

***COUNTY ADMINISTRATION***  
***COUNTY PLANNING***



***Annual Report 2013***



# COUNTY ADMINISTRATION

## COUNTY PLANNING



Peter Garwood, Administrator  
Joe Meyers, Associate Planner (Jan-Aug)  
Janet Koch, Associate Planner (Nov-Dec)

Tina Schrader, Administrative Assistant  
Katie Verellen, Secretary

What can be said about the year 2013? On the National scene we were all shocked and horrified as we heard the news of the bombing at the Boston Marathon. We also saw further implementation (and the political division that goes with it) of the Affordable Care Act. Internationally, we lost a great leader in Nelson Mandela, but gained a royal baby (Prince George) and a new dynamic Pope (Pope Francis). In the State of Michigan, we saw an improving economy while the City of Detroit entered bankruptcy, and General Motors hired the first female CEO (Mary Barra) ever to run an automobile manufacturing company during one of their worst controversies in the company's history (the ignition switch malfunction).

While all this is interesting, the focus of this annual report is much more local; Antrim County government in the year 2013, specifically, what did the Administration Office and Planning Department do to assist in the successful operation of Antrim County. While the attached report is full of projects and day to day activities the staff of the two departments have been working on, we always keep sight of the fact that we would not be working on any of it without the direction of the Board of Commissioners who ultimately are responsible to do the work of the citizens of Antrim County.

I think the biggest story in 2013 is the changing of faces running many of the departments in the County. In August we all mourned the loss of long-time Prosecuting Attorney and Civil Counsel Charlie Koop. As hard as it was to accept, his successor Jim Rossiter is doing a good job of picking up the

ball and running with it. We also saw a changing of the guard in the Equalization Department and the Housing Department as Bob Englebrecht left for other employment and Patti Lowery retired. Karleen Helmreich, Equalization Director, and Jonathan Scheel, Housing Director, both started in 2014 and are performing admirably in their new roles.

The personnel change that most impacted the Administration Office and the Planning Department was the resignation of Joe Meyers and the hiring of Janet Koch as the Associate Planner. We all miss Joe both professionally and personally, but I think we all can agree that Janet has picked up the responsibilities of the job about as effectively as would be considered possible, and for that I am very grateful.

2013 was the first year the County conducted the budget process without long-time Clerk Laurie Sexton. The County Administration Office and Accounting Department worked very well together to implement small changes to the process while keeping it relatively similar to the past process. The most impactful change for the County departments was the requirement that they submit their budgets electronically rather than on paper. This was made possible through the purchase of the BS&A finance and accounting program software two years earlier. Thanks to sound fiscal policy and decisions made by the Board of Commissioners over the years, the County continues to be in very good financial condition.

Regarding human resources administration, the County continues to implement the ever-evolving changes caused by the Affordable Care Act and the State-approved legislation to County-provided health insurance. On the pension front, four bargaining units agreed to switching to a hybrid pension program for new hires from the long-time traditional defined benefit pension program. Administration will pursue the same change for the remaining employee groups in 2014.

Inland lake levels demanded much attention in 2013 and, as you well know, has continued to require attention in 2014. The Administration Office has worked closely with the Operator of Dams to address issues caused by the high lake levels.

Other success stories and projects include the development of a mountain bike trail system at Glacial Hills Pathway and Natural Area that is becoming nationally known, the development and redevelopment of the Capital Improvements Plan (CIP), a refining of the contract review process and, of course, the continuation of the Meadow Brook Medical Care Facility Construction Project.

These are simply some of the highlights as I see it, but as you make your way through this annual report please remember the depth and breadth of work would not have been possible without all of us working together in the same direction. I am quite grateful for the fantastic staff in the Administration Office and Planning Department (Janet Koch, Tina Schrader and Katie Verellen), the hard work from the various departments in the County, the cooperation from the different agencies and organizations we collaborate with, and the leadership provided by the Board of Commissioners. Here's hoping for another productive year!



Peter Garwood, County Administrator

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# County Administration

## EXECUTIVE FUNCTIONS

- Assists the Board of Commissioners in the development and implementation of goals, policies and procedures.
- Oversees the daily activities of the County.
- Works closely with the County Accountant in the formulation and administration of the annual County budget.
- Provides professional support and project management.
- Provides communication of Board generated information to County employees, the public and outside agencies.
- Serves as head of the Planning Department.

