

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

February 7, 2008  
Minutes

Members Present: Jerroll Drenth and Mike Crawford  
Members Absent: Laura Stanek  
Others Present: Pete Garwood, Jack White, Sherry Comben (left @ 4:05 p.m.) and  
Patty Niepoth (left @ 4:15 p.m.)

**1. Meeting called to order at 12:35 p.m.**

**2. Bellaire Computer Center (BCC)**

Steve Groll, BCC, presented a year end report (2007) and a January report of their IT activities.

**3. Forestry**

Mike Meriwether, Forester, joined the meeting. Mr. Meriwether presented a draft contract between the County and the Antrim Conservation District for county forestry. He explained that the State funding has ceased. This is an opportunity for the County to figure out if they want to have and fund a forestry program.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Finance Committee find the funding to support a Forestry Program.**

**Motion Carried – Unanimous.**

**Motion by Mike Crawford, supported by Jerroll Drenth to recommend the Parks Committee consider using the forester in the parks program possibly as the director.**

**Motion Carried – Unanimous.**

**4. Parks and Recreation Advisory Committee Appointment**

The committee reviewed two interest notification forms for a seat on the Parks and Recreation Advisory Committee.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommends the Chair of the Board of Commissioners appoint Allen Pecar to the Parks and Recreation Advisory Committee.**

**5. Antrim Creek Natural Area (ACNA) Commission Appointment**

Mr. Garwood informed the Committee that Banks Township has sent notification of their desire to have Gary Strange re-appointed to the ACNA Commission.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommends the Chair of the Board of Commissioners confirm Gary Strange to the ACNA Commission.**

**Motion Carried – Unanimous.**

**6. Benefits for Life**

Peter Garwood, Coordinator/Planner informed the Committee about a program that is being offered through the State and also sponsored by Michigan Association of Counties (MAC) for the employees. The program called "Benefits for Life" offers such optional benefits as Universal Life Insurance, Critical Illness Insurance and Auto and Home Insurance. The Committee decided to wait for a decision until Mike Crawford and Pete Garwood had a chance to discuss the program with MAC representatives.

**7. Supervisor Training**

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Finance Committee find the dollars and the Board of Commissioners approve \$7,000 for supervisor training. Motion Carried – Unanimous.**

**8. Mileage Reimbursement Rate**

**Motion by Jerroll Drenth, supported by Mike Crawford to recommends the Board of Commissioners increase the mileage reimbursement rate to 50.5 cents per mile. Motion Carried – Unanimous.**

**9. Drug and Alcohol Policy**

No action taken.

**10. Meadowbrook Medical Care Facility – Worker's Compensation**

Discussion took place regarding MBMCF's choice for worker's compensation insurance.

**11. Resolutions – Kalkaska County Water Use**

No action taken.

**12. Re-classification**

Wendy Aldrich, Chief Deputy joined the meeting to discuss her re-classification request.

Ms. Aldrich left the meeting. The Committee asked Ms. Comben for input. She supported Ms. Aldrich's re-classification request. No action was taken at this time.

Mr. Massey, Building Official joined the meeting, and on behalf of Ron Wood, Plan Reviewer, presented his re-classification request. Mr. Wood was unavailable today.

**13. Payout of Personal Time**

Sheriff Terry Johnson, Dan Bean, Undersheriff and Jan Jenson, Jail Nurse joined the meeting. Undersheriff Bean informed the Committee that in the past he and Ms. Jenson were paid 100% for their unused personal days.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the same arrangement for payout of the Undersheriff's and Jail Nurse's personal days as is included in the bargaining unit contracts in the Sheriff Department, retroactive to the 2007 payout. Motion Carried – Unanimous.**

**14. Sherriff Department**

Correction Officer Vacancy:

Due to the retirement of Jack Patton and the transfer of Trish Pratt back into the Deputies/Dispatchers Unit, there exist two vacancies in the Corrections Officer classification.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners release the funds and authorize the hiring process for two corrections officer positions. Motion Carried – Unanimous.**

Sheriff Johnson explained that Karen Thomas, office manager has indicated a desire to transfer into a correction officer position. When that happens he intends to fill the office manager position with Chris James who is currently the secretary in the department.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners release the funds and authorize the hiring process for the office manager and secretary positions in the Sherriff office. Motion Carried – Unanimous.**

Dispatch - Sheryl Kosal Wages:

Sheriff Johnson informed the Committee that he has re-hired a former dispatcher as a dispatcher. He also indicated that when she left it was to dispatch for the State police. He requested to increase her to third year wages. Mr. Garwood indicated the Union would have to be consulted.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners approve increasing Sheryl Kosal's wage to the 1 year step and when her combined experience (State and County) equals three years that she be moved to the 3 year step (dispatcher). Motion Carried – Unanimous.**

**15. Commission on Aging (COA)**

Carol Mitchell joined the meeting and requested an increase of 2.5% for all the COA part-time irregular employees except the homemaker in which she is requesting 3.5% (same as the Union employees in the COA).

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners approve a 2.5% increase for all part-time irregular employees of the COA except that the homemaker position shall receive a 3.5% increase, retroactive to January 1, 2008. Motion Carried – Unanimous.**

**16. Probate Court**

Judge Norman Hayes joined the meeting.

Early Retirement:

The Committee reviewed a communication from the Judge, in which he proposed an early retirement mechanism.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a payout of \$4,000 to any collective bargaining unit employee in the Probate Court who has at least 30 years of credited service through the Michigan Municipal Employees Retirement System (MERS), is at least age 64 and permanently separates employment from Antrim County between March 1 and March 15, 2008. This action will be contingent on favorable review from labor council and the Union and an agreement to not replace the position for at least a one month period. Motion Carried – Unanimous.**

**17. Probate Court - Unrepresented**

Judge Hayes and the Committee discussed the compensation of the two unrepresented positions in the Probate Court.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners consider the juvenile officer/court administrator and the judicial secretary/court reporter as non-comparable and receive the non-comparable wage increase (2.6%) retroactive to January 1, 2008. Motion Carried – Unanimous.**

**18. Network Update**

Valerie Craft, Network Engineer, joined the meeting and gave an update on the network, server and phone installation.

**19. Spam Filtering**

Ms. Craft presented a cost from Common Sense Computing for spam filtering of \$59.00 a month.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Finance Committee and the Board of Commissioners approve a cost of \$59.00 a month for a spam filtering service through Common Sense Computing.**

**Motion Carried – Unanimous.**

**20. Network Engineer**

Call in Pay:

The Committee reviewed a draft policy for call-in pay for the network engineer for those times on weekends, holidays, after hours or during a vacation when the network engineer gets called into work or has to initiate repairs to the network and associated equipment from a remote location. The policy was modeled after union language or policy in other departments in the County.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend approval of the attached policy for, "Call-in Pay for the Network Engineer for After Hours or Scheduled/Prearranged Days Off (e.g. Holidays, Vacations)".**

**Motion Carried – Unanimous.**

Stipend:

The Committee had recommended a stipend of \$2,066/year for the Network Engineer in December of 2007. Commissioner Larry Bargy had asked that a vote on the stipend be delayed and requested the Administration and County Services Committee review the action once again.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommends the Board of Commissioners increase the stipend for the Network Engineer to \$2,066 (from \$1,033). Motion Carried – Unanimous.**

Meeting adjourned at 4:50 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

February 14, 2008  
Minutes

Members Present: Mike Crawford and Laura Stanek  
Members Absent: Jerroll Drenth  
Others Present: Jack White, Pete Garwood, Larry Bargy and Sheriff Terry Johnson

## **1. Meeting called to order at 3:00 p.m.**

## **2. Grievance Hearing – Deputies & Dispatchers**

The Committee, along with Peter Garwood, Coordinator/Planner and Sheriff Terry Johnson, reviewed Grievance 08-18, filed on behalf of Trish Pratt regarding the, "refusal to place Trish Pratt on call out overtime rotation". The Committee moved to room 203-B to meet with Ms. Pratt and the Union representatives, Pat Spidell, Business Representative and Mike Gank, Alternate Steward.

