



## Administrator/Controller Report

### February 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

#### Administration Office (1)

- Administration is working with the Planning Director, Lean and Green Michigan and the Michigan Land Use Institute on the possibility of instituting a PACE (Property Assessed Clean Energy) program in Grand Traverse County. A PACE district allows a property owner to use the property tax mechanism to finance energy improvements. The property owner voluntarily takes on a Special Assessment, which it pays off as part of its property tax bill. The PACE statute provides that the annual energy savings must exceed the annual cost of the loan. A presentation to the Board of Commissioners has been scheduled for February 26<sup>th</sup>.
- A filmmaker has inquired about using the Boardman and Sabin Dam powerhouses as a setting for a film. A proposed use agreement has been submitted to the film company for review.
- Replaced postage machine at Governmental Center for a cost savings of approximately \$140/month (\$8,340 over a 5-year period) with upgraded equipment under the state contract. The machine processes nearly 1,000 pieces of mail daily.
- Enhanced the list of county services on website to make navigation easier for the public. Also added a contact link to several web pages that will email all seven County Commissioners simultaneously.

#### Boardman River Dams Project (8)

- Signed fiduciary agreement with the Conservation Resource Alliance (CRA) to process claims related to dam removal.
- Signed agreement between URS, the Road Commission, and the County to provide design and engineering services for the removal of the dams and construction of a new Cass Road Bridge over the original river channel.

- The Board of Commissioners approved on January 15th a tentative settlement agreement in the case of Alpers vs. Grand Traverse County. The proposed settlement agreement will be reviewed by the Circuit Court on April 29th.

### **Commission on Aging (7)**

- In-Home Services is experiencing low/no wait lists for several services – Homemaker Aide (housecleaning), Home Health Care, and Respite Care (caregiver relief).
- The Commission on Aging is now taking appointments for 2013 income tax preparation for Grand Traverse County senior citizens 60 years of age or older. Taxes are prepared by trained AARP volunteers through Mid-April. Contact the COA office at (231) 922-4688 to schedule an appointment. Seniors are urged to call as soon as possible as appointments fill fast and are first-come, first-serve.
- With all the snow Grand Traverse County has experienced this year, the Senior Center Network cross country ski and snow shoe programs have become very popular. The Senior Center Network offers training and skiing/snowshoeing events. For more information, contact the Senior Center Network at (231) 922-4911 or check our website.

### **Central Dispatch (7)**

- The Northwest Michigan PSAP Collaboration meets regularly and has been preparing for the 911 Connect Summit that is scheduled for February 25 at the Hagerty Center. It should be an extremely beneficial conference for our commissioners and local officials. The collaborative group has also submitted a grant request to fund several facets of the project. (3)
- The 911 Facebook page has about 16,600 “likes,” and the feedback from the community continues to be extremely supportive. Because of the success of the page, we’ve been asked to do a presentation about Facebook at the State 911 Spring Tech Forum. (4)

### **Construction Code (7)**

- Construction activity still remains strong within the area; however, the issuance of new building permits have slowed dramatically due to the extreme weather conditions that we are experiencing. The weather is also making it very difficult for the inspectors to perform their inspections. Soil erosion permits have also slowed, and staff is doing follow-up on older permits and permits that are due to expire.

### **Facilities (3)**

- A frozen sprinkler head caused extensive damage to the courtroom and chamber areas of the 86<sup>th</sup> District Court. Fortunately, Facilities Management was onsite performing maintenance checks when the sprinkler burst open, immediately shutting the valve to help limit the damage. Carpet, drywall, and insulation repairs have been completed and the damaged areas have been restored. Damage costs have been submitted to MMRMA for all three sprinkler head leaks this season at the Hall of Justice.

- Improved Jail security, in the form of a full body scanner, will be installed and fully functional by early February. The unit was purchased at a fraction of the cost from the Dept. of Homeland Security. (2,3)
- The Environmental Health Office has been painted and new carpet has been installed. Grant funding covered the cost for this project. (3)

## **Finance (1)**

- Worked with the DPW on the acceptance of credit card payments relating to their water, sewer, and septage utility billings.
- Finance is closing the books on the 2013 fiscal year. Early indications are that the county brought in additional revenue in key areas and kept expenditures in line with expectations.
- Updated the general and economic information for Grand Traverse County for the pending East Bay Township water improvement project and related bond sale.

