

2017 Annual Report

Antrim County Administration & Planning Office



Administration Office Annual Report - 2017

The State of the County is very strong both financially and operationally.

“Change,” once again, is a theme that continues to describe the environment in which we operate at both the overall County level, as well as in the Administration Office in 2017. Although I cannot claim that a 50% turnover in the Administration Office staff had as broad an impact as going from Barack Obama to Donald Trump, it definitely impacted our little piece of the world as we strive to provide excellent services to the Board, residents, and departments/offices in Antrim County.

Katie Verellen, who was the secretary for five years, decided to go to the private sector. Margie Thomas-Boyd took over the position and has been doing a great job since. In October of 2017, we lost our deputy administrator, Janet Koch, to the Northern Lakes Economic Alliance. I think we all felt that our loss was their gain. It was at least comforting to know Janet would be working for an agency that would be providing services to Antrim County. Mathew Cooke came to work as Antrim County Deputy Administrator on November 6, 2017. Mathew started his county employee career in Grand Traverse County, and I think he is glad to be in a county which seems to have a little more stability. Although Mathew started without a whole lot of experience in administration, he is not afraid to take on new challenges. As a result, he is increasing his knowledge and ability and is becoming a greater asset to Antrim County daily. And of course Tina Schrader, Administrative Assistant, continues to keep the office organized and steady, which is incredibly important when there are so many balls in the air at any given time.

The following are some of what I consider to be the highlights of 2017 that directly involved the Administration Office.

- Pete Garwood, County Administrator, finished his year serving as the president of the Michigan Association of Counties Administrative Officials (MACAO).
- Working with the Equalization Director and Deputy Director and the Treasurer we negotiated new agreements with the townships in Antrim

County regarding services provided by the Equalization Department and the Treasurer’s Office.

- Mr. Garwood had “department discussions” with each of the appointed department heads under his supervision. The department discussions were done in place of performance evaluations with a goal of improving communications, sharing departmental and common County goals and objectives, and determining in what areas the County Administrator can better assist the department head with obtaining the appropriate and needed resources.
- The Administration Office administered the process of going from a County Building space needs study to a Campus-wide Facilities Master Plan effort, which included formulating a request for proposals (RFP), advertising, accepting proposals, evaluating proposals, setting up interviews in front of the Committee and eventually the Board of Commissioners, and finally selection. Once the selection process was completed, the Administration Office developed a contract for the relationship.
- Although it was not acted on, the formulation of specifications, bidding out and the recommendation of a paving company for the Courthouse and Jail parking lot was quite a large project, which took a lot of time. In the end, the Board chose to pave a small section due to possible changes that could be caused by the impending Facilities Master Plan.
- In an effort to implement the Strategic Plan, the Administration Office, with assistance from the department heads/elected officials, designed and implemented a more robust orientation process for the new commissioners, which also turned out to be a good refresher for the current Commissioners. Also, as a result of the Strategic Plan, the Administration Office arranged for communication training for all commissioners, department heads, and elected officials.
- The Administration Office, in collaboration with the affected departments, offices, and courts, wrote the Antrim County Indigent Defense Plan (the State has approved it and gave word that the County will receive the additional funds required from the State of Michigan later this year).

- The Administration Office administered the purchase of the bank building property which provides the additional space needed for growth into the future.

The above projects and activities are just a few of many the Administration Office had the pleasure of working on on behalf of the Board of Commissioners and the residents of Antrim County. These projects, as time consuming as they are, do not mean the day-to-day administration and the daily emergencies can be ignored. We do our best to keep those duties and responsibilities completed in a timely manner and as required.

I feel blessed to supervise a very good group of department heads that keep their departments running efficiently. I appreciate the positive relationships, not only with the appointed department heads, but also with the elected officials who run the various departments in the County. As difficult as this job can be at times, it could be worse if these dedicated individuals were not ready, willing, and able to run their departments/offices efficiently.

I also want to thank you as Board members for the leadership you have demonstrated with projects like the implementation of the Strategic Plan, approval and participation in the Facilities Master Planning process, and consideration and implementation of the creation of a Human Resources Department (process began in 2017). I also appreciate your general support over the past year - without it the list of accomplishments would be dramatically reduced.

