

NOVEMBER SESSION

MIDLAND COUNTY BOARD OF COMMISSIONERS
EXECUTIVE COMMITTEE OF THE WHOLE
November 10, 2014

APPROVED

Board called to order by Chairman Nicolas Finley at 9:00 a.m.

ROLL CALL

MEMBERS PRESENT: BONE, KEENAN, GEISLER, DORRIEN, MCGILLIVRAY, FINLEY,
BRIDGETTE GRANSDEN, AMINISTRATOR/CONTROLLER; L. WILLIAM
SMITH, CIVIL COUNSEL; NANCY KROUSE, ADMINISTRATIVE ASSISTANT
ANN MANARY, COUNTY CLERK.

MEMBERS ABSENT: LEIGEB.

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COMMISSIONER Leigeb arrived at the meeting at 9:05.

ADMINISTRATOR/CONTROLLER STAFF REPORT

Goals:

- 1) Maintain the County's financial stability
- 2) *Continue to improve internal and external communications*
- 3) Promote efficiency in the delivery of services
- 4) Effectively manages county projects

County Services Building

- 1) The boilers are installed. Using temporary ventilation as contractors build 4 stories of stainless steel chimney; everything is working as expected.
- 2) Caterpillar diesel generator injector pump failed during testing. Rebuilt it along with a couple of water jacket seals. Back in operation after testing.
- 3) Busy season for set-up/tear-downs. Health clinics, elections, auctions, etc.

4th Floor/Courthouse Remodel

N/A

Courthouse (4)

- 1) Stairwell work continues as time permits.
- 2) Worked with IT and SCAO (State Court Administrator's Office) to upgrade 3 courts to HD video feeds.
- 3) Attended City Parks and Recreation Beautification Award Ceremony with Board Chair. Accept Beautification Award from City to both Midland Area Community Foundation and Midland County.

Jail Update (4)

- 1) As of Monday, November 10th we are currently responsible for 278 inmates. Local Midland County inmate count is 131, while 52 are from the Federal Marshals, 66 from Genesee County, and 29 are from the Michigan Department of Corrections.
- 2) Facilities staff has performed a lot of routine repairs.

Juvenile Care Center (4)

- 1) All exterior wall packs have been installed. Parking lot lights and aluminum poles scheduled to be complete this week. Energy consumption on these items will drop to about 1/3. Consumers Energy rebates will bring payback down to the 2-year range.

Pinecrest Update (4)

- 1) As of Monday November 10th Census: 60: FULL CAPACITY --5 new admits and 1 discharge since October 9th.
- 2) After working with Facilities, doors are now secured through timers/magnetic locks from 8:00pm – 6:00am. Fire drill was performed and Windows cleaned, outdoor work was wrapped up for the winter.
- 3) Starting partnership through programming classes with Creative 360 for Winter session.
- 4) With the building at capacity our leadership team can refocus resources and time away from marketing and customer service and start working towards fine tuning/overhauling long-term items: Nutrition, staff training, activities, decreasing expenses, budgeting, etc.
- 5) With increased census, we have the budget for a .4 and .5 employee, we're currently filling these shifts with on-call/part-time workers as "Open shifts." We're getting staff feedback on what days and shifts to add the positions permanently.

Community Corrections

- 1) Input program information pertaining to; GED, Employability Skills, Tri-Cap, PA-511, Network Therapy, jail diversions, and prison diversions into the COMPASS program that reports directly to the State. (1, 2, 3, 4)
- 2) Marisa attended Drug Court meetings and courtroom sessions in Judge Beale's courtroom. There are currently 20 active participants in Drug Court, and two referrals pending. Drug Court celebrated its 15th successful graduation! It was a special moment because this participant was also reunified with her children through Probate Court and CPS because of the changes she accomplished with the help of Drug Court. (2, 3)
- 3) Community Service:
 - ✓ Interviewed and placed (12) twelve people for community service this month.
 - ✓ Fiscal year, Oct-Sept, received 176 referrals with 88 successful completions.
 (2, 3, 4)
 Placement was coordinated at the Humane Society, Recycling Center, Midland Reformed Church, Shelterhouse Re-Sale Shop, Coleman VFW and New Life Vineyard Church.
- 4) She continues to communicate with District and Circuit courts and probation officers, coordinated NMSAS and in-patient substance abuse placement, met with numerous inmates, assessed inmates who were at risk of suicide and assisted in several decisions with jail staff regarding inmate's placement while incarcerated. (2, 3)
- 5) Attended Jail Diversion training at the jail provided by CMH. (1, 2, 3)
- 6) Completed the year-end report and submitted it to the OCC. Working on year end statistics and total jail bed days saved by programs. This will be presented at the CCAB meeting on 11/19/14 at noon in the jail conference room. (1, 2, 3, 4)

