey, Kim White, Amber Alderman, Martha Thorell, Karen Johnson, Carol Ritter, Sheila Corner, Lori Wesolowski, Erin Johnson, Chris Roggen, Theresa Orlikowski, Dianna Anderson, Jodi Kelly, Patti Friedli, Cheri Tuller, Joanne Tuck, Sarah Adams, and Don Sheehan. What a great team of employees we have!
- ❖ Thank you to Gabe Talaga and Don Sheehan for preparing and presenting training for employees on Google Drive/Apps, and Excel Basics and Advanced. We are better informed because of you!
- ❖ Thank you Commissioner Maxbauer for taking the torch that Commission Chair Lemcool held in our Making a Difference receptions! The Employee Recognition/Suggestion Award Team appreciates it!

### **Information Technology (2)**

- The I.T. department provided four training classes on Martin Luther King Day in the areas of Microsoft Excel basics, advanced Excel functions, and Google Drive/Docs.
- A new camera surveillance system was approved by the Board on January 28<sup>th</sup>. This is a joint effort by Facilities, Dispatch/911, and I.T. in going through a bid process, implementation and ongoing support.
- The I.T. department has been actively engaged with the Website Committee and county offices in selecting a new County website. Bids were received in November with follow up demonstrations and editing of test sites. A vendor recommendation will be presented to the Board this month.
- Monthly I.T. billing reports are now being generated as PDF documents and emailed to departments. This will save in printing and distribution costs. Staff is working on electronic delivery of paper reports wherever possible.

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

- Twin Lakes - A special event and weddings website, [www.twinlakesparkevents.com](http://www.twinlakesparkevents.com), for Twin Lakes Park was launched on January 26th. Inquiries are coming in fast, and

bookings are in process. An RFP for a Twin Lakes Park event planner is posted on the County website until Tuesday, February 10. The goal is to have a contracted event planner for the park hired by early March.

- Winter Survival Basics Program - Upon the recommendation of the Parks and Recreation Commission's Program Ad Hoc Committee, County Parks and Recreation will present a two-part Winter Survival Basics program at Twin Lakes Park on Saturday, February 21 at 10 a.m. A "pre-program" session devoted to proper cold weather attire will be held on Tuesday, February 17 at 6 p.m. at the Backcountry North store, U.S. 31 location. A team of area outdoorsmen educated in survival skills will facilitate the three-hour session by sharing specialized knowledge and experiences, and by leading live and interactive demonstrations. Presenters are Kingsley High School science teacher and Outdoor Adventure Club advisor Boone Scharp; Lead Instructor for Youth Programs, Program Director of Adult Programs, and Executive Director of the Human Nature School Matt Miller; and Corporal Ryan Rademacher, the Northern Zone Hunter Education Field Coordinator for the Michigan Department of Natural Resources Law Enforcement Division. Members of the Kingsley High School Outdoor Adventure Club also will participate by demonstrating and discussing how to build a snow shelter. Cost is \$29 per person and \$75 per family (7 years and up; limit of 3 family members). See [www.grandtraverse.org/parks](http://www.grandtraverse.org/parks) or call 231-922-4818 to register.

- Easling Pool - The winter session of American Red Cross Learn-to-Swim lessons kicked off January 24 & 25. There are 16 classes, and 89 of 102 openings have been filled.

A Lifeguard Certification course will be held at the Civic Center on Saturday, March 28 through Tuesday, March 30. Go to [www.grandtraverse.org/parks](http://www.grandtraverse.org/parks) or call 231-922-4814.

- Civic Center Meeting Room - The meeting room at the Civic Center was recarpeted during the last week in January. Painting should be finished by February 13<sup>th</sup>.
- Parks and Recreation Commission - County Parks and Recreation is hosting a "Parks and Rec Networking Night" at the Civic Center in the newly-improved meeting room on Thursday, March 12<sup>th</sup> at 5:30 p.m. The community is invited to learn all that our County parks and facilities, County parks user groups that provide programming (such as Breakers, American Legion Baseball, TBAYS, Masters Swimmers, and more), and Grand Traverse Parks and Recreation Network member entities and organizations have to offer our community. County Parks and Recreation Commissioners will be on hand to meet and greet.

### **Planning/Brownfield/Economic Development/Housing (1, 3, 4, 7, 8)**

- A \$295,000 Neighborhood Enterprise Zone grant was awarded to Grand Traverse County by the Michigan State Housing Development Authority (MSHDA). The grant will fund the Targeted Homeowner Rehabilitation Program within the City of Traverse City to improve housing for low to moderate income households in the area south of Eighth Street and west of Boardman Lake.

