



Administrator/Controller Report

August 2013

Jail

- ❖ The Jail population has dropped to approximately 150 with no inmates currently being boarded in other counties. Jail staff has met with judges and administration to identify the desired information for daily jail reports. Information Systems to determine time frame and any resources needed to produce the report.

Boardman River Dams

- ❖ The Implementation Team has selected URS to provide design and engineering services for the removal of the Boardman and Sabin Dams, river restoration and relocation, and bridge replacement. The County and Road Commission are negotiating an agreement to allow both entities to utilize the Implementation Team and URS to complete all the necessary actions on Cass Road.

Road Commission

- ❖ The permit for the new County Health Building required the county to pay for improvements to the section of Lafranier Road in front of the facility when the project to improve the entire length of the road begins. The initial estimate for this was originally \$25,000, but was increased to \$33,000 it was determined that a crown wedge would be necessary. The Road Commission has approached the county to consider sharing the cost of the Lafranier improvements equally with Garfield Township and the Road Commission, which would cost the county from \$80,000 to \$120,000, depending on the quality of the improvements.

Administration

- Staff is working with County offices to determine if the county can lower costs by utilizing the National IPA Purchasing Cooperative. In addition, we are looking at utilizing the Michigan Intergovernmental Trade Network for the sealed bid process and to request quotes whenever possible. Staff will be reviewing the purchasing policy to determine any changes that may be necessary to implement the use of the online bid process.
- Website improvements continue through the outstanding Web Site Content Review Committee. We are looking for great photos of people and places in GTC for the web site and submissions are starting to come in. Staff is particularly interested in photos from the Relay for Life and Cherry Royale Parade.
- A fourth training session was provided to web editors on July 17; 22 employees from 16 departments attended.

Central Dispatch

- **Staffing**
The dispatchers have gone to a 12-hour schedule to provide optimal coverage with the limited staff we have. An agreement was signed with Teamsters to allow the schedule change through September and it will be reviewed once again at that

time. The dispatch staffing plan provides for 18 positions that work the floor. Five supervisor positions and one call-taker are currently filled, plus 12 Dispatcher positions (status below).

6	Dispatchers filled with fully trained staff
1	In Training
5	VACANT

➤ **Smart911**

Presentations continue with area groups and we are accommodating them all at this time. However, the presentations are only being done by request as we have not been able to develop much outreach due to staffing.

➤ **Northwest Michigan PSAP Collaboration**

At the last meeting, the group agreed to define participation by using the Northwest Michigan Council of Governments jurisdiction, and to invite NCoG to participate. So in addition to Leelanau, Kalkaska, Antrim, Benzie, Charlevoix, Cheboygan, and Emmet counties, Manistee, Wexford, and Missaukee will also be encouraged to join the group. Our goal is to work together and explore grant opportunities, sharing hardware and services, and perhaps provide more redundancy in 911 communications. Our next meeting will be held on August 20 in Bellaire.

➤ **911 Surcharge Lawsuit**

Testimony was taken in Lansing the week of July 17. We are waiting to hear of any decisions or news.

Commission on Aging

➤ **BATA Bus Stop Removals**

BATA has removed two more bus stops from senior center locations - Interlochen and Kingsley. The total number of stops removed is now up to three. The Commission on Aging board is investigating.

➤ **Senior Project Fresh**

All Project Fresh coupons have been distributed (used for food at farmer's markets). The Commission on Aging will be looking at adding additional funds (\$2,500) to expand the program in August.

➤ **Senior Center Renovation**

The Friends of the Senior Center building committee will be working with the City of Traverse City (who holds Senior Center funds) to identify an architect to prepare drawings for the Traverse City Senior Center renovation. Once that step is completed, a projected cost for renovation will be determined. The Friends Committee plans to raise an additional \$500,000 (\$200,000 currently held by the City) for the renovation. RFPs will be sent to a few selected architectural firms. The City does not require a bid process for professional services. The Committee is also considering working with the Grand Traverse Regional Community Foundation, which will offer administrative support for tasks such as fund raising (cost of 2-3%); more to follow.