Emergency Management

- 1) Roger prepared the alternate EOC at Homer Township to serve as the primary EOC while renovations take place at the Midland Law Enforcement Center. Work began at the LEC on October 20th. Coordination of the project is ongoing among the stakeholders, including Emergency Management. (2, 4)
- 2) Coordinated the reinstallation of the outdoor warning siren at US10 and M47 with MDOT, Consumers Energy, and West Shore Services. (2, 4)
- 3) Participated in local Public Health and State-level briefings on Ebola. (2)
- 4) Met with Frank Christie, Operations Manager at Boyce Hydro, LLC to review new dam failure inundation maps recently approved by FERC. (2, 3)
- 5) At the invitation of the City of Midland the Office of Emergency Management will be participating on its Safe Community Committee which will be working to receive accreditation as a Safe Community from the National Safety Council. (2, 3)
- 6) Assisting Shelterhouse as part of a committee to review, update and develop continuity of operations and emergency plans for the organization and its facility. (2, 3)

- 7) Assisting Senior Services with emergency planning for its organization and facilities, as well as participating on an ad-hoc committee to address flood mitigation at the Sanford Senior Center. (2, 3)
- 6) Renewed assistance to Michigan Tech students working on a flood forecasting model for the Tittabawassee River. (2, 3)
- 7) Participated in the Midland County 911 Technical Advisory Committee meeting. (2, 3)
- 8) Completed all fiscal year end reports required by the Michigan State Police. (1, 2, 3)
- 9) Participated in the Region 3 Healthcare Coalition Advisory Committee Meeting. (2, 3)

Equalization

- 1) A good part of this month was spent on importing and balancing the tax rolls in anticipation of tax billing. The local unit assessors are also contacted to update the "winter" PRE status. Address updates are also received from the locals and updated in the Assessing system (which directly links the names/address updates to the tax database.)
- 2) The mandated end of the sales period was September 30th. All sales are being reviewed and verified for use in the sales and appraisal study applications. Development of Land value and Economic Condition Factors (ECFs) for use in the equalization department appraisals is underway.
- 3) Local unit assessors have received a report/listing of preliminary results of valid residential sales that will be used in the residential sales studies. The assessors then have the opportunity to review to be sure we are using only current/valid data as a base to establish the 2015 values.
- 4) Grant and Mary continue to review sales data and work on appraisals of properties to be used in the commercial and industrial studies for 2015.

Finance/Budget/Administration Update

- 1) An auction was held October 11th and the County generated \$11,831.04 from the sale of old equipment and vehicles. (1)
- 2) Tori and the Finance staff began sending out reports that identify when part-time staff average more than 30 hours pay in the month, to keep Department Heads informed of the Affordable Care Act 30-hour rule and improve communication/financial reporting. (2)
- 3) Finance Staff has started preparing the final budget documents as the Board approved the 2015 budget on November 4th.

GIS

- 1) Chris installed GIS at Midland Township for the Clerk and assessor. Provided training on how to use desktop version of GIS and also talked about opportunities and use of our web mapping application. He will be training with the Fire Department next month. (2,3)
- 2) We have added zoning information onto our interactive web map. Since zoning is a township issue, Ingersoll asked if we could add that as a layer. We have since added it and will be reaching out to the other townships to see if we can coordinate putting more zoning data on the map. (2,3,4)
- 3) We are working with Lee Township Planning to create the zoning, existing and future land use, transportation and other maps for the master plan. (2,3)
- 4) Working with Equalization to create vacant land sales and land value maps. These maps are a statutory requirement of the STC. The maps have to be maintained so Chris has developed a process so that can iterate through the different local units databases and produce their maps. This is a collaborative effort between Equalization and GIS to reach out and assist the townships. We are working with the townships that have partnered with the County GIS. However, we will develop the maps for any of the units. (2,3)