### **3:15 p.m. – Grievance Hearing:**

Mr. Spidell spoke on Ms. Pratt's behalf. He requested that Ms. Pratt be put on the overtime rotation list. Mr. Spidell referenced a list of overtime opportunities that Ms. Pratt was not allowed to participate in. Mr. Spidell made it clear they were not asking for her to be "deputized" (which would allow her to engage in road patrol), but that she be called in when her name would come up on the rotation and assigned whatever work the Sheriff might have for her. Mr. Spidell acknowledged that by constitutional authority the Sheriff is not compelled to deputize Ms. Pratt.

Mr. Garwood asked if Mr. Spidell would suggest that the Sheriff "make up" duties for Ms. Pratt so she can get overtime. He indicated he would hope the Sheriff could find something for her to do.

Section 9.9 Overtime Rotation, of the Collective Bargaining Agreement (CBA), Mr. Garwood pointed out, specifies the overtime was to be given on a rotational basis to the employees "needed" to perform the assignment. And that Ms. Pratt cannot meet the definition of "needed" as she is not deputized. Mr. Spidell indicated it is his understanding that Section 9.9 actually states the overtime will be distributed to employees in the "classification" needed to perform the assignment, and Ms. Pratt is classified as a deputy.

Mr. Garwood stated that if she is not deputized than she is not qualified or "needed" to perform the assignment. He added that if she cannot perform the assignment during regular hours, why would the Sheriff schedule her to perform the assignment during overtime hours? It was the Union's position it is required by the CBA.

Mr. Garwood also informed the Union representatives that regardless of whether or not the Sheriff desired to deputize Ms. Pratt and assign her to road patrol, the Prosecuting Attorney has indicated he would not prosecute a case she is involved in because of her credibility issues.

Referring to the last sentence in the "Statement of Grievance" Mr. Garwood asked Mr. Spidell and Ms. Pratt how "discrimination" played a part in the grievance. Mr. Spidell asked if Ms. Pratt was the only female deputy. Sheriff Johnson answered, "No."

Neither Mr. Spidell nor Ms. Pratt offered evidence of discrimination in this case.

Ms. Pratt informed the Committee she was told by the Sheriff that, "she would be put back on the road after the first of the year, but that it would take baby steps". She also stated, "Terry told me he needed to get Koop (Prosecuting Attorney) on board."

Ms. Pratt was asked if she had been assigned to road patrol since she had been placed back in the Deputies/Dispatcher Unit. Ms. Pratt informed the Committee in December, 2007 she didn't have anything to do, so the Sheriff told her to write tickets on Elk Lake Road.

The Committee thanked the Union representatives and Ms. Pratt for their comments and moved back to the Coordinator/Planner Office meeting room.

The Committee asked Sheriff Johnson about the comments that Ms. Pratt made regarding being assigned to the road patrol at some time in the future. The Sheriff stated that he had told her that he intended to move in that direction and would revisit the issue after the 1<sup>st</sup> of the year, but that he had to get the Prosecutor and others on board. He shared with the Committee that the Prosecutor remained unwilling to change his stance regarding not prosecuting any cases with involvement by Ms. Pratt, simply because by law he is obligated to inform the defense attorney of his knowledge of her past credibility issues. This would seriously compromise the prosecution of the case. Sheriff Johnson also informed the Committee that the Traverse Narcotics Team (TNT) was not in favor of Ms. Pratt being re-assigned to the road patrol.

Sheriff Johnson also shared that he did not assign Ms. Pratt to write tickets on Elk Lake Road. He indicated he sent her to Elk Lake Road to run the radar gun, in an effort to "establish a presence" on the road, thus slowing down traffic.

After much discussion and consideration the Committee made the following decision.

**Motion by Laura Stanek, supported by Mike Crawford, to support the Sheriff's denial of grievance #08-18, regarding the denial of overtime opportunities to Ms. Trish Pratt, which requires a deputized law enforcement officer, for the following reasons:**

- Ms. Pratt is not qualified to engage in road patrol because she is not deputized.
- If Ms. Pratt is not qualified to engage in road patrol during regular hours she is not qualified to engage in road patrol in overtime.
- The Sheriff has the authority through the laws of the State of Michigan to decide not to deputize Ms. Pratt.
- Regardless if the Sheriff would decide to deputize Ms. Pratt or not, the Prosecuting Attorney is emphatic that he would not prosecute cases in which Ms. Pratt was the officer involved.
- If the Sheriff were to call Ms. Pratt as a part of the overtime rotation, he would also have to call another deputy who could actually fulfill the duties of road patrol, because Ms. Pratt is not qualified. The County would incur double the overtime cost, while Ms. Pratt sat in the office with nothing to do. This would be an egregious waste of tax payer dollars.
- When questioned regarding the claim of discrimination (in the written grievance), the Union offered not one shred of evidence for the charge.

**Motion Carried – Unanimous.**

Meeting adjourned at 4:50 p.m.

# Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

March 6, 2008  
Minutes

Members Present: Jerroll Drenth, Mike Crawford and Laura Stanek  
Members Absent: None  
Others Present: Pete Garwood, Jack White and Sherry Comben

## 1. Meeting called to order at 12:30 p.m.

## 2. Public Comment

None

## 3. Undersheriff Position

Terry Johnson, Sheriff joined the meeting. Sheriff Johnson requested the funds be released for the vacant undersheriff position. Sheriff Johnson informed the Committee he planned to promote an employee from the Command Unit (a sergeant) to the undersheriff position. A "bridgeback" agreement has been signed with the union, which would take effect if the individual who is appointed to the undersheriff position would need to return to the Command Unit by January 1, 2009.

**Motion by Jerroll Drenth, Supported Laura Stanek, to recommend the Board of Commissioners release the funds to allow the Sheriff to fill the vacant undersheriff position. Motion Carried – Unanimous.**

## 4. Road Deputy Position

Sheriff Johnson requested permission to hire a road officer. His plan is to not fill the Command Unit position, from which the new undersheriff will be promoted, until after the 1<sup>st</sup> of the year. If it is necessary for the undersheriff to bump back into the Command Unit, the road officer would be let go.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners authorize the Sheriff to hire a road officer, who would only be able to keep the position if the undersheriff does not bump back into the Command Unit by January 1, 2009. Motion Carried – Unanimous.**

Sheriff Johnson informed the Committee he will be filling the recreation (snowmobile/marine) officer position that was approved in his 2008 budget.

## 5. Prosecutor's Office

Vacant Position:

Charlie Koop, Prosecuting Attorney joined the meeting. Mr. Koop informed the Committee, that he is not ready to fill the position at this time.

Assistant Prosecutors Salary:

Mr. Koop informed the Committee that the two assistant prosecuting attorney's in his office has informed him they no longer want to be a part of the Unrepresented Group (for 2009).

Prosecutors Salary:

Mr. Koop discussed the percent salary adjustment he received for 2008. Mr. Koop will review the materials used by the Committee to make that adjustment.

## **6. Reclassification Requests**

Treasurer Office:

Ruth Lowe, Deputy II and Sharon Schultz, Deputy II joined the meeting to discuss their classification requests. Sherry Comben, Treasurer spoke in support of the request of both employees'.

Requests from Last Month:

No action was taken.

