



County Staff Report June 2017

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2017-2018 Strategic Priorities

PRIORITY 1: BE A MODEL EMPLOYER

PRIORITY 2: BE FISCALLY SUSTAINABLE, DEMONSTRATE ACCOUNTABILITY AND TRANSPARENCY

PRIORITY 3: MAINTAIN AND INVEST IN THE COUNTY'S INFRASTRUCTURE

PRIORITY 4: PROTECT VULNERABLE POPULATIONS

PRIORITY 5: ADVANCE THE QUALITY OF THE REGION

PRIORITY 6: ESTABLISH NEW COLLABORATIVE PARTNERSHIPS AND ENHANCE EXISTING PARTNERSHIPS

PRIORITY 7: MAINTAIN PUBLIC SAFETY

PRIORITY 8: ENGAGE INTERNAL AND EXTERNAL STAKEHOLDERS TO SUPPORT A STRONG BRAND

Administration/Board of Commissioners/Resource Recovery (2, 6, 8)

- The County Board of Commissioners at their meeting on June 7, 2017 approved a \$5.6 million payment to MERS and approved an Agreement with MERS to extend the County's amortization table from 12-years to 16-years. This step in the Pension Stabilization Process will assist in stabilizing the County's annual payments at an annual contribution of \$5.9 million.
- The next Household Hazardous Waste Collection will be held on Thursday, June 22, 2017. Please call the RecycleSmart Hotline at **231-941-5555** to make an appointment. Appointments are limited.
- The Boardman Dam removal and restoration process is underway and being implemented by the US Army Corps of Engineers.
- The County has hired a new IT Director. Ming Mays will join the County on July 3, 2017. Ming previously served as the IT Director for Manton Public Schools. Please join us in welcoming Ming to our community when she arrives!

Central Dispatch/911 ()

- No report provided.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (4)

- The Commission on Aging provides in-home care services to Seniors that are 60 years and over and residents of Grand Traverse County.
- If you would like information regarding the services that are available please contact the Commission on Aging at 231-922-4688 or online at www.gtcoa.org .

- Staff is currently working to review proposals to update the COA's software system to make services and scheduling more customer friendly and streamlined for staff.

Community Development & Codes (5)

➤ COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT

The GTEDC continues their work on new web page development; staff has prepared an RFP for a new website, with a recommendation for a firm to be presented to the GTEDC board in June.

Traverse City Light & Power provided an update on the 'Fiber to the Premises' project, and the GTEDC passed a resolution to support TCL&P's exploration of providing Fiber to the premises for Traverse City customers and to work with TCL&P to determine funding for future studies required for deployment.

The Marketing & Communications subcommittee is continuing work on the CAR Conference logistics and business connections as well as continued long-term partnership opportunities.

➤ BROWNFIELD REDEVELOPMENT

Two potential projects are in the application and plan development stage being: 1) Amendment to the TC Place Brownfield Plan for the "Warehouse Flats" project – located between the Boardman River and Garland Street. The development is proposed to be a mixed-use development to include retail, rental unit. 2) A new Brownfield application was approved in April for "Envision Eighth Street" project, for the redevelopment of the properties located at the corner of Eighth Street and Boardman Avenue, which is expected to take place in two phases, to include retail, commercial, residential rental units with an underground parking component.

The subcommittee with representatives from the BRA (Brownfield Redevelopment Authority), County Commission and the City Commission was formed in April with the charge of reviewing eligible activities and determining a common objective of the City and County to guide the BRA in developing Plans. The first meeting was held in May with great discussions occurring. The second meeting is being scheduled for the second half of June.

➤ CONSTRUCTION CODE DIVISION (7)

Two new Inspectors have started with our Department. Curt McNitt started with our Department in mid-May. Curt is a great addition to the team and brings experience from his previous inspection work through contracting last year for our Department. Ron Wasson also started this week as our new Building Inspector. Ron is a Licensed Professional Engineer and will be hitting the ground running and learning from the best in the industry.