- **Board iPads**
Commission on Aging board iPADS are in and set up thanks to our great IT Department. We are waiting for the County Technology policy to be approved before distribution.
- **Board Member Resignation**
Al Pedwaydon resigned from the Commission on Aging board effective July 2013. The Commission on Aging accepted his resignation with regrets and will be presenting him with a certificate of appreciation for over four years of service to the Commission on Aging. Mr. Pedwaydon will be greatly missed by board and staff.
- **2014 Budget and Fees**
At their July board meeting, the Commission on Aging approved the 2014 Budget and the 2014 Fee Schedule (In Home Services - fees were not increased in 2014).

Facilities

- **Civic Center**
Construction of the new lifeguard office is complete.
- **Governmental Center**
Installation of the new roof is complete, including corrections for cabling associated with the Central Dispatch operations.
- **Jail**
Installation of the additional card reader and automated locking system for after-hour entry into the Jail lobby is nearly complete. This improved security is scheduled to be activated on July 31.
- **Twin Lakes**
Safety improvements to the waterfront including installation of swim buoys and an emergency phone line, have been completed.
- **Health Building**
George the Turkey is still at large and causing more than a little work for the Facilities staff. The turkey has established a nest in the portico and has evaded all attempts at capture so far. Facilities is working on a DNR plan to snare the bird.

Health Department & Emergency Management

Administration and Finance Division

- The Baby Comfort Station Tent at the National Cherry Festival had 621 users. Users expressed a lot of very positive feedback on the location next to the first aid station, including that it was air conditioned to help cool the babies on the hotter days and that there was a nice breastfeeding area. We are now preparing for the film festival. Apparently, the tent also impressed organizers from the Holland Tulip Festival who utilized it at the Cherry Festival as they called and requested the baby comfort station for next spring. The coordinator explained that this was a service provided by the health department for Grand Traverse County, but did assist them with what they would need to create their own.

- Water safety - Due to the number of area drownings, a Water Safety Task Force has been formed by core members from GT County Health Department (includes Medical Examiner and Emergency Management), GT County Parks and Recreation Department, Safe Kids North Shore, Munson Medical Center, US Coast Guard - TC Station and Media. The goal is to improve water safety awareness and education in the community and improve beach/waterfront safety to promote safe usage of our area water resources and to prevent drowning. The task force will focus on 1) Water Safety Awareness through a media campaign, 2) Water Safety Education and promotion of water safety and swimming lessons and, 3) Beach/Waterfront Safety assessment and recommendations.

Environmental Health & Animal Control Division

- Clinch Park Splash Pad – The Environmental Health staff spent many hours of work in response to the Clinch Park splash pad (sewage backflow) incident at the start of the National Cherry Festival. Our staff has been working with the Michigan Department of Environmental Quality, City of Traverse City as well as splash pad designers to address public safety and construction concerns. The splash pad will remain closed until it has been reviewed and approved, including a pre-opening inspection by the MDEQ.
- Beach Monitoring – Grand Traverse County Health Department in conjunction with its beach monitoring partners is monitoring six (6) beaches on West and East Grand Traverse Bay and four (4) inland lake beaches including Gilbert Park (Long Lake), Interlochen State Park (Duck Lake), Taylor Park (Long Lake), and Twin Lakes Park (Twin Lake) for water quality. Surface water samples are collected every Wednesday through August 28, 2013 and tested for the presence of E.coli. We are about half way through this summer's testing and so far, all beaches have tested at a level 1 (best outcome) with the exception of one weekly test at the Acme Township Beach which tested at a level "2" (contact above the waist not advised). The beach tested at a level 1 the following day and the warning was removed. Test results can be viewed weekly at: http://www.co.grand-traverse.mi.us/departments/health/Environmental_Health/Public_Beach_Monitoring.htm