## **7. Probate Court Position**

Bill Hefferan, Court Administrator joined the meeting and requested the release of funds for the soon to be vacated probate register position. Mr. Hefferan informed the Committee that the current deputy register will be promoted to the probate register position, which means he also needs permission for the release of funds for the deputy register position.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners approve the release of funds for the soon to be vacated probate register position as well as the deputy register position (due to the anticipated promotion of the current deputy register). Motion Carried – Unanimous.**

## **8. Server Storage for Meadow Brook Medical Care Facility (MBMCF)**

Ken Thompson, System Administrator for MBMCF joined the meeting and requested approval to place a server for MBMCF to be located in the County MDF as an offsite back up. Mr. Garwood indicated that if the Committee was in favor of such an arrangement an agreement should be signed by both parties indicating the following:

- MBMCF personnel would not have unattended access to the server.
- The County would not have liability in the event of mishaps.
- If the space is needed by the County at some date in the future, the MBMCF would have to remove their equipment.
- The project would be at no cost to the County.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners approve an agreement with MBMCF to allow them to place a server for MBMCF for offsite backup in a County facility. Motion Carried – Unanimous.**

## **9. Cell Phone Policy**

No action taken.

## **10. House Bill #4323 – Off Road Vehicles on County Roads**

The Committee discussed the request to support allowing off-road and all-terrain vehicles to ride on the side of the road. No action taken.

## **11. Resolutions**

Bay County:

The resolution involves requesting the Federal government to increase funding for beach water quality monitoring and more equitably distribute the funding. No action was taken.

Iron County:

No action was taken.

Manistee County Letter of Support:

The Committee reviewed a request from Manistee County to send a letter of support for the Michigan Energy Fair, as well as a request to send Antrim County officials to the Fair in Manistee County. No action was taken.

**12. Benefits for Life**

No action was taken (the Committee was not interested in county participation).

**13. ACNA Commission - Residency**

Jerroll Drenth informed the Committee that an individual (Betty Hoffman) who lives just outside the northern County line, is interested in being a member of the ACNA (she does own property in Antrim County). The Committee thought she would be a good member.

**Motion by Jerroll Drenth, Supported by Laura Stanek, to recommend the Board of Commissioners Chair appoint Betty Hoffman to the ACNA Commission.**

**Motion Carried – Unanimous.**

**14. Antrim County Tourist Map**

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners approve placing an ad on the Antrim County map generated by Michigan Maps, Inc. at a cost of \$295.00. Motion Carried – Unanimous.**

Meeting adjourned at 2:35 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

March 18, 2008  
Minutes

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Jack White and Pete Garwood

## **1. Meeting called to order at 3:00 p.m.**

## **2. Grievance Hearing – Prosecuting Attorney’s Office**

Charlie Koop, Prosecuting Attorney joined the meeting.

The Committee discussed the grievance filed on behalf of Melissa Rogers with Mr. Koop and Peter Garwood, Coordinator/Planner.

### **3:30 p.m. – Grievance Hearing:**

The Committee moved to Room 203-B to conduct the grievance hearing at 3:30 p.m. Present for the Union were Bob Donick, business representative, Marilyn Prezkop, steward and Melissa Rogers. Mr. Donick stated the grievance on behalf of Ms. Rogers from the Union’s perspective. The Committee asked questions and received clarifying answers from the Union, Mr. Koop and Mr. Garwood.

The Committee returned to the Coordinator/Planner Office at 3:55 p.m. The Committee discussed the grievance further.

**Motion by Laura Stanek, supported by Jerroll Drenth, to agree to accept the resignation of Melissa Rogers with the following conditions:**

- **The County agrees that the termination of Melissa Rogers will be converted to a resignation by Ms. Rogers effective February 22, 2008 at 5:00 p.m.**
- **The County will promptly communicate to the Unemployment Insurance Agency that the County no longer wishes to contest Ms. Rogers’ claim for unemployment benefits and agrees it will not provide any further information to the agency regarding the unemployment claim.**
- **Ms. Rogers and the Union hereby withdraw the grievance contesting her discharge.**
- **Ms. Rogers agrees to never apply for any position with Antrim County in the future.**
- **Benefits do not extend beyond February 22, 2008, except in the case of the County provided health insurance plan, for which coverage will remain in effect until February 29, 2008.**
- **That this agreement is without precedent between the County and the Union.**

**Motion Carried – Unanimous.**

## **3. Sheriff Department Personnel Issue**

Sheriff Terry Johnson joined the meeting. The Committee requested explanation and clarification on the hiring of corrections officers and office staff in the Sheriff Department.

The Sheriff indicated that Kris Schram filled the position for which the funding was released in October, 2007, beginning January 1, 2008. Regarding a memorandum the Sheriff sent to payroll concerning filling a second corrections officer position the Committee indicated to the Sheriff that:

- He must first seek permission from the Administration and County Services Committee to start an employee at a step higher than allowed by contract.
- He does not have the authority to fill a position prior to the Board of Commissioners releasing the funds for the position.

The Committee gave a directive to the Sheriff Johnson that the difference in the wage between a correction officer position and the office manager position paid to Karen Thomas since January 1, 2008 must be paid back (through payroll deduction preferably).

The Committee also inquired about contact made by the Sheriff to labor counsel on the undersheriff issue. The Committee directed Mr. Garwood to send a memorandum to all department heads (appointed and elected) that they are not to contact labor counsel without going through the Coordinator/Planner.

#### **4. Park Employee and the Safe Driver Policy**

Mr. Garwood informed the Committee that one of the park attendants has more than six (6) points on his/her driving record. According to the Safe Driver Policy the employee is no longer qualified to drive a County vehicle. The park manager has indicated that driving a County vehicle is not an essential duty of the position, thus the employee can continue to do the job without driving privileges. Mr. Garwood will send a communication to the park manager indicating she is not to allow the park attendant to drive until his/her driving record reflects six (6) points or less.

The meeting was adjourned at 4:45 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**April 3, 2008  
Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Jack White and Pete Garwood

## **1. Meeting called to order at 12:30 p.m.**

### **2. Antrim County Transportation Personnel Issue**

Sheridan Rhoades joined the meeting. Mr. Rhoads informed the Committee that he has one driver who quit and another on disability leave. Additionally, he never filled a position when a driver retired last year. Mr. Rhoads also indicated he has one part time irregular employee, Terry Martin, who is interested in the position. He indicated he was very satisfied with the interested employees' performance.

**Motion by Jerroll Drenth, Supported by Laura Stanek, to recommend the Board of Commissioners release the funds and approve the hiring of Terry Martin as a full-time driver at ACT, provided no other employees sign the posting and he passes a background check. Motion Carried – Unanimous.**

Mr. Rhoades indicated he remains in need of one more full time driver and no other part time drivers are interested in the position.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds and approve the hiring process for a full-time driver at ACT. Motion Carried – Unanimous.**

### **3. Network Issues**

Valerie Craft, Network Engineer and Fred Trimble, Consultant joined the meeting. Ms. Craft proposed switching from Chain of Lakes Internet to Charter Communication. The cost is close to the same, but we should be able to avoid the outages we have experienced especially in the courts, and experience a slightly faster upload speed.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners approve entering into a contract with Charter Communication for internet service. Motion Carried – Unanimous.**

Charlie Koop is currently reviewing the draft agreement between the County and Charter Communications.

Ms. Craft and Mr. Trimble updated the Committee on the overall network installation project.

### **4. Life Insurance**

Mr. Garwood explained that we have received a communication from Michigan Association of Counties (MAC) regarding an opportunity to switch life insurance companies at a discount for a two year period. No action was taken.