## **Health Department & Emergency Management (7)**

- **ADMINISTRATION AND FINANCE DIVISION**
  - The outreach coordinator is implementing closed circuit public health PSA presentations to be played continuously in the clinic waiting rooms. It will provide basic program information and highlight timely topics- such as flu shots, cold weather safety, oral health etc. It will be a tool to cross-promote various programs throughout the health department.
- **ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISIONS**
  - Non-Community Water Supply Program Evaluation for FY 2013: The Non-Community Water Supply Program was evaluated by the Michigan Department of Environmental Quality and met all four (4) Mandatory Program Requirements (MPR's). Wells which are classified as "Non-Community Water Supplies" include those public wells which serve 25 or more people for 60 or more days per year. There are currently 145 of these wells in the County which serve restaurants, schools, office buildings, and some churches. The Department monitors these wells for possible contaminants such as coliform bacteria and nitrate concentration.
  - ServSafe Manager Certification Course: GTCHD staff provided an eight (8) hour training and certification course for 26 Grand Traverse area food service managers at the new Health Services Building training room on January 15, 2014. We have three (3) staff certified to instruct this class through the National Restaurant Association, Educational Foundation. Our Department is one of few Health Department's north of Grand Rapids to offer the ServSafe Courses to the restaurant industry. Future classes will be offered on March 12, May 14, September 17 and November 19.

➤ **EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION**

- CodeRed is operational and we are earnestly working on getting citizens enrolled. Currently enrollment is at 35,000+. Over 5,000 more enrolled as a result of the test with the system. While the initial calls had many people confused or upset, once they understood it, they were fine with it. We also had a few messages from people thanking us, particularly with the Kingsley/Fife Lake power outage, saying how beneficial it was to them.
- Emergency Preparedness: The new emergency preparedness specialist, Michael Lahey, started working the end of January. The health department's full strategic national stockpile plan was revised and sent to the state for a full review.

➤ **COMMUNITY HEALTH DIVISION**

- Communicable Disease nurses visited the jail and participated in a tour with Captain Bob Hall. The purpose was to increase their comfort about safety at the jail and to let jail staff know who will be coming from the Health Department to perform the testing when they perform court-ordered Sexually Transmitted Disease and HIV testing. There has been recent collaborative work between the Health Department, Jail, and Prosecuting Attorney's office to attach the testing fee to the defendants' court fees, but the Circuit Judges will have to agree to assess the fees at sentencing. The cost is currently paid from the Health Department budget.
- January showed an increase in births as the nurses in the Maternal and Infant Health Program exceeded visit expectations.
- Heidi McNichols, RN, organized a Pediatric Cardiac Clinic on January 23<sup>rd</sup> with Drs. Webb and Norris from the University of Michigan. The clinic was attended by 14 regional providers, including four from Grand Traverse County and 10 from other northern counties.
- Flu season started early this season, and it continues to affect many young healthy adults and resulting in many hospitalizations. The health department continues to offer scheduled and walk-in flu vaccinations along with other immunizations and has ample supply. This year we have vaccinated about 4% more individuals than last year for seasonal flu, with the largest increase in our senior population.

**Human Resources (5)**

➤ Positions approved by County Administrator/Controller (neither are General Fund positions): (5)

- Building Code Inspector
- Nurse Practitioner

➤ MLK Training Day was a big success! Employee feedback showed that a lot of useful information was learned on how to be prepared in the event of an emergency. The feedback on the presenters was excellent as well. (4)

- The Wellness Team added four new members and is working on initiatives for 2014, including providing Lunch 'n' Learns for employees. They are also exploring the option of collaborating with the City on wellness activities and events. (7)
- ❖ Thank you to all of the presenters from the County MLK Training day for sharing their expertise and knowledge: Sherise Shively/Community Corrections Manager, Leah Hornacek/Central Dispatch Supervisor, Sheriff Tom Bensley, Deputy Josh Wolf, Deputy Adam Reister/GTSO, Gregg Bird/Emergency Management Supervisor, Kit Hinz/Disaster Program Manager for the Red Cross, Jim Cook/Road Commission Manager and Terry Flynn/Asst. Captain Metro Fire.
- ❖ Thank you to Don Sheehan for offering an Excel training class on MLK Training Day for all County and City employees.
- The Employee Recognition and Suggestion Award Team held their quarterly reception for those employees that were nominated in the fourth quarter of 2013. The recipient of the fourth quarter award was Greg Laubach of Facilities who was nominated by Diane Conklin and Leanne Laucky from the Family Court Family Division. (4,7)
- MIOSHA Yearly Certification Training was held in January for the COA, Facilities and DPW employees. (4,7)
- ❖ Kudos to Relay Team Captain Laurie Johnston for her tireless efforts on behalf of the Relay for Life County Employees Team. The Team is off to a great start with \$2036 raised so far toward its \$5,000 goal. (4)