Emergency Management & Preparedness Division

- The National Weather Service Storm Ready Certification for Grand Traverse County has begun. We will be the fourth county in northern Michigan and the largest to receive this certification. This designation will allow all county citizens to receive a discount on flood insurance among other benefits. This certification program will help us be more prepared and enhance our ability to recover quickly from severe weather. More info about the program can be found at <http://www.stormready.noaa.gov/>
- Another large project that is beginning is a county-wide Emergency Reverse Notification system. This system would quickly and easily allow notifications such as severe weather, missing children, police activities, criminal suspect descriptions, evacuations, etc. to be made at the simple click of a few computer keys.
- WebEOC classes scheduled for August 6 at 8 a.m. to Noon and 12:30 p.m. to 4:30 p.m. Any and all personnel that would be in the EOC need to have one of these four-hour classes.

- Grand Traverse County has been selected by the region and federal partners to be the second jurisdiction in Michigan to go through the new program, “Readiness: Training Identification and Preparedness Planning” course. This course will bring our public safety and local officials together to identify our strengths and weaknesses. This will help us better design a multi-year training plan that will specifically target where we need to improve. Additionally, our Emergency Action Guidelines will receive a complete overhaul. The final perk to being selected for this program is that renowned Emergency Manager (retired) from Minneapolis, MN, Rocco Forte (in charge of the I-35 Bridge collapse), will be in attendance and assist in teaching the program that he helped develop. The 1-1/2 day class will take place in GT County early this fall.

Community Health Division

- Bats & Bites - As is typical for this time of year, we have observed an increase in the number of animal bites and bat exposures in the area. Public health nurse follow-up on each potential exposure makes recommendations for prophylaxis as appropriate and send in any specimens for rabies testing to the state lab.
- Sports Physicals and Immunizations - The two adolescent health clinics are gearing up for the back-to-school rush for sports physicals and immunizations. It is a very busy time of year for the clinics.
- Clinch Park Splash Pad - Communicable disease staff were very busy responding to the human exposure to raw sewage that occurred on June 29 and 30. A hotline was established to handle phone calls from those exposed.

Health Risks associated with exposure to the Clinch Park Splash Pad include: gastroenteritis, skin infections, eye Infections, Hepatitis A, Tetanus and respiratory infections. Diseases potentially found in sewage: Campylobacter, Cryptosporidiosis, E.coli, Giardia, Hepatitis A, Salmonella, Shigella, Tetanus, other viruses like Norovirus, Leptospirosis, Yersiniosis and Typhoid Fever. All of these diseases have different incubation periods with the longest being about 30 days post exposure. Staff received 28 calls with 19 of those reporting symptoms, with the primary symptoms reported being gastrointestinal and skin-related. No official “cases” have been identified to date as not all ill people sought medical care or testing.

Human Resources

- Pay statements will be going electronic effective September 27.
 - HR staff did an outstanding job of coordinating County staff and families for the Cherry Festival parade.
 - Currently recruiting for seven open positions County-wide. We have processed 81 job requisitions so far this year, compared to 78 for the entire year last year.
 - Coordinated the Wellness Scorecard and announced the winners at the annual Wellness BBQ on August 9.
 - EE Recognition Program Making a Difference quarterly award reception and quarterly winner was selected at July 23 reception.
 - Scheduling has begun for discussions for Teamsters General, Teamsters Command and AFSCME bargaining units.
- ❖ Thank you to Sally Dreves for all her work on the budget.
 - ❖ Thank you to Joanne Tuck and all county employees for participating and representing Grand Traverse County in the parade.

MSU Extension

➤ **Initiatives that advance the health and quality of life of the region (Strategic Goals 6 & 7):**

The July Michigan Northern Counties Association meeting (organized by MSUE and attended this month by commissioners from 15 counties) included a tour of the American Waste recycling facility in Traverse City and also featured a presentation by Kim Elliott, Grand Traverse County Resource Recovery Interim Manager on the programs and activities of the department.

