



**Annual
Report
2015**

Antrim County Administration / Planning



From the County Administrator

2015 was a year that began with sadness as the longest serving member of the Board at that time, Bernie Blackmore, passed away on February 26. Bernie had represented his district extremely well as a Commissioner for 23 years. Bernie had been a stabilizing presence on the Board and I think about and miss him often. Chuck Johnson was appointed to the seat Bernie held on January 13, 2015 and has done a very good job of representing the citizens of District #8.

Financially, the County ended the year in a strong position as unaudited figures indicate we added to the fund balance. However, fiscal prudence continues to be important as revenues continue to lag behind the pre-recession revenues of 2007. At the current rate of growth, it will likely be three or more years before we match the 2007 revenues.

The beginning of 2015 saw the end of the Meadow Brook Medical Care Facility (MCF) construction project. The County Administration/Planning Department, along with the MCF administration and County Accountant, worked on closing out the project details while residents began taking occupancy early in 2015. When all was said and done, the County ended up with a facility of which we can all be proud. We should have no reservations about the fact that our loved ones (and maybe someday ourselves) may spend our golden years as a resident of the facility.

2015 was also the year the Board of Commissioners began the embrace of technology to improve efficiency while saving money. Each Commissioner was issued an iPad on which the committees' and parts of the Board's packets have been received. This has already saved the County hundreds of dollars and over the years will save thousands. Many of the various other committees, commissions, and boards of the County have followed the Board's leadership and gone to electronic packets as well.

The implementation of tablets and the practice of predominantly transmitting the packets through electronic means were coupled with the first full year of a new committee structure that began with a motion from October 2014:

It was moved by Stanek, seconded by Howelman that the proposed draft to the Antrim County Board of Commissioners Procedures to amend Section 4: Organization to reflect the changes in the Committee Structure reducing the number of standing committees from eight (8) to four (4) with the Finance, Ways and Means Committee changing to a committee of a whole effective November 1, 2014. Motion carried as follows: Yes – Dawson, Bargy, Boettcher, Howelman, Crawford, Stanek, Blackmore, Marcus; No – None; Absent – None.



Due to concerns that the reduction in the number of committees would lead to longer meetings, the Administration Department, with the buy in and assistance of the elected officials and department heads, has been working hard to streamline the process for getting the necessary information to the Committees. Every staff member in the Administration Department fills a role in the process. The process is working well, but we continue to make improvements with the goal of a smoother and better system.

As you read this report, you will see many changes that effect the way we do things at the County. We changed from the long standing practice of using the Prosecuting Attorney as civil counsel to contracting with a local law firm. Due to the lack of applicants for the Equalization Director position, we began contracting for that service in March 2015. A new Purchasing and Bid Policy was adopted by the Board and implemented. A new County website was launched. The County Administrator position description was amended to include supervision of all appointed department heads except the Accountant. An intergovernmental agreement was drafted, approved and implemented for the management of the Glacial Hills trails.

These changes are just a fraction of the projects the Administration Department implemented or played a major role in implementing at the direction of the Board of Commissioners. Many of these projects and policy changes will enhance how the County functions as an organization, while other changes were due to a need to adapt to the circumstances of the situation.

I as the Administrator, with the help of the staff in my office, am here to advise you regarding options and also to make recommendations regarding courses of action, but ultimately we are here to implement the Board's final decisions. I feel blessed that Janet Koch, Tina Schrader, and Katie Verellen work extremely hard and very well together every day to accomplish each assigned task or project. Each one of the department heads and elected officials along with their staff play a key role in implementing your policies as well. We are fortunate to have such a great team working for the betterment of Antrim County.

Lastly, we all appreciate your leadership and look forward to always improving how we manage our departments and deliver services to the citizens of Antrim County as well as the visiting public.

Peter Garwood, County Administrator

Board of Commissioner SUPPORT



“The toughening of the certification classes for a Level 4 assessor has created a fairly exclusive club.”

-From the article titled “County Equalization Needs Assessing,” by Pete Garwood, published in the June 2015 issue of Michigan Counties.