The building industry is one indicator of how the economy is doing in the County. The permits are identifying that we have a large number of commercial projects with both commercial and residential numbers slightly above last year.

We will be instituting a new credit card processing system to be up and running soon with an online application and payment option. This will be new and improved service for the customers of Construction Code.

An updated software system has been identified and a plan for implementation will be presented in July for the County Board.

➤ **SOIL EROSION PROGRAM (8)**

Soil Erosion has developed a soil stabilization table as a proactive approach, giving inspectors the ability to identify our requirements for stabilization to both customers and DEQ. The Michigan Soil Erosion Inspectors Association is now encouraging all agencies to have an identifier for their County's unique soils.

We have made tremendous progress on the identified problems raised by DEQ and believe the customer service has improved and that the residents of Grand Traverse County are being served by the protection of surface water and the environment from the adverse impact of earth changes.

Applications and inspections are being completed in a timely and consistent manner.

County Clerk ()

- Stats for month of May
 - New Circuit and Family Court Cases filed: 48 civil, 50 domestic, 32 felony, and 29 juvenile.
 - Five (5) jury pools sent out for Circuit Court trials.
 - Clerked one (1) trial lasting 3 days.
 - Clerked three (3) County Commission meetings.
 - Vital Records filed: 176 births, 106 deaths, and 84 marriage licenses.
 - DBAs filed: 86
 - Concealed Pistol applications filed: 111
 - Concealed Pistol fingerprints done: 53
 - Concealed Pistol Licenses issued: 103
 - Notary Bonds/Applications: 32
 - Passport Photos taken: 189
 - Certified Copies: 539 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 10
 - Voter Registrations: 199
- Supervised the May 2, 2017 Special Election. Voter turnout was 16.97%

District Court

- No report provided.

Drain Commissioner (5)**➤ Misc.**

- o Met with Karl Hausler former Inter-County Drain staff from lower Michigan.
- o Communicated with Cheboygan County Drain Commissioner Cam Cavitt regarding holding the District 6 (Northern Michigan) meeting here in Grand Traverse County then tour Boardman Dam. Meeting now slated for October.
- o Attended regularly scheduled monthly Board of Public Works & Parks Commission meetings. Reviewed associated packets prior to meetings.
- o Responded to and returned numerous phone calls.
- o Responded to a call and conducted a site visit regarding a person on Long Lake that blocked a main culvert that drains a swamp and caused it to back up onto the caller's land and his neighbor's lands. The MDEQ was called and remedied the situation.
- o Reviewed and ranked potential vendors for Medallie Park.
- o Contacted Ottawa County Drain Commissioner Joe Buck regarding private drain law. A person called to report their neighbors proposed pole barn would put stormwater onto their property.
- o Prepared a memo to County Administrator regarding the County's Revolving Drain Fund being out of money. Met regarding the same issue. On June 21st BOC Agenda.
- o Attended regularly scheduled Managers Meeting.

➤ Duck Lake Special Assessment District (SAD)

- o Met with Deputy Civil Counsel & DC attorney Scott Howard regarding the scheduled hearing in front of Judge Tom Powers re: Re-affirming summer level and setting a winter lake level 6" lower.
- o Responded to numerous phone calls from Duck Lake property owners.
- o Tracked return mail and re-sent letters regarding the hearing notice.
- o Dropped off maps showing proposed SAD and met with Green Lake Township staff and answered questions.
- o Signed affidavit of notice mailing.
- o Attended Duck Lake Hearing and answered questions.
- o Sent a copy of the access/maintenance easement for the Duck Lake Dam to the property owners.