All the Best,



Peter Garwood,
Antrim County Administrator



Photo Credit: Pete Garwood

January 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
2 New Year's Day Observed (Holiday)	3 -BOC Organizational Meeting -BOC Training	4 -Janet at "No Spills Conference" -Pete w/ Finance Director	5 -Pete w/ Employee -Pete & Janet w/ Finance Director -Pete w/ Tina (Internal Meeting)	6 -Pete w/ Tina (Internal Meeting) -Pete w/ Finance Director
9 -BOC Financial Training	10 -Pete at ER Hydro Dam Bid Walk Thru -Pete w/ Civil Counsel	11 -Pete w/ Road Commission Manager	12 -BOC Meeting -BOC Training w/ Dept. Heads	13
16 Martin Luther King, Jr. Observed (Holiday)	17 -Economic Development Corporation Meeting -Margie's 1 st Day!!	18 -Janet at Elk River Chain of Lakes Meeting -Health & Public Safety Agenda	19 -Pete at Northern Lakes Economic Alliance Meeting -Pete w/ Dept. Heads (Dept. Discussions)	20 -Pete at Networks Northwest -Janet at Planners Regional Advisory Council
23 -Janet at TC to Chx Trail Meeting -Solid Waste and Recycling Council Meeting	24 -Pete w/ Commissioner -Buildings, Lands, and Infrastructure Committee Agenda	25 -Health & Public Safety Committee Meeting	26 -Administration Committee Agenda	27 -Janet at Mancelona Chamber of Commerce
30 -Finance Committee Agenda -Pete w/ Tina (Internal Meeting) -Pete w/ Equalization	31 -Planning Commission Agenda -Buildings, Lands and Infrastructure Committee Meeting			

BOC Orientation and Support

2017 brought four new Commissioners to the Board. The 2016 Board adopted a strategic plan that listed a more robust Commissioner orientation as a goal. The Administration Office developed and facilitated two (2) half-day orientation and training sessions. These sessions provided insight to newly elected and incumbent Commissioners on the role of the Board as well as the responsibilities of each department and elected official office.

The orientation also provided Commissioners the opportunity to meet and speak with department heads, participate in training with MSU Extension staff, review County policies, review financial information, and to familiarize themselves with Committee responsibilities.

Each month of this 2017 report shows the meetings and events the staff in the Administration Office administered, attended, and participated in as representative of the BOC. These events and projects helped with the development and implementation of the Board's goals, policies, and procedures. We are sure you will find this report interesting.

February 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
		1 -Pete & Janet at Tax Sharing Meeting	2 -Administration Committee Meeting	3
6 -Finance Committee Meeting -BOC Special Meeting	7 -Pete w/ Dept. Head -Pete at Merit Meeting -Pete w/ Dept. Head -Planning Commission Meeting	8 -Pete w/ Dept. Heads (Dept. Discussions)	9 -BOC Meeting -Staff Meeting (Internal Meeting)	10 -Pete w/ Economic Development Corporation Chair
13 -Pete w/ Janet (Internal Meeting) -Janet at Department of Environmental Quality Meeting	14 -Economic Development Corporation Agenda -Pete at Local Emergency Preparedness Committee Meeting	15 -Health & Public Safety Agenda -Pete w/ Dave Rowe – Bank Building Attny. -Pete w/ Dept. Heads (Dept. Discussions) -Lunch and Learn	16 -Pete w/ Dept. Heads -Pete and Janet w/ Dept. Head	17 -Dept. Head Meeting Agenda -Pete w/ Tina (Internal Meeting) -Pete w/ Dept. Head and Civil Counsel
20 -Presidents Day Holiday	21 -Buildings, Lands, and Infrastructure Committee Agenda -Economic Development Corporation Meeting	22 -Health & Public Safety Committee Meeting -Janet w/ County Forester	23 -Administration Committee Agenda -Pete w/ Sheriff -Dept. Head Meeting	24 -Pete w/ Tina (Internal Meeting)
27 -Finance Committee Agenda -Janet at TC to Chx Trail Meeting -Pete at Rotary Meeting	28 -Planning Commission Agenda -Pete w/ DHHS Director -Buildings, Lands, and Infrastructure Committee Meeting -Pete w/ Equalization			

Committee Support

The Administration Office provides staff support to the four standing Committees: Administration & County Services, Buildings, Lands, & Infrastructure, Health & Public Safety, and Finance. Additionally, the Administration Office provides staff support to the Antrim Creek Natural Area Commission, Capital Improvement Plan Committee, Economic Development Corporation, Planning Commission, and the Solid Waste & Recycling Council.

The Administration Office supports Committees by preparing agendas, recording minutes, writing memorandums and motions for items needing action, and providing information and clarification on items requested by Committees.

In 2017, the Administration Office prepared:

334- Number of issues handled requiring research and a written recommended action to the Board by Administration staff.

82- Number of recorded minutes from all Committee meetings.

82- Number of Agendas prepared by the Administration staff.