20

Number of business days it took to hire outside civil counsel.

In addition to the County Administrator’s expected tasks of writing and reviewing Board of Commissioner resolutions, writing Board communications, coordinating recruitment efforts for outside boards, commissions, and committees, and assisting with the supervision of the County’s appointed department heads, following are three non-typical support functions that the Administration/Planning Department performed for the Board in 2015.

Legal Services

The Administration Office released a Request for Proposal (RFP) for civil counsel services 6 business days after being directed by the Board to do so on March 12. Drafting the RFP entailed numerous hours of information gathering, which included reaching out to personal contacts for their experiences and advice.

Six proposals were obtained by the deadline of March 31, at which point the RFPs were reviewed and references contacted. Three firms were interviewed by the Administration Committee and Mr. Garwood; a recommendation to the Board was made on April 8. Cummings, McClorey, Davis and Acho, PLC was confirmed by the Board as the County’s new civil counsel on April 9.

Equalization Office

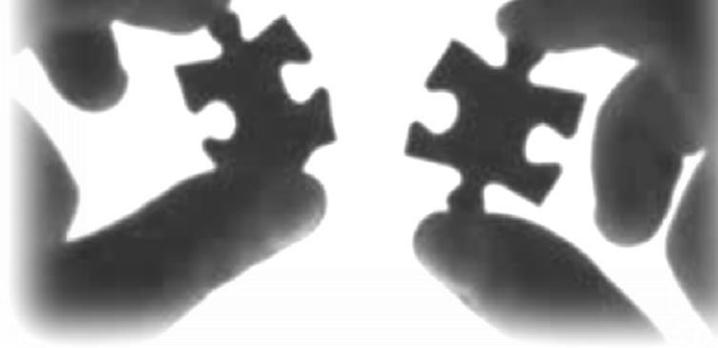
The sudden March 23 resignation of the Equalization Director created a gap in the County’s staffing. Mr. Garwood immediately contacted the State Tax Commission and, at a special March 30 Board meeting, presented two options for the Board to consider. The Board approved a contract with W.A.S., LLC for equalization services at a special April 1 Board meeting.

Throughout the remainder of 2015, Mr. Garwood worked to locate a full-time Equalization Director. Mr. Garwood’s discussions with other county administrators revealed a state-wide lack of qualified candidates that was deeply concerning to many.

Staff Dedication

Ensuring the smooth operation of the County and ensuring that the Board has the information they need takes time. The Administration/Planning Department has two salaried employees, the County Administrator and the Associate Planner. In 2015, Mr. Garwood worked 344 hours and Ms. Koch worked more than 123 hours over the official County work schedule. This totals between 12 and 13 weeks of work, which is just shy of a quarter of another full-time staff employee.

Committee SUPPORT



183

Number of memos written by the Admin. Dept. for inclusion in agenda packets.

88

Number of sets of minutes completed by the Admin. Dept.

237

Number of Room 211 reservations made by Ms. Verellen.

The Board of Commissioner's 2014 decision to move from 8 to 4 committees continued forward into 2015. This, combined with the move to electronic packets, necessitated the creation of a new workflow process for the Administration/Planning Department that continued to be refined as the year went along.

In addition to the Board's four committees, the Administration/Planning Department also facilitated the meetings of seven other groups; the Antrim Creek Natural Area (ACNA) Commission, the Capital Improvement Committee (CIP), the Planning Commission, the Economic Development Corporation (EDC), the Brownfield Redevelopment Authority, the Solid Waste & Recycling Council, and the Parks and Recreation Advisory Board. Five of these groups have moved to electronic agenda packets.

In early 2015, the EDC moved from meeting on a quarterly basis to meeting monthly and created a strategic plan. The Planning Commission reviewed 8 zoning ordinance amendments and 7 master plans. The ACNA and the Parks & Rec Board worked through improvements to the ACNA boat launch, and the Solid Waste & Recycling Council advised the Board on recycling funding. The 2016-2021 CIP was approved by the Board on July 9.

