

COUNTY ADMINISTRATION

COUNTY PLANNING



Annual Report 2014



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COUNTY PLANNING



Peter Garwood, Administrator
Tina Schrader, Administrative Assistant

Janet Koch, Associate Planner
Katie Verellen, Secretary

In 2014 the Board of Commissioners approved a number of changes in the way we do things. It was also a year in which large projects were either continued or completed. Many of the changes increased efficiency or will have a positive effect on the long-range financial solvency of the County.

The Meadow Brook Medical Care Facility construction project was often referred to as “the project that never ends” and was a constant on the Buildings, Lands and Infrastructure (BLI) Committee and Board of Commissioners agendas. By the end of 2014, the project was substantially complete with residents taking occupancy early in 2015. Loose ends continued to be addressed in 2015. This was a huge project that incorporated changes in resident accommodations and the philosophy regarding their care and is being touted as a model for other medical care facilities.

Another big change in 2014 involved the Board of Commissioners committee structure and the process for delivering information to the committees and Board. At the October 2014 Board meeting, the standing committees were reduced from eight to three standing committees and one committee of the whole. In order to make the new structure work, the process of information delivery had to be streamlined. No longer can a department head hand carry information into a meeting and expect the committee to take action. All information must be submitted ahead of time with an explanation of the action desired. The Administration Office accepts and reviews the information and includes any clarifying information necessary and a recommended action for the committee. This preemptive move on our part has resulted in the meetings moving from issue to issue quicker

and smoother than before thereby allowing the new committees to handle the increased oversight responsibilities without increasing the meeting length.

Coupled with changes in committee structure was the Board directive to move in the direction of paperless committee and Board packets. This initiative started in 2014 with the purchase of tablets for all Board members and putting all Board packets and minutes with attachments on the County website. This one continues to be a work in progress. Even though all the bugs are not completely worked out as of yet, this move has resulted in increased transparency to the public and once completely implemented will save hundreds of thousands of dollars in paper, copier wear, supplies and staff time.

2014 was the year that the Hybrid pension plan was successfully negotiated for new hires in all employee groups including elected officials. The Hybrid is a combination of a defined benefit and defined contribution plan with an 8% cap on the amount the County will contribute. Prior to the Hybrid implementation, all employees were on the defined benefit plan, which over the last three years had increased from 12.5% of payroll to 14.7% of payroll. Implementation of the Hybrid program has effectively cut 6.7% of cost for all employees hired beginning January 1, 2015. The plan also guarantees that no matter how bad the market gets the County will pay no more than 8% of payroll.

Other efficiencies include the development of the new Antrim County website. The new website is a great improvement over the old website. It is much easier to find what you are searching for

and contains a great deal more information. This of course was a joint effort between the Information Technology (IT) Director and Associate Planner as the main architects and coordinators, and all the department heads and elected officials that have taken control of their departmental pages.

2014 wasn't without its painful issues. The discussion surrounding the issue of the trichloroethylene (TCE) was often times spirited if not heated. While the decision was made in 2015, much of the research and discussion took place in 2014.

Other large projects included the Capital Improvements Plan (CIP), the completion and approval of the Parks and Recreation Plan and the completion of the Deborah Wentworth Memorial Pavilion at the Elk Rapids Day Park.

As the larger projects are tended to, the day-to-day activities cannot be ignored. The staff of the Administration Office administered the process on 78 contracts, 9 bid solicitations, oversight of 7 projects, 5 emergency repairs, the process for the hiring of 16 employees, negotiations of 6 collective bargaining contracts or wage re-openers (including non-union), and 7 township zoning ordinance and 4 master plan amendment reviews.

Loss and sorrow impacted all of us in 2014 and in early 2015. We all felt the pain with the loss of two long serving community servants and friends, Bernie Blackmore and Jerroll Drenth. I think all can agree the County is a better place because of their years and years of service.

As this is the annual report for the entire department, I would be remiss if I did not acknowledge the hard working group of employees that make things happen: Janet Koch, Tina Schradler and Katie Verellen truly enjoy their jobs and enjoy working with each other. They have time and time again demonstrated a willingness to do what it takes to get each project and the day-to-day responsibilities completed (and they do it with a smile).