Health Department

- 1) **Diseases – Staff continue to monitor statewide, national and international diseases of concern.**
 - **Ebola remains very much in the news with a few cases in the US, all related to W. Africa. Ebola can spread with close personal contact and is often lethal. Quarantine, isolation and contact tracing are effective public health tools and local public health is being asked monitor potential cases for up to 21 days. (3)**
 - **Enterovirus D-68 is still present in our community and the US and mainly affects children.(3)**
 - **Seasonal flu season is beginning and we have conducted flu clinics. Next ones are Nov 12th and Dec 3rd in the County Services Building.(3,4)**
- 2) **Community Education –**
 - **A presentation was made to 2nd year medical students at Central Michigan on Nov 4th regarding Public Health Law, Isolation/Quarantine and Ebola. (2)**
 - **We recently had a meeting with the Midland County Medical Society Wives. They are interested in having a seminar on immunizations in the spring of 2015 and requested our assistance/expertise. (2)**
- 3) **Dental – The Director continues to work with community leaders to enhance access to dental services for low income adults in Midland County. Helping Hands has shown substantial increases in total patients and new patients since partnering with the Health Department and would like to renew the current contract for two more years. (3)**
- 4) **Quality Improvement (QI) - Staff continues working on quality improvement components, seeking to continually improve customer service. One of the current projects is comparing county fleet vehicle costs to travel reimbursement costs to seek the best mix of vehicle usage. (3,4)**
- 5) **Behavioral Risk Factor Survey (BRFS) – The behavioral risk factor survey for Midland County residents in currently being conducted. Considerable data is collected that helps establish community priorities regarding health and social issues. Saginaw Valley State University (SVSU) is conducting the survey and community members can request to participate. (1,2,3)**
- 6) **Environmental Health – Workload is heavy and one staff is on short-term disability at least through December. A final household waste and e-waste collection was conducted on October 14th. This is a partnership between Midland County, the City of Midland and Dow Chemical. (1,3,4)**
- 7) **State Involvement – Health Officer has agreed to be the Treasurer (again) for the Michigan Association for Local Public Health (MALPH). (2)**

Human Resources

- 1) **Current external job postings are:**
 - **Two full time Correctional Deputies**
 - **Two full time Road Patrol Deputies**
 - **Deputy Probate Register**
 - **General Office Clerk in the Friend of the Court**
 - **Assistant Prosecuting Attorney**
 - **Administrative Supervisor Prosecutor's Office****Current Internal job postings are:**
 - **Senior Park Ranger**
- 2) **New Prosecuting Attorney J.D Brooks was sworn in 11/5/2014 and started 11/6/2014.**

Information Technology

- 1) Brian and the IT staff completed the majority of the work of the SCAO (State Court Administrator's Office) video visitation replacements in Judge Allen's, Judge Beale's and Judge Carpenter's courtrooms. Thanks to the three Judges, their staff as well Ryan, Travis, Gary and Kevin Beeson from Facilities for making this a very smooth transition. (1,2,3,4).
- 2) Started to roll out Goldfax. This is a new service that we purchased to reduce standalone fax machines as we leverage the faxes going paperless, to departments. Equalization is complete while Finance and FOC are due to be completed this week. Other departments will be done over the next few months, (1,2,3,4).
- 3) Continued to work on new IT Policies and Procedures for compliance. Implemented server and firewall event logger for compliance. (2,3,4).
- 4) Working with the Health Department, Clerk's Office, and Mosquito Control to replace their PCs as they reach the age of retirement. (3).