The Three M's

Memos, meetings, and minutes for all of the groups above is a primary function of the Administration/Planning Department. (Agendas, too, but there's no M in "agenda.")

Memos are written primarily by Mr. Garwood with Ms. Koch writing the remainder. The writing of every memo entails research and a thoughtful consideration of how best to present the information. The Secretary, Ms. Verellen, routinely contacts department heads regarding agenda action items and follows up with obtaining their supporting materials. In addition, Ms. Verellen uploads agendas to the County website and contacts the attendees.

Meetings – In 2015, the four Board committees held a total of 52 meetings; the six boards and commissions supported by the Administration/Planning Department held a total of 36 meetings.

Minutes – Ms. Koch is primarily responsible for drafting the meeting minutes, which are then reviewed by Mr. Garwood and uploaded to the website by Ms. Verellen. The Administrative Assistant tracks the directives and motions from each set of minutes through to their completion. Finance minutes are also reviewed by the County Accountant.

POLICIES



76

Number of existing
Antrim County policies

One of the County Administrator's many duties is to serve as senior policy advisor to the Board of Commissioners. This includes researching alternatives, submitting policy recommendations, and overseeing policy administration and compliance.

To that end, in 2015 Mr. Garwood proposed four new policies and proposed revisions to four more. All eight were approved by the Administration Committee and the Board of Commissioners.

Four of the policies effect only a single department: Sheriff's Fleet Size, Antrim County Transportation - ADA Complaint Policy, the Construction Code Departments's Fee for Work Without a Permit Policy, and the Housing Department's Policy and Procedures. Two of the revised policies were the Authority to Sign Contracts and the Appointment Process for Boards, Commissions and Committees.

All of the County's policies were cross-checked between the Clerk's Office and the Administration/Planning Department's records and uploaded to the website.

The two policies described below effect all of the County's operations and were reviewed extensively by the appointed and elected department heads before submittal to the Board.

Freedom of Information Act (FOIA) Policy

Prosecuting Attorney Jim Rossiter functions as the County's FOIA Coordinator. Changes in State of Michigan statutes required a complete overhaul of the County's existing FOIA policy. The County Administrator worked with Mr. Rossiter and Civil Counsel to create a new policy that met the statutory requirements.

The new FOIA statute went into effect on July 1, 2015; the updated FOIA policy, request form and appeals forms were uploaded to the County website on June 16, 2015.

Purchasing & Bid Policy

Mr. Garwood and the County Accountant Deb Haydell worked to combine the County's bidding policy and purchasing policy into one document. The document's goal was to provide the appointed and elected department heads with guidance and authority for purchasing.

The proposed policy was reviewed at the March department head meeting and again at the July department head meeting. The Board of Commissioners adopted the new policy on August 13, 2015.

49%

Percentage of
Human Resource-related
Antrim County Policies

FINANCIALS



\$979,816

Dollar amount of the County's 2016 budget that was prepared by the Admin/Plng Dept.

The County Administrator worked with the County Accountant Deb Haydell throughout the year regarding the County's financial issues and for the preparation of the County's 2016 budget. Mr. Garwood and Ms. Haydell had 16 scheduled meetings in 2015; this number does not include the numerous phone conversations and unscheduled meetings.

The Board's gradual move toward electronic agenda packets encouraged the Administrative Assistant, Tina Schrader, to explore the possibility of eliminating the 2nd Floor postage meter. Her initiative in doing so will lead to the 2016 removal of that postage meter (delayed until 2016 due to lease dates) and a future savings for the County.

Mr. Garwood prepared the 2016 Administration and Equalization Department budgets. The Associate Planner, working with the Parks Manager for park-related budgets, was responsible for the creation of 10 separate budgets for 2016:

- Resource Recovery (household hazardous waste collection)
- Planning Commission
- Planning Department
- Economic Development Corporation
- Parks & Recreation Advisory Board
- Cedar River Natural Area, Mohrmann & Murphy Parks
- Notewares Landing, Wetzel & Willow Day Parks
- Recycling
- Glacial Hills Pathway & Natural Area
- Antrim Creek Natural Area

None of the 2015 budgets prepared by the Administration/Planning Department required a budget amendment. 2015 expenditures from the Administration budget were within 0.54% of the amended budget; the Planning expenditures totaled 4.82% less than the amended amounts.