I also would like to acknowledge the diligent work of the department heads, elected officials and their staff. Nobody in the County operates in a vacuum. It is imperative that we all work together to keep the County operating smoothly. Sure we have disagreements at times, but I have never run into a brick wall with any of the departments when things need to get done and for that I am truly grateful.

2014 was a good positive year with many activities that will provide the basis for future improvements and an optimistic future. With the fresh perspective of the new Board members and the wisdom of the veteran members, I look forward to future success that in 2015 and beyond will make us all proud to be working and living in beautiful Antrim County.



Peter Garwood, County Administrator

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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, land purchases.
- Conducted quarterly meetings for appointed and elected department heads providing communication of Board goals, policies and objectives.

County Budget Oversight

- In cooperation with the County Accountant, coordinated the completion of the 2015 annual budget process.
- Monitored expenditure and revenue reports.

Contract Oversight

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 2014:

- Advanced Satellite Communications (video/intercom upgrade, Jail)
- Anderson Tackman (audit FY2014 – Antrim County Transportation and Antrim County)

- Antrim County Fair (appropriation 2015)
- Applied Imaging (Ricoh copier lease, Sheriff)
- Area Agency on Aging (Annual Implementation Plan)
- Area Agency on Aging (MIPPA beneficiary outreach assistance, Commission on Aging)
- Area Agency on Aging (Notice of Contract Award Amendment, Commission on Aging)
- Area Agency on Aging (Care Connections Purchase of Service, Commission on Aging)
- Area Seniors, Inc. (MOU rental of space, Commission on Aging)
- Arndt Electric (interior lighting upgrade, Airport)
- BC Pizza (dining out nutrition purchase of service, Commission on Aging)
- Bert's Excavating (snowplowing & snow removal)
- Boss Lawn & Landscape (Homechore snow removal, Commission on Aging)
- C&K Inc. (Homechore snow removal, Commission on Aging)
- Conservation Resource Alliance (appropriation 2015)
- Contractors North (Homechore snow removal, Commission on Aging)
- Cook, James (HomeChore snow removal, Commission on Aging)
- Criminal Justice Information System (network interfacing with State network, Sheriff)
- Reck, David & Susan (airport land lease)
- Delta Dental (dental benefits - employees and retirees 2014-15)
- DeWitt Marine (boat space rental, Sheriff)
- Gerrity, Dorothy (airport land lease)
- Dream Lakes Services (Homechore snow removal, Commission on Aging)
- Dream Lakes Services LLC (HomeChore in-home, Commission on Aging)
- Eklund Forestry (Ritt Road timber sale)
- Fahl Forest Products (Kirkpatrick Forest timber sale)
- Frontier (voice 911 maintenance, Sheriff)
- Garrett Landscaping (Homechore snow removal, Commission on Aging)
- Grand Traverse County - 13th Circuit (Community Corrections Subgrantee agreement)
- Grand Traverse County - 13th Circuit (Lawyer-Guardian Ad Litem)
- Havel (VAV box replacement County Building)

Contract Oversight (continued)

- Held, Jennifer (jail nurse services)
- Ford, John (airport land lease)
- K&K Heating (replace two rooftop AC units, Grove Street Annex Building)
- Lakeshore Energy (natural gas)
- Leelanau Professional Business Services (IT support)
- Mackinac Environmental (asbestos survey - County Building mechanical room)
- Marshall & Sons (Homechore snow removal, Commission on Aging)
- Maximus (Cost Allocation Plans for 2013-2015)
- May, Dr. David (jail physician services)
- MDOT (block grant—acquire snow removal equipment, Airport)
- MDOT (block grant—design, rehab, marking airfield runway, Airport)
- Mead & Hunt, Inc. (design development for replacement of guidance signs, apron lighting, wind cone, Airport)
- Mead & Hunt, Inc. (design snow blower specs, Airport)
- Michigan Employees Retirement System (hybrid pension plan for Sheriff and ACT bargaining units)
- Michigan, State of (DTMB) (MiDeal membership)
- Michigan, State of (Emergency Management Performance Grant agreement 2014)
- Michigan, State of (Emergency Management Performance Grant Supplemental Fund Distribution 2012)
- Michigan, State of (Hazardous Materials Emergency Preparedness Grant Agreement 2013-2014)
- Michigan, State of (Qualified Voter File (QVF) Oracle Equipment upgrade)
- Michigan, State of (Survey and Remonumentation Agreement 2014)
- Nationair Aviation - Environmental Risk Managers (storage tank insurance, Airport)
- Nationair Aviation – Global Aerospace (liability insurance, Airport)
- NETech (statement of work - phone upgrade)
- Northern Floor Tile (Barnes Park shower re-tiling)
- Northern Michigan Regional Entity (substance use disorder services coordination)
- Northwest Michigan Community Health Agency (provide non-skilled community health services, COA)
- Ponte Window (Homechore snow removal, Commission on Aging)