### Public Relations

- Coordinated public relations for the Antrim County Board of Commissioners (media releases, etc.).
- Maintained various pages on the County website.
- Provided the public with general information pertaining to any of the functions of Antrim County or its various departments.
- Answered questions and/or provided information pertaining to planning, zoning, county ordinances, dividing land, census data (population, income, housing, minorities, etc.), county statistics, grants.
- Conducted quarterly meetings for appointed and elected department heads providing communication of Board goals, policies and objectives.

### County Budget Oversight

- Coordinated the completion of the 2014 annual budget process.
- Monitored expenditure and revenue reports.
- Met with MGT of America, Inc. regarding their cost allocation plan services.

### Contract Oversight

Upon the sudden death of County Prosecutor Charles Koop in August 2013, secured services of James Rossiter as new civil counsel and coordinated refined legal review procedures.

Administered the County's Authority to Sign Contracts Policy. Provided for the preparation and legal counsel

review process for the following contracts/agreements approved by the Board of Commissioners in 2013:

- Bendzinski & Co. (act as bond dissemination agent, Meadow Brook project)
- Huntington Bank (bond registrar, Meadow Brook project)
- Cummins Bridgeway (annual generator maintenance)
- Chain O Lakes Sportsman's Club (use of facilities for firearms training)
- G's Pizzeria & Deli (COA dining out)
- Bellaire, Village of (walking path easement)
- Maximus (cost allocation plan for 2012)
- Goodwill (service agreement, Collaborative)
- Bellaire, Village of (lease agreement, easement—Richard Park)
- Township Ambulance Authority (fueling at ACT)
- Antrim County Emergency Management (MOU for use of building and certain lands)
- Antrim County Sheriff Dept. (MOU for use of building and certain lands)
- Frontier (system agreement, voice 911 maintenance)
- Michigan, State of (DHS - Child & Family Services (Child Care Budget Summary)
- NLCMH/NHCM (COA—home & community based services for the elderly and disabled MI Choice Waiver and Business Associate agreement)
- Applied Imaging (Ricoh copier lease agreements for Courthouse and Prosecutor 3rd floor office)
- Image Makers (Xerox copier lease agreements for first floor County building)
- Boss Lawn & Landscape (COA HomeChore snow)
- C&K Septic & Excavating (COA HomeChore snow)
- Cook, James (COA HomeChore, snow and in-home)
- Dream Lakes Services, LLC (COA HomeChore snow and in-home)
- Garrett Landscaping (COA HomeChore snow)
- Grand Traverse County (Community Corrections subgrantee agreement)
- Lutheran Child & Family Services—Wellspring (family support program)
- Marshall Construction (COA HomeChore snow)
- Mutual of Omaha (life and short-term disability insurances)

## Contract Oversight (continued)

- NeXt IT (support and assistance for network)
- Ponte, Mark (COA HomeChore snow)
- Robbins, Keith (COA HomeChore snow)
- SJ & Family (COA HomeChore snow)
- Tip of the Mitt Irrigation (COA HomeChore snow)
- Union Designs (COA HomeChore snow)
- American Waste, Inc. (trash removal for County facilities)
- Area Agency on Aging (COA aging services)
- Priority Health (employee health plan)
- Torch Lake Firewood (Barnes Park firewood supplier)
- Antrim Conservation District (household hazardous waste program and forest and wildlife management)
- Antrim County Fair (appropriation)
- Conservation Resource Alliance (appropriation for land and watershed conservation)
- 13th Judicial Circuit Court (Lawyer-Guardian Ad Litem)
- May, Dr. David (jail physician services)
- Michigan, State of (DEQ stream gauging data)
- Michigan, State of (Veterans—Common Grant App)
- Michigan, State of (Public Act No. 31 Primary Public Safety Answering Point Dispatcher Training Distribution)
- MMAP, Inc. (COA—MIPPA Service agreement)
- Tele-Rad (high band radio service)
- Traverse Area District Library (appropriation for services to those unable to read regular print due to visual or physical handicap)
- Watershed Center Grand Traverse Bay (appropriation for land & watershed conservation)
- Gerrity, Dorothy (airport land lease)
- General Code (Laserfiche Avante System for Prosecutor's office)
- Mead & Hunt, Inc. (design airport parking lot rehab)
- Mead & Hunt, Inc. (airport lightning strike services—9/11/13)
- Sungard (Sheriff—invoice Alpha Numeric Paging Module)
- BS&A (building department, field inspection)
- Smith, Edward (tuition reimbursement)
- Mackinac Energy (two amends to ROW grant and easement)