A total of \$44,299 was returned to various fund balances from the eleven 2015 budgets prepared by the Department. The top 3 dollar amounts were: \$8,252 returned to the Glacial Hills fund, \$6,900 returned to the Cedar River Natural Area/Morhmann/Murphy Park fund, and \$5,762 returned to the Resource Recovery fund.

CONTRACTS



Q: What do Abstract, Veterans Affairs, and Dams have in common?

A: They were the only departments that didn't have an issue sent to civil counsel in 2015.

Other major duties of the County Administrator are to coordinate matters involving civil counsel, recommend Board of Commissioner action regarding matters that are under their authority, and to coordinate all contractual and professional services.

Ms. Schrader, Administrative Assistant, pays daily attention to the County's contractual obligations. She facilitates all of the County's active contracts, includes civil counsel as needed, and ensures that department heads are aware of upcoming expirations.

Mr. Garwood reviewed a total of 121 civil counsel matters in 2015. These are grouped into four review categories:

- 27 matters were reviewed solely by the Administration Office
- 17 were reviewed by both the Administration Office and the appropriate elected or appointed department head
- 11 matters were reviewed by the Prosecutor's Office
- 66 were reviewed by Cummings, McClorey, Davis and Acho; these reviews began at the end of April

Those 121 matters can be grouped into which departments they involved. Almost all County departments had at least one matter sent to civil counsel; only three had numbers in double digits:

- Administration (20)
- Commission on Aging (COA) (16)
- Sheriff (17)

Considering the number of employees and the complexities involved in both COA and the Sheriff's Office, and the number of issues for which the our Department is responsible, these numbers seem reasonable.

Another method of looking at the 121 matters is by type. Though the majority were contract-related, there were 9 civil infraction issues and 8 grants, along with 16 miscellaneous issues and 8 direct questions.

The April change from internal to external civil counsel was essentially a minor change for the Administration Department. Contracts, civil infraction issues, grants, etc., were presented to the new civil counsel in the same efficient manner as they'd been presented to the County's previous civil counsel.

A handful of civil matters were carried over to 2016. These included the DHHS lease, the Antrim Conservation District contracts, the Stormwater ordinance, the Barnes Park ordinance, and the Jail Diversion agreement. In the 2016 annual report, we plan to provide the total dollar amount involved in contracts awarded in that year.

55%

of issues sent to civil counsel were strictly contract-related

Oversight

RESPONSIBILITIES

13

Number of projects put out to public bid in 2015.

Bidding Oversight

The Administration/Planning Department, under the direction of the County Administrator, is responsible for the development or the direction of the development of specifications, bidding and procurement for special projects of the Board in accordance with current policies.

All four members of the office are involved in the bidding process; Mr. Garwood and Ms. Koch develop the bidding specifications (working with department heads as needed), Ms. Verellen writes the advertisements and distributes them to the appropriate newspapers and uploads the specs to the website, and Ms. Schrader prepares the draft contract documents and ensures that the appropriate signatures are obtained.

The projects sent out for bid in 2015 varied from a property survey to the new Airport plow to the demolition project at Grass River to the RAVE Mobile contract. The total amount of the bids was almost \$142,000.

Facilities & Grounds Oversight

A number of department heads brought repair concerns to Mr. Garwood. As a result of those concerns, 14 repairs were approved by the Board. These included the replacement of VAV box controllers at the Courthouse, and the emergency replacement of the furnace at Animal Control.

Grant Oversight

Mr. Garwood brought 5 grants to the appropriate Committee for approval to the Board. All were from the State of Michigan; housing, remonumentation, a grant for the Airport, and 2 grants for Emergency Services. The awards totaled more than \$168,000.