Parks & Recreation

➤ **2012-2015 Strategic Plan Update**

A. Develop program plans for adults, youth, day camp, and special events

- Our department has signed the Statement of Work with the NorthSky Nonprofit Network to administer a survey and hold from three-to-five focus groups to determine the specific recreational programs our community would like to have offered and what facilities are necessary to support that programming.

C. Develop business plans for Power Island and Twin Lakes

➤ **American Red Cross Instructor Status**

- As discussed during the June PRC meeting, the Director is working with the American Red Cross to develop a mentorship program for Water Safety Instructor teachers and Lifeguard Instructors among our current staff. This will allow our staff more opportunities to train Lifeguards and Water Safety Instructors in our community for both internal and external positions.

➤ **Experience 231 Community Foundation Fund**

- The “Experience 231” app went live on June 8 in the iTunes store and June 12 in the Android market.
- Since going live, there have been nearly 5,000 downloads of the app, averaging between 75 and 100 per day.
- After its inception, the app has garnered interest from donors who have committed \$15,000 to establish a text-to-donate function, as well as mapping and geo-referencing upgrades. These donations have been made to a new fund, via the Community Foundation.
- As a founding collaborator for the development of the app, we might be eligible for future grant funding, generated by the text-to-donate feature, beyond this first donation of \$15,000.

➤ **Lifeguard Office Renovations**

- Facilities Management has constructed a new office space for lifeguard staff located off of the pool lobby. The addition’s location will make it possible for lifeguard and WSI staff to respond more effectively in the event of an emergency and separate the office function from the lifeguard function. The office is adjacent to the pool with a window looking into the pool area, so our staff will be able to more quickly identify incidents/situations requiring assistance. The impetus for this change is to improve customer service,

increase professionalism, and provide better communication with the patrons of the pool.

Planning

- The Brownfield Redevelopment Authority has received an application for the new Uptown development located at 133 and 141 West State Street in Traverse City. The proposed development will be completed in two phases with 12 total townhomes. Overall investment is approximately \$10.6 million with non-Brownfield, private investment at \$7.3 million and Brownfield costs at \$3.3 million.
- The Department partnered with the City of Traverse City and Charter Township of Garfield Recreational Authority to obtain a \$200,000 hazardous substances grant from the US Environmental Protection Agency. The grant will be used for Brownfield cleanup at the historic barns location and to support community outreach activities. The Department will assist in implementation of the grant.
- The Land Bank Authority continues to improve neighborhoods throughout the County. Most recently, it authorized demolition and cleanup of an “eyesore” on First Street in Green Lake and another one on Linden Street in Garfield Township. A third location on M-72 in Long Lake Township is also being considered. The foreclosed properties will be cleaned, sold for development and returned to the tax rolls.

Prosecuting Attorney

- **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 June, we engaged in the following:

- Authorized 197 misdemeanor warrants
- Authorized 36 felony warrants
- Authorized 23 juvenile warrants
- Initiated 5 neglect/abuse cases
- Reviewed 23 referrals from the office of child support
- Handled the following matters in Family Court:
 - 9 paternity cases
 - 12 child support cases
 - Obtained 7 judgments of child support
 - Initiated 2 complaints for out of state child support requests

For the month of July, we engaged in the following:

- Authorized 209 misdemeanor warrants
- Authorized 27 felony warrants
- Authorized 18 juvenile warrants
- Initiated 9 neglect/abuse cases (Our office has 53 open neglect/abuse cases involving 77 children)

- Reviewed 14 referrals from the Office of Child Support
- Handled the following matters in Family Court:
 - 5 paternity cases
 - 9 child support cases
 Obtained 7 judgments of child support

➤ **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 June, we reviewed **three** contracts for the following departments:

- Parks and Recreation: 1
- Treasurer: 1
- District Court: 1

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 June, we reviewed **seven** FOIA requests, and provided advice and consultation to the following departments:

- Administration
- Central Dispatch
- Health
- Prosecuting Attorney

For the month of July, we reviewed **four** contracts for the following departments:

- Parks and Recreation: 1
- Health: 1
- Sheriff: 1
- Administration: 1

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 June, we prepared **six** memoranda for the Board of Commissioners and various departments including:

- Clerk
- Equalization
- Parks and Recreation
- Treasurer

For the month of July, we prepared **three** memoranda for the Board of Commissioners and various departments including:

- Clerk
- Sheriff
- 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. In April, we began preparing an amendment to Ordinance 22, which would combine the Appeals Board for Building Code, Soil Erosion, Health, and Boca Fire, and the Board of Appeals for Inspections for Electrical, Mechanical and Plumbing into one Board. A proposed draft was submitted to the Board of Commissioners at its June 15 Ways and Means Committee Meeting. **After the May 15 committee meeting, we made several revisions. The Board of Commissioners approved the amendment at their regular June meeting.**

In July, we reviewed a proposed revision of ordinance No. 29, the off road vehicle ordinance, to remove the helmet requirement as stated in Section 6 of the ordinance.

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 June, we represent the County in the following cases:

- *Parcel 80 BIA Appeal.* We have filed this appeal challenging the decision of the Michigan Agency of the Bureau of Indian Affairs placing 12 acres of property into trust owned by the Grand Traverse Band of Ottawa and Chippewa Indians. In August of 2012, the Grand Traverse Band filed an application with the Michigan Agency requesting 12 acres of property located in Acme Township near the Turtle Creek Casino and Hotel be placed into trust pursuant to the Indian Reorganization Act of 1934. This federal act allows recognized Native American Tribes to place land into trust, which has the affect of making property exempt from taxation. On February 28, 2013, the Superintendent for the Michigan Agency issued a decision to place the 12 acres into trust. On April 2, 2013, we filed a notice of appeal challenging the decision of the Superintendent. Citing to the United States Supreme Court decision *Carcieri v. Salazar*, we have argued that the Superintendent was without authority to place the property into trust because the Grand Traverse Band was not recognized by the Federal government in 1934 when the Indian Reorganization Act was adopted. The appeal is pending with the Regional Director of the Bureau of Indian Affairs. It will take the Regional Director at least 60 days to decide the appeal. On May 2, 2013, we filed a statement of reasons with the Bureau of Indian Affairs, which is similar to an appellate brief. In the statement we again argued that the *Carcieri v Salazar* decision mandates reversal of the Superintendent's decision placing Parcel 80 into

trust. **The Grand Traverse Band has not responded to our appeal. We are awaiting a decision from the Regional Director.**

Board of Commissioners Meetings

We attend every Board meeting, committee meeting and any special meetings. For the month of June, Bob Cooney attended the Resource Management and Administration meeting and the regular meeting. Chris Forsyth also attended the Ways and Means and Public Health and Safety meetings. Chris Forsyth also attended a July meeting of the Road Commission and a Parks and Recreation Board meeting.

Miscellaneous

In addition to the items discussed above, we assist the Board of Commissioners and County Departments in other ways. Some items to note include:

- At the request of Sheriff Bensley, attended a presentation at the Michigan Sheriff's Association summer conference with Sheriff Bensley, Capt. Robert Hall, and Sgt. Dennis Monroe in order to answer the Sheriff's questions regarding the Prisoner Rape Elimination Act;
- Working with the Road Commission and its counsel in drafting a proposed road millage.
- Working with Administration in negotiating a development agreement with the Road Commission for the removal and reconstruction of the Cass Road Bridge.