- o Inspected a culvert on the Duck Lake Peninsula that is partially blocked. May have the culvert cleaned as part of the SAD.
- o Conducted several site visits to the Duck Lake Dam to monitor lake level. Still above court ordered level by a couple inches. Receiving complaints.
- o Spoke with Duck & Green Lake Association President regarding Duck Lake Dam.
- Silver Lake Drain
 - o Stopped by a couple times during the month to read the lake level gauge and inspect outlet. No issues.
- Cedar Hills Proposed Drain
 - o Met on-site with Long Lake Township officials regarding the proposed Cedar Hills Drain project. The project petitioned by the Road Commission will not move forward this year...will revisit next year if time allows.
- Cass Road Drain
 - o Met with Garfield Township Engineer Jennifer Hodges and Larry Protasiewicz from Spicer Group to determine next steps to keep the project on track.
 - o Spoke with Bond Counsel, Roger Swets from Dickinson Wright regarding the \$300,000 drain note that comes due on June 22, 2017. Mr. Swets outlined options.
 - o Worked with Mr. Swets to submit a RFP to local & statewide banks regarding the drain note refinance.
 - o Worked through Mr. Swets to file for and receive Qualified Status from Michigan Department of Treasury for the Cass Road Drain.

Equalization / GIS ()

- No report provided.

Facilities Management (3)

- Facilities Management collaborated with the Parks Department to assist in the construction of the new playground at the Civic Center.
- Facilities continues to manage day-to-day operations at all County facilities and to respond to various requests for services from County Departments and Agencies.

Finance (2)

- The 2016 Annual Audit is nearly complete and will be submitted to the State prior to the June 30, 2017 deadline.
- The Finance Department kicked-off the 2018 Budget Process and Departments are preparing their annual budgets for submission.

Friend of the Court

- No report provided.

Health Department (4, 5)

ADMINISTRATION & FINANCE DIVISION

➤ Administration

- o Held our final strategic planning session for the Health Department to establish goals and objectives for 2017 - 2019 utilizing the technology for participation methodology and workshops focused on a practical vision, underlying contradictions, strategic directions and focused implementation. Emily Llore, the Grand Traverse Regional Oral Health Coordinator facilitated the session.
- o The Health Officer and Community Health Director met with Rotary Charities to discuss teen doula program and referral network.
- o Health Officer worked with County Administration, Human Resources and Environmental Health staff to transition the Division from Tom Buss to Dan Thorell.
- o Health Officer attended the Substance Free Initiative on prevention and education summit.
- o Attended the following monthly community meetings: Munson Population Health Committee, Munson Community Health Committee, Northern Michigan Health Network, Northern and the Michigan Community Health Innovation Region.

➤ Finance

- o Completed the 2016 Medicaid cost based reimbursement report for the State of Michigan.
- o Completing the final budget amendments for the health department state grant programs.
- o Started preparation of budgets for the health department state grant programs in e-grants.
- o Started preparation for the 2018 County budget.

➤ Northern Michigan Public Health Alliance

- o Health Officer Trute participated in a site visit from the Center for Sharing Public Health Services to evaluate the success of the Northern Michigan Public Health Alliance and several of our key projects: reviewed cost data collected for two community health assessment projects; shared results of Health Officer survey and facilitated discussion re quality/benefits; shared results of community partner survey and facilitated discussion re quality/benefits.
- o Planning annual meeting of full Alliance, set for 8/29. Agenda will include discussion of Public Health 3.0 and beginning Strategic Planning cycle.

- Northern Michigan Health Innovation Region
 - o Finalized social determinants of health screening tool for providers in region
 - o Began Community Health Worker Training
 - o Compiled/organized resources for Resource Directory by class/category
 - o Hosted ABLe training and identified social determinants of health contributing to obesity in 10 counties
- Outreach and Education
 - o Sent out initial requests for Baby Tent volunteers and began pre-planning efforts. The Baby Tent is an key outreach activity for the maternal and child health programs at several local festivals (Cherry and Film). It is provided for moms and babies to have a quiet, calming, cool location for breastfeeding, diaper changing and promotion of health department programs.
 - o Participated in the quarterly Northern Michigan Water Safety Network meeting and assisted the National Park Service with planning for the Water Adventure Expo next month.
 - o Met with the Immunizations Grant team to finalize flier for Kingley Middle School Fall vaccination clinic, set media plan in motion for the Fall immunization commercial segments on 9&10, and wrapped up the Traverse City HS school based immunization clinic.
 - o Met with the Northern Michigan Public Health Alliance workgroup to review strategy work and to start implementing efforts to use Public Health Accreditation Board standards & measures.
 - o Rolled out a regularly scheduled social media promotion for advertisement of the need for "Sexual Health Ambassadors" with the Health Department of Northwestern Michigan.