- Mackinac Energy (two amends to site release, well site)
- American Red Cross (shelter agreement)
- Eklund Forestry (Simpson Road timber sales)
- Engineered Protection System (Sheriff—purchase agreement key fob system & dome camera)
- Center for Shared Solutions (Sheriff—MOA to access electronic mapping (GIS) data)
- Kone (load pressure relief test elevator County building)
- Northwest Hardwoods (amendment—timber sale Vandermark Road)
- Agri-Fab (use of airport for testing snow blowers)
- VSI Properties LLC (airport land lease)
- EMPG Supplements 2010/2011
- EMPG Grant Agreement 2013
- HMEP Grant Agreement 2012-2013
- Northwest Michigan County Brownfield Redevelopment Authority Coalition (MOU define areas of collaboration to advance Brownfield redevelopment in the region)
- National Joint Powers Alliance (fuel card services)

## Policy Oversight

Served as senior policy advisor to the Board of Commissioners. Researched alternatives and submitted policy recommendations to various standing committees or the Board of Commissioners. Oversaw administration and compliance with County Board policies. The following policies were adopted by the Board of Commissioners in 2013:

- Freedom of Information Act Procedures, Guidelines and Fees Policy (4-11-13)
- Antrim County Per Diem Policy amendments (4-11-13)
- Freedom of Information Act Procedures, Guidelines and Fees Policy amendments (5-9-13)
- Worked with Civil Counsel to research and formulate an invocation policy. Guidelines accepted (5-9-13)

## Grant Oversight

Provided grant project support and served as grant administrator for the Remonumentation Program.

Assisted in the coordination of the grant approval process for the applications and/or agreements:

- Hazard Material Emergency Preparedness Grant.
- Emergency Management Performance Grant.
- Common Grant Application to the State of Michigan for the Antrim County Veteran's Affairs for the purpose of input of Antrim County veteran database, two signature pads for the State Vectra Spec software system, and increase hours of part-time Veteran's Service Officer.
- Federal grant application to fund specialized prosecution of domestic and sexual violence cases and cover all costs for position.
- Antrim County 9-1-1 program with the State 9-1-1 Committee Application for Public Act #32 Primary Public Safety Answering Point Dispatcher Training Distribution.
- Application for Victim Rights Reimbursement grant.
- Michigan State Housing Development Authority grant #MSC-2012-0333-HOA.
- Community Corrections FY 2014 grant application.
- Rehab of the airport terminal parking lot grant.
- Antrim County Brownfield Redevelopment Authority, submittal of grant application to US Environmental Protection Agency for community-wide brownfield assessment grants for sites impacted by petroleum and by hazardous substances through the Northwest Michigan County Brownfield Redevelopment Authority Coalition.

## Ordinance Oversight

Administered and coordinated legal counsel review for the following ordinances adopted by the Board of Commissioners in 2013: No new ordinances adopted.

## Bid Policy Oversight

Worked with department heads to prepare bid specifications for various County projects and advertised in various media. Bids solicited included:

- Simpson Road timber sale.
- Nifty Thrifty outside painting (no bid awarded).
- Elk Rapids Day Park Pavilion construction.
- Airport lightning damage repairs.
- Firewood supplier for Barnes Park (2014-2016).
- Porta john supplier for County parks (2014-2016).

- Trash removal for County facilities and parks (2014-2016).
- Quotes requested for copiers (leases expired) located on the Courthouse 1st floor and the Prosecutor 3rd floor office. (Replaced Xerox with Ricoh.)

## Vehicle Policy Administration

Administered the County-Owned Vehicle Policy.

- Three retired Antrim County Transportation vehicles awarded to highest bidders: Van #107, Van #108, Bus #402.
- Coordinated bid process for sale of Sheriff Department vehicles: 2006 Crown Victoria and 2001 Crown Victoria (sold to auto salvage).

## Facility and Grounds Oversight

- Developed or directed the development of specifications, bidding and procurement procedures on numerous projects:
  - \* Recovered awnings at Nifty Thrifty.
  - \* Replaced failed ice melt system on NE corner of 1905 Courthouse.
  - \* Replaced roof top HVAC system serving the Jail key control area.
  - \* Began work for the construction of the Elk Rapids Day Park Pavilion.
  - \* Installed new wall mount light fixtures in County building stairwells.
  - \* Put out for bid the Nifty Thrifty building painting project. No bid awarded.
  - \* Converted the furnaces in the Snow Removal Equipment and Maintenance buildings at the Airport from propane to natural gas.
  - \* Replaced two parking lot light poles.
  - \* Replaced pump and motor for boiler for the County Building.
  - \* Enlarged office space for Veteran's Affairs.
- Coordinated emergency repairs for the following:
  - \* Repaired Airport fencing.
  - \* Replaced heat exchanger in the HVAC unit servicing the lobby area in the jail.
  - \* Repaired leaking pre-heat coil in the County Building.
  - \* Replaced heat exchanger and blower for the motor on the Jail rooftop unit.
  - \* Replaced backflow preventer on the 1905 Courthouse boilers.

