

Administrator/Controller Report
December, 2012

Finance

- The Septage Bond Redemption (Series 2003 Bonds) was completed on November 1 by the Treasurer. Additional documentation needed for the final transcript was provided to Bond Counsel by Finance Director. Hurricane Sandy also presented some unique issues as the financial markets were closed on 10/29 and 10/30.

Human Resources

- Road Commission Manager position has been filled. Jim Cook started on Monday, November 26th and will be attending an upcoming commissioner meeting.
- Currently recruiting for nine positions County-wide.
- The County, City, and TCAPS held a joint training for supervisors on November 30th at TC Central High School. Topics included Workplace Safety (presented by Undersheriff Nate Alger) and Communication/Conflict Management skills for Supervisors.
- Safety Training for our Facilities staff will take place the week of December 17th. Courses include Lockout/Tagout, Electrical Safety, Ladder Safety, Fall Protection, Hearing Conservation, Personal Protective Equipment, Asbestos, Confined Space, Aerial and Forklift. The Commission on Aging and DPW employees have also been invited to attend.

Parks & Recreation

- A business development team has been created to determine the need and feasibility of a new recreation center (Goal 5b). This project is a very timely issue in partnering with the Senior Center to explore the possible development of a new Community Center.
- A meeting of all local units of government was held on 11/15 regarding a joint Parks and Recreation Authority. In addition, the City Manager inquired about the possibility of county involvement in Hickory Hills, and indicated he would also be interested in the authority concept.
- Participated with many community partners and leaders in the Shape Michigan/Weight of the Nation event the Great Wolf Lodge on Nov. 16. Several local leaders, including the County Administrator, made a

commitment to be an example of developing healthy lifestyle habits including exercise and making health food choices to ensure a healthy community and workplace.

- Two of the Five Sections of the DNR Document are completed. The department is holding public input meetings regarding the plan in December in hopes of completing the Plan in early January.

GIS

- The Garfield Township tax map (parcel layer improvement) process is underway. Presently, it is slow-going, because we are still in the learning curve portion of incorporating the new ESRI "Local Governments" feature dataset model.
- I have temporarily suspended the implementation of the water and sewer data gathering project until after the New Year while Rainer assists Equalization in the Oil & Gas discovery project.
- Continuing work on the County "dashboard" in collaboration with Planning.

Facilities

- Hall of Justice A replacement hot water heater has been ordered. Once it arrives, Facilities Management staff and ABI Mechanical will complete the installation during non-working hours (Saturday).
- Facilities Parking Area Fencing is completed around the parking area, including installation of gates for snow removal.

Central Dispatch

- Background investigations for four candidates were submitted to the GTSO and TCPD detectives. Once these are completed, successful candidates will move forward. We currently have three vacant positions and one person off on medical.
- The new tower is finished and the old one has been deconstructed and removed. We have disconnected the radio circuit lines that are no longer necessary due to the implementation of microwave links. Although we had to keep the circuits longer than originally anticipated, being able to disconnect the majority of them will be a significant cost savings over time.
- Representative Wayne Schmidt brought a group of Boy Scouts to the Center for a tour. We welcome and encourage people to come in and learn about 911.

- Mlive did a segment on calling 911 for littering and interviewed Supervisor Vance Stringham. Vance did a good job representing Grand Traverse 911, and we also got a link to our Facebook posted in the article!

http://www.mlive.com/news/index.ssf/2012/11/traffic_talk_wait_call_911_ov_e.html#incart_river_default

- We now have over 1,800 “Likes” on our Facebook page and our followers often comment on how helpful the posts are. Urgent notifications are posted as soon as possible, but we also work to generate other helpful information to keep communication flowing. Everyone in Dispatch contributes ideas for these posts. We have posted *Hunter Safety Tips*, *Don't Forget to Vote*, *Fire Safety*, *When to Call 911 While Driving*, and many other helpful topics. We are currently working on holiday safety tips.