MEDICAL EXAMINER DIVISION

- Medical Examiner Investigators: Hired and trained 5 new scene investigators: Robert "Bob" Meyer, Olga Topash, Daryl Case, Joshua Salyer and Tamara Ausland. These investigators cover 12-24 hours shifts for the medical examiner's office. Additional interviews and hires are in progress to ensure 24/7/365 coverage.
- Held several community partner meetings and provided updates to prosecutors, law enforcement, EMS, funeral homes, hospital, dispatch and administration regarding key changes to medical examiner death investigation protocols, including dispatch of scene investigators and reporting of new deaths.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Environmental Health

- o Spring construction season has significantly increased the number of septic and well permits issued. Permit activity for 2017 has outpaced 2016 for the same time period so far.
- o Dan Thorell was promoted from Environmental Health Coordinator to Environmental Health Director after the retirement of long time Director Tom Buss. Environmental Health is in a transition period and will be hiring two sanitarians to fill the vacancy created and expand inspection staff.
- o Environmental Health hosted another successful ServSafe Course for area food service workers and manager.
- o Temporary food service events have begun and will increase over the course of the summer with the numerous area festivals.

➤ Animal Control

- o Animal Control welcomed Jaime Croel to the team as the new Animal Control Specialist. She will be working with Animal Control Officer, Deb Zerafa.
- o The warmer weather has increased Animal Control activity, specifically with animal bites, dogs at large, and barking dog complaints.
- o Implementing pilot summer staffing and tracking of time to better measure time spent of various animal control duties of animal control specialist and animal control officer.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

➤ Emergency Management

- o Attended the 2017 Great Lakes Homeland Security Conference
- o Public Safety Incident Action Plan creation with area public safety agencies
- o Dam Breach exercise at Boardman Dam with Metro Fire, US Army Corp of Engineers, and dam removal contractor.
- o Unified Command Post with City Police and Fire, Grand Traverse County Sheriff's Office, Peninsula Twp Fire, North Flight EMS, and Central Dispatch in support of Bayshore Marathon. Operational all day w/out major incidents
- o Multiple planning meetings for National Cherry Festival, Up North Pride, Great Lakes Equestrian Festival, and Traverse City Film Festival.

➤ Emergency Preparedness

- o Attended the 2017 Great Lakes Homeland Security Conference and 2017 Michigan Communicable Disease Conference
- o Health Officer Trute participated in a Leelanau County Mass Casualty Exercise representing both public health and the medical examiner's office. Her role was that of an evaluator.

- o Facilitated a Public Health Emergency Preparedness workshop for Health Department Northwest as part of the regional director duties.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

➤ Communicable Disease Program

- o Communicable Disease staff investigated 85 communicable diseases/animal bites and exposures for the month of March.
- o Five Public Health Nurses and the Health Officer attended the 17th Annual Michigan Communicable Disease Conference in Bay City on May 4.
- o Three Public Health Nurses attended the 2017 Michigan Clinical Nursing Conference for HIV and STD care in Frankenmuth on May 18-19.

