

Administrator/Controller Report

March 2013

Boardman Dams

- Worked with Congressman Benishek's office to get a letter of support for a grant from the Great Lakes Fish & Wildlife program for the Boardman Dam removal. The grant could provide up to \$500,000-\$600,000 toward the design, engineering, and removal of the Boardman Dam.
- Met with representatives of Traverse City and the Conservation Resource Alliance (CRA) regarding the transfer of fiduciary responsibilities from the City to the CRA.

GT Band Parcels

- The Bureau of Indian Affairs has placed the 12-acre parcel, known as Parcel 80, into Trust. A copy of the determination has been distributed to Commissioners.

Animal Control

- As of this writing, there is still no word from the Cherryland Humane Society on a proposed agreement that was sent to them on February 13th.

Central Dispatch

- Staffing - The department will be requesting a change in the Staffing Plan to add one Dispatcher position, and eliminate one Call-Taker position. The original purpose of adding call-taker positions was to see if those positions could be utilized as a "stepping stone" into a dispatch position and eventually increase the over-all success of our training process; however, that has not proven to be a successful model. The department feels that fully-trained Dispatchers are needed once training is completed.
- Tower Access - Central Dispatch Director Jamel Anderson and Civil Counsel Chris Forsyth have been working with a homeowners association on issues surrounding access to Central Tower. Discussions continue to try and get an amicable agreement regarding site access.

Commission on Aging

- The GTCOA committee members are waiting to hear back on the scheduling of a second Ad Hoc committee meeting.
- TECHNOLOGY UPDATE - No action will likely be taken until after the Ad Hoc committee has finished meeting. The GTCOA has indicated that it would also like to purchase iPads for its board members.

- PACE Program (Program of All-Inclusive Care for the Elderly) - Kory Hansen and Dave Eitland, Grand Traverse Pavilions, will be giving a presentation on PACE to the Commission on Aging board March 5, 2013, at their regular board meeting. PACE provides comprehensive long-term services and supports to Medicaid and Medicare enrollees. An interdisciplinary team of health professionals provides individuals with coordinated care. For most participants, the comprehensive service package enables them to receive care at home.
- GRANT WRITING - The Commission on Aging board is investigating grant writing options including use of grant writers, staff writing grants, contracting for grant writing services, etc., especially grants that help pay for technology upgrades.
- SENIOR EXPO - The 2013 Senior Expo will be held Wednesday, May 15, 2013, from 10:00 a.m. – 3:00 p.m. at the Civic Center. The Senior Expo is hosted by Bay Area Senior Advocates (BASA), a senior collaborative body with over 80 members from Grand Traverse and Leelanau Counties. The theme is “Good Ole Days”. Exhibitor registrations are now being accepted (deadline April 1st).
- IN HOME SERVICES - The GTCOA will again be investigating to use of contract services through its Executive Committee starting in March.
- NEWSLETTER - The GTCOA newsletter will now be prepared (May-June) by a company that prepares church bulletins, Liturgical Publications, Inc. They will sell the advertising to cover the cost of printing. Postage costs will still apply. The COA approved a two-year contract, which was reviewed by Bob Cooney.
- SENIOR CENTER MEMBERSHIP RENEWAL - Annual Senior Center Network membership renewal is now automatic. In the past, seniors had to manually renew their memberships at one of the senior center locations.
- LAW DAY - The Senior Center Network will be hosting Law Day at all senior center locations. Volunteer attorneys from the Grand Traverse Bar Association will provide simple wills, power of attorney and durable power of attorney documents for a voluntary donation of \$5.00. Service is by appointment and for Grand Traverse County senior citizens. Contact the Traverse City Senior Center for more information or to schedule an appointment.
- FEE ASSISTANCE FUND UPDATE - The total 2013 budget for client financial assistance is \$6,140, of which \$2,308 has already been set aside for clients struggling to pay their bills due to increased fees. Seventeen clients are currently receiving assistance. The average client income is \$1,001 for married couples, and \$883 for single persons. Thirteen of the clients are below 100% of the federal poverty level. Income range for all clients is \$537 - \$1,662 per month.

