



County Staff Report January 2016

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/Board of Commissioners (1, 2, 4)

- The Resource Recovery RFP (Request for Proposals) for 1) Solid Waste Management Plan Amendment or Update preparation, 2) Household Hazardous Waste (HHW) collection services, 3) brush drop off site services, and 4) recycling education and coordination services was issued January 6. Proposals are due January 27 and recommendation is anticipated in February. In the meantime, Administration staff is working to fulfill duties of the office until contracts are in place.
- Staff is continuing Resource Recovery's work in processing 2016 hauler license applications for all local waste, recycling and yard waste haulers. In order to be in compliance with Grand Traverse County Ordinance #17, anyone collecting, transporting, delivering, or disposing of solid waste, yard waste or recyclable materials generated by another person within Grand Traverse County must obtain a hauler license.

County Drain Commissioner (3,7,8)

- Completed the winter inspections and delineated the on-going maintenance requirements for all 13 existing county drainage systems.
- Received the formal Notice of SAW Grant Approval on December 4. In summary, the Drain Commissioner plans to provide a \$8,000 required match performing in-kind services for the \$85,000 SAW Grant project creating a Storm Water Asset Management Plan. This will initiate an accurate inventory of over 30 miles of drainage conveyance systems currently existing in the 13 County drainage system assets. First on the schedule is to generate precise computer mapping of those infrastructure assets for incorporation into the County's public GIS interactive mapping system while also assisting with the implementation of the County's new Soil Erosion Ordinance as required. Finally, an assessment and amendments proposed, to improve the quality of storm water entering, as well as leaving the drains before entering State waters, and to address water quality problems related to unpermitted storm water runoff and non-point sources of pollution.
- Arranged for an interim funding Drain Note loan to complete the engineering and legal work required for improvements to the existing Cass Road Drain. This includes detailed

Lidar survey work, researching easement acquisitions, and delineating the utilities locations to determine the final drainage district boundaries for the improvements to the Drainage District, which is now quite expansive due to the downstream bottlenecks on Miller Creek which is causing it to jump its' banks producing the upstream flooding. Drain Commissioner has reviewed the computer modeling alternatives for the proposed drainage system and selected one for the property owner's evaluation. Types of improvements proposed are railroad crossing culverts replacement, closed storm sewer construction, open drain construction, and creek bank reinforcement.

- Received an engineered private drainage solution on the proposed Cedar Hills Drainage District in Long Lake Township as they have requested. The Drain Commissioner is now awaiting their recommendations on the alternative they are proposing.
- An update on the proposed Logan Hills and Braemar Estates Drainage Districts in Peninsula Township is that Peninsula Township has asked their engineer to review the issue further and provide alternatives. We are awaiting the answers to specific questions on those proposed alternatives raised by the Road Commission and residents, therefore are currently "backing-off" on scheduling the Board of Determination meetings due to conflicts either real or perceived. This is in order to sort out the challenges and remaining questions associated with moving forward on either a private or a public drainage solution.
- Drain Commissioner continues to work with legal counsel and consulting engineer in addressing the Judge's questions for the Court's evaluation relative to establishing a special assessment district to continue to maintain the mandated lake level of Duck Lake. On February 1, we will meet with the Judge for a pre-hearing conference on the matter.
- For the last two years, the Drain Commissioner has each year documented, at the least, preparing for and participating in 62 required meetings. Driving 4,490 miles. Working an average of 5 hours per day, at an annual salary of \$7,217.60 and no benefits, resulting in a verifiable cost of \$5.55 paid per productive hour by taxpayers for professional services rendered by the drain commissioner.