March 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
		1 -Janet w/ Village of Bellaire President -Pete w/ Tina (Internal Meeting) -Pete w/ MSU Extension Employee	2 -Administration Committee Meeting	3 -Pete w/ Dept. Head -Pete at Michigan Association of County Administrative Officials
6 -Finance Committee Meeting -Custodian Interviews -Janet at Jordan River Bridge Replacement Meeting	7 -Buildings, Lands and Infrastructure Committee Meeting -Custodian Interviews -Planning Commission Meeting	8	9 -BOC Meeting -Staff Meeting (Internal Meeting)	10 -Pete w/ Tina (Internal Meeting) -Janet at Planners Regional Advisory Council Meeting -Housing w/Wayne Schmidt
13 -Janet at Emergency Management Training	14 -Economic Development Corporation Agenda -Pete at Emergency Management Training	15 -Pete w/ Dept. Head -Laserfiche Training -Pete w/ Soil Erosion Officer	16 -Pete at Northern Lakes Economic Alliance Meeting	17 -Janet w/ Walk of Art -Janet at Solid Waste Advisory Council Meeting
20 -Janet at TC to Chx Trail Meeting -Janet at Antrim Conservation District Board Meeting -Pete w/ Dept. Head	21 -Economic Development Corporation Meeting -Pete w/ Undersheriff	22 -Health & Public Safety Agenda	23 -Janet at Northern Lakes Economic Alliance -Pete w/ MACAO -MERS Pizza and Planning	24
27 -Pete at Michigan Association of Counties Conference	28 -Buildings, Lands, and Infrastructure Committee Agenda -Planning Commission Agenda -Pete at MAC Conference -Janet w/ Dept. Head	29 -Pete at MAC Conference -Health & Public Safety Committee Meeting	30 -Administration Committee Agenda -Pete w/ Finance Director -Janet at Medical Marijuana Webinar	31

Oversight

A primary duty of the County Administrator is "to generally oversee the daily activities of the County." Below are some of the ways this is fulfilled.

The Administration Office worked with department heads and commissioners to send out five bids in 2017. These projects were a cumulative total of \$1,483,599.41:

1. Elk Rapids Hydro Dam Renovations
 2. Parking Lot Paving/Drainage: courthouse + east and south jail
 3. Airport Runway 2-20 Rehab*
 4. Leonard Road timber cut
 5. Facilities Master Plan
- * The Airport Runway Renovation grant totaled \$1,197,662.41.

Additionally, the Administration Office assisted with the following grants, totaling \$93,432.00:

1. Hazardous Materials Emergency Preparedness
2. Emergency Management Performance
3. Medical Marijuana Operation & Oversight
4. Snowmobile Law Enforcement

The Administration Office sold seven vehicles through GovDeals for the Sheriff's Office, Building Department, and Antrim County Transportation for a total of \$11,454.00.

Staff also worked on facilities and grounds projects at Elk Rapids Hydro Dam, the Jail, Commission on Aging, Barnes Park, and Antrim Creek Natural Area.

April 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>-Finance Committee Agenda</p> <p>-Pete w/ Tina (Internal Meeting)</p>	<p>4</p> <p>-Buildings, Lands, and Infrastructure Committee Meeting</p> <p>-Pete w/ Civil Counsel</p> <p>-Planning Commission Meeting</p>	<p>5</p> <p>-Pete w/ Employee</p> <p>-Pete at Community Block Development Grant Webinar</p>	<p>6</p> <p>-Administration Committee Meeting</p>	<p>7</p> <p>-Pete w/ Janet (Internal Meeting)</p>
<p>10</p> <p>-Finance Committee Meeting</p> <p>-Tina w/ New Hire</p>	<p>11</p> <p>-Economic Development Corporation Agenda</p> <p>-Pete w/ Civil Counsel</p> <p>-Janet at Local Gov. Webinar</p> <p>-Pete w/ Employee</p>	<p>12</p> <p>-Antrim Creek Natural Area Agenda</p>	<p>13</p> <p>-BOC Meeting</p> <p>-Staff Meeting (Internal Meeting)</p>	<p>14</p> <p>-Pete w/ Civil Counsel</p> <p>-Office Closed in PM for Good Friday</p>
<p>17</p> <p>-Solid Waste Recycling Council Agenda</p> <p>-Janet at TC to Chx Trail Meeting</p> <p>-Pete w/ Tina (Internal Meeting)</p> <p>-Pete w/ Employee</p>	<p>18</p> <p>-Economic Development Corporation Meeting</p> <p>-Pete & Janet w/ Paddle Antrim</p> <p>-Pete w/ Civil Counsel</p>	<p>19</p> <p>-Health & Public Safety Committee Agenda</p> <p>-Capital Improvement Plan Committee Meeting</p> <p>-Antrim Creek Natural Area Commission Meeting</p>	<p>20</p> <p>-Pete at Broadband Conference</p>	<p>21</p>
<p>24</p> <p>-Janet at MDOT Bicycle Meeting</p> <p>-Pete and Tina at Active Shooter Training</p> <p>-Pete w/ Finance Dir.</p> <p>-Solid Waste & Recycling Council Meeting</p>	<p>25</p> <p>-Buildings, Lands, and Infrastructure Committee Agenda</p> <p>-Planning Commission Agenda</p> <p>-Margie at Active Shooter Training</p> <p>-Pete w/ Finance Dir.</p>	<p>26</p> <p>-Health & Public Safety Committee Meeting</p> <p>-Pete at Township/County Meeting</p>	<p>27</p> <p>-Administration Committee Agenda</p>	<p>28</p> <p>-Pete & Janet w/ Paddle Antrim</p>

Finances

The Administration Office is responsible for creating and monitoring ten budgets, which totaled \$998,055 in 2017. Additionally, the County Administrator works with the Finance Director to ensure healthy financial operation of the County as a whole.