Equalization

- The Personal Property - PRE Auditor position is in the process of being filled, and we are hoping someone who can become well-versed in gas & oil well personal property issues. The files that were left behind are being reviewed. Indications from last year's efforts on gas and oil personal property statements show that there is an effort from the companies to comply with the State Tax Commission directive adopted

10/30/2012. There are substantial increases in assessed and taxable values in some cases.

- The Equalization Factors were published on February 18th in the Record Eagle. These show what multiplier is required to attain an assessment level of 50% in each class of property in each local unit. The overall county ratio is 49.00 which would require an assessment factor of 1.0204. This factor is not directly related to how many dollars will be collected, but is an indication that the decline in property values has abated.
- Equalization coordinated the publishing of the local unit's March Board of Review times and dates. The advertisement displayed all the units in one large feature. There was complete participation from all local units in this collaboration.

Facilities

- Civic Center: Staff is beginning preparation for the upcoming exhibitor shows. This includes electrical work, removal of the ice equipment, and shutdown of the compressors. ICE completed their season as of March 10 – with the first exhibitor show scheduled to begin this Friday, March 15th.
- The ash trees in front of the governmental center have to be removed.

Health Department & Emergency Management

➤ **Environmental Health Division**

New Model Enforcement Guidance Document Approved - In October, 2012 Michigan adopted the 2009 Food Code (Michigan Modified Food Code) along with the updated Food Law. As a result of these changes, the Model Enforcement Guidance Document has also been updated by the Michigan Dept. of Agriculture and Rural Development (MDARD). The intent of the Model Enforcement Document is to allow a uniform application of regulatory enforcement for food establishments across the state. Wendy Trute, Health Officer, has approved the new Model Enforcement Guidance Document for use within our county.

➤ **Emergency Management Division**

Emergency Management Supervisor Hired - Gregg Bird joined the county on March 11th, and he will be supervising the county's Emergency Management Division. Bird's responsibilities will include development and implementation of plans for the use of facilities, equipment, manpower, and support, for the protection of the health, safety, and welfare of the public during a disaster. In addition, Bird will maintain a comprehensive emergency response plan and coordinate Homeland Security planning activities; including the coordination of drills or exercises for emergency response preparations. The Board of Commissioners appointed Mr. Bird to serve as the county's Emergency Management Coordinator for all emergency events.

➤ **Community Health Division**

Universal Exposure Control Policy - An exposure control policy is being developed for local law enforcement in order to better prevent exposures to pathogens that are transmitted via respiratory, blood or bodily fluids. This plan will build upon the current

blood borne pathogen policy, but will be more comprehensive in order to protect officers in their day to day work in the community or the jail. This is a collaboration of the Health Department, Emergency Management, Sheriff's Office, Human Resources and Munson Medical Center. In addition to the plan, we have secured a homeland security grant for the sheriff's office in order to provide a stand personal protective equipment kit and N95 mask for all law enforcement officers in GT County. Health Department staff will complete fit testing on each officer so that the masks provide the required protection for respiratory exposures. The Health Department will also assist with the training and with the roll-out of the new policy.

Noro Virus Outbreak - Communicable disease staff has been assisting Interlochen Center for the Arts with a Noro Virus outbreak that affected over 30% of the school population. The outbreak last approximately 2 weeks and was unique in that it was treated as a dormitory setting since students live on campus. The schools medical services and housing coordinators followed guidance to enforce voluntary isolation to dorm rooms, hand washing and monitoring of ill students to ensure they were not attending classes.

Human Resources

- Currently recruiting for 17 positions County-wide. In 2012, we had 86 openings.
- In partnership with Michigan Blood, Grand Traverse County hosted a Blood Drive on March 5 at the Governmental Center from 8:30-11:30 a.m. and at the Public Services Building from 1:30-4:30 p.m.
- Bi-weekly safety training has been scheduled for our Facilities, DPW and Commission on Aging employees. This training will be done by webinar and is provided free through our Workers Compensation Insurance Carrier, CMI.