- Precision Aero, LLC (airport land lease)
- Priority Health Amend (health benefits - employees and retirees 2014-15)
- S&J Family Lawn Care (COA Homechore snow removal)
- Scheel, Jonathon (housing program grant administration)
- SimplexGrinnell (fire alarm system Courthouse & County Building)
- Spectrum Health Hospitals (provide facilities and related services for autopsy services)
- SST Enterprises-Shirley's Café (dining out nutrition purchase of service, Commission on Aging)
- Tele-Rad (high band radio service, Sheriff)
- Temperature Control (County Building AC condensing unit)
- Thomas Communications (provide utility locating in coordination with Miss Digg)
- Thomson Reuter-Westlaw (law library, Prosecutor)
- Traverse Area District Library (appropriation 2015)
- Union Designs (Homechore snow removal, Commission on Aging)
- Union Designs (Snow Removal Bellaire Senior Center)
- Up North Energy (Homechore snow removal, Commission on Aging)
- Watershed Center Grand Traverse Bay (appropriation 2015)
- Wolverine Power Systems (911 generator maintenance, Jail)
- Xerox (copier lease, County Building 1st floor workroom)
- Xerox (copier lease, Register of Deeds)
- Xerox (copier purchase, maintenance, Clerk)

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 2014:

- Antrim Creek Natural Area Metal Detector Policy Amended 11-13-14
- Drug-Alcohol Policy (General) Amended 12-11-14

Began working with the County Accountant on revisions to the Purchasing Policy.

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:
 - * State of Michigan—Hazard Material Emergency Preparedness Grant.
 - * State of Michigan—Emergency Management Performance Grant.
 - * State of Michigan—Qualified Voter File Oracle Equipment upgrade.
 - * State of Michigan—Survey and Remonumentation 2014.
- Assisted Jonathan Scheel, Housing Director, in working through issues with the Michigan State Housing Development Authority on obtaining a Community Development Block Grant.

Ordinance Oversight

- Administered and coordinated legal counsel review for the following ordinances adopted by the Board of Commissioners in 2014: No new ordinances adopted.
- Health and Public Safety Committee considered whether the County should pursue a County-wide noise ordinance. It was the consensus of the Committee not to pursue such an ordinance.
- Assisted Equalization Department in the administration of the Antrim County Street & Road Numbering Ordinance regarding an appeal from property owners on Kidder Road.

Bid Policy Oversight

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

Bids solicited included:

- Video/intercom for the Jail
- Timber sale on a 100-acre parcel near Ritt Road
- Timber sale in the Kirkpatrick Forest area
- Barnes Park shower re-tiling.
- County Building rooftop condensing unit and coil replacement
- Airport self-contained loader mounted snow blower/snow removal equipment
- Snowplowing and snow removal for County facilities (2014-2016 seasons)
- Two rooftop air conditioner units for Grove Street Annex Building

Quotes received for copiers (leases expired) located on the first floor of the County Building (workroom, Register of Deeds, Clerk)

Vehicle Policy Administration

Administered the County-Owned Vehicle Policy.

- Solicited bids on retired Antrim County Transportation bus and 2007 Ford E450 Eldorado. Awarded to highest bidder.
- Worked with ACT mechanic and Park's Manager to access and evaluate best option for park vehicle need.