The Administration Office worked to help purchase two properties in 2017: the old Huntington Bank building in Bellaire and property in Warner Township. The bank building will allow the County to expand its campus and other opportunities through the Facilities Master Plan. The property in Warner Township has been leased to American Waste in hopes of bringing a solid waste transfer station to the County.

Budgets

1. Administration
2. Planning Commission
3. Economic Development Corporation
4. Antrim Creek Natural Area
5. Parks: Cedar River, Mohrmann, Murphy
6. Parks: Noteware's Landing, Wetzel, Willow
7. Brownfield Redevelopment Authority
8. Resource Recovery
9. Equalization
10. Geographic Information Systems (GIS)

May 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
1 -Finance Committee Agenda -Pete w/ DHHS Director	2 -Buildings, Lands & Infrastructure Committee Meeting -Pete w/ Tina (Internal Meeting) -Planning Commission Meeting	3 -Pete w/ Equalization	4 -Administration Committee Meeting -Janet w/ Dept. Head -Janet w/ Dept. Head -Janet w/ Finance Director	5 -Janet w/ Dept. Head
8 -Finance Committee Meeting -Pete w/ Dept. Head	9 -Economic Development Corporation Agenda -Pete at Park Attendant Interview	10 -Pete w/ Natural Gas Vendor -Janet w/ MSU Extension -Pete w/ Tina (Internal Meeting)	11 -BOC Meeting -Staff Meeting (Internal Meeting)	12 -Janet at Planners Regional Advisory Council Meeting -Janet w/ Finance Director
15 -Pete w/ Tina (Internal Meeting)	16 -Economic Development Corporation Meeting	17 -Health & Public Safety Committee Agenda -Pete at MI Municipal Risk Management Authority Security Review	18 -Pete at Northern Lakes Economic Alliance -Tina w/ New Hire -Pete at Broadband Meeting -Janet at Glacial Hills Meeting	19 -Pete at Northern Lakes Economic Alliance Luncheon
22	23 -Buildings, Lands and Infrastructure Agenda -Pete at Park Attendant Interview	24 -Pete at MACAO -Capital Improvement Plan Committee Agenda -Tina w/ Postage Meter Vendor	25 -Administration Committee Agenda -Pete at MACAO Conference	26 -Pete at MACAO Conference
29 -Memorial Day	30 -Finance Committee Agenda -Planning Commission Agenda -Buildings, Lands, & Infrastructure Committee Meeting -Pete w/ Citizen	31 -Capital Improvement Plan Meeting -Health & Public Safety Committee Meeting -Janet w/ Employee		

Civil Review Matters

The County Administrator is responsible for reviewing civil matters and coordinating matters, if needed, with County Civil Counsel, which is provided by Cummings, McClorey, Davis and Acho, a private firm based in Traverse City.

The following are matters that the County Administrator reviewed:

- Administration (BOC) – 37
- Sheriff- 22
- Commission on Aging - 20
- Equalization – 17
- Courts - 11
- Treasurer - 7
- Accounting - 6
- Airport - 5
- Maintenance - 5
- Antrim Conservation District – 3
- Emergency Services – 3
- Parks - 3
- Information Technology - 2

Building Department, Dams, Prosecutor and Surveyor all had 1 matter each.

Of the 131 matters reviewed by the County Administrator, 46 (or 35%) were sent for further review by Civil Counsel. This is less than 2016's 52 of 118 matters (or 44%) being sent for review.

Of the 131 matters reviewed, 90 of them were agreements, 15 were questions and 5 each were foreclosures and grants. The rest were individual issues such as citations, leases, and ordinances.

June 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
			1 -Administration Committee Meeting -Pete w/ Sheriff -Pete w/ Dept. Head	2 -Tina w/ Benzie County RE Benefits Survey -Pete w/ Park Attendant Interviews
5 -Finance Committee Meeting -Pete at Glacial Hills Meeting -Pete w/ Tina (Internal Meeting)	6 -Planning Commission Meeting	7	8 -Administration and Planning Annual Report -BOC Meeting	9 -Pete & Janet w/ Resolution Services -Pete w/ Civil Counsel
12 -Pete w/ Housing Director	13 -Economic Development Corporation Agenda	14 -Pete w/ Civil Counsel	15 -Pete & Janet at Pre-bid Meeting (Paving) -Janet w/ Village of Bellaire President	16 -Janet w/ Tina (Internal Meeting) -Janet at Solid Waste Advisory Council Meeting -Tina w/employee FMLA
19 -Capital Improvement Plan Committee Meeting -Tour of Bank Building	20 -Economic Development Corporation Meeting -Tina w/ New Hire	21 -Health & Public Safety Committee Agenda -Local Emergency Preparedness Committee Meeting -Janet at Charlevoix- Cheboygan-Emmett Board Meeting	22 -Pete w/ Dan Sippel RE the Cairn -Pete w/ Mark Van Poppering re: Life, AD&D and Short Term Disability bid out	23 -Pete w/ Dept. Head -Pete w/ Tina (Internal Meeting) -Pete w/ Dept. Head
26 -Capital Improvement Plan Committee Meeting	27 -Buildings, Lands, & Infrastructure Agenda -Planning Commission Agenda -Communication Training	28 -Health & Public Safety Committee Meeting	29 -Administration Committee Agenda -Broadband Meeting	30 -Special BOC Meeting

Personnel

As the Chief Personnel Officer, the role of the County Administrator and staff varies in regards to the hiring process, from assisting to completing the entire process.