Health Department

- GTCHD has officially moved to its 2600 LaFranier Suite A location in Traverse City. Dental Clinics North has also moved into Suite B. Both entities are now operating clinics as usual. The move involved a lot of planning, problem solving and coordination among many departments (Health, Facilities, IT) and of course many outside contractors. The GTCHD appreciates all the extra effort the facilities and IT staff put into the transition between buildings.
- A joint meeting was held on Nov 1 with representation from animal control, health department administration, county administration, county commissioners and the sheriff's department. The purpose of the meeting was to determine how animal abuse and neglect cases should be handled within the county so that issues were handled consistently and responded to in a timely manner. The result of the meeting discussion is that the animal control officers will take the lead on abuse and neglect cases with the assistance and cooperation of the sheriff's department for enforcement issues beyond their scope of practice. The Health Dept will be meeting with the Prosecutor-elect to get additional information, and protocols will be developed for review by the Sheriff and 911.
- On November 19, there was a joint meeting with Dave Benda, Dean Bott, Tom Buss, Jere Pugh and Cindy Burkhardt met with Mike Cherry, David Burke, DVM and Jess Reed from Cherryland Humane Society to discuss outstanding issues on an agreement with CHS to provide sheltering services for dogs impounded by Animal Control. Several CHS projected expenditure items were discussed to determine differences from present costs incurred by Animal Control. There were also discussions regarding the possible use of trustees from the jail to supplement CHS staffing; CHS indicated that supervision issues would be involved with public having

access to their facilities. Additionally, there was discussion of many benefits of a joint venture between AC & CHS providing one stop services for lost/abandoned/impounded animals and more convenient access for the general public with six-day per week access and expanded hours. A proposed agreement has been drafted and sent to the County Attorney for review

- Craig Preston, a Sanitarian with the Grand Traverse County Health Department, was conducting a routine inspection in early November at one of our food service establishments and noticed that a cook began choking and was unable to talk. Craig recognized she was in distress and immediately performed the Heimlich maneuver to dislodge the piece of food from her throat. Thanks to Craig's quick thinking, he was able to save this lady. Craig's action should be a reminder to all of us to brush up on how to perform this life saving procedure. The life you save could be a friend, co-worker or a family member.

Commission on Aging

- New GTCOA board members, Karen Rennie and Max Binkley, will be going through a GTCOA orientation December 5, 2012. Each new board member receives a binder containing information pertinent to the GTCOA, including member lists, meeting schedules, bylaws, policies, Open Meetings Act, etc. They are also given a tour of the department, introduced to staff, and taken on two field visits.
- The GTCOA Finance committee voted to approve funding for the Senior Companion program (through Catholic Human Services) in the amount of \$10,000 for year 2012, and to fund the Area Agency on Aging local match for 2013 in the amount of \$7503.
- The following Commission on Aging board members have been elected as officers for year 2013:

Chair: Ralph Soffredine
Vice-Chair: Stacey Lee Isles
Treasurer: Rodetta Harrand
Secretary: Michelle Mercer

- The Traverse City Senior Center held the first annual Thanksgiving celebration and dinner on Thanksgiving Day, November 22, 2012. Approximately 36 people attended. Volunteers served food and entertained the group. Staff plan on making this an annual event.
- The Traverse City Senior Center is badly in need of a new building. The Friends of the Senior Center Steering Committee (New Building Committee)

continues to review building options, including renovation of the current building. The committee members have evaluated, what they feel are all options, and will begin working on a final recommendation to go first to the GTCOA board, and then to the BOC. A new option was just reviewed – that of co-locating in a proposed new Civic Center building. Jason Jones is keeping the Friends Committee informed of the Parks & Recreation board's progress in regard to a new Civic Center plan. More to follow.

Planning

- A ground-breaking ceremony for the new Hotel Indigo in Traverse City is scheduled expected in December. Grand Traverse County has been instrumental in making this project happen through its Brownfield Redevelopment Authority. Commissioners will be receiving invitations to attend.
- The Next Michigan Development Corporation Board continues to move forward with policy discussions on renaissance zones and tax abatements. In conjunction with NMC, staff has finalized a survey that will be sent out at the beginning of the year to gauge export activity by local businesses.
- The Grand Traverse County Chapter of the Michigan Townships Association and the Grand Traverse County Planning Commission held the 27th annual awards banquet on November 1. Leslie Sickterman, Planner for Long Lake and Green Lake Townships, was awarded the Roger Williams Planner Award and Wayne Kladder, Acme Township Supervisor, was awarded the Frank Purvis Stewardship Award. Outstanding developments honored were 309 Cass Street Building and 130 Rivers Edge Drive (Hagerty Insurance) in Traverse City and Cottage 36 at the Village of Grand Traverse Commons and the American Waste Material Recovery Facility in Garfield Township.