Facilities and Grounds Oversight

- Developed or directed the development of specifications, bidding and procurement procedures on numerous projects:
 - * Roof repairs on the Courthouse (\$12,450.00)
 - * Air conditioning condensing unit—County Building (\$86,400.00)
 - * VAV box controllers—County Building (\$86,806.00)
 - * Rooftop cooling units—Grove Street Annex Building (\$7,576.00)
 - * Handicap door opener—Senior Center (\$2,055.00)
 - * Shower Re-tiling—Barnes Park (\$3,230.50) to be completed 2015
 - * Construction of new pavilion—Elk Rapids Day Park (\$44,325.00—\$23,000 donation received)
- Coordinated emergency repairs for the following:
 - * Roof repair on the Courthouse (\$1,269.00)
 - * Boiler pump County building
 - * Gear box rebuilt—Bellaire Dam (\$3,372.00) to be completed in 2015.
 - * Replaced underground wire to fuel tanks—Airport (\$3,451.00)
 - * Replaced two furnaces—Airport (\$3,195.00)
- 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 to include heating issues.
- Coordinated with Building and Grounds for the review and approval process for change orders for the Meadow Brook 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.
- Provided assistance for discussions and deliberations on the groundwater contamination from the trichloroethylene (TCE) plume in Mancelona and an agreement for water facility construction and operation.
- Regularly authored communications for the Board of Commissioners to include:
 - * Letter to DEQ requesting status of plans regarding the TCE plume and written explanation of the funding mechanisms being considered.
 - * Letter to DEQ expressing TCE plume concerns and supporting efforts of ACUTE to protect the public health due to the groundwater contamination from the trichloroethylene plume in Mancelona.
 - * Letter of support to obtain a Competitive Assistance Program Grant (FY2014, Round 2) for central dispatch centers from 9 counties in Northwest Michigan.
- Authored and/or coordinated review of resolutions of the Board to include:
 - * Adoption of the Antrim County Commissioners Procedures
 - * Appointment of Alan Meacham ACT Director as Transportation Coordinator for all public transportation matters, authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2015.
 - * Adoption of the MERS Hybrid Plan for Sheriff and Antrim County Transportation Bargaining Unit employees.
 - * Support PA of 2013 HB 5215 Veterans Property Tax.
- * Opposition of SB 636, landline elimination
- * Support of HB 5253 to allow collaborations among counties.
- * Request State Legislature to live up to their promise and adopt the Governor's recommendation for fully funding County revenue sharing in FY 2015.
- * Adoption of Title VI Plan
- * Commemorating 100 years of collaboration with the Michigan State University Extension.
- * Approval of the Community Corrections FY 2015 Grant Renewal Application and Plan
- * Opposition to HB 5097, SB 850 and any similar bills that would reverse the cost management tools put in place by change to the Public Employer Relations Act.
- * Approval of the FY 2015 Annual Implementation Plan for the Area Agency on Aging of Northwest Michigan.
- * Reaffirmed the Fair Housing Policy dated August 3, 1997.
- * Authorized Jonathan Scheel, Housing Director, to prepare and submit the application for funding through the Michigan State Housing Development Authority's Housing Resource Fund.
- * Adoption of Fair Housing Resolution
- * Adoption of the 2015 Antrim County Budget, General Appropriations Act and Millages
- * Support of SB 495, 496, 497, 498 to curtail unfunded mandates from the State.
- * Support of Clean Water Act proposed rule for the definition of waters of the United States.
- * Adopted resolutions of appreciation for outgoing County Commissioners: Jerroll Drenth, Gene Dawson, David Howelman, Bernie Blackmore

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 (Buildings, Lands & Infrastructure as of 11-1-14)
- Finance Committee (Committee of the Whole as of 11-1-14)
- Health, Animal Control & Public Safety Committee (Health & Public Safety as of 11-1-14)
- Human Services Committee (Health & Public Safety as of 11-1-14)
- Parks and Lands Committee (Buildings, Lands & Infrastructure as of 11-1-14)
- Public Works Committee (Buildings, Lands & Infrastructure as of 11-1-14)
- Transportation Committee (Health & Public Safety as of 11-1-14)