In 2017, the Administration Office played a major role in the process of hiring many new employees (advertising, screening, interviewing, onboarding, Safe Driver reports, etc.). These included:

1. 4 new Commissioners
2. Administration- 2 full-time
3. Sheriff- 2 Animal Control, 1 Dispatch, 1 Corrections (all full-time)
4. Maintenance- 1 full-time
5. Building Department- 1 full-time
6. ACT- 2 part-time to full-time
7. IT- 1 part-time to full-time
8. Park- 9 seasonal
9. Airport- 1 seasonal
10. COA- 8 part-time

In addition, the County Administrator met with all the department heads for one-on-one departmental discussions over a 2-month period.

Acting as the County's chief negotiator, the Administrator negotiated 2 collective bargaining agreements: General and Probate/Family. The Administration Office also handled 12 FMLA cases throughout 2017. Staff also worked with the Emergency Services Director to set up CPR certification training.

July 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
3 -Finance Committee Agenda	4 -4 th of July Holiday	5 -Capital Improvement Plan Committee Agenda -Buildings, Lands, & Infrastructure Committee Meeting	6 -Administration Committee Meeting	7
10 -Finance Committee Meeting	11 -Economic Development Corporation Agenda -Pete w/ Tina (Internal Meeting)	12 -Capital Improvement Plan Committee Meeting -Department Head Meeting Agenda	13 -BOC Meeting -Staff Meeting (Internal Meeting)	14 -Pete w/ Dept. Head -Pete w/ Civil Counsel
17 -Solid Waste & Recycling Committee Agenda -Pete w/ Tina (Internal Meeting) -Pete w/ Sheriff	18 - Economic Development Corporation Meeting -Pete w/ Finance Director	19 -HPS Agenda -Department Head Meeting -Janet at ERCOL Meeting -Pete w/ Union Representative -Pete w/ Employee	20 -Pete at NLEA Meeting -Pete w/ Housing Committee members	21 -Pete w/ Department Head
24 - Solid Waste & Recycling Committee Meeting -West Michigan Travel Association 100 Year Anniversary	25 -Buildings, Lands, & Infrastructure Committee Agenda -Planning Commission Agenda -Pete & Janet w/ American Waste	26 -Health & Public Safety Committee Meeting -Pete w/ Civil Counsel -Pete w/ Citizen -EJ Ironworks Groundbreaking	27 -Administration Committee Agenda -Pete w/ Janet (Internal Meeting) -Pete w/ Antrim Review	28 -Pete w/ Commissioner -Pete w/ Tina (Internal Meeting)
31 -Finance Committee Agenda				

Conferences and Trainings

According to the Essential Duties of the County Administrator, they will “*Maintain a current level of knowledge of public administration and related disciplines through active membership in appropriate professional organizations, monitoring professional journals/publications, and participation in related training conferences and seminars.*”

In 2017, the County Administrator, in addition to research of issues and reading literature, attended many useful conferences including: 1. MI Association of County Administrative Officers Conference, 2. Northern Lakes Economic Alliance Annual Luncheon, 3. Michigan Association of Counties Annual Conference, 4. Indigent Compliance Plan Webinar, and 5. Municipal Employees’ Retirement System Annual Conference

The Deputy County Administrator attended: 1. Brownfields/Place-making Workshop, 2. MI Recycling Council Annual Conference, 3. NLEA Annual Luncheon, and 4. No Spills Conference.

The Administrative Assistant attended a webinar on Administrative Organization and the Administration Office staff all attended an active shooter training.

The Administration Office arranged Communications Training in July that was attended by commissioners and department heads.

