



Administrator/Controller Report October, 2014

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

Boardman River Dams Project (8)

- A proposed settlement is in process for the lawsuit between the City, the Implementation Team, and the property owners claiming damage from the October 6, 2012 breach at the Brown Bridge Dam. Judge Rogers earlier dismissed the Takings claims, although the claimants could still challenge that ruling. If they do not, the lawsuits over the incident may be coming to an end if all parties agree and the court accepts.

Jail (1,3)

- Captain Hall advised on Thursday, October 2nd that the county is in the process of boarding 10 inmates at Leelanau County due to overcrowding. Jail staff has worked with the courts to look at options for early releases through the next week, and came up with little relief. Six additional inmates were due on Friday, and the weekend promises to bring several fresh arrests. There is money in the budget to last about 14 days.....then additional funds will be needed. Finance will be working to identify a source of funding within the Jail budget.

Construction Codes

- The Office is experiencing the "fall rush," which means contractors are scrambling to submit drawings for review and applying for building permits before the weather turns bad. This is typical for this time of year. Contractors need to get the foundations in the ground and framing complete so they can continue to work on the interior through the winter months. Construction activity still remains very strong and appears that it will continue well into the new year.

Health Department & Emergency Management (7)

ADMINISTRATION & FINANCE DIVISION

- The Health Officer is working on an intergovernmental agreement for shared Medical Examiner services between Benzie, Leelanau and Grand Traverse Counties.
- Administration and Finance Director- We are happy to report that Marissa Milliron, our new director of finance and administration started the end of September.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- The monitoring of our beach surface waters for E.coli bacteria on East and West Grand Traverse Bays ended on September 4, 2014. This year's monitoring showed that of all

sample events throughout the 13 week monitoring period, 92% of the time, our beaches were at level 1 (E.coli levels met Michigan Department of Environmental Quality (MDEQ) swimming standards for full body contact). 6% of sample events resulted in level 2 advisories (E.coli levels met MDEQ standards for wading, fishing, and boating. Contact above the waist not advised). There were no level 3 advisories where E.coli levels exceeded MDEQ standards, where no body contact was advised. We did however, issue a level 4 advisory (known gross contamination of beach waters...avoid body contact with the water). The Level 4 advisories were issued at Clinch Park and Bryant Park Beaches as a precautionary measure in response to a bio-solids release from the Traverse City Regional Sewage Treatment Plant on August 20, 2014. Follow-up samples found surface waters to be acceptable and these beaches were returned to level 1. For more information regarding our 2014 beach monitoring program, go to our website at gtchd.org and select "Environmental Health"; then select "Public Beach Monitoring".

- The Environmental Health Division hosted a regional Mercury Spill Response Workshop at the Civic Center in cooperation with the Michigan Department of Community Health on September 19, 2014. Staff sanitarian Dan Thorell also gave a presentation on "Small Spill Prevention and Response". The workshop was well attended by regional fire departments, HAZMAT teams as well as local health department personnel.

EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION

- The Emergency Manager is actively working with all county jurisdictions on updating the Natural Hazard Mitigation Plan, and putting together a full scale exercise with Grand Traverse Mall Security, GTSO, Metro FD and North Flight that will be conducted in early October.
- Anthrax Response Exercise - Completed a full scale exercise on Point of Dispensing (POD) with the US Post Office Distribution plant. This exercise tested the newly approved Health Dept. POD policy and POD "Go Kits" created by Mike Lahey. His policy and Go Kits are being used as the template for all other Health Departments state-wide. This exercise allowed our staff to learn their roles and responsibilities in responding to an anthrax attack in the future.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Bat "exposures" at Interlochen Arts Academy summer camps were completely eliminated this summer through implementation of recommendations from the Communicable Disease Program on how to bat proof the cabins.
- The Program is working diligently with Munson and all Grand Traverse Schools to proactively monitor respiratory illness and determine whether Enterovirus D 68 is in our area. Local area schools and media have been provided prevention tips and factual information about Enterovirus D 68 and the importance of monitoring children with respiratory illness.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program- Highest census (335) this calendar year as well as highest productivity (3.77) for employees working this program.