### **MSU Extension (7,8)**

- MSU Extension educator Jennifer Berkey received the National Cherry Festival's Very Cherry Promotion Annual Award Jan. 15 at the Cherry Marketing Institute luncheon, part of the annual Fruit Growers Orchard Show at the Grand Traverse Resort in Acme, Mich. The National Cherry Festival Cherry Promotions Committee honored Jennifer with the award for her work as the National Cherry Festival director of the Cherry Connection event from 1999 to 2011. "It is an honor to be receiving this award as it was my privilege to have worked with the cherry industry on their behalf for 12 years," said Jennifer. "Increasing consumer's knowledge about how cherries grow, the myriad of ways they can be used in foods along with how to integrate cherries into their everyday meals was the focus of this educational initiative, and it was a wonderful collaboration with MSU, the National Cherry Festival, growers and producers of cherry products." The National Cherry Festival's Very Cherry Promotion Award was established in 1986. It is given to an individual, couple, group or business, which has demonstrated outstanding efforts in promotion and/or production in the world of cherries. Past winners have included the Grand Traverse Pie Company and Friske Orchards.
- MSU Extension is hosting a 3-day Certified Natural Shoreline Professional Training at the Civic Center February 18-20, with a follow-up, hands-on field component to be held in June. State of Michigan shoreline alteration regulations are encouraging more natural approaches to shoreline landscaping and erosion control. The title Certified Natural Shoreline Professional sets individual contractors apart as having completed specialized training and serves as a marketing tool with property owners looking for more lake-friendly

alternatives to rock riprap and vertical seawall. Certification is through the Michigan Natural Shoreline Partnership. More information about the training can be found [here](https://sites.google.com/site/mishorelinepartnership/michigan-certified-natural-shoreline-professional-training): <https://sites.google.com/site/mishorelinepartnership/michigan-certified-natural-shoreline-professional-training>.

## **Parks and Recreation (7)**

- The Business Development Team chairperson submitted the business plan for Power Island to the January 16 meeting of the Parks and Recreation Commission.
- Our most recent session of the Freshman Water Safety Program was completed on January 9, 2014. To date, training for 254 TCAPS students has been provided.

## **Planning/Brownfield/Economic Development/Housing (1, 3, 4, 7, 8)**

- On behalf of the Brownfield Redevelopment Authority, the Planning & Development Department has submitted applications for a \$200,000 assessment grant and \$1,000,000 revolving loan fund grant through the U.S. Environmental Protection Agency.
- The Grand Traverse Region Next Michigan Development Corporation held a strategy discussion on January 23 with many local economic development and transportation officials. The meeting was the start of an effort to develop a new strategy, new name/brand for the Corporation, and a new website and marketing tools.
- The Bayshore Corridor Strategy concluded its fourth meeting in a five-meeting process. Community stakeholders narrowed the actions items down to three main areas including improved transportation design, wayfinding and corridor identity; and consistent development standards.

## **Resource Recovery (8)**

- Resource Recovery (RecycleSmart) has selected Carter's Compost as the 2013 Take It Back Recycler of the Year. Carter's community composting activities in the downtown Traverse City area prevented approximately 16 tons of organic material from going to our area landfills. The annual award will be presented to Carter's Compost at the Resource Management and Administration Committee meeting on February 12th.
- The first Household Hazardous Waste collection event will be held on March 27, 2014. Residents can dispose of up to 150 pounds of material at no charge and will be charged \$1.30/pound for materials in excess of the first 150 pounds. The State of Michigan Clean Sweep Program will be reimbursing the County for the disposal costs of pesticides and mercury collected at this event. The Resource Recovery office will be publicizing the event starting in February and will be taking reservations from interested residents and small businesses in early March.