Facilities (3)

- Facilities staff responded to an early morning report of increased temperatures within the walk-in cooler at the Jail. Investigation revealed that the compressor had failed. We quickly arranged for use of a refrigerated truck, and with assistance from the inmate kitchen crew, moved all of the food from the cooler to the truck.. This action prevented any loss of food until the compressor was replaced.
- A report of water dripping from the ceiling at the Historical Courthouse led to the discovery of a failed exhaust fan. The water spot was caused by melting snow that had blown through the louvers of the fan located in the attic.
- Additional electrical service will be installed within the Civic Center meeting room. This \$5,200 project will allow for dedicated circuits on each of the 15 treadmills being installed under the agreement with the YMCA.

- Seasonally, winter has finally arrived. (Yea for the snow enthusiasts!) The grounds crew is kept busy with both snow removal and salt applications.
- Installing the new Governmental Center generator will begin towards the end of the month. The project will be completed by both Facilities Management and Advantage Electric.

Health Department (7,8)

ADMINISTRATION & FINANCE DIVISION

- FY2016 Budget - The 2016 Health Department budget was completed and approved.
- Affiliation Agreements - Started the process of developing an Affiliation Agreement template to use for all colleges and universities interested in having their students come to the Health Department for a clinical or fieldwork experience.

MEDICAL EXAMINER DIVISION

- Working to finalize and summarize 1st full year as a tri-county medical examiner's office. Will present summary to all three county boards once complete.
- Distributing body bags, identification tags and bag seals to medical examiner investigators in all three counties.
- Working with Munson and investigators to improve and streamline forms at morgue and make scene investigation form electronic.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Private and Type III Drinking Water Supply Program- We received acknowledgment from the Michigan Department of Environmental Quality (MDEQ) of their review and approval of our Self-Assessment of the Private and Type III Drinking Water Supply Program. Our Department met all Minimum Program Requirements (MPR's).
- Animal Control- Closing out program due to budget cuts, inventorying the supplies and working on transition plan.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

- Emergency Management
 - Emergency Manager conducted a table top exercise for the administrative incident management team of NMC dealing with a winter storm and building collapse.
 - Coordinating active shooter/lockdown drills for all county/city buildings to be held Jan. 18th.
 - Conducted planning meetings with CherryT Ball drop and Traverse City Film Fest organizers to develop emergency plans and incident action plans for their respective events.
 - The county and city of Traverse City each officially received a \$100,000 reimbursement from the state of Michigan Section 19 Disaster Relief fund grant in

respect to the August 2nd wind storm. Additionally a \$1570 Hazardous Materials Emergency Preparedness grant for the Local Emergency Planning Team was awarded to Grand Traverse County from the state.

➤ Emergency Preparedness

- The Northern Michigan Public Health Emergency Preparedness Team received final boards of health approval during the first of the month and was officially implemented. An exercise and training calendar was reviewed and dates for exercising and training Grand Traverse County Health Department staff on vaccine preventable disease outbreaks was planned. The NM PHEP Team plans to exercise health department staff twice in the next 8 months determine strengths and weaknesses in response efforts.
- Administratively, the NM PHEP Team begun meeting on the development of the Exercise and Training fund for the budget period of 2016 to help improve the exercise and training capacities of the health department staff.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program- Continue responding to the ongoing chicken pox outbreak, ending 2015 with 50 cases. Responded to a total of 82 reportable communicable diseases in GT County. Staff started our community provider education about communicable diseases and reporting.
- Reproductive Health – Provided reproductive health care services to 114 women and men.
- Adolescent Clinics- Continued to provide medical and mental health services to students during winter school break including over 100 visits for medical and 100 visits for mental health for the month of December. Continued fulfilling immunization requirements for exchange students from TCAPs. Both clinics held a Community Action Council meeting with good turnout including the continuation of the Student Advisory Council for Youth Health & Wellness Center. VFC site visits conducted at each clinic demonstrated compliance for each clinic with the VFC immunization program requirements.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program- Received official full certification from the State for an 18 month cycle and submitted our written corrective action plan.
- Healthy Futures- Implemented pilot with Munson outreach to make first contact post delivery at the hospital during WIC outreach encounters, demonstrating initial success to connect with clients. We hit a record high contacts for the months October, November and December 2015 of 200 during our Munson outreach. Total outreach contacts through Munson encounters with a public health professional for 2015 was nearly 700. Great job Outreach Team to connect with new moms, dads, and newborns.
- Children's Special Health Care Services- Effective 1/1/2016 all MiChild beneficiaries were converted over to a Medicaid program, receiving the same benefits as medicaid beneficiaries.