- Children's Special Health Care Services - Highest number of encounters performed this calendar year at 92 per month. Increased case management services are being provided to the nearly 300 clients.
- Immunizations – The City/County employee Flu Clinic will be Thursday, October 16th from 12:00 p.m.-3:00 p.m. in the Lower Level cafeteria of the Governmental Center. Employees and their spouses are welcome to attend.
- WIC - Completed 2 year cycle management evaluation, receiving special recognition for 8 areas, including integration of Maternal Infant Program and WIC services, excellence in Nutrition Education classes, and Breast Feeding Support program

Human Resources (5)

- Currently recruiting for 7 positions County-wide. So far, in 2014 there have been 73 requisitions posted County-wide.
- Various Labor Negotiations are scheduled in October.
- MI Blood will be hosting a blood drive on October 27th at the Governmental Center and Senior Center.
- Gregg Bird, Emergency Management Supervisor, will conduct training on the new County Lockdown Policy on October 9th and 29th in the 2nd Floor Training Room of the Governmental Center.
- Employees from Facilities Management and Commission on Aging Home Chore attended a safety webinar on safe ingress and egress from buildings.
- Wellness Team will be celebrating Apple Week by passing out apples the week of October 13th.
- The Employee Recognition and Suggestion Award Team will hold the 3rd Quarterly Making a Difference reception on October 28th at 9:00 a.m. for all nominees, nominators, supervisors, ERSA team and Board of Commissioners.
- ❖ Congratulations to Jen Seman on being selected among the Top 40 Leaders Under 40 by the Traverse Business News. Great job, Jen!

Information Technology (2)

- The Sheriff, City Police, Jail, and Dispatch were upgraded to a new version of police software on new servers on Tuesday, September 16. This was a major effort since I.T. staff also had to upgrade the client software on approximately 180 mobile and desktop computers. Dispatch and the Jail were back up and running in 1½ hours. The majority of Sheriff/Police personnel were up and running by the end of the day.
- The State of Michigan is supplying the courts with five new video conferencing/arraignment units for the courtrooms. I.T. is installing network wiring and configuring ports for the units. The Facilities department is handling the mounting and electrical requirements.

- I.T. installed a new Internet firewall at the DPW septage treatment plant. The old firewall that had been installed by a contractor quit working. The firewall provides secure remote access to DPW personnel to monitor equipment and generate reports.

MSUE (7, 8)

- 2014 marks the 100 year anniversary of the Smith-Lever Act, which established the Cooperative Extension Service, a state-by-state national network of educators who extend university-based knowledge to the people. Grand Traverse MSU Extension celebrated by hosting a public Open House 2-4pm on Friday, October 3 at the Grand Traverse County Civic Center. The program included honored guest speakers: Senator George A McManus Jr., former County Extension Director; Sonny Wheelock, GT Board of Commissioners; and Patrick Cudney, MSUE Associate Director for Operations.
- Safe Kids North Shore Coordinator, Jennifer Ritter, has been nominated to the position of President-Elect for the Safe Kids Michigan Coalition – a non-profit that provides technical assistance to community-based coalitions around the State of Michigan. She was also voted unanimously to assume that role for the 2015 program year, as part of the Executive Committee for the Board of Directors. With her consent, Jennifer will assume the role of President for the 2016 program year, which begins in the fall of 2015. The Executive Committee provides oversight, direction and guidance for the Safe Kids Michigan Coalition. Areas of focus include injury prevention activities and campaigns for all kids aged 19 and under. Community-based coalitions use local data and resources to set their own priority areas. Child passenger safety is a large area of focus state-wide. The Executive Board will benefit from Jennifer's leadership, perspective, and expertise from the many campaigns and experience that she has led locally, including winter sport safety and teen driving safety.

Parks and Recreation (7)

Administration

- Kristine Erickson was appointed Director of Parks and Recreation for Grand Traverse County effective September 25.

Power Island

- In an effort to control the deer population on the island, Grand Traverse County Parks and Recreation has opened the island for bow hunting season only. As recommended by the DNR, deer must be harvested to prevent attrition through starvation. Hunting is permitted only during the DNR's established bow season, between October 1 and November 14, 2014. No permit fee is required, but all hunters must carry the appropriate deer license and follow all DNR guidelines and laws related to hunting. Hunting antlerless deer is encouraged. Between October 1 and October 15, the Parks Department also will use the DNR's Deer Management Assistance (DMA) Program to harvest antlerless deer. Venison from that harvest will be processed and donated to Food Rescue of Northern Michigan.
- The new Power Island Shuttle service ran this summer between July 1 and September 14, transporting a total of 112 people and 2 dogs. Parks and Recreation will resume running the service in summer 2015.

Twin Lakes

- The Parks and Recreation Commission's Business Development Team is interested in promoting Twin Lakes Park more as a wedding venue, because the park has a lodge for

wedding receptions, a pavilion for weddings, and a dormitory to accommodate overnight guests. The Parks and Recreation Commission also recently approved permitting alcohol to be served at events in the park. The Business Development Team's goal is to have a business and marketing plan in place for presentation to the Parks and Recreation Commission by December 2014.