MSU Extension

- John Amrhein led a trust-building discussion as part of the Michigan Assn of Counties Chair and Vice-Chair Seminars in Escanaba and Mount Pleasant. The program also included attorney presentations on the Open Meetings Act and other statutory requirements for board meetings, and a panel of experienced board chairs and administrators, including Grand Traverse County's Dave Benda. The "trust" presentation is available for boards and other groups that may be interested.
- A "Cooking Matters for Teens" was presented at Forest Area Schools in February. The class was highlighted by local TV station 9 & 10, and appeared on their evening news casts. Supplemental Nutrition Assistance Program (SNAP) education was provided by Michelle Smith, RD from the Grand Traverse office and Lori Eccles from the Antrim office. This link to the broadcast was provided by TV 9&10: <http://www.9and10news.com/story/21279615/mtm-on-the-road-cooking-matters>
- American Indian communities in northern Michigan are improving health care for tribal elders with help from a Michigan State University program that blends their cultural traditions with the latest medical research. It is part of the work that the Geriatric Education Center of Michigan team is doing with Tribal health professionals.

Linda Cronk, Educator at MSU Extension is a member of the team that has worked with the Grand Traverse Band for 3 years and the Little Traverse Bay Band.

Parks & Recreation

➤ **Goal 2d – Business Development Team – New Community Center**

The BDT discussed how the public input from our DNR Master Planning supported the need for additional indoor recreation space. The number of votes after being combined showed that an Indoor Rock Climbing Facility and a New Community Center were the first and third highest votes during the prioritization exercise, respectively.

- Discussion focused on potential features of a new Community Recreation Center, potential events, and sizes:
 - a. Elevated indoor track
 - b. Multi-purpose indoor field/activity space
 - c. Multi-purpose meeting rooms
 - d. Aquatics facilities (leisure pool, dive well, competition pool)
 - e. Health service rooms (blood drives, flu shots, physicals, massage, rehab)
 - f. Rock climbing/bouldering area
 - g. Day care area
 - h. Ice arena with coverable flooring
 - i. Work out facilities
 - j. Storage
 - k. Office/Administrative space
- There was discussion on whether Commission on Aging offices should be included.
- There was discussion about considering the entire Civic Center property for location of the new facility, with removal of old building, and/or moving ball fields.
- The group discussed “reorganizing assets” to determine if there were other parks/facilities that may be able to be used to leverage support/financing for new facility.
- Sean Sommerfield will begin putting some very preliminary sketches together, to determine square footage needs, and ensure there is enough space in the current park area.
- Jones will explore whether a feasibility study can be funded through local grants.

➤ **Goal 6e – Establish a single source website – www.gtrec.org**

- Training has been completed for all agencies that have contributed to the Parks and Recreation Network’s Hub website.
- Member organizations have started inputting data into the hub website.
- LIAA is working out the bugs, website flaws, and assigning administrative responsibilities.
- Official live date should be approximately March 15.

➤ **Goal 2f – Develop business plans for Power Island and Twin Lakes**

- The BDT met with Jack Goodnow on February 11 via Skype.

- The BDT is worked on refining the design of the process at our meeting, agreeing to initially focus on Power Island.
- Our next meeting will kick off the assessment of current business model stage.

➤ **Parks and Recreation Network**

- The PRN will host the Parks and Recreation Experience at Howe Arena on April 28 to promote our PRN organizations to the community in person. More information will be available at our March meeting.

➤ **DNR Master Plan Document submitted to Dept. of Natural Resources**

➤ **Proposed DNR Trust Fund Grant Application New Development**

- Based on both the input related to our 5 Year Parks and Recreation Plan, and the Maple Bay Master Plan, the department is working with the Grand Traverse Regional Land Conservancy to develop a Trust Fund Grant Application for improvements to Maple Bay. The intent for the grant is to develop picnic areas, restroom facilities (vault toilets), and other day use amenities in three locations in the park.