Public Works

➤ **DPW Field Operations:**

In addition to performing maintenance on the utility system, various pump stations, and marking existing utilities for the "MISS DIG" system's new construction program, the field crews are installing new radio read recorders and transmitters on the water meters. Our existing radio read technology is obsolete and no longer supported as it is out of compliance with current FCC requirements. The Board of Public Works authorized the purchase of new Badger Meter ORION end points, transducers, and software to retrofit the existing TRACE technology and brings the DPW meter reading technology into current FCC regulation. DPW office and field personnel are very pleased with the functionality of the new system and the time savings it provides. The change out of the total system (4,875 meters) will occur over the next two to three years. While the field technicians are in a business or residence changing out the meter heads, they will also perform a check for any cross-connections that may have a potential to contaminate the public drinking water system. This is a function that is performed on a routine basis. We are coupling it with the meter change-out to save on time and scheduling.

➤ **DPW Office Operations:**

The DPW is also been providing utility billing records and other pertinent information to BS&A Software programmers so that we can switch from our current 1997 DOS-based billing system to a new utility billing software. This new software will allow customers to access their accounts on line, pay their bills on line, and receive important information about their service. The BS&A software conversion

is expected to be in full operation this coming October/ November. This has been a long awaited conversion that will streamline the way billing is currently being performed.

For the first time ever, we were able to provide the EPA required Consumer Confidence Reports in an on-line format. Customers wishing to review the report can now go on line to review and download the report. Up to this point in time, we were required to mail the report to each of our water customers. Being able to provide the report online saves the printing, folding, organizing, and mailing costs that we incurred in the past.

I have been working on updating our existing Emergency Response Plan with current contacts, information, and protocol. The existing Plan is about 10 years old and in need of an update of contact names and numbers. Our Cross Connection Control Program is also getting a rewrite with efficiency measures built in to cut costs and manpower yet still meet the compliance requirements of Act 399 Michigan Clean Water Act.

June and July are also the months that staff put together the sewer and water budgets for the townships we serve and the STF budget. Projected increases are electrical costs and water meter change outs.

➤ **Septage Treatment Facility:**

The dedicated decant lines have been installed at the STF and I am working on closing out the EPA grant that provided 55% of the projects cost, about \$13,500.00. Seems like a lot of work for such a small project, but we did not have the matching funds to afford additional work items that were identified as having a benefit to operations at the STF.

Things are looking up for the Septage Plant since the recent rate increase. The flows are on par with previous years. With the new rates, it appears that by year end, we should have sufficient revenues coming in to meet all expenses and bond payments.

In May, we switched our credit card processing company to EVO out of Ravenna, Michigan. Our processing costs have gone from 3.87% to 0.98% due to this change in service providers.

- The DPW Manager announced that he and a key supervisor will be retiring soon and recommended that the BPW begin discussing the need for replacement of one or both of these positions.

Resource Recovery

➤ **Interviews Held for Resource Recovery Manager**

Interviews were held today with five candidates for the vacant Resource Recovery Manager position. The Interview panel included the County Administrator, HR Director, Chair of the Resource Recovery Council, and an industry representative from American Waste.

➤ **Household Hazardous Waste Collection**

The next Household Hazardous Waste collection is scheduled for August 15, 2013. An appointment is required and can be made at RecycleSmart.info or by contacting the RecycleSmart Hotline at 941.555. Grand Traverse County businesses and residents may bring up to 150 lbs at no charge and a fee of \$1.30 per pound thereafter.

An overwhelming response occurred during the first 48 hours of accepting appointments to the August 15 HHW collection; 104 appointments were registered during the first two days of appointment scheduling.

All businesses are required to complete the CESQG form (Conditionally Exempt Small Quantity Generator). A generator is CESQG in a calendar month if no more than 100 kilograms (about 220 pounds or 25 gallons) of hazardous waste is generated in that month. Ref. 40CFR Part 261.5.

➤ **Outreach**

The “New” updated RecycleSmart Information Guide has been completed and is in distribution. This 16-page booklet provides residents with information on the programs offered by RecycleSmart.

➤ **Miscellaneous**

Another HHW record was set for the May 16 collection. An invoice was just received for this event and reflects that **34,793** pounds of material was collected. Cost of collection was **\$17,967.76**. Of this \$1,093.12 will be reimbursed to Resource Recovery through the Clean Sweep Grant Program.