August 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
	1 -Buildings, Lands, & Infrastructure Committee Meeting -Planning Commission Meeting	2 -Pete w/ Sheriff & Undersheriff	3 -Administration Committee Meeting	4 -Pete w/ Department Head
7 -Finance Committee Meeting	8 -Economic Development Corporation Agenda -Pete w/ Emergency Services Coordinator -Pete at Local Emergency Preparedness Committee Meeting	9 -Janet at Brownfields & Placemaking Workshop -Janet at Flood Plain Maps Meeting	10 -BOC Meeting -Janet w/ Finance Director -Staff Meeting (Internal Meeting)	11 -Budgets Due -Pete w/ 7&4 News
14 -Pete w/ Civil Counsel -Pete w/ Housing Director	15 -Pete w/ Mark Van Popering-Insurance -Pete w/ Department Head	16 -Pete w/ Tina (Internal Meeting)	17 -Pete at Antrim Creek Natural Area Boat Launch -Commission on Aging Picnic	18 -Tina w/ Antrim County Resident
21 -Pete w/ Equalization	22 -Pete at District Court Joint Judicial Committee Meeting	23 -Health & Public Safety Committee Agenda -Special Buildings, Lands, & Infrastructure Committee Meeting -Pete w/ Antrim County Transportation Interviews	24 -Pete w/ Finance Director -Janet w/ Department Head -Special BOC Meeting	25
28	29 -Buildings, Lands & Infrastructure Committee Agenda -Planning Commission Agenda -BS&A Training	30 -Health & Public Safety Committee Meeting -BS&A Human Resource Training -Pete w/ Union Representative	31 -Administration Committee Agenda -Finance Committee (Budget) Meeting	

Project Management

The Administration Office staff manages many projects on behalf of the Board of Commissioners and their standing committees.

The Administration Office arranged a strategic planning session for the campus master plan with John Amrhein from MSU Extension. As a result of the meeting, the County Administrator solicited proposals for the preparation of a facilities master plan. The Board met in October and selected a company for this project.

The Facilities Master Plan is expected to be complete by the end of July 2018. Other projects that the Administration staff worked on include the Antrim Conservation District contract, purchase of bank building/property, American Waste solid waste transfer station lease agreement, Indigent Defense Plan, 2018-2023 Capital Improvement Plan, the five-year review of the County's Master Plan, and a communications training.

The communications training was facilitated by Conflict Resolution Services and focused on conflict resolution and communication skills. This was attended by commissioners and department heads/elected officials.

The Indigent Defense Plan took a lot of time and work to get approved, as it needed State approval. The plan was granted approval in 2018.

September 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 -Labor Day Holiday	5 -Finance Committee Agenda -Buildings, Lands, & Infrastructure Committee Meeting -Pete w/ Tina (Internal Meeting) -Planning Commission Meeting	6	7 -Administration Committee Meeting	8 -BOC Packet -Janet at Planners Regional Advisory Council Meeting
11 -Finance Committee Meeting -Finance Committee (Budget) Meeting	12 -Economic Development Corporation Agenda -Finance Committee (Budget) Meeting -Pete w/ NLEA President	13	14 -BOC Meeting -Staff Meeting (Internal Meeting)	15 -Janet at Solid Waste Advisory Council Meeting
18 -Janet w/ Forest Home Township Supervisor -Pete w/ Tina (Internal Meeting)	19 -Economic Development Corporation Meeting -Pete w/ Antrim County Transportation Interviews	20 -Health & Public Safety Committee Agenda -Tina w/ Michigan Officeways -Indigent Compliance Plan Webinar	21 -Pete at MERS Conference -Tina w/ Employee	22 -Pete at MERS Conference
25 -Pete at MAC Conference	26 -Buildings, Lands, & Infrastructure Committee Agenda -Planning Commission Agenda -Pete MAC Conference -Janet w/ Historical Society -Tina w/ Employee	27 -Health & Public Safety Committee Meeting -Antrim Creek Natural Area Commission Meeting	28 -Administration Committee Agenda -Wexford County Jail Tour -Indigent Defense Plan Meeting	29

Programs

The Administration Office is responsible for the maintenance and implementation of programs determined by the Board.

The Administration Office, along with the Park Manager, worked with Art Rapids! for the continuation of the popular Walk of Art at Elk Rapids Day Park. This included approving the addition and removal of sculptures, the location of said sculptures, and scheduled events help by Art Rapids!.

2017 was the first year the County Recycling program was funded through the four-year millage of up to .25 mill. The County Administrator also negotiated an agreement with the Antrim Conservation District to manage the Recycling Program beginning in 2018.

2017 Recycling Totals

	2016	2017
Quarter One	288.3	333.25
Quarter Two	396.0	442.82
Quarter Three	459.2	514.74
Quarter Four	453.3	374.60
Total	1596.7	1665.47

Antrim Conservation District also manages the County's Household Hazardous Waste events, the Soil Erosion and Sedimentation Control program, and the Forestry program. The Administration Office works with ACD to ensure the services are delivered to all County residents.