➤ Reproductive Health

- o Reproductive Health staff provided services for 106 men and women, of which 62 were new clients to the program.
- o Supervisor attended the Tobacco Free Michigan conference held in Traverse City May 1-2. This conference provided valuable information as the Reproductive Health clinic implements smoking cessation strategies and Nicotine Replacement Therapy into routine assessments as well as aligns with our continued participation in the Tobacco Dependence Grant.
- o Multiple staff members across all community health programs participated in a webinar "Human Trafficking: A Call to Action for Nurses" on May 11; continued education in this topic is now a requirement for nursing licensure.
- o Supervisor participated in a "Wear One" conference call as part of a collaboration with the Health Department of Northwest Michigan; the "Wear One" campaign focuses on widespread condom distribution across northern Michigan and the development of sexual health outreach materials in order to increase access to sexual health services and decrease sexually transmitted infections and unintended pregnancies.
- o Supervisor participated in "Quality Contraceptive Services" webinar on May 15, as well as "Data to Care" conference call on May 30. Data to Care is a program which links HIV+ individuals who haven't been receiving medical care to resources within their county.
- o The Family Planning Advisory Council, consisting of community members who are knowledgeable about family planning as well as individuals who represent the population served by the Reproductive Health Clinic, met on May 25 to review the agency's plan, accomplishments and to receive input on future program goals and objectives.

➤ Immunization Program

- o Successful completion of Immunization Program State Site Survey for the Health Department. Thank you to Sheila Corner, Immunization Health Program Coordinator for assuring our agency's compliance with standards.
- o Successful implementation of immunization clinic held at Traverse City High hosted by Youth Health and Wellness Center and Immunization Program staff for Seniors.

MATERNAL CHILD AND ADOLESCENT HEALTH PROGRAMS:

➤ Maternal Infant Health Program (MIHP)

- o Maternal Infant Support Program completed the Cycle 6 Certification Review May 4-5. Full certification (18 months), pending MDHHS approval of the Corrective Action Plan is expected. The Corrective Action Plan was submitted 5-31-17 for State Consultant review.
- o Lori Wesolowski Maternal Child Health Programs Supervisor attended the Maternal Infant Support Program Coordinator Meeting in Gaylord. Presented at the meeting was information regarding Maternal Morbidity and Mortality Surveillance. Each year, as many as 100 mothers die during or within one year of their pregnancy. In an effort to reduce the maternal mortality rate in Michigan, reporting of maternal deaths is now mandatory, effective April 6, 2017 through Maternal Morbidity and Mortality Surveillance project within the Michigan Department of Health and Human Services. As a public health authority Michigan Department of Health and Human Services investigates maternal deaths to better understand the underlying factors associated with these deaths and develop policy recommendations that can help improve the maternal mortality rate.

➤ Healthy Futures

- o Healthy Futures Operations meeting was held on May 19 at Munson Medical Center. Deb Deering BSN RN represented GTCHD at the meeting. Health Futures updates include database redesign for Central Access. Healthy Futures Munson Team is currently searching for outside vendor to create the new database.
- o Kevin Kintner and Betsy Hardy from Munson Healthy Futures attended the Maternal Child Staff Meeting on May 16. Maternal Child Staff was updated regarding the new process moving away from a paper driven program to a computer database program.
- o Betsy Hardy shared with Deb Deering BSN RN and Pat Drake BSN RN a thank you card from a mother who received amazing breastfeeding support through Healthy Futures contact visit by public health nursing staff.

➤ Children's Special Health Care Services -Status quo for May.

➤ Pediatric Cardiac Clinic - Status quo for May.

➤ Adolescent Clinics

- o New Adolescent Health Clinic Coordinator Marjie Rich started working Monday May 22, 2017. Marjie is returning to the Health Department after a 10 year hiatus, previously working as a Health Planner and Program Coordinator. She brings with

her a diverse background and passion for working with adolescents and youth. She is currently serving as an Adjunct Professor at Grand Valley State University and consultant work for the Homeless Youth Initiative. Marjie completed her Master of Public Health (MPH) degree at Columbia University, New York and Bachelor of Arts (BA) degree from the University of Michigan. We are excited to welcome her back to the Health Department.