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)

- Researched and facilitated the changes of restructuring from eight standing committees to three standing committees and one committee of the whole (Finance).
- Completely revamped and streamlined the process for how issues are presented to the Committees and the Board of Commissioners:
 - * Requiring all information regarding issues to be considered by each committee to be submitted in advance for each agenda packet.
 - * Requiring written explanation of each issue to come before each committee be submitted with the packet.
 - * Providing an analysis of each issue if appropriate and a recommended action.
- Implemented a consent agenda for the Board of Commissioners meetings.
- Coordinated the beginning steps to transitioning to electronic agenda and board packets.
- 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.

Additional Executive Efforts

- Held individual meetings throughout the year with department heads: Prosecuting Attorney, Equalization, Abstract, Clerk, Meadow Brook (Marna Robertson, David Schulz), Sheriff and staff, ACT Director, Park Manager, Accountant, Judges.
- Continued discussions on security and safety procedures for County buildings.
- Negotiated throughout the year with the Michigan Department of Health & Human Services on the lease of office space in the County Building. Lease extended to 3-31-15.

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.
- Works with department heads in revising employee position descriptions as necessary.

Hiring

- Coordinated and processed the hiring of new personnel:
 - * Irregular part-time driver to regular part-time driver — Antrim County Transportation
 - * Mechanical Inspector—Building
 - * Building Inspector—Building
 - * Clerk/Typist—Clerk
 - * Mancelona Site Coordinator part-time —COA
 - * Kitchen Assistant part-time —COA
 - * Coordinator—Emergency Services
 - * Seasonal Grounds Maintenance—Airport, Parks
 - * Director—Equalization
 - * Director—Commission on Aging
 - * Victim Witness Coordinator —Prosecutor
 - * Child Support Specialist, part-time—Prosecutor
 - * Dispatcher—Sheriff
 - * Deputies (3) - Sheriff
- 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. Meeting with Sheriff and ACT Dept. employees to explain the new MERS hybrid pension plan.
- 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).
- Negotiated a contract with Jonathan Scheel to serve as the Antrim County Housing Director on a contractual basis.

Disciplinary and Grievance Matters

- Served as chief negotiator in mediation and grievance proceedings: none in 2014.
- Actively provided guidance to department heads on disciplinary matters.
- Worked to resolve six discipline issues from various departments.
- Investigated and closed various personnel issues.

Employee Contracts

Served as chief negotiator and administered contract implementation.

- Settled contract mediation with the Probate/Family Court Bargaining Unit.
- Completed contract negotiations for the following General Bargaining Unit: Contract to end 12/31/17.
- Completed contract negotiations for the Probate/Family Court Bargaining Unit. Contract to end 12/31/17.
- Negotiated reopener for 2015 wages with the Antrim County Transportation Unit.
- Coordinated process for wage increases for 2015 for the following unrepresented employees: General, Prosecuting Attorney, County Administrator, Probate Court and part-time employees.
- Provided regular guidance to department heads to ensure 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 with Aflac and employees.
- Continually monitors and periodically bids out life insurance and short-term disability insurance.
- Negotiated the MERS hybrid pension program into the three Sheriff Dept. contracts and the ACT contract which reduces the cost of the County-covered pension from 14.7% of payroll to 8% of payroll.

Additional Efforts

- 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.

STATUS OF 2013 GOALS

Uncompleted

- Keep Meadow Brook Medical Care Facility construction project as close to projected timeline as possible.

STATUS OF 2014 GOALS

Completed

- Place remaining County ordinances on the website.
- Obtain an upgrade in bandwidth for the County at a reasonable cost, when needed.
- Work toward better coverage of broadband for County residents.
- 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.
- Facilitate adoption of a fiscally sound 2015 budget.
- Investigate reorganization of Board of Commissioner committee structure and implement changes as appropriate.

Partially Completed

- Work with County Accountant to draft a Purchasing Policy.

Moved to 2015

- Draft an Employee Personnel Policy for the Unrepresented employees.
- Organize position descriptions for all County positions.
- Recodify all policies (RFP for assistance from an outside firm).
- Continue to refine the legal review process of County agreements and documents with new outside civil counsel hired in April, 2015.