**5. Register of Deeds: Reclassification Requests**

Patti Niepoth, Register of Deeds and Bonnie Homan, Chief Deputy joined the meeting. The Committee asked questions of Ms. Niepoth and Ms. Homan regarding the request.

Ms. Homan informed the Committee why she believes she should be considered for reclassification.

Ms. Niepoth explained the reclassification request for Donna Holt.

Connie Wing, Clerk II joined the meeting and informed the Committee why she believes she should be considered for reclassification.

Ms. Niepoth stated her support for all three reclassifications. Mr. Crawford asked Ms. Niepoth to put in writing the duties of her employees. She indicated she would be happy to do so.

**6. Sheriff Department Personnel Issue**

Sheriff Terry Johnson joined the meeting and explained that he would like permission to promote Travis Chellis to Sergeant. Last month Sheriff Johnson had indicated he was going to leave the sergeant position open until January 1, 2009. Sheriff Johnson was convinced it is better to promote Officer Chellis to the Sergeant position based on the following: Officer Chellis will no longer be on the roster for promotion as of October, 2008 and he is willing to sign a letter of agreement that he will return to the Deputies/Dispatchers Unit January 1, 2009 if it becomes necessary due to the current undersheriff bridging back to the Command Unit on that date. Additionally, it was pointed out if we leave that sergeant position open we will lack a supervisor on one of the shifts for a nine month period.

**Motion by Jerroll Drenth, Supported by Laura Stanek, to recommend the Board of Commissioners restore the funds for the open sergeant position in the Sheriff Department. Motion Carried - Unanimous**

**7. Barnes Park Employees**

The Committee read a communication from Eileen Wallick, Park Manager regarding the park employee wages.

**Motion by Laura Stanek, Support by Jerroll Drenth, to recommend the Board of Commissioners increases the wages for the Barnes Park employees by 2.6% (same as the Unrepresented Employees). Motion Carried – Unanimous.**

**8. Lake County Resolution:**

**Regarding the Great Lakes and St. Lawrence River Basin Water Resources Compact**  
No action was taken.

**9. Various Matters as Appropriate**

The Committee discussed a communication regarding the possibility of a regional 911 dispatch study.

The meeting was adjourned at 2:30 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**May 1, 2008  
Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Jack White and Pete Garwood

**1. Meeting called to order at 12:30 p.m.**

**2. Public Comment**  
None

**3. Reclassification Requests**

The Committee discussed the reclassification requests of the Treasurer's Department (Wendy Aldrich, Chief Deputy; Ruth Lowe, Deputy II; and Sharon Schultz, Deputy II), Building Department (Ron Wood, Plan Reviewer) and the Register of Deeds (Bonnie Homan, Chief Deputy; Connie Wing, Clerk II; and Donna Holt, Deputy II).

The Committee members each expressed great satisfaction with the quality of work and abilities of each of those who were seeking reclassification. However, they did not feel reclassification was warranted.

**Motion by Laurie Stanek, Support by Jerroll Drenth, to recommend the Board of Commissioners deny all the reclassification requests made in the year 2008. Motion Carried – Unanimous.**

**4. Commission on Aging (COA)**

Carol Mitchell, COA Director joined the meeting. Ms. Mitchell requested a \$3.00 per visit increase for the contract nurse at the COA. There has not been an increase in the per visit amount since the nurse started. She averages approximately 25 visits per month.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners increase the per visit rate for the COA contract nurse one dollar for each of the three years, beginning with the next full pay period (2008 -\$38 per visit, 2009 - \$39 per visit and 2010 -\$40 per visit). Motion Carried – Unanimous.**

**5. MERS Premier Health Insurance Presentation**

Tom Jordan, Benefit Plan Advisor from MERS joined the meeting and gave the Committee a presentation on the Premier Health Insurance program offered by MERS. He also presented illustrative rates for Premier Health premiums.

**6. 4H Mentor Presentation**

The Committee considered the request from Dee Miller, 4-H director and decided the following: If there is an urgency the MSU Extension office can hire Mr. Miller as an interim Mentor, but must go through the competitive hiring process. Additionally, because the position is a County position MSU Extension must go through the Coordinator/Planner office for the hiring process.

**7. Bellaire Computer Center (BCC)**

Jane Redfern and Steve Groll from BCC joined the meeting and presented a quarterly report (attached) as well as a verbal update.

**8. Network Update**

Valerie Craft, Network Engineer and Fred Trimble, Consultant joined the meeting. Ms. Craft distributed quotations for installing new conduit under the sidewalk in front of the County Building. The new conduit would house the new fiber that will connect the Senior Center, Antrim County Transportation and the Animal Shelter to the main campus (the old conduit was found to be unusable). In addition to the quotations for the conduit, the Committee reviewed two quotes from Bert's Excavating. One for the removal and replacement of the concrete over the conduit area and the other quote to replace concrete at an adjacent area where the sidewalk has heaved and is a possible trip hazard.

**Motion by Jerroll Drenth, Supported by Laura Stanek, to recommend the Board of Commissioners approve the quote from Thomas Communications Services, Inc. for up to \$1,200 to install conduit for the new fiber project and change the demark (the route it goes once it enters the building), as well as the two quotes from Bert's Excavating for \$1,950 and \$1,280 for concrete removal and replacement. Motion Carried - Unanimous**

Mr. Trimble updated the Committee on the problems with making the 911/Sheriff Department phone system work with the new phone system. He indicated they continue to work on a solution to the problems.

Ms. Craft updated the Committee on the air conditioner that has been bid out for the Main Distribution Frame (MDF).

**9. Resolutions**

**Crawford County Resolution: Regarding Large Water Withdrawals:**

Crawford County was encouraging other counties to approve a resolution to show support for House Bill 5068 which would put additional requirements on those who propose large water withdrawals from Michigan aquifers.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the resolution received from Crawford County supporting House Bill 5068, which would put additional requirements on those who propose large water withdrawals from Michigan aquifers. Motion Carried - Unanimous**

**Kalkaska County Resolution:**

Kalkaska County sent a resolution encouraging other Counties to approve a resolution that would amend their master plan to prohibit any water withdrawals from within their borders that did not benefit the county residents. No action was taken.

**Livingston County – 911 Funding:**

The resolution encourages the approval of House Bill 5892 which would change the 911 funding. The Committee tabled it until we can hear from the Sheriff and Dispatch Sergeant.

**10. Coordinator/Planner Personnel**

Mr. Garwood informed the Committee that at the end of June the part-time temporary position authorization will end in the Coordinator/Planner office. Mr. Garwood requested an extension of the position to December 31, 2008. Mr. Garwood also requested additional hours for the position (from 24 to 29 hours) beginning May 12. Mr. Garwood also requested the wage be increased.

**Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners increase the hours of the part-time temporary position in the Coordinator/Planner office to 29 hours a week starting May 12, and extend the position to December 31, 2008. Motion Carried – Unanimous.**

Mr. Garwood distributed a copy of the previous action taken by the Committee (in December, 2007) that indicated they would review the Network Engineer position in six (6) months.

**11. Sheriff Department Grievance Hearing**

The Committee temporarily moved to Room 203 B at 3:45 p.m., in order to listen to the Union's explanation regarding the Thomas grievance, number 08-146. The Committee moved back to the Coordinator/Planner conference room at 4:05 p.m. and came to an agreement with the Union regarding the grievance.