- o Kingsley Adolescent Health Center name has changed from “K-Town Youth Care” to “K-Town Youth Health Center.”
- o K-Town held both a Community Advisory Council meeting and a Student Advisory council meeting on May 25. A good cross section of parent, educators, and students attended the meetings. The Student Advisory Council met at the Rock in Kingsley. Both meetings provided for open discussion and networking between stakeholders. Marjie Rich was introduced as the new Adolescent Health Coordinator replacing Chris Roggen who resigned his position in April 2017.
- Head Start
 - o Head Start planning meeting was held on May 16. Health Department planning leadership included Amy Leiva BSN RN and Vikki Klinglesmith Vision and Hearing Coordinator. A total of 5 Head Start dates have been planned: two days in August and two Days in September at the Health Department; and one day in Kingsley, a joint effort between Kingsley Community Room and K-Town Youth Health Center.
- WIC
 - o Becca Noonan RD was promoted May 1, 2017 to WIC Coordinator position. Congratulations to Becca. She was able to spend 2 days with WIC Consultant Regina Poole in preparation for the July WIC Management Evaluation Corrective Action meeting scheduled in July.
- Hearing & Vision
 - o All Kindergarten Round Ups have been completed except for Kingsley Public Schools. Three days are planned to meet the demand for for the new Kindergarten class starting fall 2017.
- Blood Lead - No new elevated levels to report.

Human Resources (1)

- Fifteen (15) employees were hired with ten (10) starting in May and five (5) more in June.
- There are thirteen (13) positions the County is currently recruiting for including the County Administrator.
- We have developed and implemented a pre-employment process and checklist from verbal offer through first day of orientation including onboarding and benefits signup.

- Employee Leave (Short and Long Term Disability, Family Medical Leave Act) filing system has been updated and organized, an activity log and form developed for internal files.
- Human Resources is becoming more involved in the interview process, educating hiring managers/department heads on the proper way to interview as well as completing paperwork and record retention. HR has started developing packets for interviewers and is more involved in the verbal offer/written offer stage.
- Supported the Parks and Recreation Department by drafting and sending an all-county employee email communication regarding Smart Commute Week.

Information Technology (3)

- No report provided.

MSU Extension (4,5,6,7)

- Northern Michigan Water Safety Event!
This summer 4-H has a unique way to give back to our community through a Water Safety Event happening on Wednesday, July 19th from 10 am-1 pm. The location is at the Bayside Park in Acme on East Bay. Grand Traverse County 4-H Leaders Assn. felt it was important to provide this water safety event to the community as a way to serve children and families in our area. When talking with Grand Traverse Metro Fire employee Jen Ritter, she said, "Over this past weekend (June 9-11) there were 5 accidental drownings in Michigan, three in the north region! This is why we need to educate kids and adults alike!" Details about this event include water safety games, valuable information from local organizations, Coast Guard flyover and/or demonstrations, free hot dog lunch, prizes and more! Organizations participating include GT Metro Fire, GT Sheriff Marine Division, Coast Guard, Safe Kids North Shore, 4-H and more! For more information, contact Karin Stevens at 922-4825 or steve552@msu.edu. This event is free to the public! We hope you will join us!



Parks and Recreation ()

- No report provided.

Parks and Recreation/Senior Center Network (4)

- No report provided.

Planning (5,6)

- The Planning Department conducted a visioning session for the US-31 corridor at East Bay Township. Residents, business owners, and other stakeholders attended the event. The visioning session is part of the Planning Department's contract with the Township to assist in developing a plan for one of the County's busiest corridors.
- 23 local planning officials are in the midst of a five-week Citizen Planner course being hosted by the Planning Department. The event is part of an essential training program conducted annually by the Planning Department.

Probate Court

- No report provided.