- Pediatric Cardiac Clinic- Clinic outreach plans for 16 pediatric specialty clinics to be held at Munson for University of Michigan Specialty physicians. Our public health nurses assist in these clinics to reach Medicaid eligible clients.
- Immunizations-Our 2016 Immunization Action Plan was submitted this past month to the State, which includes exercising employees during flu outreach clinics for preparedness, earlier offerings of waiver classes to avoid a rush prior to start of school year, and continue work on the Northern Michigan Vaccine Preventable Disease (VPD) Task Force (formerly Immunization Task Force). With the rise in VPD reportings through the Communicable Disease Program and the media notifications throughout 2014 and 2015 regarding Pertussis, Chicken Pox, and Measles, we have seen an increase in overall requests for immunizations at the health department, upwards of a 47% increase in appointments and a 63% increase in walk-in clients compared to calendar year 2014.
- WIC- The State WIC had implemented a software update to the MiWIC system back in November, leading to continued local health department glitches in access and complete computer data entry. We have still been able to issue benefits as needed by clients, however, there has been increased time spent on re-work. The State WIC IT help desk has been inundated with phone calls from providers throughout the state attempting to complete documentation requirements. Another update is planned for this winter/spring. After a concerted effort to improve our WIC immunization rate for 19-36 month old children during the Fall 2015, we are starting to see the positive product from our education efforts as we reached 80%. While we still have a ways to go to meet our goal; we are moving the needle in the right direction. Congrats to the WIC team for making immunizations a priority for our vulnerable population.

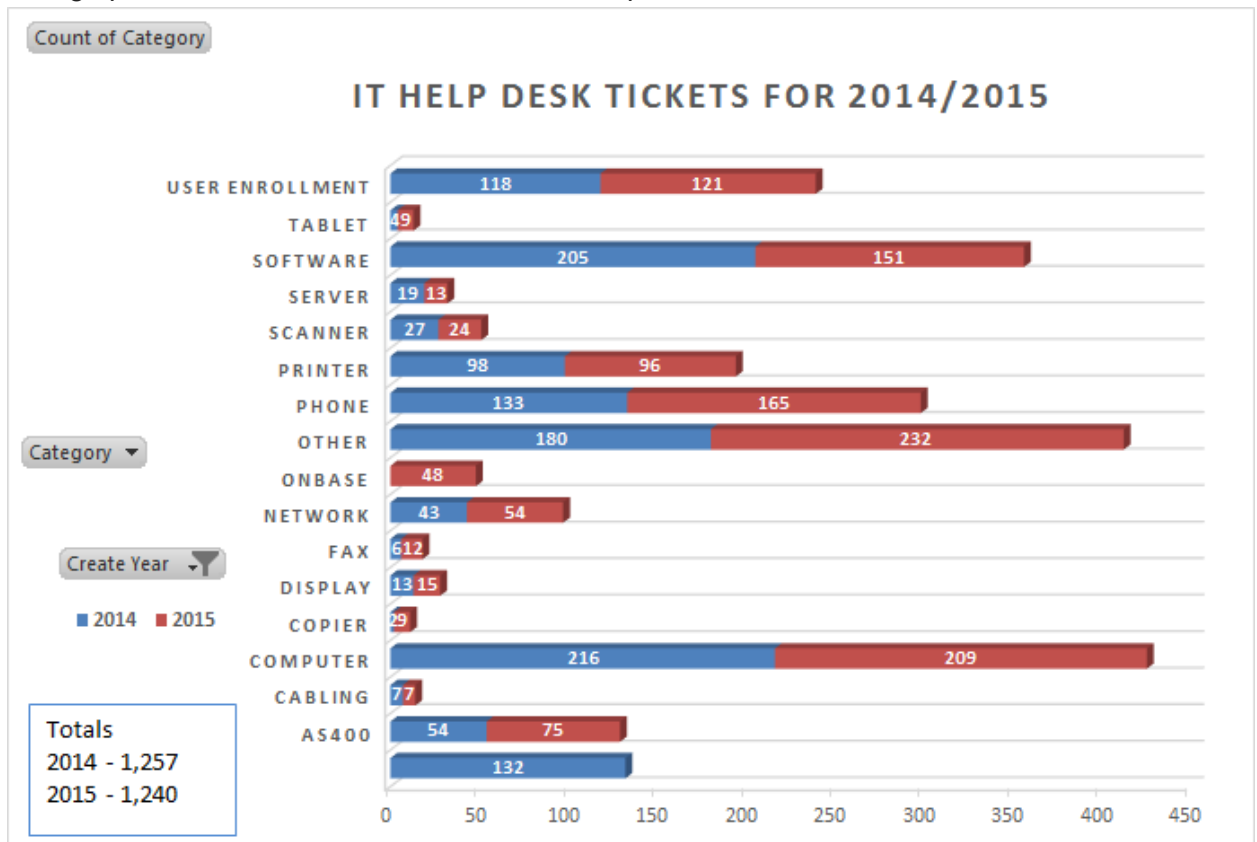
Human Resources (5)