The meeting was adjourned at 4:15 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**May 6, 2008  
Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Sheridan Rhoades

**1. Meeting called to order at 9:00 a.m.**

**2. Public Comment**

None

**3. Antrim County Transportation Bus Driver Interviews**

The committee interviewed six (6) applicants for one (1) full-time bus driver position and one (1) part-time bus driver position for Antrim County Transportation. The applicants interviewed are as follows: Gary Adams, Terry Springer, Donna Sylvester, John Bartsch, Lisa Finck and Tom Hamblin.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners hire Donna Sylvester for the full-time position and Terry Springer for the part-time position. If Donna Sylvester does not pass the pre-employment screening or is unwilling or unable to take the position, then Terry Springer will be offered the full-time position. Should Terry Springer not pass the pre-employment screening or be unwilling or unable to take the position, the order will be as follows: Gary Adams then John Bartsch, with the full-time position filled first and the part-time position filled second. Motion carried – unanimous.**

The meeting was adjourned at 12:10 a.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**June 5, 2008  
Minutes**

Members Mike Crawford, Laura Stanek and Jerroll Drenth

Present:

Members None

Absent:

Others Present: Pete Garwood and Jack White

## **1. Meeting called to order at 12:30 p.m.**

## **2. Public Comment**

None.

## **3. Resolutions**

Huron County - support for Saginaw County's proposed purchase of a ship from the Federal Government. No action was taken.

Huron County – support for the prohibition of phosphates in lawn fertilizer. No action was taken.

## **4. Network Update**

Valerie Craft, Network Engineer, Fred Trimble, consultant and Matt Goodhue, consultant joined the meeting.

Ms. Craft gave a report on the progress of the network. A graph (attached) illustrating the activity on the "Help Desk" software was included. Mr. Trimble indicated, per Peter Garwood, Coordinator/Planner request, he is preparing an IT staffing study and will have this study available at the July meeting.

## **5. Network Engineer Position**

The Committee indicated they would look further into this issue once the study results from Trimble Consulting are presented next month (see attached).

## **6. Barnes Park Employee**

Eileen Wallick, Park Manager joined the meeting and requested that an employee at the park be paid at the 4th year wage level. John Evans has worked at the park from 2000 to 2006, skipped 2007 and came back for 2008.

**Motion by Jerroll Drenth, supported by Laura Stanek to recommend the Board of Commissioners approve John Evans to start as a park attendant at the 4th year wage level for 2008. Motion carried – unanimous.**

Mr. Crawford informed Ms. Wallick that if Mr. Evans continues to work at the park in future years he would have work six more years to get to the ten year wage level.

**7. Equalization Department Position**

Bob Englebrecht, Equalization Director requested that the dollars be released and authorization be given to fill the recently vacated GIS Technician position.

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve the release of the funds and authorize the hiring process for the recently vacated GIS Position. Also, to recommend the Administration Committee be granted the authority to make the final hiring decision. Motion carried – unanimous.**

**8. Charge for GIS Data**

Mr. Englebrecht informed the Committee of a request for the County's Geographical Information System (GIS) parcel data from a private for profit business called Pitney Bowes-Group 1 Software (see attached letters).

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve selling the GIS parcel data to Pitney Bowes-Group 1 Software for \$3,500 contingent on legal counsel review of the agreement. Motion carried – unanimous.**

**9. Michigan Municipal Risk Management Association (MMRMA) Discussion**

The Committee engaged in a speakerphone conversation with Don Walters, attorney representative regarding the factors related to how the MMRMA makes the decision of whether or not to defend a County employee.

**10. Airport Maintenance Position**

John Strehl, Airport Manager joined the meeting. Mr. Strehl updated the Committee on a personnel issue at the Airport.

**Motion by Jerroll Drenth, supported by Laura Stanek to recommend the Board of Commissioners release the funds and approve the hiring process for an airport maintenance worker pending a resignation from, or the termination of, Jerry Alpers. Also, to recommend the Board of Commissioners authorize the Administration Committee to have final hiring authority. Motion carried – unanimous.**

**11. Sheriff Department Grievance Hearing**

The Committee listened and asked questions of both the Union and management regarding grievance #08-191 filed on behalf of Deputy Trish Pratt regarding overtime.

**Motion by Laura Stanek, supported by Jerroll Drenth to uphold the decision of the Sheriff Department regarding grievance #08-191, filed on behalf of Trish Pratt, for the following reasons:**

- \* **The grievance was not filed within the timelines prescribed by the Collective Bargaining Agreement (CBA).**
- \* **The Union representatives failed to demonstrate how the Sheriff Department management violated any section of the CBA.**
- \* **The assignment for the court duty was made to a different officer prior to Ms. Pratt returning from a leave of absence. To change the assignment part way**

through the trial would have been disruptive to the court.

- \* **The Committee was satisfied the Sheriff Department made the decision for good business and court management reasons, not with the intention of harming Ms. Pratt in any way.**

**Motion carried – unanimous.**

## **12. Physical Exam Form**

Mr. Garwood explained that the physical exam form used by the County for pre-employment physicals includes some questions that are legally questionable. The Bellaire Family Health Clinic provided a copy of a form that they use for other employers. Consensus was to discontinue use of the current physical exam form and use the form provided by the Bellaire Family Health Clinic.

## **13. Emergency Service Coordinator Request**

The Committee reviewed the information submitted by Carl Goeman, Emergency Service Coordinator. Mr. Goeman was unable to be at the meeting today. The Region 7 Homeland Security Board (of which Antrim County is included) has received a 2007 Homeland Security Grant for \$1.5 million dollars. The County has already agreed to be the fiduciary for the grant for one year of the grant.

Peter Garwood, Coordinator/Planner and Jerroll Drenth informed the Committee that Mr. Goeman is seeking approval to allow the Region 7 Homeland Security Board to hire a full-time grant administrator that would actually be an employee of Antrim County, but would work with the Region 7 Board. He is also seeking approval for the Region 7 Homeland Security Board to enter into agreements with two contractors who would take on other responsibilities of the grant (see attached letter).

No action was taken at this time as the Committee would like clarification on the proposed arrangement.

## **14. E911 Board Position**

Dan Robinson resigned from the citizen at large position on the E911 Board. The Committee reviewed two interest notification forms (attached) to fill the position on the E911 Board, Wendy Dawson and Michael Shockley.

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the chair of the Board of Commissioners appoint Wendy Dawson for the Citizen at Large position on the E911 Board, term to expire January 1, 2011. Motion carried – unanimous.**

## **15. The Public Employees Health Benefit Act, PA 106 of 2007**

Mr. Garwood informed the Committee of a new statute that will affect the way the County handles the purchase of health insurance in the future. More information will follow.

## **16. Assistant Medical Examiner**

Mr. Garwood informed the Committee that Undersheriff Dave Kopkau is also the assistant medical examiner (ME), and has been even before he was recently appointed Undersheriff. Prior to being Undersheriff, officer Kopkau was paid an hourly wage (see attached letter). Before he was Undersheriff, when he was called to do ME duties, he would get his hourly wage (usually with overtime). Now he is on a salary and there is no basis for compensating

him for the assistant ME duties.

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners pay the Assistant Medical Examiner \$125 per call out. Motion carried – unanimous.**

**17. E911 – Leelanau County Letter**

The Committee reviewed a letter from Bob Hawley, Chairman of the Leelanau County Board of Commissioners inquiring about Antrim County's interest in exploring a regional 911 dispatch facility. No action was taken.

**18. County Building Use Policy**

Chairman Mike Crawford informed the Committee that the hourly rate for the Building Use Policy (for weekends or other times when no employees would normally be present) has a rate of \$20 per hour. The rate was set in 1990 and appears to be out of date. Mr. Garwood will generate updated numbers for next months meeting.

The meeting was adjourned at 3:55 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**June 23, 2008  
Minutes**

Members            Mike Crawford, Laura Stanek and Jerroll Drenth

Present:

Members            None

Absent:

Others Present:    Jack White, Pete Garwood, Mike Crawford and Joe Meyers

**1. Meeting called to order at 12:45 p.m.**

**2. Public Comment**

None.