October 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <ul style="list-style-type: none"> -Finance Committee Agenda -Finance Committee (Budget) Meeting 	<p>3</p> <ul style="list-style-type: none"> -Buildings, Lands, & Infrastructure Committee Meeting -Pete w/ Housing Director -Planning Commission Meeting 	<p>4</p> <ul style="list-style-type: none"> -Health & Public Safety Committee Meeting 	<p>5</p> <ul style="list-style-type: none"> -Administration Committee Meeting 	<p>6</p> <ul style="list-style-type: none"> -Pete & Janet w/ Commissioner for Proposal Review -JANET'S LAST DAY
<p>9</p> <ul style="list-style-type: none"> -Finance Committee Meeting -Pete w/ Tina (Internal Meeting) 	<p>10</p> <ul style="list-style-type: none"> -Economic Development Corporation Agenda -Tina w/ Employee -Pete w/ Department Head 	<p>11</p> <ul style="list-style-type: none"> -Indigent Defense Committee 	<p>12</p> <ul style="list-style-type: none"> -BOC Meeting -Staff Meeting (Internal Meeting) 	<p>13</p> <ul style="list-style-type: none"> -Pete w/ Janet (final day follow up) -Pete w/ Bellaire DDA, Village of Bellaire -Pete w/ Department Heads
<p>16</p> <ul style="list-style-type: none"> -Solid Waste & Recycling Council Agenda -Pete w/ Equalization -First Aid Training Session 1 -Pete w/ Tina (Internal Meeting) 	<p>17</p> <ul style="list-style-type: none"> -Special Administration Committee Meeting -Deputy Administrator Interviews 	<p>18</p> <ul style="list-style-type: none"> -Health & Public Safety Committee Agenda -First Aid Training Session 2 -General Unit Negotiations 	<p>19</p> <ul style="list-style-type: none"> -Department Head Meeting -Pete w/ Department Head 	<p>20</p> <ul style="list-style-type: none"> -Pete w/ Tina (Internal Meeting) -Tina w/ Employee -Pete w/ Sheriff
<p>23</p> <ul style="list-style-type: none"> -Family/Probate Unit Negotiations -Solid Waste & Recycling Council Meeting 	<p>24</p> <ul style="list-style-type: none"> -Buildings, Lands, & Infrastructure Committee Agenda -Special BOC Meeting -Facilities Master Plan Interviews 	<p>25</p> <ul style="list-style-type: none"> -Health & Public Safety Committee Meeting -Pete w/ Finance Director and Sheriff 	<p>26</p> <ul style="list-style-type: none"> -Administration Committee Agenda -Indigent Defense Work Group -Pete w/ Department Head 	<p>27</p>
<p>30</p> <ul style="list-style-type: none"> -Finance Committee Agenda 	<p>31</p> <ul style="list-style-type: none"> -Planning Commission Agenda -Buildings, Lands & Infrastructure Committee Meeting 			

Commissions & Advisory Boards

In addition to the BOC and standing committees, the Administration Office also does work for many of the special boards and commissions appointed by the BOC. These include, Capital Improvement Committee, Economic Development Corporation, Planning Commission, and Solid Waste & Recycling Council.

The Administration Office staff coordinate the annual update of the Capital Improvement Plan for the CIP Committee. The CIP is used for both the budget for the following year and long range capital improvement forecasting.

The Economic Development Corporation seeks to *"Retain, expand, and promote County-wide economic growth and stability."* With assistance of Administration Office staff, the EDC distributed brochure/rack cards to MDOT Visitor Centers across the State with information about Antrim County.

The Administration Office staff coordinated the Planning Commission's five-year review of the County's Master Plan throughout 2017. This plan was approved by the BOC in March of 2018.

The Solid Waste and Recycling Council serves as the advisory council of the Solid Waste Management Plan. In 2017, they had representatives from American Waste attend their meetings and discussed countywide composting efforts.

November 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
		1 -Pete w/ Finance Director	2 -Admin Meeting	3 -Pete w/ Tina (Internal Meeting) -Pete w/ Finance Director
6 -Finance Committee Meeting -Mathew's First Day	7 -Economic Development Corporation Meeting -Planning Commission Meeting	8	9 -BOC Meeting -Staff Meeting (Internal Meeting)	10 -Veteran's Day
13 -Pete w/ Tina (Internal Meeting) -Pete w/ Antrim Review -Solid Waste & Recycling Council Meeting	14 -Pete at Local Emergency Preparedness Council Meeting -Pete w/ Antrim Conservation District	15 -Pete w/ Department Head -Pete w/ American Waste Meeting	16 -Pete at Northern Lakes Economic Alliance Meeting -Pete w/ Department Head	17 -Pete w/ Dept. Head and Citizen -Pete w/ GT County Equalization
20	21 -Pete w/ Electrical Inspector Interviews -Pete w/ Sheriff	22 -Health & Public Safety Committee Agenda	23 -Thanksgiving Holiday	24 -Thanksgiving Holiday
27 -Pete w/ Tina (Internal Meeting) Pete w/ Mathew & Department Head -Pete w/ Department Head	28 -Buildings, Lands, & Infrastructure Committee Agenda -Planning Commission Agenda	29 -Health & Public Safety Committee Meeting	30 -Administration Committee Agenda	

Liaison

The County Administrator is responsible for "Maintaining a current level of knowledge of public administration and related disciplines." This is done through professional memberships, trainings, and reading literature regarding administration and County issues.

The County Administrator is involved with Michigan Association of County Administrative Officers (MACAO), Northern Lakes Economic Alliance (NLEA), and International City/County Management Association (ICMA).