Ordinance Oversight

Due to the absence of an on-site Equalization Director, Mr. Garwood assisted the Equalization Department with administering the Street & Road Number Ordinance. In one case, property owners on Coulter Creek Rd. appealed their numbering change. Mr. Garwood worked with Equalization, the Sheriff's Office, the property owners, and Central Lake Township to resolve the issue.

County Fleet Oversight

It is also Mr. Garwood's responsibility to oversee the County's fleet of vehicles. In 2015, he assisted with soliciting bids and transferring the titles for 4 County vehicles; 3 out of the Sheriff's Office and 1 from Antrim County Transportation.

92

Number of addresses assigned by the Equalization Department in 2015.

PERSONNEL



13

Number of part time employees hired by Antrim County in 2015.

7

Number of full time employees hired by Antrim County in 2015.

139

Number of 2015 County employees with benefits.

202

Total number of employees working for Antrim County in 2015.

A large share of the County Administrator and the Administrative Assistant's time is spent working on personnel issues. Learning the intricacies of the new hybrid pension plan was a critical effort in 2015.

New Employees

A rough calculation of time spent on the hiring process came to the conclusion that it takes over 14 hours of staff time to hire an Antrim County employee. In 2015, 20 employees were brought on board, most of whom were hired by either the COA or the Sheriff's Office.

Union Contracts

In 2015, the County Administrator attended 12 meetings regarding negotiations regarding 4 different union contracts. Two contracts were settled, one was a wage reopener. One contract was not settled, with the negotiations continuing into 2016.

Discipline / Grievances

Mr. Garwood spent time working through 6 union grievances in 2015. Four were from the Sheriff's Office; 1 was from ACT, 1 was from Equalization.

In addition, Mr. Garwood assisted department heads with 9 discipline issues, each of which included meetings and counseling memos, both verbal and written.

Retirements / Terminations

There were 11 retirements/terminations at the County in 2015. Each of these requires the oversight of the return of keys and any other County property, changing codes on the doors of the County Building, and formally informing payroll of the change in employment status.

Wage Study

The Administration Committee directed the Administration Department to perform a wage study, which was presented to the Committee on December 3. The bulk of the work that went into the wage study was performed by Ms. Schrader, Administrative Assistant. Ms. Schrader estimates that the task took close to two weeks of her time.

Employee Benefits

Mr. Garwood negotiated the MERS hybrid pension program into the General and Probate/Family contracts and for the general unrepresented. This reduced the cost of County-covered pensions from 16.1% of payroll to 8% for new hires. The Department also coordinated a "mandatory" open enrollment process, which resulted in a vastly improved employee turnout.

Project

MANAGEMENT



“Parcel Search”

was the Antrim County webpage visited most often in 2015. This page had 290,031 views.

24,548

Number of 2015 visits to the Barnes Park webpage. This is the 3rd most popular page on the website, after Parcel Search and the Home page.

County Website

The County’s completely revamped website was publicly launched in January 2015. The Associate Planner was a critical part of the effort and continued to assist departments with updating their pages throughout the year. She also regularly changed the photos featured at the top of the home page and updated the home page’s “New & Upcoming Events.”

One of the many responsibilities of the Administration Department’s secretary is to upload meeting agendas and minutes to the website. Ms. Verellen also uploads employee and bid information to the appropriate website pages.

Meadow Brook Medical Care Facility Construction Project

The final pay application for the \$15.9 million construction project was submitted to the Board of Commissioners in 2015. Construction began in June 2012. For three years, Mr. Garwood informed the Board about progress on a monthly basis and facilitated the payments.

Although there were a number of unexpected issues, the end result is a facility of which the entire County can be proud. A well-attended open house was held at Meadow Brook on June 17.

Grass River Natural Area Demolition Project

In 2014, it had been the consensus of the former Parks & Lands Committee to move forward with the demolition of 3 structures and a dock on County-owned property at the Grass River in 2015. The Associate Planner drafted specifications for the unusual project and obtained a permit from the DEQ for the work; the contract was awarded in September. Though a problem arose with asbestos and lead contamination in the log cabin, it was dealt with appropriately. The project was completed in December.