2015 GOALS

- Hire an Equalization Director
- Facilitate adoption of a fiscally sound 2016 budget.
- Conduct contract negotiations with the Sheriff Department bargaining units– Command, Deputies and Dispatchers and Corrections, Cooks and Clerical.
- Coordinate mandatory open enrollment attendance for health benefits for all County employees.
- Complete negotiations with the State of Michigan on a lease for office space in the County Building for the Department of Health and Human Services.
- Research the development of a strategic plan for Antrim County.
- Research medical prescription program for County residents.
- Review of all County policies.

Ongoing

- Work to improve workflow and communications with the public, the Board of Commissioners, Department Heads, all County employees.
- Maintain a high level of professionalism and efficiency in serving the Board of Commissioners, employees and citizens of Antrim County.
- Move further in the direction to becoming paperless.
- 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.

TRAINING AND INFORMATIONAL MEETINGS

The following training and informational meetings were attended by the County Administrator in 2014:

- January: NLEA Board Retreat (Petoskey)
- February: ERCOL local government event (Camp Hayowentha)
- March: Michigan Association of Counties Conference (Lansing)
- April: Health Reform Webinar
- May: Michigan Association of County Administrative Officers Conference (Crystal Mountain)



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 7 township zoning ordinance amendments 4 Master Plan reviews.

REGIONAL PLANNING

- Assisted Networks Northwest (formerly known as NWMCOG) with updating the Natural Hazards Mitigation Plan.
- Attended MDOT North Region Pedestrian & Bicycle Committee meetings in Gaylord.
- Worked with representatives from the National Park Service, Top of Michigan Trail Council, TART, and local units of government to plan a preferred route of the TART to Charlevoix trail.
- Worked with Grand Traverse Regional Land Conservancy toward the acquisition of or conservation easement across a critical property to connect Barnes Park with the TART to Charlevoix trail.
- Attended Network's Northwest Planners Review and Advisory Committee meetings.
- Attended occasional Planner's Forum meetings; an informal network of planners in northwest lower Michigan area.

Reviews of Zoning Ordinance Amendments

Banks Township (1)
 Elk Rapids Township (3)
 Helena Township (1)
 Torch Lake Township (2)

Reviews of Master Plans

Acme Township
 Eveline Township
 Frederic Township
 Crawford County

SOLID WASTE & RECYCLING

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 2014, Antrim County recycled 2,098 tons of material at our 8 locations. The totals (in tons) for each site for the last three years are as follows:

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Alba	17	50	54
Alden	151	210	233
Bellaire	322	423	433
Central Lake	147	216	226
Elk Rapids	368	464	496
Ellsworth	108	166	196
Kewadin	174	229	247
Mancelona	138	197	213
Total	1,425	1,955	2,098

Support

- Scheduled meetings for, coordinated the activities of, made recommendations to, and served as staff to the Solid Waste and Recycling Council (SWRC).
- Attended Solid Waste Advisory Committee meetings; this group is a forum hosted by Networks Northwest to discuss regional solid waste and recycling issues.
- Toured the Emmet County recycling facility. Twice.
- Began working toward new possibilities for the Antrim County recycling program.

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.

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Bellaire	6,370	4,885	6,226
Elk Rapids	N/A	10,042	10,135
Total	N/A	14,927	16,361

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.
- Worked with other county staff, Grass River, and the Antrim Conservation District to complete the self-assessments required for final approval of the Recreation Plan. The plan was officially approved by the Dept. of Natural Resources on February 11, 2014.
- Facilitated construction of the Deborah Wentworth Pavilion at the Elk Rapids Day Park.
- Coordinated with the Parks Manager, Eckler Building Solutions, and representatives from the Walk of Art to install nine new outdoor sculptures while the pavilion was under construction. A press release were sent to both the *Antrim Review* and the *Elk Rapids News* to keep the public informed of the project.