**3. GIS Technician Interviews**

The Committee interviewed four (4) applicants for the position of GIS Technician.

- \* Tory Niewiadomski
- \* Julie Weston
- \* Matt Kurkowski
- \* Matt VanPortfliet

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend to hire Matthew VanPortfliet to fill the GIS Technician position. If he does not pass the pre-employment screening or is unable to take the position, the position is to be offered to Julie Weston. If she does not pass the pre-employment screening or is unable to take the position, the position is offered to Tory Niewiadomski.  
Motion carried – unanimous.**

The meeting was adjourned at 3:40 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**June 30, 2008  
Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and John Strehl

**1. Meeting called to order at 12:45 p.m.**

**2. Public Comment**

None.

**3. Airport Maintenance Worker Interviews**

The Committee interviewed six (6) applicants for the position of Airport Maintenance Worker.

- \* Ryan Fischer
- \* Steve Stahl
- \* Richard Ankney Sr.
- \* Bruce Patton
- \* Mike Mills
- \* Rick Churchill

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend hiring Bruce Patton for the position of Airport Maintenance Worker. If he is unwilling or unable or does not pass the pre-employment screening, the position should be offered first to Ryan Fischer and second to Mike Mills, under the same conditions listed for Bruce Patton. Motion carried – unanimous.**

The meeting was adjourned at 4:05 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**July 3, 2008  
Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:45 p.m.**

**2. Public Comment**

Bob Spencer, Torch Lake Township resident expressed his opposition to the repayment of a portion of the legal expenses for Arlen Turner's defense in 2004-2005.

Gene Dawson, Central Lake and Commissioner indicated he was at the meeting just to hear what people have to say.

Deborah Hughes, Antrim County resident indicated that she would be against the County paying for any of Mr. Turner's legal expenses.

**3. Employee Legal Fees**

Jerroll Drenth, Commissioner informed the Committee that he had called a past commissioner for additional information on this issue.

Jack White, Chairman of the Board of Commissioners informed the Committee that he had informally asked Mr. Crawford to look into the issue at the Michigan Association of Counties (MAC) conference last spring. He wanted to know if there were any questions for the insurance company, that were left un-asked when funding a portion of Mr. Turner's legal expenses was originally considered.

Mike Crawford, Chairman of the Committee indicated that the response from the insurance company did not bear any new information and the issue was originally not going to be brought up at this meeting. However, due to perceived interest he thought it would be important to let all in attendance know that no action will be recommended to the Board of Commissioners on this issue.

**4. Northwest Michigan Council of Governments (NWMCOG) Budget Request**

Bud Shipstead, Director and Elaine Woods, Deputy Director joined the meeting and presented the 2009 appropriation request for the Council of Governments. Mr. Shipstead and Ms. Woods also updated the Committee on the activities of the organization for the past year.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the 2009 appropriation request for the NWMCOG. Motion carried – unanimous.**

**5. Coordinator/Planner Budget**

Peter Garwood, Coordinator/Planner presented the proposed 2009 budget for the Coordinator/Planner Office. The committee decided the Network Engineer position should be removed from the Coordinator/Planner budget and put into the computer budget.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Coordinator/Planner 2009 budget and capital improvements request, as amended, for submittal to the Finance Committee. Motion carried - unanimous**

**6. Information Technology (IT) Budget Request**

Valerie Craft Network Engineer presented the 2009 budget request for the IT department. The committee will review and make recommendation on the IT budget and the compensation for the Network Engineer position at the next meeting.

**7. Computer Network Staff Study**

Fred Trimble, Consultant joined the meeting. Mr. Trimble informed the Committee of his investigation into staffing levels and costs, and presented his recommendation for technical support of the computer network and related equipment.

The Committee directed Mr. Trimble to compose a request of proposals, for immediate release, for technical support on a contractual basis.

**8. Abstract Budget Request**

Theresa Kent, Abstractor joined the meeting and presented the 2009 budget for the Abstract Department.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Abstract Department budget request for submittal to the Finance Committee. Motion carried – unanimous.**

**9. Weekend Use of County Building Policy**

Mr. Garwood distributed a document which outlined the recommendations for changes to the building Use Policy fee.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve an amendment to the Weekend Use of County Building Policy, by changing the fee to \$30 per hour.**

**10. Mileage Rate Reimbursement**

The Committee reviewed a communication which indicates the Federal Government has increased the reimbursement rate for mileage from \$ .505 to \$ .585.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners increases the mileage reimbursement rate to \$ .585 per mile.**

**Motion carried – unanimous.**

**11. Livingston County Resolution**

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the Livingston County resolution opposing House Bill 6112 which would mandate Act 312 binding arbitration.**

**Motion carried – unanimous.**

The meeting was adjourned at 3:20 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**August 7, 2008  
Minutes**

Members Present: Mike Crawford, Laura Stanek and Jerroll Drenth  
Members Absent: None  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:30 p.m.**

**2. Public Comment**

None.

**3. Computer Forensics Grant Opportunity**

Charlie Koop, Prosecuting Attorney and Brad Rowe, Village of Bellaire Police Chief joined the meeting and requested the Committee recommend approval for a grant application to the Centers for Regional Excellence for a Computer Forensics Program (attached). The grant application for \$25,000 does not have a match requirement and would be used for hardware and equipment for the program. The Sheriff Department submitted a line item in the 2009 budget for training one of the current officers to use the equipment.

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve a resolution approving a grant application to the Centers for Regional Excellence for a Computer Forensics Program. The \$25,000 grant requires no match. Motion carried – unanimous.**

**4. Bid Opening for Antrim County Technical Resources**

Chairman Mike Crawford opened six proposals from vendors responding to the RFP sent by Antrim County for low level Information Technology (IT) services. The following are the companies that submitted a proposal:

- Blue Skie Computer and Business Center
- Common Sense Computing
- Epiphany Management Group
- Ollar Consulting, Ltd.
- Integrated Systems Consultants
- Terrapin Networks

The proposals were not all submitted in the same format. Fred Trimble, Consultant will take a copy of the lowest three proposals and put the numbers in comparable format, check on references and bring a recommendation to the Board of Commissioners meeting on August 14, 2008.

**5. Bellaire Computer Center (BCC) Quarterly Report**

Steve Groll joined the meeting and presented a written report (attached) of their activities in the last quarter. Mr. Groll informed the Committee that he and Jane decided to change their focus and not submit a proposal to contract with the County for IT services. He and the Committee traded their appreciations for the past relationship.

**6. Network Engineer Position/Budget**

The Committee reviewed the Computer Budget. Others present were Laura Sexton, Clerk Valerie Craft, Network Engineer, Fred Trimble, Consultant, and Peter Garwood, Coordinator/Planner.

The Committee was satisfied with all line items in the budget, but wanted to see some recommendations for the Network Engineer compensation before passing it on. Mr. Garwood, in consultation with Ms. Craft and Mr. Trimble, will provide written recommendations for the next meeting.

**7. Allegan County Resolution – Support for House Bill 5398**

House Bill 5398 would amend 1949 PA 300 to prohibit an individual from bringing or maintaining an action for personal injury or property damage sustained as a result of the individual's operation of a motor vehicle while fleeing and eluding a police or conservation officer in violation of 602A.

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve a resolution similar to the one received from Allegan County (attached) in support of House Bill 5398. Motion carried – unanimous.**

**8. Dewey Insurance Request**

Pat Dewey and Darci Fitch from Dewey Insurance Agency joined the meeting. Mr. Dewey presented and the Committee reviewed the renewal rates for Priority Health and Blue Cross Blue Shield.