Antrim Creek Natural Area (ACNA) Joint Permit Application

Ms. Koch worked with the ACNA Commission, the Parks & Recreation Advisory Board, and the Buildings, Lands & Infrastructure (BLI) Committee to come to a consensus regarding boat launch improvements.

The BLI approved the proposed sketches in June and Ms. Koch began work on the complicated joint permit application, which needed approval from both the DEQ and the Army Corps of Engineers (ACE). Multiple iterations of drawings were submitted to the ACE; final approval from both entities was obtained in early 2016.

PROGRAMS



1,634

Number of 2015 views of the County's recycling website page.

Recycling

The Associate Planner provided information to the Finance Committee regarding funding options for the County's recycling program. Ms. Koch also attended a number of township meetings to provide information about the Committee's request to ask for participation with PA 69 of 2005.

During the warmer months of May through September, the Administration Office fielded almost daily phone calls regarding recycling and household hazardous waste.

The following table notes the tons of material pulled by the recycling contractor from the 8 recycling sites over the last four years:

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Alba	17.....	50.....	54.....	56
Alden	151.....	210.....	233.....	253
Bellaire	322.....	423.....	433.....	472
Central Lake	147.....	216.....	226.....	194
Elk Rapids	368.....	464.....	496.....	499
Ellsworth	108.....	166.....	196.....	199
Kewadin	174.....	229.....	247.....	258
Mancelona	138.....	197.....	213.....	229
Total tons.....	1,425.....	1,955.....	2,098.....	2,159

Parks

Elk Rapids Day Park's Walk of Art

The Administration/Planning Department worked with Art Rapids! on revisions to the agreement that sets out the responsibilities regarding the Walk of Art for both organizations. Ms. Koch and Park Manager Eileen Wallick worked with Art Rapids! to site 11 new sculptures on the Walk of Art. Sculptures will begin to be rotated out of the park in 2016.

Glacial Hills Pathway & Natural Area

Ms. Koch worked with Forest Home Township, the Village of Bellaire, and the Buildings, Lands & Infrastructure Committee to bring an inter-governmental agreement to the Board of Commissioners. The Board approved the agreement on June 11.

Miscellaneous

On a monthly basis, Ms. Verellen sorted and distributed all cell phone bills to the appropriate County departments. She also scheduled the random drug screens and worked through the yearly energy savings calculations.

575

Number of 2015 views of the County's webpage for the Elk Rapids Day Park

490

Number of 2015 views of the County's webpages for Glacial Hills

TRAINING



Active Shooter Administrative Training (All Admin/Planning personnel)

Three key takeaway points: 1) number the outside exits of the county buildings, 2) have building maps available in two locations for emergency personnel, and 3) the County Administrator shouldn't be the person who's on the phone with 911; he's going to be busy communicating with others.

DEQ Webinar: Community P2 Grant Opportunities (Ms. Koch)

Ms. Koch learned that \$600,000 was available for grants, state-wide. The grant opportunity didn't match the County's needs at the time.

Michigan Association of Counties Conference (Mr. Garwood)

Key take away from a session on Proposal A: Its repeal would have very little effect on County revenues as the Headlee amendment would still control. Mr. Garwood also learned that state prison populations have decreased from 46,000 in 2001 to around 42,500 in 2015, and recidivism rates have dropped from over 45% in 1998 to slightly over 30% in 2011.

GovLoop Webinar: Ace Your Next Presentation (Ms. Koch)

Points learned were the 90/10 rules, 1) that people only remember about 10% of what you say, so decide ahead of time what you want that 10% to be, and 2) that 90% of communication is achieved non-verbally, so pay attention to *how* you say things.

Affordable Care Act (ACA) Webinar (Ms. Schrader)

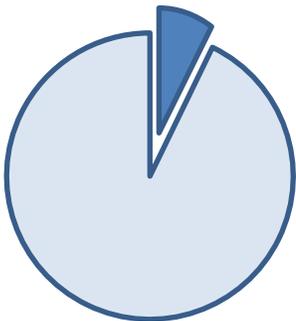
This webinar served as an overview of mandates under the ACA and reporting requirements for 2015.