- There always are projects at Twin Lakes Park. In September, volunteers from Advent Lutheran Church groomed trails, cleaned up trash, and trimmed trees. Volunteers are needed this fall to help with leaf pickup, trail grooming, and more. If interested in volunteering at Twin Lakes or any other County parks, contact the County Parks and Recreation Department.
- As an added security measure, arising out of discussions this past year during County Parks and Recreation Commission meetings, a gate will be installed at Twin Lakes Park later this fall. The gate will be closed when the park is closed.

Kids Kove

- Kids Kove children's playground at the Civic Center was closed on Wednesday, September 24 as a precautionary measure, after soil samples revealed that arsenic levels in the soil are elevated. A second sampling of the soil will be taken by DEQ geologists on Monday, October 6, 2014, and submitted for testing, with an expected turnaround time for analysis of approximately two weeks. Results will be compared to original soil sample results. If second sample results confirm results of the first sample, the DEQ will recommend remediation options, to be presented for consideration by the Parks and Recreation Commission.

Easling Pool

- There are 117 students enrolled in the Fall Session of American Red Cross Learn-to-Swim lessons. An accelerated Late Fall Session of lessons kicks off in mid-November. A schedule for this session will be published on www.grandtraverse.org/parks by November 1.
- American Red Cross has full scholarships available for Lifeguard Certification and WSI Certification classes. The next Lifeguard Certification course runs from November 11 through 16 at the Civic Center. Parks and Recreation always has openings for Certified Lifeguards and Water Safety Instructors (WSIs), and pools in our community always need them, too. For more information about the upcoming class and scholarship opportunities, contact Erin Parsons, WSIT, LGI, at 231-922-4816 or send an e-mail to eparsons@grandtraverse.org.
- The first TCAPS Freshmen Water Safety Training session of the school year kicks off on October 13 at the Civic Center. Training is team effort, led by members of the U.S. Coast Guard, the County Sheriff and his Marine Division staff, and Grand Traverse County Parks and Recreation Director, Aquatic Leaders, and WSIs. The goal is to train as many TCAPS freshmen as possible about water safety during the 2014-2015 school year. Last year, over 300 freshmen were trained.

MI Big Green Gym Challenge

- Blue Cross Blue Shield of Michigan has extended the MI Big Green Gym Challenge through October 12, giving Team Grand Traverse time to catch up to Team Emmet County, which has consistently led the competition among four contending communities.

As of September 30, Team Emmet County had 6,980 miles with 78.44 average miles per team member, and Team Grand Traverse had 4,692 miles with 104.28 average miles per team member. If Grand Traverse County wins, it will receive a \$5,000 wellness grant. Visit the Civic Center lobby or on line at www.grandtraverse.org for specific signup instructions. Any exercise qualifies, and daily exercise logs may be backdated to September 27.

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 September, we engaged in the following:
 - Authorized 166 misdemeanor warrants
 - Authorized 33 felony warrants
 - Authorized 15 juvenile petitions
 - Initiated 3 neglect/abuse case
 - Reviewed 28 referrals from the office of child support
 - Handled the following matters in Family Court:
 - 11 paternity cases
 - Obtained 11 judgments of child support
 - 4 mentally ill commitment hearing