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 May, we engaged in the following:
 - Authorized 208 misdemeanor warrants
 - Authorized 44 felony warrants
 - Authorized 25 juvenile petitions
 - Handled the following matters in Family Court:
 - 1 allegedly mentally ill cases
 - 24 referrals from the Office 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 May, we reviewed four contracts for the following departments:
 - Parks and Recreation: three
 - Health: 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 May, we reviewed eight requests, and provided advice and consultation to the following departments:
 - Administration: two
 - Construction Codes: two
 - Parks and Recreation: one
 - Sheriff: two
 - Circuit Court: 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 May, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Health
 - Human Resources

- Treasurer
 - Administration
 - Finance
 - Commission on Aging
- 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 May, 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 May, we represented the County in the following:
- *In the Matter of Duck Lake*. On May 8th, we appeared before Judge Power who held a hearing to reaffirm the normal lake level and confirm the special assessment district boundaries. Several property owners owning land abutting the lake appeared and made comments on the record. Judge Power will schedule a second public hearing to allow additional public comments.
 - *In the Matter of Edwin Martel et al, on the permit issued to Grand Traverse County*. On September 10, 2016, Edwin Martel, William Lane, and Bruce Campbell filed a petition with the Department of Environmental Quality (“DEQ”) challenging DEQ’s issuance of a permit to Grand Traverse County permitting the removal of the Boardman Dam. Mr. Martel and the other petitioners are claiming that the issuance of the permit and the removal of the dam will result in the destruction of the Education Reserve, which is a public trust. DEQ is represented by the Attorney General who has filed an appearance in this matter. In January, Administrative Law Judge Daniel Pulter granted our motion to intervene in the case. On April 25th, Judge Pulter held a pre hearing conference by telephone. At this hearing, Mr. Martel accused Judge Pulter of being biased against him and the other petitioners. Mr. Martel filed his motion requesting recusal which was denied. Thereafter, we received notice of the hearing on the petition, which will be heard on September 12th through the 14th.
 - *Camelback IX, LLC v Grand Traverse County Treasurer et al*. Plaintiff has filed this lawsuit on April 13, 2017 seeking to foreclose a mortgage on a parcel of property located in Grant Township and owned by Douglas Prause. Plaintiff obtained this mortgage through an assignment from another financial institution. This assignment was recorded on February 17, 2017. Prior to the assignment being recorded, the Treasurer obtained a judgment of foreclosure for the parcel because the property owner failed to pay property taxes. By obtaining the judgment prior to Plaintiff recording the assignment, the County Treasurer has valid ownership of the property, which takes priority and extinguishes whatever lien Plaintiff has on the real estate. We filed our answer to Plaintiff’s complaint. We will next file a motion for summary disposition and request that Plaintiff’s complaint be dismissed.

- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of May, Chris Forsyth attended the regular board meetings.

Public Works

- No report provided.

Register of Deeds

- No report provided.

Sheriff (7)

- No report provided.

Treasurer

- We foreclosed on 22 parcels in 8 of the townships, 1 Village and in the City. We prepared individual parcel summary sheets including pictures from our fall posting for Land Bank.
- Processed and paid out our delinquent tax purchase of \$4,945,131.97 to all taxing jurisdictions.
- Completed PCI Compliance requirements for credit card processing, updated Cash Management Policy and Procedures, completed verification of confidentiality test & reporting to State. Worked with the auditors to provide verification for numbers and audit disclosures.
- Started creating 2017 tax databases for each township with the numbers reported by county Equalization. We will continue to update and maintain these databases throughout the year to balance and reconcile with the townships before their summer & winter tax bills are run.
- Started working on 2016 Treasurer's Report/Delinquent tax report to be presented to the board in June.
- We have been short staffed since early April and are working on restructuring the office to help facilitate success for a replacement employee with no previous tax experience.
- Even with the staff shortage we managed to keep up with the increased passport workflow due the US Post Office no longer processing passports. We processed 126 passports in April 2017 compared to 108 passports in April 2016. Processed 179 passports in May 2017 compared to 126 passports in May 2016. Per the US Department of State projections we have also seen an increase in renewal application review requests which are not processed or tracked but can take significant staff time.

Veterans Affairs (4)

- We are currently recruiting for a Director of Veteran's Affairs. If you know someone that may be interested in serving Veterans in our tri-county Veteran's Affairs Office, please refer them to the County's job posting online at: <http://grandtraverse.org/1574/Job-Postings>