EFFORTS INSIDE ANTRIM COUNTY

- At the direction of the Capital Improvement Committee, created the first Capital Improvement Plan that Antrim County has had in its 151 year history.
- Reviewed the list of 346 tax foreclosed properties for 2014 and made a recommendation to the Parks & Lands Committee regarding the properties.
- Created eleven budgets for 2015: Antrim Creek Natural Area, Glacial Hills, the Petoskey Stone Festival, Notewares, Wetzel & Willow Day Parks, Cedar River, Morhmann & Murphy Parks, the Parks and Recreation Advisory Board, Resource Recovery, the Planning Commission, the Economic Development Corporation, Recycling, and the Planning Department.
- Assisted with recommendations for the restructuring of standing committees; assisted with resulting changes to the Procedures for the Board of Commissioners. In November, began attending all the restructured committee meetings and taking minutes.
- Worked with the IT Dept. and LIAA to redesign the Antrim County website. Assisted with training department heads and county staff to populate their own pages. Wrote an in-house website editing manual. Prior to the new website's publication, a press release was sent to both the *Antrim Review* and the *Elk Rapids News* regarding the new site.
- Assisted with recommendations for e-publication of committee minutes.
- Organized a workshop regarding National flood insurance that was open to the public.

STATUS OF 2013 GOALS

Uncompleted

- Plan for the future of the Glacial Hills Pathway and Natural Area – *met regularly with a work group consisting of representatives from the three property owners to detail the concerns and considerations that needed to be addressed in an intergovernmental agreement.*
- Improve signage for parks – *new signage for Willow Day Park was fabricated and installed.*
- Elk Rapids Day Park Pavilion Project – *completed.*
- Complete the Capital Improvement Plan – *approved by BOC in June 2014.*
- Promote County recycling program – *reworked recycling pages on County website.*
- Help stop the dumping issues, improve signage for the recycling program – *ongoing issue.*

STATUS OF 2014 GOALS

Completed

- Capital Improvement Plan – *approved by BOC in June 2014.*
- Pavilion project at the Elk Rapids Day Park.
- Coordinate installation of 10 sculptures at the Walk of Art in the Elk Rapids Day Park.
- Planning for numerous 2014 Art Rapids events at the Elk Rapids Day Park.
- Work with the IT Department on a proposed redesign of the Antrim County website and its mapping capabilities.
- Evaluate the structure of the Petoskey Stone Festival.

Partially Completed

- Install new signage at the recycling sites to help reduce littering issues – *signs were installed at two sites; the remainder will be installed in 2015.*

Moved to 2015

- Complete the Glacial Hills partnership agreement by working Forest Home Township, the Village of Bellaire, the Grand Traverse Regional Land Conservancy, and Civil Counsel.
- Complete a signed agreement with the property owners on White Birch Lane regarding maintenance responsibilities.

2015 GOALS

- Update the Capital Improvement Plan and improve its integration with the budgeting process.
- Help facilitate approval of the Glacial Hills Intergovernmental Agreement and begin its implementation.
- Assist with reviewing and revising County policies.
- Recycling program funding recommendations.
- Antrim Creek Natural Area: consult with contractors, Soil Erosion Control Officer and others to develop a plan for small improvements at the boat launch. Complete DEQ and Army Corps of Engineers application. Obtain quotes for the project, schedule and oversee the work.
- Complete in-house manual for website editors.

Ongoing

- Continue to improve the County website.
- Work to improve workflow and communications with the public, the Board of Commissioners, Department Heads, all County employees.

TRAINING AND INFORMATIONAL MEETINGS

The following training and informational meetings were attended by the County Planner in 2014:

- March: ERCOL Local Government Event (Camp Hayo-went-ha)
- May: Inland Lakes Convention (Boyne Mountain)
- May: Brownfield Redevelopment training (Boyne City)
- October: Michigan Association of Planning Conference (Mackinac Island)

FINANCIAL REPORT for 2014

EXPENDITURES

County Wide Recycling	339,711
Economic Development Corporation	1,100
Planning Commission	4,300
Resource Recovery	20,781

REVENUE

Antrim Creek Natural Area Endowment Fund	6,641
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GRANTS

Remonumentation (on-going)	40,612
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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
2014	146,463	146,461	41,642	41,028

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
2014	9,350	5,026	7,276	4,400