Michigan Recycling Conference (Ms. Koch)

The primary piece of information gleaned from the one day Ms. Koch attended was that recycling markets are volatile. A session on creating bid documents recommended separating fuel costs from the bid price.

Mich. Assoc. of County Administrative Officers Conf. (Mr. Garwood)

A presentation was given by three colleagues regarding leadership training available through the International City/County Management Association (ICMA) and Harvard Leadership School. Mr. Garwood learned what the State had in mind for regionalization strategies and he attended sessions on stress management and healthy leadership, leading a diverse workplace and "LEAN," a concept from manufacturing which involves looking at all processes and discontinuing all that are identified as unneeded. He also gathered ideas and information from other county administrators on Equalization Departments, strategic planning, the PACE program, wages and benefits and received updates on recently proposed legislation.



"People only remember about 10% of what you say."
-GovLoop Webinar

“People would rather have their water shut off than lose their internet connection.”

-Panelist at the Michigan Broadband Conference

“Water doesn’t care what the flood map says. Water has to go somewhere.”

*-DEQ webinar,
“Understanding National Flood Insurance”*

GovLoop Webinar: Do You Know Your Data? (Ms. Koch)

Ms. Koch learned about the hazards of data “hoarding,” which results in more storage than is necessary. The webinar said data hoarding creates multiple issues, two of which are that extra files are harder to manage for FOIA and other requests and that having more storage capacity than needed adds cost since two-thirds of IT cost is infrastructure.

Mich. Public Employer Labor Relations Assoc. Conference (Mr. Garwood)

Mr. Garwood learned how recent court decisions affect collective bargaining and contract administration. The difference and significance of mandatory subjects of bargaining, permissive subjects of bargaining and illegal subjects of bargaining was reviewed. There were also discussions of new developments regarding court decisions involving PA 152 of 2011 (the statute that established employer caps on health insurance premiums).

Office Procedure Documentation Webinar (Ms. Schrader)

Ms. Schrader learned the importance of documenting her position’s processes. As time permits, Ms. Schrader will be preparing a manual for her position as Administrative Assistant position.

Municipal Employees’ Retirement System Conference (Mr. Garwood)

The conference reviewed the history of MERS (separated from State in 1996). Mr. Garwood was informed about a “Retirement Readiness” mailer, a Retirement Health Savings Account option, updated on how the investments are performing for defined benefit and defined contributions.

Michigan Broadband Conference (Ms. Koch)

Panelists said fiber has existed for 30 years and is expected to last another 30, and possibly 30 years beyond that. It’s infrastructure, just like water or sewer. Society understands that water & sewer will eventually need to be replaced; fiber is no different.

DEQ Webinar: Understanding National Flood Insurance (Ms. Koch)

A 100-year flood should be thought of as a flood with a magnitude which has 1% chance of occurring in any given year. This means that in any given 30-year time period, a structure in a 100-year floodplain has a 1 in 4 chance of being flooded. If communities participate in the National Flood Insurance Program, an up-to-date floodplain ordinance must be in place.

Intro to Parliamentary Procedure (Ms. Koch)

Ms. Koch is working through the college-level coursework and expects to take the final exam in the summer of 2016. The 716 pages of Robert’s Rules of Order is the text.

LIAISON



34%

Percentage of 2014 DNR trust fund development project applications that were awarded.

9

Number of Michigan Supreme Court opinions issued on the 2008 Medical Marihuana Act.

The County Administrator's duties include attending functions on behalf of the Board and maintaining active memberships in appropriate professional organizations. The Associate Planner's duties include attending regional planner's meetings and meetings of special interest to the County.

MDOT North Region Pedestrian & Bicycle Committee - Ms. Koch represents Antrim County on this committee. Agenda items for the meetings, held 3 times a year, included pedestrian/bike counting methods and project spotlights on the City of Petoskey and the Iron Belle Trail.