Prosecuting Attorney

- **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 twelve contracts for the following departments:

- Administration: three contracts
- Sheriff: two
- Parks and Recreation: three
- Health: one
- Commission on the Aging: one
- Resource Recovery: one
- 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 January, we reviewed 24 FOIA requests, and provided advice and consultation to the following departments:

- Administration
- Animal Control
- Sheriff
- Health
- Construction Code
- Clerk

- 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 January, we prepared seven memoranda for the Board of Commissioners and various departments including:
 - Human Resources
 - Clerk
 - Central Dispatch
 - 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 January.

- 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 represent the County in the following cases:
 - *Britten v County Drain Commissioner et al.* Plaintiff filed this action pursuant to Michigan's Land Division Act, in the Grand Traverse County Circuit Court seeking to vacate a private roadway and amend the Plat of Prospect Park. Plaintiff has named over 20 individuals, businesses and other entities who may have an ownership interest located in the area of the plat to be amended. The Drain Commissioner is named as a party. He has no objections to vacating the roadway and amending the plat. We have filed an answer stating the same. The case is pending.
 - *CIT Bank v G's TC LLC et al.* Plaintiff has filed this foreclosure action in the Grand Traverse County Circuit Court seeking to foreclose a mortgage. Plaintiff named the Grand Traverse County Treasurer as an interested party. The Treasurer has no interest in this property or dispute and we were able to get the Treasurer dismissed out of the case. The case is now closed as to the County Treasurer.

- Board of Commissioners Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of January, Bob Cooney attended the organizational meeting, RM&A meeting, and the regular meeting. Chris Forsyth also attended the RMA 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:
 - Assist Administration in an issue involving the new Health Department building and road commission;
 - Draft changes to the Board of Commissioner's rules of order;
 - Assist the Board of Commissioners in issues related to the Grand Traverse Band of Ottawa and Chippewa Indians;

- Advise the Board on the remediation of the Pavilions and Munson Medical Center;
- Advise the Board on restructuring the Commission on Aging strategic plan and millage.

Also of note, we have been asked to assist the City of Traverse City in defending the tax base in Michigan Tax Tribunal cases. We also provide updates on changes in the law. In the month of January, we updated the Board of Commissioners and County Departments on a recent amendment to the Open Meetings Act.

Resource Recovery

- Dates for the 2013 Household Hazardous Waste collection events have been scheduled for:

Thursday, March 28, 2013	Department of Public Works
Thursday, May 16, 2013	Department of Public Works
Thursday, August 15, 2013	Department of Public Works
Saturday, September 28, 2013	Road Comm Garage, Kingsley, MI

Thursday events will be held from 1 pm to 7 pm and the Saturday event from 9 am to 2 pm.

- Latex paint is now accepted at our Household Hazardous Waste Collections for recycling. In the past, residents were instructed to dry the paint in the can and dispose of it in the landfill. Instead of land filling the paint it will be sent to a vendor who will refine it, mix it with new ingredients and sell it for reuse.
- Staff attended an 8-hour hazardous waste operations and emergency response training class in Grand Rapids, MI on February 15, 2012. The class is mandated by OSHA 29 CFR 1910.120. It provides basic health and safety training skills necessary to work with and around hazardous materials.
- Countdown to the Michigan Green Consortium's spring 2013 Clean Up and Green Up event has started. The event will be held at the American Waste Material Recycling Facility located at 280 Hughes Drive in Traverse City on Sunday, March 10, 2013 from 9:00 am until 3:00 pm. A complete list of materials accepted can be viewed on their website.
- Last year, residents dropped of an estimated 13,500 pounds of household batteries for recycling. These batteries will be shipped to Valley City Environmental Services in Grand Rapids MI. Batteries are 100% recycled in a specialized "room temperature," mechanical separation process where the battery components are separated to recover metal content, paper and plastic. Recovered materials are put back into the market place for reuse in new products.