## Facility and Grounds Oversight (continued)

- \* Replaced AHU return air heating coil valve for the County Building.
- \* Removed 6 trees and topped 4-5 trees at the Elk Rapids Day Park.
- \* Repaired condenser unit #2 on the County Building.
- \* Repairs made to integrate the jail roof top unit into the software package that controls the heating and cooling in all main campus facilities.
- \* Re-routed the drainage piping for the north end garage at the Airport.
- \* Repaired plumbing at the Antrim County Transportation building (water line broken underneath concrete).
- \* Repaired Antrim County Jail toilet.
- \* Repaired gear box on the Bellaire Dam.
- \* Replaced switches at the Bellaire Dam.
- \* Repairs made at Airport airfield due to a lightning strike.
- \* Replaced small furnace at the Antrim County Transportation building.
- \* Repairs made to the County Building roof top air conditioner #2.
- \* Repairs made to the County Building roof top compressor.
- \* Replaced 1969 pressure tank and hot water heater at Barnes Park.
- With assistance from the County Accountant, administered annual rental adjustment for Department of Human Services and North Country Community Mental Health.
- Coordinated use of County parking facilities.
- Continued oversight of the Meadow Brook renovation construction project .
- Coordinated with Building and Grounds for the review and approval process for change orders for the Meadow Brook project.
- Continued to work closely with Mark Stone, Drain Commissioner, and William Stockhausen and staff on the Elk Rapids Hydro Dam Relicensing Project.

## Board of Commissioner Support

Served as Board of Commissioners staff and liaison between the Board of Commissioners and County employees, the public and outside agencies.

- Provided assistance with supervision of the non-elected department heads.

- Coordinated annual recruitment effort for all boards, commissions and committees for recommendation by the Administration Committee and appointment by the Chairman of the Board of Commissioners.
- Coordinated registrations for the Northern Lakes Economic Alliance luncheon in May.
- Assisted in transition of leadership in the Prosecuting Attorney's office upon the sudden death of Prosecuting Attorney Charles Koop.
- Regularly authored communications for the Board of Commissioners to include:
  - \* Letter of support for Coastal Management Program grant application by the Grand Traverse Regional Land Conservancy for proposed water trail in the Chain O' Lakes.
  - \* Letter of support to Michigan Department of Treasury to obtain a competitive Grant Assistance Program App (FY2013, Round 2).
  - \* Letter of support for Northwest Michigan Health Department to request grant application from the Grand Traverse Band of Ottawa and Chippewa Indians to fund security equipment and measures.
- Authored and/or coordinated review of resolutions of the Board to include:
  - \* Application of State funds for ACT services.
  - \* Application for Homeowner Grant.
  - \* Fair Housing.
  - \* Submission of Community Corrections FY2014 grant application.
  - \* Approval of FY 2014-2016 Multi-Year Plan of the Area Agency on Aging of Northwest Michigan.
  - \* Recreation Plan.
  - \* Approval of the Rehabilitation of Terminal Parking Lot Contract.
  - \* Authorize Mancelona Township summer collection of millage.
- Authored and/or coordinated review of resolutions of the Board to include:
  - \* Adoption of 2014 Antrim County General Fund and other funds budgets general appropriations act and millages.
  - \* Authorized submittal of Northwest Michigan County Brownfield redevelopment authority coalition application for USEPA brownfield assessment grant.
  - \* Exempt Antrim County tax levy from capture by the Village of Bellaire Downtown

## Committee Support

Scheduled meetings, coordinated the activities, made recommendations, and/or served as a representative for the County to the following committees, commissions or organizations:

### Standing Committees

Administration and County Services Committee  
Buildings and Grounds Committee  
Finance Committee  
Health, Animal Control & Public Safety Committee  
Human Services Committee  
Parks and Lands Committee  
Public Works Committee  
Transportation Committee