Michigan Association of County Administrative Officers (MACAO) Mr. Garwood serves on the MACAO board of directors. As a long-time member of this association, Mr. Garwood has developed a large number of professional contacts that enable him to reach out to county administrators across the state with questions.

Northern Lakes Economic Alliance (NLEA) – Mr. Garwood is a board member of the NLEA, which provides resources for the creation and retention of jobs in Antrim, Charlevoix, Cheboygan & Emmet Counties.

Planner's Review and Advisory Committee (PRAC) – Ms. Koch attends the Networks Northwest PRAC meetings, which in 2015 moved to quarterly meetings that offer wider educational content such as state legislative updates and trust fund grant application information.

Planner's Forum is an informal group of planners in the NLEA region that meets quarterly. Ms. Koch occasionally attends the meetings, whose agendas include topics such as food truck regulations and crowdfunding.

Solid Waste Advisory Council is a regional effort of Networks Northwest that provides a forum for the discussion of regional solid waste and recycling issues. Ms. Koch attends these quarterly meetings; agenda items include instruction on using tracking software and round table discussions.

Traverse City to Charlevoix Trail workgroup – Ms. Koch assisted with planning efforts for the preferred route of the trail. The final version of the preferred route was published in December.

Other Efforts - Citizen Planner

Ms. Koch worked with Kurt Schindler, MSUE's Land Use Senior Educator, to bring a Citizen Planner course to Antrim County. This course of 7 evening workshops provides education to appointed and elected planning officials.

Antrim County communities with zoning ordinances were contacted by Ms. Koch about the course offering, as were neighboring counties. Three members of the County's Planning Commission enrolled for the course.

2015 GOALS



Completed

- Worked with County Accountant to draft a new Purchasing & Bidding Policy.
- Hired an Equalization Director.
- Worked with Forest Home Township, the Village of Bellaire, the Grand Traverse Regional Land Conservancy, and civil Counsel to bring a complete Glacial Hills intergovernmental agreement to the Board of Commissioners for their approval.
- Updated the Capital Improvement Plan and improved its integration with the budgeting process.
- Coordinated mandatory open enrollment attendance for health benefits for all County employees.
- Presented recycling program funding recommendations to the Board.
- Facilitated adoption of a fiscally sound 2016 budget.
- Conducted and completed contract negotiations with the Corrections, Cooks and Clerical bargaining unit and the Deputies and Dispatchers bargaining unit.
- Moved further in the direction to becoming paperless.
- Continued to refine the legal review process of County agreements and documents with new outside civil counsel hired in April 2015.
- Consult with contractors, Soil Erosion Control Officer and others to develop a plan for small improvements at the Antrim Creek Natural Area boat launch. Complete DEQ and Army Corps of Engineers joint permit application.

Partially Completed

- Research the development of a strategic plan for Antrim County.
- Review of all County policies.

Moved to 2016

- Draft an Employee Personnel Policy for unrepresented employees.
- Conduct contract negotiations with the Command bargaining unit.
- Complete in-house manual for website editors.
- Organize position descriptions for all County positions.
- Recodify all policies (RFP for assistance from an outside firm).
- Research medical prescription program for County residents.

2016 GOALS



Goals Moved Forward From 2015

- Research the development of a strategic plan for Antrim County.
- Research medical prescription program for County residents.
- Review of County policies.
- Draft an Employee Personnel Policy for unrepresented employees.
- Conduct contract negotiations with the Sheriff Office's Command bargaining unit.
- Complete an in-house manual for website editors.
- Organize position descriptions for all County positions.
- Recodify all policies (RFP for assistance from an outside firm).

New Goals

- Develop specifications, obtain bids, obtain an award, obtain a signed contract, and schedule and oversee the work for the following projects:
 - Antrim Creek Natural Area boat launch
 - County-wide Orthophotography
 - Replacement of the County Building's boiler
 - Replacement of countertops in the County Building
- Stabilize leadership in the Equalization Department.
- Perform an analysis of the County's need for a document management system.
- Formulate a process for performance reviews.
- Begin implementation of an approved strategic plan.

Ongoing Goals

- 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.
- 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.