Resource Recovery

- 2013 hauler licenses were sent out to 122 companies doing business in Grand Traverse County.
- Five bids were received for Household Hazardous Waste Collection Services for years 2013-2015. Staff is in the process of reviewing and analyzing the bids. Early indications are that cost will decrease 12%.
- The Resource Recovery Council has selected American Waste to receive the 2012 "Take it Back" recycler of the year award. The award will be presented in early 2013.
- At the Nov 1st Resource Recovery Council meeting, council members approved meeting quarterly in FY2013.

- The 2nd edition to the RecycleSmart bingo games has been completed and is now available for education outreach in schools grade K-5.
- The Keystone brush site closed for the season on November 17, 2012. The site is still accepting leaves from the Commission on Aging.

MSU Extension

- Extremely Low Water Levels on Lake Michigan: The water levels on Grand Traverse Bay (and the rest of Lake Michigan/Huron) were officially recorded at just over 1.5 inches above the all time record October low, and that record was 48 years ago in 1964. Sandbars have been observed which have not been seen in almost 5 decades and are causing challenges in marinas, impacting commercial shipping, and other areas. The levels will continue seasonal decline and will drop an additional 2 inches by December 9, 2012. All time records for lowest lake levels could well be broken in December 2012 and January 2013.
- Michigan Sea Grant / MSU Extension Grand Traverse has been providing information on radio (WTCM), newspaper (Record-Eagle) and is leading a session on lake level facts and implications (dredging, dock management, etc.) at the December 2012 statewide Recreational Boating Education Conference.

Veteran Affairs

- The Benzie County Board of Commissioners has voted to authorize its administrator to enter into an agreement with Grand Traverse County to provide veteran's services to Benzie County veterans. The agreement would be similar to the one we have with Leelanau County. The GTC Veterans Committee will be meeting on Dec. 20 to consider the proposal and will forward any recommendation to the full board for consideration.
- The "paperless" age is finally arriving and the department is learning a totally new way of doing what we do. Over the past several months we have secured the necessary software and hardware along with clearances into VA data bases which will allow us to eventually complete most process' solely electronically. Time and cost savings will be considerable.

Equalization

- Equalization has long used Pontem & Resource Software to create a "county database" of assessment values. This software will be terminated after the current studies are complete, and we will be creating a new county database in our current software (BS&A). Local jurisdictions will be responsible for maintaining their own assessing values, but it will also make it possible to do studies, catalog assigned addresses, maintain updated

names and addresses, catalog tribunal changes, etc. The Interim Equalization Director is looking forward to working with several departments and BS&A to explore the application's potential.

- The L-4402, County Apportionment Report, has been completed and sent to the State Tax Commission along with the copies of the L-4029's. The Report includes the total tax levy for 2012 and all the millage rates for each taxing authority. In addition, 2012 Millage Rates spreadsheet has been posted to our website to provide the public with an easy-to-read summary.
- The GIS Department has been assisting the Personal Property Examiner to locate and file assessment forms on approximately 60 gas and oil well sites in two townships, and they will have all the forms filed by December 31st.
- The agricultural and residential study numbers have been sent to the assessors, and the response has been positive.

Stormwater Ordinance

- Rob Manigold, Peninsula Township Supervisor, noted that the county's agreements with the townships to enforce their stormwater ordinances will be expiring on December 31, and asked whether the county had any intention to renew those agreements before the end of the year. I told him the Board seemed disinclined to renew the agreements, but that I would bring it to the Board for consideration.

Legislative Report

- On Tuesday, December 4, the Senate passed SB 1020 on the expansion of ORV legislation to allow for limited accessibility to M-status roads on a vote of 38-0. The Bill now moves to the House of Representatives and to the Committee on Natural Resources, Tourism and Outdoor Recreation.
- Twelve bills that will eliminate the Personal Property Tax have been reported out of a House Committee and will be considered by the full House of Representatives next week.
- The Senate and House of Representatives passed right to work legislation last week, and the Governor has indicated that he will sign the bills into law.