### Special Committees and Commissions

Antrim Creek Natural Area Commission  
Antrim Creek Natural Area Endowment Committee  
Brownfield Redevelopment Authority  
Capital Improvement Plan  
Economic Development Corporation  
Farmland and Open Space Preservation Board  
Meadow Brook Team Meetings  
Local Emergency Planning Committee  
Parks and Recreation Advisory Board  
Planning Commission  
Road Commission Task Force  
Solid Waste & Recycling Council

### Regional Committees or Organizations

Grand Vision  
New Designs for Growth  
Northern Lakes Economic Alliance  
Northern Lakes Economic Alliance – Finance  
Northwest Michigan Council of Governments—  
Planner’s Review and Advisory Committee  
(PRAC)  
Poverty Reduction Initiative Advisory Council  
Solid Waste Advisory Committee  
Joint Judicial Commission—District Court  
Joint Judicial Commission—Circuit Court

### Statewide Organizations

Michigan Association of County Administrative  
Officers (MACAO)

In addition:

- Submitted resolutions received from other counties to the Administration Committee for review and/or recommended adoption by the full Board.
- Coordinated the annual recruitment process for boards, committees and commissions.
- Prepared meeting agendas for standing committees. Distributed by means of “snail mail”,

emails, posting on County website, intranet and Board of Commissioner portal.

- Recorded and distributed minutes for standing committees along with pertinent supporting documents to the Board of Commissioners by means of “snail mail”, emails, posting on the County website, intranet and Board of Commission portal.

## Miscellaneous

- Coordinated cell phone assignments for department heads and troubleshooting problems through August, 2013.
- Continued work with the IT Department, Trimble Consulting, and MERIT to work at getting a fiber connection to Bellaire. Consulted with Alpena Broadband Consortium and Thomas Communications.
- Worked with the Clerk, IT, Accountant and Treasurer offices to continue implementation and training of the BS&A Accounting Software.
- Held individual meetings throughout the year with department heads: Prosecuting Attorney, Equalization, Abstract, Clerk, Meadow Brook (Marna Robertson, Dave Schulz), Sheriff and staff, ACT Director, Park Manager, Accountant, Judges.
- Worked with airport manager and civil counsel on the cancellation of a Porsche Club event at the airport that had been in planning for over one year.
- Coordinated a collaborative meeting with area human service agencies.
- Conducted research on the history of the Antrim Kalkaska Landfill.
- Began discussions on security and safety procedures for County buildings.
- Coordinated set up of the Road Commission Fact Finding Task Force.
- Coordinated set up of the Capital Improvement Plan Committee.

## PERSONNEL & HUMAN RESOURCES

- Serves as Chief Personnel Officer.
- Assists the Board of Commissioners by recommending and preparing personnel policies for review.
- Oversees compensation and classification process.
- Maintains personnel files for non-elected department heads and their staff.
- Provides technical assistance and support in personnel management and employee relations.
- Assists department heads with proper administration of bargaining agreements, personnel policies, training and discipline.
- Assists and consults with elected officials as to their personnel needs.
- Evaluates and compares existing employee benefits with the benefits of other employers.

### Hiring

- Coordinated and processed the hiring of new personnel:
  - \* Part-time custodians (2)—Maintenance
  - \* Seasonal Grounds Maintenance—Airport, Parks
  - \* Associate Planner—Administration
  - \* Part-time Veterans Service Officer—Veterans
  - \* Full-time Custodian—Maintenance
  - \* Director—Equalization (started 3-1-14)
  - \* Director—Housing (contract signed 2-19-14)
- The hiring process consisted of advertising, accepting applications, answering applicants' questions, assisting department head with screening applications, checking references, composing ADA acceptable "Descriptions of Essential Duties", formulating questions for the Administration Committee to ask applicants, conducting tests for candidates, setting up interviews, and notifying applicants. Scheduling pre-employment physicals and drug testing.
- Assisted elected officials/department heads with following proper procedures for hiring new employees.
- Actively used a criminal background check system for all new hires.
- Actively used a "Safe Driver" background check for all employees using county-owned vehicles, (pre-employment and on-going employment).

### Disciplinary and Grievance Matters

- Served as chief negotiator in mediation and grievance proceedings.
- Actively provided guidance to department heads

on disciplinary matters.

- Worked to resolve three discipline issues from various departments.
- Assisted department head with one grievance.
- Investigated and closed various personnel issues.

### Employee Contracts

Served as chief negotiator and administered contract implementation.