Further, the Deputy Administrator is involved with organizations such as Planners Review Advisory Commission (PRAC), Solid Waste Advisory Commission (SWAC), and Michigan Association of Planners (MAP). These provide networking and educational opportunities that are brought to the County.

MACAO- Allows for professional development and networking. The Co. Administrator was president of this organization in 2017.

NLEA- Helps with creation and retention of jobs in 4 county area. Also working towards bringing broadband to the areas.

ICMA- Allows the County Administrator to be up to date with issues and provides training.

PRAC- Have an educational component on planning issues.

SWAC- Discuss recycling and solid waste issues in the region.

MAP- Allows for training on planning and zoning related issues.

December 2017 Administration & Planning Office

Monday	Tuesday	Wednesday	Thursday	Friday
				1 -Pete w/ Tina (Internal Meeting)
4 -Pete w/ Citizen -Pete & Mathew w/ Art Rapids! -Pete w/ Department Head	5 -Buildings, Lands, & Infrastructure Committee Meeting -Planning Commission Meeting	6 -Equalization Office Future Plans Meeting	7 -Administration Committee Meeting	8
11 -Finance Committee Meeting	12 -Pete w/ Tina (Internal Meeting)	13 -Pete w/ Bank Building Tenant -Pete w/ Equalization	14 -BOC Meeting -Staff Meeting (Internal Meeting)	15 -Pete w/ Tina (Internal Meeting) -Mathew at Solid Waste Advisory Council Meeting
18 Tina w/ Employee	19 -Tina w/ Employee	20	21 -County Christmas Party	22
25 -Christmas Holiday	26 -Christmas Holiday	27	28 -Pete w/ Finance Director (Phone) -Mathew w/ NLEA	29

Moving to Paperless

The Administration Office continues to act as a leader in the County in efforts to embrace technology and streamline processes by going paperless.

The Administration Office utilizes the Laserfische software for document storage. This allows for quick searches of old documents when working on projects or researching for directives. As documents are scanned in to the program, the documents are shredded.

In 2017, the Administration Office coordinated a department-wide shredding day. An outside company was brought in to shred documents:

- 215- Small boxes
- 87- Medium boxes
- 17- Large boxes

The Administration Office will continue to work with department heads in efforts to help the County become less reliant on paper. The Administration Office has also assisted County departments with embracing the role that technology holds in the work place throughout the world.

2017 Goals

Completed

- Oversee the Antrim Creek Natural Area boat landing project.
- Obtain a signed contract between the County and the Antrim Conservation District.
- Prepare and adopt an Indigent Defense Plan.
- Begin researching human resource options.
- Work with the townships, County Treasurer, and Equalization Department to obtain letters of agreement between the townships and the County for provided services.
- Move further in the direction to becoming paperless.
- Purchase of Laserfiche software license for electronic file storage.
- Maintain a high level of professionalism and efficiency in serving the Board, employees and citizens of Antrim County.

Partially Completed and Ongoing

- Implement recommendations in the strategic plan.
- Evaluate and adjust the County's housing program. This is needed as a result of the termination of funding from the State of Michigan.
- Formulate a plan for use of the former Huntington Bank property.
- Upload all available meeting minutes into the office's document management system, which was budgeted for purchase in 2017.
- Review civil counsel files that remain in the Prosecutor's Office for disposal and retention.
- Present to the Board an Employee Handbook approved by the department heads and reviewed by labor counsel.
- Begin workforce planning regarding succession.
- Ensure that elected and appointed department heads have what they need to efficiently run their departments/offices.

Moved to 2018

- Work to improve workflow and communications with the public, the Board, department heads, all County employees.
- Recodify all policies (RFP for assistance from an outside firm).
- Continue to provide a high level of professionalism and efficiency in serving the Board, employees, and citizens of Antrim County.
- Continue to facilitate consistent adherence to County policies among all departments within and outside of main campus.
- Investigate and implement methods toward further transparency for County operations and governing.

2018 Goals

New Goals

- Completion of Facilities Master Plan as guiding document for future implementation.
- Removal of Antrim Creek Natural Area slabs.
- Creation and hiring of Human Resource Department and Director.
- Transition of human resource responsibilities from Administration Office to Human Resource Department.
- Completion of 2019- 2024 Parks and Recreation Plan.
- Establishment of American Waste solid waste transfer station at Warner Township property.
- Successful collection of tuition reimbursement from former employee.
- Dissolution of the Antrim County Violations Bureau and return to using District Court for civil citations.
- Renegotiate equalization director agreement.
- Arrange for and encourage more supervisor and communications training for department heads and elected officials.

Partially Completed and Ongoing

- Implement recommendations in the strategic plan.
- Continued transition to paperless files using Laserfiche.
- Continue to evaluate and adjust the County's housing program. This is needed as a result of the termination of funding from the State of Michigan.
- Present to the Board an Employee Handbook reviewed by the department heads and labor counsel.