**9. Christmas Eve/New Years Eve Survey**

Mr. Garwood informed the Committee of a request from an employee, who is also the union steward for the general unit, to conduct a survey of the employees to see if there would be interest in changing the days when Christmas Eve and New Years Eve are observed in 2008. The Collective Bargaining Agreement indicates the two holidays are to be observed on a Wednesday. The request is to see if employees would rather observe the two holidays on the Friday following Christmas and New Years. The Committee decided to keep the observance consistent with the agreement.

**10. 2009 Part-time Wages – Sheriff Department**

The Sheriff was not present. No action taken.

**11. Retirees Pension Adjustment**

The Committee reviewed a report they received from the Municipal Employee Retirement System (MERS) last year that provides an estimate of the cost to implement an increase in the pensions for individuals who had previously worked for, and retired from Antrim County. The Committee decided to review the document closer and address it at next months meeting.

**12. Reschedule of Administration and County Services Committee Meetings**

The Committee decided to reschedule the next months meeting to **Tuesday, September 2 at 9:00 a.m.**

Beginning in October the meetings are to start at 10:00 a.m. on the Thursday prior to the Board of Commissioner meeting, contingent on the Parks Committee starting at 8:30 a.m.

**13. Chain of Lakes Internet (COLI)**

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve the agreement with COLI (attached). Motion carried – unanimous.**

The meeting was adjourned at 4:00 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

September 2, 2008  
Minutes

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek (on speakerphone)  
Members Absent: None  
Others Present: Pete Garwood

**1. Meeting called to order at 9:07 a.m.**

**2. Public Comment**

None.

**3. Coordinator/Planner Office – Personnel Issues**

Fred Trimble and Valerie Craft joined the meeting.

*Network Engineer:*

The Committee reviewed a communication from Peter Garwood, Coordinator/Planner, regarding personnel issues that are a result of the recently installed computer network (Attached).

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the following for the Network Engineer position:**

- Set a wage schedule for the Network Engineer position, as follows:

<u>Start</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>
\$39,000 (\$20/hr.)	\$41,500 (\$21.28/hr)	\$43,500 (\$22.31)

- If and when the Network Engineer becomes MCSE certified the compensation will increase by \$1,500.
- If and when the Network Engineer becomes CCNA certified the compensation will increase by \$2,500.
- Ms. Craft is to begin receiving the start rate the next pay period.

**Motion carried – unanimous.**

*Coordinator/Planner Secretary:*

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners reinstate the Coordinator/Planner Secretary position and approve the Coordinator/Planner to initiate the hiring process. Motion carried – unanimous.**

The Committee decided the position will be posted but not advertised.

*Information Technology (I.T.) Technician:*

The Committee once again reviewed the proposals by the various computer consulting firms that answered our request for proposals to fill the County's need for a low level IT Technician on a one to two day a week basis.

Mr. Trimble discussed the possibility, of instead of contracting the IT Technician work, that the County might consider hiring a part-time employee for one to two days per week of work. The Committee directed Mr. Trimble to check with the college, M-Tech and other sources to see what caliber of assistance is available.

**4. Antrim County Transportation (ACT) Letter of Understanding (LOU)**

The Committee reviewed a draft LOU regarding Personal Leave at ACT.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners approve the ACT LOU regarding Personal Leave (attached).**

**Motion carried – unanimous.**

**5. Pension Adjustment**

The Committee reviewed an updated document which illustrates the cost of increasing the pension amounts for those that have retired from Antrim County (since 1991) by 5%. The Committee continued to have questions. Mr. Garwood will request a representative from MMERS be present at the next meeting.

**6. Negotiation Discussion**

**Motion by Mike Crawford, supported by Jerroll Drenth, to go into closed session to discuss labor negotiations. Motion carried – unanimous.**

**7. Various Matters**

Chairman Crawford requested the meetings to be held in the downstairs conference room in the future.

The meeting was adjourned at 11:00 a.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

October 2, 2008  
Minutes

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek  
Members Absent: None  
Others Present: Pete Garwood

**1. Meeting called to order at 10:04 a.m.**

**2. Public Comment**

None.

**3. Negotiations Discussion**

Patty Niepoth, Register of Deeds and Sherry Comben, Treasurer joined the meeting.

**Motion by Laura Stanek, supported by Jerroll Drenth, to go into closed session with co-employers (Treasurer, Register of Deeds) and the County Coordinator/Planner to discuss collective bargaining strategy for the General Unit negotiations. Motion Carried – Unanimous.**

Closed session began at 10:07 a.m.

Closed session ended at 10:40 a.m.

**4. Michigan Municipal Employee Retirement Systems (MERS)**

Robert Noa, MERS Regional Manager joined the meeting. Mr. Noa explained the spread sheets prepared by MERS that illustrates the "E" and the "Flexible E" products offered by MERS. **The Committee expressed interest in getting an actuarial done to see what implementing E-1 would cost for all current retirees (a cost of approximately \$800).**

**5. Unrepresented Group**

Julie Gorno, ACT, Deborah Peters, Veterans Counselor and Jan Jenson, Jail Nurse joined the meeting as the negotiation team for the Unrepresented. They made a request for the compensation study and indicated they will contact the Coordinator/Planner Office to schedule a future negotiation session.

**6. Resolutions**

**Bay County Resolution Regarding the "Right to Work":**  
No action taken.

**Huron County Resolution Regarding Sewage Spills into Michigan Waterways from City Sewage Treatment Facilities:**

No action taken.

**Montcalm County Resolution Regarding 911 Funding:**

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the resolution approved by Montcalm County (attached) regarding 911 funding (opposing HB 6070 and supporting HB 5892). Motion Carried – Unanimous.**

**7. Equalization Department**

Bob Englebrecht, Equalization Department joined the meeting. Mr. Englebrecht informed the Committee of a request from a private business to purchase the County parcel data. The County had approved a similar request with a price of \$3,500. At that the time the Committee asked Mr. Englebrecht to provide information regarding what other counties in the area charge. Mr. Englebrecht provided a document with such information (attached).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve selling County parcel data to interested private businesses for a fee of \$3,500 until December 31, 2009, upon which time the fee will be reviewed for adjustment. Motion Carried – Unanimous.**

The above motion means that Mr. Englebrecht can sell the data to private companies without coming for approval each time until December 31, 2009.

**8. Various Matters**

The Committee reviewed the most recent and final report from the Bellaire Computer Center regarding an accounting of hours spent providing the County information technology services.

The meeting was adjourned at 12:00 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**November 6, 2008  
Ammended Minutes**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek  
Members Absent: None  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 10:03 a.m.**

**2. Public Comment**

None.

**3. Probate Court Unrepresented**

Judge Norman Hayes joined the meeting and inquired about wage increases for the Probate Court Unrepresented. Judge Hayes was informed that the Committee will revisit compensation for the Probate Court Unrepresented when they are further along with the General Unrepresented group.

Judge Hayes gave an update on activities of the Probate Court.

**4. Sheriff Department**

Dave Kopkau, Undersheriff joined the meeting. He requested an increase in the hours for the part-time employee at the Animal Shelter from 44 to 50 hours per pay period. He also requested a 25¢ per hour raise, from \$10.50 an hour to \$10.75.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners increase the hours for the part-time employee in the animal shelter from 44 to 50 hours per pay period beginning January 1, 2009. Motion carried – unanimous.**

The Undersheriff presented a request to increase the part-time Transcriptionist hourly pay from \$10.25 to \$10.50 an hour with an increase to \$10.75/hour, after 3 months.