- Completed contract negotiations for the following Sheriff Department bargaining units: Command, Deputies/Dispatchers and Corrections/Cooks/Clerical. Contracts to end 12/31/15.
- Completed contract negotiations for the ACT bargaining unit. Contract to end 12/31/16.
- Negotiated reopeners for 2014 wages with the General and Probate/Family Court Units.
- Coordinated process for wage increases for 2014 for the following unrepresented employees: General, Prosecuting Attorney, County Administrator, Probate Court and part-time employees.
- Provided regular guidance to department heads to assure proper administration of bargaining unit contracts.

### Employee Benefits

- Coordinated meetings with Dewey Insurance to provide health insurance plan alternatives.
- Held meetings with Dewey Insurance for open enrollment and general health insurance information for Priority Health, Delta Dental and VSP.
- Coordinated meetings between Aflac and employees.
- Continually monitors and periodically bids out life insurance and short-term disability insurance.

### Miscellaneous

- Worked with the County Clerk's office on the administration of Family Medical Leave in relation to Worker's Compensation, Short Term Disability, etc.
- Coordinated random drug testing for general employees and sheriff department employees on a quarterly basis.
- Worked with Northwest Michigan Community College for a quote to provide department heads with employee evaluation training. (Administration Committee took no action).
- Met with Citizens Management, Inc. to discuss County worker's compensation claims of the Sheriff and COA departments and ways to decrease claims submitted.
- Began preparation for Housing Director retirement and Equalization Director vacancy.

## STATUS OF 2013 GOALS

### Completed

- Continue training on BS&A software.
- Investigate and begin implementation of hybrid pension plan (Sheriff Department and Antrim County Transportation).
- Work with IT Department to set up intranet for use by County employees.
- Update wage and salary scales.

### Partially Completed

- Keep Meadow Brook Medical Care Facility construction project as close to projected timeline as possible.
- Move further in the direction to becoming paperless.
- Place remaining County ordinances on the website.

### Ongoing

- Work toward better communication with commissioners.
- Maintain a high level of professionalism and efficiency in serving the Board of Commissioners, employees and citizens of Antrim County.

### Moved to 2014

- Draft an Employee Personnel Policy for the Unrepresented employees.
- Organize position descriptions for all County positions.
- Organize personnel files.
- Work with County Accountant to draft a Purchasing Policy.
- Obtain an upgrade in bandwidth for the County at a reasonable cost, when needed.
- Work toward better coverage of broadband for County residents.

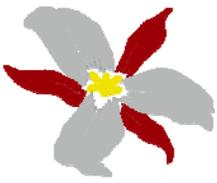
## 2014 GOALS

- Continue to refine the legal review process of County agreements and documents.
- Recodify all policies (RFP for assistance from an outside firm).
- Work with IT Department on redesign of the County website.
- Introduce hybrid pension plan to the remaining employee groups and bargaining units (for new hires).
- Survey employees for desire to participate in wellness program and initiate follow up.
- Conduct contract negotiations with General and Probate/Family Court bargaining units consistent with other employee groups.
- Facilitate adoption of a fiscally sound 2015 budget.
- Continue to facilitate consistent adherence to County policies among all departments within and outside of main campus.
- Investigate reorganization of Board of Commissioner committee structure and implement changes as appropriate.
- Investigate and implement methods toward further transparency for County operations and governing.

## TRAINING AND INFORMATIONAL MEETINGS

The following training and informational meetings were attended by the County Administrator in 2013:

- February: Michigan Municipal Risk Management Authority Conference (Lansing)
- March: Michigan Association of Counties Conference (Lansing)
- March: Michigan Public Employer Labor Relations Association Training
- March: Disaster Alert Training (webinar)
- March: Fiscal Sustainability (webinar)
- April: Michigan Association of County Administrative Officers Board of Directors (St. Johns)
- April: Affordable Care Act Information (Priority Health webinar)
- May: Michigan Association of County Administrative Officers Conference (Crystal Mountain)
- May: Leadership Grand Traverse Event
- June: Michigan Municipal Risk Management Authority Seminar (Gaylord)
- August: Michigan Association of Counties Summit (Atlanta, MI)
- October: Michigan Employees Retirement System Annual Meeting (Acme)
- November: Michigan Association of County Administrative Officers Board of Directors (Big Rapids)
- November: Michigan Employees Retirement System Informational Meeting (Charlevoix)



# County Planning

## COUNTY PLANNING COORDINATION

- Compiled short and long-range planning studies on topics, as directed.
- Compiled data, maps and reports for preparing and updating Antrim County plans and policies on land-use, economic development, environment, infrastructure, and capital improvements.
- Provided local technical assistance to villages, townships, and other county agencies concerning administration, ordinances, zoning, planning, grants, etc.
- Reviewed local zoning ordinances and master plans.
- Served as a resource person to the public, including local township attorneys, with questions in regards to zoning and master plan matters.
- Compiled and distributed demographic information about Antrim County.
- Served as County’s contact office for issues relating to planning (land use, PA 116, Land Division Act, etc.), Parks and Recreation, Solid Waste and Recycling, Economic Development, Brownfield Redevelopment, and Environmental Issues.