Mosquito Control

- 1) Carl Doud and Charles Dinsmore met with Michigan Department of Natural Resources reps Jason Hartman and Rex Ainslie on Nov. 3rd. Discussed previous and future mosquito spray activity on State-managed land in Midland County. Will be providing more detailed information regarding where MCMC is interested in applying. Heads up was provided that the adult mosquito control product currently used may soon be added to the "Highly Hazardous Pesticide" list by the Forest Stewardship Council. (2, 3, 4)
- 2) Work is in progress on the call for bids for our 2015 control materials. Will again be cooperating/coordinating with our colleagues in Saginaw, Bay and Tuscola Counties. 2015 Aerial treatment contract being drafted. (1)
- 3) Carl visited Saginaw Valley State University on Oct. 31st. Addressed Biology Department faculty about possible student internships at MCMC. (2, 3)
- 4) He will attend the Quad Township meeting (Greendale, Lee, Jasper, Porter) on Nov. 13th. (2)
- 5) Supervisory staff attended and helped provide a training session for MDA-certified mosquito control pesticide applicators on Oct. 20th. Eighty Six applicators were trained/recertified. (2, 3)
- 6) Four from MCMC attended a two day meeting by the Ohio Mosquito Control Association in Athens, OH. (2)
- 7) A report of 2014 activities covered by our National Pollution Discharge Elimination System (NPDES) permit has been prepared and submitted to the MDEQ. (2)
- 8) MCMC preparing a number of 2015 personnel issues for Controller/BOC consideration. (3, 4)
- 9) Work has begun on the MCMC 2014 year-end report. (2)

MSU Extension

- 1) The next meeting to discuss funding for MSU Extension Midland County on November 20th at 7:00 pm in the MSUE Learning Center. The goal is to continue discussion of sources of funds for MSU Extension Midland County for the 2015 budget year and discuss plans for sustainable source(s) for future years.
- 2) New County Commissioner Workshops
Date: December 9, 2014
Time: 3 - 8 p.m.
Location: Frankenmuth Bavarian Inn Lodge and Conference Center
Contact: Julie Pioch, piochj@anr.msu.edu.
This program is hosted by Michigan State University Extension and Michigan Association of Counties
Participants in the 2014 New County Commissioner Workshops will:
 - Explore the complexity of governance in today's world.
 - Learn more about their roles and responsibilities.
 - Gain an initial understanding of county finance.
 - Learn the questions to ask when making decisions on policy issues.
 - Network with other commissioners.

Who Should Attend?

Although targeted for newly elected county commissioners, experienced board members, county administrative officials, county clerks and treasurers are all invited to attend.

- 1) November ushered in the seasonal closure of Laur, Manitou, Veterans Memorial Park as well as the PMRT trail heads of Sanford and Coleman. All out park restroom structures have been winterized and secured restricting public use during the winter months. As weather permits dead and dangerous tree removal and trimming work will continue along the Pere Marquette Rail-Trail, Pine Haven Recreation Area and in Sanford Lake Park. Repairs and improvements to the concrete pathways were completed by staff in Sanford Lake Park throughout October to improve accessibility from parking lots to picnic areas, beach and restroom structures. (1,3)
- 2) Preventive maintenance and repair is underway on department equipment, vehicles and structures to ensure efficient operation when items are put back into service next spring.(1,3)
- 3) Construction is scheduled to start in November on the Averill Trail Head development. Scheduled work to be addressed this fall will be the parking lot, site grading, concrete installation of pathways and pavilion. Work will resume in the spring with parking lot asphalt, furnishings and site restoration. Project completion is scheduled to occur by June 1st. (1,4)
- 4) The engineering and design firm of Orchard, Hiltz & McCliment (OHM) has been selected for the Pere Marquette Rail-Trail surface reconstruction project. Seven firms submitted credentials for consideration with OHM outscoring the others because of their experience and knowledge of the trail and their road construction expertise. A recommendation will be forth coming to the BOC to award contract. (1,4)
- 5) Work is nearly complete on a video production showcasing Sanford Lake Park which will be linked to the Parks web site highlighting the park amenities to the public. (1,2,3)

Public Guardian Services

- 1) Made several 90 day client visits in and out of county. (1), (3), (4)
- 2) Filled out DHS annual redetermination paperwork (1), (3), (4)
- 3) Went over client budgets and adjusted county fees as necessary (1), (3)
- 4) Found housing, coordinated move and transfer and set up of utilities for 5 of our clients. (2) (3) (4)
- 5) The office was appointed as the guardian for another individual. (3) (4)
- 6) Met with a Veteran's Affairs representative to set the office up as responsible agents for two individuals, allowing Steve to receive their benefits to cover their expenses. (2) (3) (4)

Survey and Remonumentation

- 1) Peer Review Committee has their first meeting on November 13th.
- 2) The 2015 recommended grant amounts have been released. Midland County will receive \$62,240. The 2014 grant was for \$64,455.