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 September, we reviewed five contracts for the following department:
 - Administration: one
 - Health: two
 - Commission on Aging: one
 - Parks and Recreation: 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 September, we reviewed eleven FOIA requests, and provided advice and consultation to the following departments:
 - Central Dispatch: five
 - Animal Control: one
 - Health Department: one
 - Treasurer: one
 - Prosecuting Attorney: two
- ***Board of Commissioners/ Staff Questions*** Part of our duties as Civil Counsel involves answering questions and 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 September, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- Administration
 - Human Resources
 - Commission on Aging
 - Sheriff
 - Parks and Recreation
- **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. We did not prepare any ordinances for the month of September.
- **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 September, we represent the County in the following cases:
- *Grand Traverse County v. Joseph J. King et al.* On May 7th, we filed with the Circuit Court a complaint seeking reimbursement from 12 current and former inmates housed in the County Jail. Under the Prisoner Reimbursement to the County Act, MCL 801.81 et. seq., a County is permitted to file a lawsuit in Circuit Court seeking reimbursement from inmates, who are obligated to pay housing, medical and other expenses during incarceration. In total, we are seeking \$25505.21 in reimbursement. In the future, we will plan on filing a lawsuit a month seeking inmate reimbursement. On July 28th, we appeared before Judge Rodgers requesting entry of default judgments against those Defendants who did not file an answer to the lawsuit. Judge Rodgers granted our request except as to one Defendant. The Court gave that particular Defendant additional time to answer the complaint. This particular Defendant, John Steiner, has filed a motion to dismiss, claiming he is incompetent and thus lacks the capacity to be sued. We will file a response to his motion once the Court sets a hearing date. On September 22nd we appeared before Judge Rodgers, who denied Mr. Steiner motion. The case will proceed to trial.
 - *Grand Traverse County v. Scott Reavely et al.* On June 2nd, we filed another lawsuit seeking reimbursement from 18 current and former jail inmates housed at the County Jail. In total, we are seeking \$45,335.67 from all the inmates named in the suit. On August 11th, Judge Rodgers held a hearing on our request for default judgments against most of the Defendants who failed to file an answer. Two defendants appeared at the hearing. One defendant agreed to a payment plan and a consent judgment has been agreed to by both parties. The other defendant, Mason Twocrow, stated he was willing to agree to a payment plan but subsequently failed to appear at the jail to sign a consent judgment or return any calls. We will re-file our motion for a default judgment against this Defendant. Toward the end of September Jail Staff met with Mr. Twocrow who agreed to a payment plan and signed a consent judgment.
 - *Grand Traverse County v. Sarah Rose, et al.* On June 28th, we filed a third lawsuit seeking reimbursement from 18 current and former inmates. In total we are seeking \$51,715.19 from all the inmates named in the suit. In August, we began the process of seeking default judgments against Defendants who have not responded to the complaint. We expect the Court to set a hearing sometime in September or October.

- *Nick McCarthy v. Dave Benda, et al.* On August 13th, Mr. McCarthy filed a lawsuit in Grand Traverse County Circuit Court against the County Administrator, Traverse City Police Captain Jeff O'Brien and DK Security. He alleges that he has suffered trauma and has been denied the right to fair trial due to the County Administrator's decision to have Mr. McCarthy monitored by DK security when he is at the Governmental Center or Circuit Court. We plan on meeting Mr. McCarthy, who is not being represented by an attorney, and request him to dismiss the lawsuit against the Administrator. On September 2, 2014, we met with Mr. McCarthy. After explaining to him that security will continue to monitor him, but not follow him, while he is at the Governmental Center, Mr. McCarthy agreed to dismiss the lawsuit against the County Administrator. A dismissal order was entered with the Circuit Court on September 5th, and the case is now closed.
- *Parcel 80 BIA Appeal.* We continue to await a decision from the Regional Director.
- *Parcel 82 BIA Appeal.* We continue to wait for an opinion from the appeals board.
- **Board of Commissioners Meetings** We attend every Board meeting, committee meeting and any special meetings. For the month of September, Chris Forsyth attended the public health and safety, and the ways and means meeting. Bob Cooney attended the resource management and administration meeting, and the regular board meeting.

Resource Recovery (8)

- Household Hazardous Waste Collections - The fourth and final 2014 Household Hazardous Waste (HHW) Collection Event was held on October 4th at the Kingsley Grand Traverse County Road Commission Garage. The next HHW collection will be scheduled for March 2015 in the Traverse City area. Dates will be provided in early March and interested residents and small business can learn more by calling the RecycleSmart Hotline (231-941-5555) or online at RecycleSmart.info.
- Illegal Dumping Cleanup - On Saturday, September 27th, 17 volunteers including heavy equipment operators from both the Grand Traverse County Road Commission and the Michigan Department of Natural Resources cleaned up one the worst illegal dump sites within Grand Traverse County. Over twenty yards of miscellaneous household garbage were removed from the forest on Grand Traverse County property near the Sand Lakes area. Several additional dump sites on public land were cleaned up by volunteers on a county-wide cleanup day organized by the DNR. Grand Traverse County Resource Recovery is continuing to work with the DNR to eliminate the remaining known illegal dumpsites in our community.

Soil Erosion (8)

- The Soil Erosion Department is also experiencing the "fall rush." The department has seen an increase in permits issued in the month of August that has exceed the number of permits issued in the past 7 years. Of those, 77% are residential permits and 23% are commercial permits.
- Also permit extensions are up due to the combination of weather interfering and the shortage of available excavator contractors and landscapers due to high demand in completing projects, stabilizing sites and seeding lawns before the growing season comes to an end.