### Planning Commission Support

- Acted as staff to the Antrim County Planning Commission and fulfilled the directives and policies of the Planning Commission in accordance with P.A. 33 of 2008.
- Coordinated public relations for the Antrim County Planning Commission.
- Directed and/or coordinated training seminars for the Planning Commission, including the Planner’s Moments videos provided by NWMCOG.
- The Planning Commission reviewed and commented on 6 township zoning ordinance amendments 8 Master Plan reviews.

### Reviews of Zoning Ordinance Amendments

Banks Township.....	1
Elk Rapids Township.....	3
Kearney Township .....	1
Torch Lake Township.....	1

### Master Plan Reviews

- Banks Township
- Central Lake Village
- Elk Rapids Village/ Elk Rapids Township
- Elmira Township
- Forest Home Township
- Grand Traverse County
- Rapid River
- Wilson Township

## REGIONAL PLANNING COORDINATION

- Participated in monthly Planners Review Advisory Council (PRAC) meetings at the Northwest Michigan Council of Governments.
- Participated as the Chairman at monthly PRAC Education Sub-committee meetings.
- Participated in the Regional Solid Waste Advisory Council (SWAC) at the Northwest Michigan Council of Governments.
- Participated on the Elk River Chain of Lakes Watershed Steering Committee.
- Worked with the Northern Lakes Economic Alliance to prepare a grant application for a four-county brownfield assessment grant.
- Served as a representative for the County to the Brownfield Redevelopment Authority, Economic Development Corporation, and the Farmland and Open Space Preservation Board.
- Worked with area Chambers of Commerce regarding the creation of a “Paddle Antrim” event for kayakers and canoeists.
- Prior to the appointment of a County Commissioner to serve on the Committee, attended initial meetings regarding the creation of the Charlevoix to Traverse City bike trail.

## **SOLID WASTE & RECYCLING COORDINATION**

The County operates 8 sites throughout the county. Seven of the sites are open 24/7; the Central Lake site is open when the transfer station is open, which is two days a week.

In 2013, Antrim County recycled 1,955 tons of material at our 8 locations. The totals (in tons) for each site for the last three years are as follows:

	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>
Alba	30	17	50
Alden	124	151	210
Bellaire	350	322	423
Central Lake	182	147	216
Elk Rapids	409	368	464
Ellsworth	128	108	166
Kewadin	181	174	229
Mancelona	138	138	197
<b>Total</b>	<b>1,542</b>	<b>1,425</b>	<b>1,955</b>

Although there was a slight dip in recycling for 2012, recycling in 2013 improved at every site with an increase of 27% countywide.

In addition to overseeing the daily functions of the recycling program, the Planning Department scheduled meetings for, coordinated the activities of, made recommendations to, and served as staff to the Solid Waste and Recycling Council (SWRC).

### **Household Hazardous Waste**

The Antrim County Board of Commissioners contracts with Antrim Conservation District (ACD) to provide services in the form of a Household Hazardous Waste (HHW) Program.

The objectives of ACD are to provide a safe and environmentally friendly opportunity for Antrim County residents to dispose of HHW. ACD coordinates two HHW collections per year in Antrim County. In May 2013, a collection was held in Bellaire and 4,885 pounds of HHW were collected. Following is a breakdown of the different types of items:

Oil and latex based paints .....	37%
Automotive liquids .....	17%
Batteries .....	7%
Flammable liquids .....	7%
Pesticides .....	6%
Fluorescent light bulbs .....	6%
Misc. items .....	20%

In August 2013 there was a HHW collection in Elk Rapids. 10,042 items were collected with a breakdown as follows:

Oil and latex based paints .....	36%
Automotive liquids .....	17%
Pesticides .....	16%
Flammable liquids .....	9%
Batteries .....	5%
Aerosols .....	4%
Misc. items .....	13%

Following are the totals in pounds collected from both sites for the last two years:

	<b><u>2012</u></b>	<b><u>2013</u></b>
Bellaire	6,370	4,885
Elk Rapids	N/A	10,042
<b>Total</b>	<b>N/A</b>	<b>14,927</b>

Preliminary numbers for the 2014 Bellaire collection indicate a poundage close to the numbers for 2012.