- Currently recruiting for 10 positions County-wide with a total 118 requisitions posted County-wide for the year 2015. For the year 2014 we had a total of 94 requisitions.
- Layoffs and bumping are in progress with the restructuring in departments and reduction of budgets.
- The labor agreements with Circuit Court Association and Supervisors are complete. Mediation is scheduled for Central Dispatch and Central Dispatch Supervisors in January.
- Working on changes from open enrollment and end of the year/new year changes.

Information Technology (2)

- IT met with Parks and Recreation staff and YMCA staff to determine the computer needs for the YMCA at the Civic Center. It was decided that the YMCA will install their own Charter Internet connection, computers, network switches, and wireless access points. The YMCA will utilize existing network cabling in the building. IT will assist if any additional cabling is necessary.
- The Circuit Court Notices application server was upgraded from an older version of software to the latest version that integrates with MS Office 2013. The server generates both printed and electronic notices for Circuit Court Administration.

- IT Help Desk ticket statistics for 2014/2015. Many support requests are also received through phone calls and emails that are not be represented in the statistics below.



MSUE (7, 8)

- The 2016 Northwest Michigan Orchard and Vineyard Show is set to take place Jan. 12-13 at the Grand Traverse Resort. Hosted by MSU Extension along with the Grand Traverse Fruit Growers' Council, the show offers two days of educational programs about tart and sweet cherries, apples, and wine grapes. Some of the topics to be covered include: Maximum Residue Limits (MRL); Spotted wing drosophila; updates from MSU Extension on various projects; Tart cherry cost of production; Discussions on the latest research on tart cherry, sweet cherry, apple, wine grape, vineyards and hops. The Cherry Marketing Institute will hold its annual meeting and luncheon, along with the Sweet Cherry Summit. Vendors will be on hand for the duration of the two-day event. More information: 231-946-1510 or nwmihort@msu.edu.

Parks and Recreation (7)

- The Senior Center Network, formerly part of Commission on Aging, has joined the Parks and Recreation Commission and Department. The Parks and Senior Center Network relationship will create even more recreational and wellness opportunities for all members of our community, and align with Parks and Recreation's mission to "enhance community and quality of life through people, parks, and programs." Staffing and services at the Senior Center Network remain the same.