Veteran's Services

- 1) Continue work on core services. (2,3)
- 2) Continue coordination with VFW Commander for Veterans Day (2,3)
- 3) Ross has been granted access to Consumers Energy Portal-helps veterans or dependents when working MVTF.
- 4) Continue on with the process of accessing the VA portal, he has been finger printed, and being investigated for a secret clearance. Though the VA and the software we use now, Vetraspec are on a joint pilot program called Digits to Digits.
- 5) Invited to the Senior Services Annual Dinner Meeting (2)
- 6) Attend monthly Midland Counties Veterans Organizations Meetings (2,3)
- 7) Helping coordinate Christmas baskets with the Midland American Legion Post 165 for December delivery.(2)
- 8) Been invited and will attend the Saginaw VA Medical Center to attend a Veteran Centered Care Retreat, 14th of November.
- 9) Provided fiscal year closing documentation on the MVTF (Michigan Veteran's Trust Fund).

CIVIL COUNSEL REPORT**BOARD OF COMMISSIONERS:**

- Attend meetings
- Prepare Executive Committee Activity Summary
- Attend Executive Committee meeting
- Kucera International Inc. contract-aerial photography
- FOI Request/Appeal – Equalization Dept. (Kotwicki)
- Attend 4th FI/Courthouse Renovation meeting
- Courtroom training
- General Fund Budget issues
- MVCC Ltd Partnership License Agreement (parking lot)
- Hatfield Spraying Services Agreement for 2015

COUNTY CLERK:

- Election Issues

EMPLOYEE RETIREMENT STSTEM:

- Lyondell/Weisfelner-LB Creditor Trust v MC (Bankruptcy matter) possible mitigation resolution

FINANCE DEPARTMENT:

- Dr. Richard Jentsch, dec'd retirement benefits

HEALTH DEPARTMENT:

- Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) and Midland County for Fiscal Year 2014-2015 opinion

HUMAN RELATIONS:

- County of Midland v Arthur Beagle – Summons and Complaint (Claim and Delivery) filed and served; answer received

PARKS AND RECREATION:

- Gladwin Management Unite – DNR Exchange (Prepare Resolutions and Quitclaim Deed)
- Averill Rollway Trailhead improvements\OHM Engineering Service Agreement

PINECREST FARMS:

- Donor Request/Investment Opinion
- Helmreich Farms Inc. Service Provider Agreement

PROSECUTOR:

- Various FOI requests
- Child Care Fund Budget 2014/2015

SHERIFF:

- Various FOI requests
- Garnishment issues
- Subpoena request to Sheriff's Department

TREASURER:

- 1616 Airfield Lane, Midland Michigan Forfeiture (Quiet Title Action)- Probate Estate of Shirley S. Carrington, Dec'd, inventory filed
- Harsh v Midland County – status conference scheduled
- Bankruptcy matters-
 - Alice Dufresne (Order discharging debtor after Completion of Plan; TGrustee's Final Report and Account filed)

TRIAL COURT:

- Drug Court Grant Agreement
- CMHCM Multi-Systemic Therapy Provider Agreement
- Father Flanagan's Boys' Home Service Agreement Contract D

COMMISSIONERS UPDATE ON BOARDS AND COMMISSIONS

COMMISSIONER COMMENTS

BONE – Great to see the work that has been done @ Pinecrest

KEENAN – Spoke re: vacant property mandate

GEISLER – 239th Birthday of the Marine Corp.

LEIGEB – NO COMMENT

DORRIEN – Thanked Commissioners Geisler, Keenan and Leigeb for their service to our Country.

FINLEY – Echoed Commissioner Dorrien’s Comments

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE:

MOTION TO ADJOURN:

Motion by Commissioner Leigeb, supported by Commissioner Bone to adjourn at 10:07.

MEETING IS IN RECESS UNTIL TUESDAY, NOVEMBER 18, 2014 AT 9:00 A.M., TO MEET IN A REGULAR SESSION OF THE BOARD OF COMMISSIONERS AND FOR THE COMMITTEES TO RESUME THEIR DUTIES.

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James Leigeb, Chairman, Midland County Board
Of Commissioners

Ann Manary, Midland County Clerk and Clerk of
The Board of Commissioners