Antrim County also participated in the Clean Sweep Waste program in 2013. Items eligible under the program were pesticides, mercury, and pharmaceuticals.

## **COUNTY PARKS SUPPORT**

- Scheduled meetings for, coordinated the activities of, made recommendations to and served as staff to the Parks and Lands Committee, the Parks and Recreation Advisory Board and the Antrim Creek Natural Area Commission.
- Coordinated park projects and supported staff.
- Coordinated bid process for the following park services: firewood supplier at Barnes Park (2014-2016), porta john rentals and trash removal
- Conducted recreation and tourism planning.
- Assisted the Antrim Conservation District with the coordination of timber cut bids throughout the County (Vandermark and Simpson Roads).
- Completed the update of the Antrim County Parks, Recreation and Forestry Plan and submitted the plan to the DNR.
- Worked with Forest Home Twp. and the Parks & Recreation Advisory Board on planning for the future of Glacial Hills Pathway and Natural Area.
- Worked with Art Rapids! on the initial 7 sculpture installations for the "Walk of Art" at the Elk Rapids Day Park.

## STATUS OF 2013 GOALS

### **Completed**

- First 6 sculptures for the Walk of Art in the Elk Rapids Day Park were installed.
- Submittal of the updated Parks, Recreation, and Forestry Plan.

### **Partially Completed**

- Plan for the future of the Glacial Hills Pathway and Natural Area.
- Improve signage for parks.
- Elk Rapids Day Park Pavilion Project – *bid was awarded in November, to be constructed in 2014.*
- Complete the Capital Improvement Plan.
- Recycling:
  - \* Promote the County recycling program.
  - \* Help stop the dumping issues at our recycling program.
  - \* Improve signage for the recycling program.

### **Moved to 2014**

- Work with the IT Department to update the County website.

## 2014 GOALS

- Submit a completed Capital Improvement Plan to the BOC for approval.
- Complete the pavilion project at the Elk Rapids Day Park.
- Coordinate the installation of sculptures at the Walk of Art in the Elk Rapids Day Park.
- Complete planning for 2014 Art Rapids events at the Elk Rapids Day Park.
- Complete the Glacial Hills partnership agreement by working Forest Home Township, the Village of Bellaire, the Grand Traverse Regional Land Conservancy, and Civil Counsel.
- Work with the IT Department on a proposed redesign of the Antrim County website and its mapping capabilities.
- Complete a signed agreement with the property owners on White Birch Lane regarding maintenance responsibilities.
- Evaluate the structure of the Petoskey Stone Festival.
- Install new signage at the recycling sites to help reduce littering issues.

## TRAINING AND INFORMATIONAL MEETINGS

The following training and informational meetings were attended by the County Planner in 2013:

- May: Michigan Recycling Coalition Conference (Bay City)
- May: Michigan Association of Planning Spring Institute (Lansing)
- July: Adobe Photoshop class (NMC, Traverse City)

# FINANCIAL REPORT for 2013

## EXPENDITURES

County Wide Recycling	376,492
Parks	756
Economic Development Corporation	1,050
Planning Commission	5,400
Soil Erosion Control Officer	73,000
Resource Recovery	15,900

## REVENUE

Survey and Remonumentation	34,044
Parks (camping permits & other services)	148,626
Rents (CMH, DHS)	260,590
Soil Erosion Control Permits	16,885
Antrim Creek Natural Area Endowment Fund	6,645

## GRANTS

Remonumentation (on-going)	34,233
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## SALARIES & WAGES

County Administrator			County Planner	
YEAR	BUDGETED	SPENT	BUDGETED	SPENT
2008	196,264	188,993	-	-
2009	179,357	179,357	-	-
2010	198,666	196,122	-	-
2011	186,062	185,526	-	-
2012	180,469	177,074	42,253	42,253
2013	144,227	143,434	44,309	39,524

## OPERATIONS

County Administrator			County Planner	
YEAR	BUDGETED	SPENT	BUDGETED	SPENT
2008	17,550	13,672		
2009	21,660	17,484		
2010	22,700	20,156		
2011	21,000	13,543		
2012	18,766	12,276	7,350	2,632
2013	11,416	7,227	6,140	4,560