- Easling Pool at the Civic Center Park is expected to reopen under Grand Traverse Bay YMCA's management mid-January 2016. "Y Central" at the Civic Center also will also feature a fitness facility in the former meeting room. For more information, contact the YMCA at 231-486-6357.
- Parks and Recreation has received a \$40,000 donation from Meredith and Daniel Falconer to help fund a new playground at the Grand Traverse County Civic Center. It is estimated that a new play structure will cost between \$130,000 and \$150,000. Parks and Recreation already has \$12,000 in grants earmarked for the new playground. The grant monies were awarded by Blue Cross Blue Shield of Michigan for our community's high participation in two "My Big Green Gym" fitness challenges held in 2013 and 2014. Other funding sources, such as grants and private donations, are being sought for the project. No tax dollars will be devoted to the project.
- Reservations for camping on Power Island-Bassett Island this summer are now being taken by the Parks and Recreation Department. The number of campsites have increased from four to ten this year, with five sites on Bassett Island and five on Power Island. Call 231-922-4818 or visit <http://www.grandtraverse.org/Facilities/Facility/Details/Power-Island-Bassett-Island-8>.

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

- In order to improve customer service and increase dialog with the development industry, the Planning & Development Department has recently merged with Construction Code Department. Construction Code will now be a division of the Planning & Development Department. Operations will remain in their current locations; however, improvements being planned include development of a strategic plan, technology and equipment upgrades, and establishing a regular forum with development representatives.
- Through the Community Development Agreement, staff has been working with the City of Traverse City in the development a request for proposals (RFP) for a Planning & Design Charrette for the 8th Street corridor in the City. A week long charrette is being planned for May. Assistance was provided by the National Charrette Institute.

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 December, we engaged in the following:
 - o Authorized 200 misdemeanor warrants
 - o Authorized 47 felony warrants
 - o Authorized 24 juvenile petitions
 - o Initiated 2 neglect/abuse case
 - o Handled the following matters in Family Court:
 - o 2 allegedly mentally ill cases

- 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 December, we reviewed ten contracts for the following departments:
 - o Resource Recovery: one
 - o Sheriff: one
 - o Health: five
 - o Parks and Recreation: one
 - o Finance: one
 - o Central Dispatch 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 December, we reviewed seven requests, and provided advice and consultation to the following departments:
 - o Equalization: one
 - o Health: two
 - o Human Resources: one
 - o Sheriff: one
 - o Prosecutor: one
 - o Finance: 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 December, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - o Commission on Aging
 - o Clerk
 - o Health
 - o Administration
- Ordinance Drafting - As you know, 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 December, we did not prepare any ordinances.
- 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 December, we represented the County in the following cases:

o *Grand Traverse County v. Thomas Antoine et al.* In December, we filed 9 separate inmate reimbursement lawsuits seeking \$19,174.52 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.

o In re Duck Lake. We filed the petition to determine the lake level for duck lake with the Circuit Court on October 6th. By filing the petition on behalf of the Board of Commissioners, we are requesting the Court hold a hearing to reaffirm the normal lake level of Duck Lake at 837.3 feet, the lake level set by the Circuit Court at a hearing held in 1959, and to set a winter lake level at 836.8 feet so as to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds. Finally, the petition requests that the Circuit Court confirm the special assessment district boundaries within 60 days following the hearing. At this point, we are waiting for the Court to set a hearing date.

- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of December, 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.

Treasurer (1)

- December tax bills went out and we are receiving payments from the townships and reconciling balances between the Township, Equalization and our databases for easier settlement.
- December Board of Review adjustments for all townships and the City have come in, we are processing about 80 prior year adjustments and we are working to get refunds or bills out to taxpayers. We also will be entering the 2015 adjustments into our database for settlement purposes.
- Processed 116 regular service, and 18 expedited passports in December.
- We are transitioning our new Chief Deputy Treasurer Cindy Green into the office while sharing her with the Finance Department to continue to process payroll until her replacement is hired and trained.