- Through the work of Planning Department staff, HomeStretch was awarded a \$383,440 grant from MSHDA to start Phase I of the Depot Neighborhood in Traverse City. The current plan is for HomeStretch to build 11 residential units. The HomeStretch board recently conducted a strategic planning session in its effort to improve its operations.
- Planning Department staff has been working with Northwestern Michigan College and the Upjohn Institute for Employment Research on a thorough economic analysis of Grand Traverse County. A noted finding is that there are 506 industries represented in the County, including many diverse manufacturers. While there is no apparent industry cluster, the county is a center of small business: 55% of all businesses employ 1 to 4 employees and 75% of all businesses employ less than 10 employees.

### **Prosecuting Attorney (7)**

- Prosecution - As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of January, we engaged in the following:
  - Authorized 254 misdemeanor warrants
  - Authorized 52 felony warrants
  - Authorized 16 juvenile petitions
  - Initiated 6 neglect/abuse case
  - Handled the following matters in Family Court:
    - 19 paternity cases
    - Obtained 12 judgments of child support
    - 6 mentally ill commitment hearings

### *CIVIL COUNSEL*

- Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of January, we reviewed six contracts for the following department:
  - Administration: two
  - Health: one
  - Parks and Recreation: two
  - Finance: one
- FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law, including determining whether the requested information should be exempt from disclosure. For the month of January, we reviewed ten FOIA requests, and provided advice and consultation to the following departments:
  - Board of Commissioners: one
  - Central Dispatch: four
  - Finance: one
  - Health: three
  - Prosecuting Attorney: one
- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of

Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of January, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- Commission on Aging
  - Clerk
  - Sheriff
  - Administration
- Ordinance Drafting - Under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For January, we worked with the Parks and Recreation Commission to finalize the proposed Twin Lakes Ordinance, which will be presented to the Board of Commissioners in February.
- Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of January, we represented the County in the following cases:
- *Grand Traverse County v. Kevin J. Stachnik, et al.* In January, we filed eight separate reimbursement lawsuits seeking \$25,867.08 in total. As with the other lawsuits, we will seek to obtain multiple default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of January, Chris Forsyth attended the public health and safety committee meeting, and the ways and means committee meeting. Bob Cooney attended the resource management and administration committee meeting, and the regular board meeting.
- Miscellaneous - We are working with the Drain Commissioner in expanding the special assessment district for Duck Lake. We are also planning Robert's Rules of Order training for the Commission on Aging and other appointed and elected officials in the month of February.

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

- Resource Recovery (RecycleSmart) selected Bay Area Recycling for Charities (BARC) as the 2014 Take It Back Recycler of the Year for their commitment in assisting Grand Traverse County residents and businesses reduce, reuse and recycle materials that would otherwise end up in a landfill. BARC provides recycling and composting collection services to residents and businesses, as well as electronics recycling and mattress recycling at their Barlow Street Designated Recycling Facility. Bay Area Recycling for Charities and its founder, Andy Gale, demonstrate outstanding achievements in the promotion and practice of waste diversion programs within Grand Traverse County. The annual award will be presented to Bay Area Recycling for Charities by the County Board of Commissioners at the February Resource Management and Administration Committee meeting.
- The first Household Hazardous Waste collection event will be held on Thursday, March 26, 2015. Grand Traverse County residents can dispose of up to 150 pounds of material at no



charge, and will be charged \$1.30/pound for materials in excess of the first 150 pounds. The State of Michigan Clean Sweep Program will be reimbursing the County for the disposal costs of pesticides and mercury collected at this event. The Resource Recovery office will be booking appointments for residents and small businesses starting the second week of March.

### **Soil Erosion (8)**

- Issued 19 new permits, 11 extensions, 1 preliminary review and responded to two FOIA requests in the month, which is comparable to the permit count in January 2014.
- It is with mixed emotions that we announce the retirement of Pete Bruski, Soil Erosion Inspector, who will be retiring on February 27<sup>th</sup> after 22 years of service. His expertise, commitment, and dedication have played an important role in the success of the department. The county thanks Mr. Bruski for his many years of service and wishes him all the best in his well-deserved retirement.

### **Treasurer (1)**

- The Treasurer's Office worked with Title Check to get certified notices out to delinquent taxpayers letting them know their parcels will be forfeited, and that forfeiture fees of over \$200.00 will be added to the 2013 taxes due on March 1, 2015.
- We are working on closing out the year for both the County, Brownfield and Building Authority accounts.
- Held our show cause hearing to give taxpayers the opportunity to come in and explore options regarding extensions or payment plans to delay foreclosure. We are compiling all the necessary documents, notices, and affidavits for our foreclosure court hearing next month.