He also presented wage increase request for the part-time jail cooks and part-time snowmobile/marine officers.

The Committee informed the Undersheriff they will address the raise issues as they near agreement with the full-time employee groups.

Undersheriff Kopkau indicated that the Sheriff Department Office Manager will be hired for the vacant Correction Officer position. The employee now filling the Clerk/Typist position will move to the Office Manager position. The Undersheriff requested the funds be released for both the Office Manager position as well as the Clerk/Typist position.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds for the Office Manager and the Clerk/Typist positions in the Sheriff Department and allow the Sherriff to fill the position. Motion carried – unanimous.**

Undersheriff Kopkau requested that Ms. Karen Thomas be started at a higher wage rate than the start rate, because of her previous experience as a Corrections Officer and so that she would not have to take a cut in pay when she moves to the Correction Officer position. He also requested the same for Chris James who will be moving from the Clerk/Typist position to the Office Manager position. Peter Garwood, Coordinator/Planner informed the Committee that there is no language in the contract that allows for this, and a letter of agreement would have to be signed between the County and the Union. The Committee directed the Undersheriff to work with Mr. Garwood to review how an adjustment might work and to draft a letter of understanding that would be proposed to the Union.

**5. Prosecuting Attorney**

Charlie Koop, Prosecuting Attorney joined the meeting and presented a proposal for increasing his compensation. The Committee indicated they will address his requests as they work on compensation for the Unrepresented.

**6. Commission on Aging**

Carol Mitchell, COA Director joined the meeting. Ms. Mitchell presented a proposal to modify the hours of work for the COA kitchen staff. Mr. Garwood indicated that such an issue should be handled at the bargaining table (we are currently in negotiations with the General Unit).

**7. IT Department Update**

Valerie Craft, IT Director and Matt Goodhue, Consultant joined the meeting. Ms. Craft gave the Committee a graph that illustrates the help desk activity (attached). Ms. Craft also gave an update on the overall IT Department activities.

Wireless internet access exists in the County Building, 1905 Courthouse and the airport.

The Sheriff Department and Prosecutor Office have been moved to the Antrim County domain server.

The Register of Deeds now has new redacting software for the removal of social security numbers and other sensitive information from documents.

The Housing Department was authorized to purchase Housing Management software. Ms. Craft indicated they have determined that the new software will be compatible with our system, and final purchase is being arranged.

**8. Resolutions**

Ottawa County Resolution Opposing House Joint Resolution III:

HJR III would require that increases in taxable value of real estate in Michigan be restricted or held flat during periods of slow growth and/or decline in assessed valuation.

No action was taken.

Lenawee County Resolution (attached) requesting that an individual with a low capacity well, be able to request an investigation if another low capacity well in a low yielding aquifer is

running around the clock and appears to be impacting the complainants' well.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Lenawee County resolution which advocates that an owner of a low capacity well can ask for an investigation if they feel their well is being impacted by another low capacity well, running continuously, in the same low yielding aquifer. Motion carried – unanimous.**

**9. Michigan Senior Olympics**

The Committee reviewed a letter from Robert Fianco, Wayne County Executive requesting that Antrim County consider being a sponsor for the 2009 Michigan Senior Olympics. No action was taken.

**10. Mileage Reimbursement Rate**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners decrease the mileage reimbursement rate from 58.5¢ a mile to 52¢ per mile. Motion carried – unanimous.**

**11. General Unrepresented Employees**

Julie Gorno, Deborah Peters and Jan Jensen joined the meeting as representatives of the Unrepresented. The group made a proposal to the Administration and County Services Committee for compensation increases for 2009. The Committee indicated they would provide a counter proposal before the next meeting with the group. A date was set for Friday, November 14 at 11:00 a.m. to meet again.

The meeting was adjourned at 12:55 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**December 4, 2008  
Ammended**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek  
Members Absent: None  
Others Present: Pete Garwood and Jack White

## **1. Meeting called to order at 10:00 a.m.**

## **2. Public Comment**

None.

## **3. Sheriff Department**

Dave Kopkau, Undersheriff joined the meeting. The Undersheriff presented a request for 25 cent increases for part-time employees in the Sheriff Department; marine patrol, cook helpers, office worker, and animal control (six employee's altogether).

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve a 25 cent raise for the six part-time employees in the sheriff department and animal control, to begin Jan. 1, 2009. Motion Carried – Unanimous.**

## **4. Open Positions**

The Undersheriff explained that the Sheriff would like to fill a corrections position with Karen Thomas (the current Office Manager) and elevate Chris James (the current Clerk/Typist) to the Office manager position. The Committee indicated they did not want to approve filling of the positions until we have the letter of understanding signed by the Union for the Recreation Officer.

On December 14, Undersheriff Kopkau will bridge back to a sergeant position. Travis Chellis who was promoted to sergeant when Dave Kopkau was appointed Undersheriff would then have to return to a deputy position. The Undersheriff requested that Travis Chellis be allowed to stay as a Sergeant for the two and a half weeks until January 1 when Dan Bean will become the Sheriff. The Committee decided to follow the current contract and let Officer Chellis bridge back to the Deputy/Dispatchers Unit and then he can be re-appointed as a sergeant by Dan Bean. Mr. Garwood will inquire about the likelihood of a letter of understanding for this situation.

Mr. Garwood will put an agreement together for the new Sheriff to oversee the Animal Control operation.

Laurie Sexton presented information on the expenses for the Bellaire Computer Center as well as pay out for prescription reimbursement.

## 5. Airport

John Strehl, Airport Manager joined the meeting. Mr. Strehl presented information on the salary for his position. He requested the Committee take the information into consideration when making decisions on increases for 2009.

## 6. Early Childhood Memorandum of Understanding (MOU)

Stan Moore, MSU Extension Director joined the meeting and presented a MOU for the County to be the Fiduciary (on a pass through basis) for the Early Childhood program.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the Board Chair sign the MOU with MSU Extension and Traverse Bay Area for the Early Childhood program (attached). Motion Carried – Unanimous.**

## 7. Veteran's Affairs

Deborah Peters, Veterans Counselor joined the meeting and requested an increase in the hours for her position for the 2009 budget year.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners increase the hours for the Veterans Counselor position up to an additional six (6) hours per week for the 2009 budget year. Motion Carried – Unanimous.**

## 8. County Fiber Contract

Valerie Craft, IT Director, joined the meeting. Ms. Craft presented two agreements for the protection of the County's underground fiber optic cable. The first is an agreement with Miss Dig System, Inc. to receive calls from those working in the area of our underground fiber optic cable and notify our agent to mark its location. The second agreement is with Thomas Communications to mark the County's fiber optic line when Miss Dig notifies them of a request.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve both the contract with Miss Dig, Inc. (attached) as well as the contract with Thomas Communications (attached) to mark the County's fiber optic cable when Miss Dig is called. Motion Carried – Unanimous.**

Dan Bean the future Sheriff joined the meeting. Mr. Bean advocated for allowing Travis Chellis to stay in the Command Unit for the time between December 14, 2008 and January 1, 2009.

## 9. Geographical Information System (GIS) Memorandum of Understanding(MOU)

Joe Meyers, Associate Planner joined the meeting and presented an MOU with the Northwest Michigan Council of Governments for the sharing of Antrim County data. The Council of Government will also act as back up source for our data.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve an MOU with the Northwest Michigan Council of Governments for cooperation and back up of Antrim County data on a Tier 1 basis (attached). Motion Carried – Unanimous.**

### **10. Drug and Alcohol Policy**

The Committee went into closed session at 11:55 am. To discuss negotiations with the Unrepresented, General Unit and Probate Unit employee groups as it relates to the Drug and Alcohol Policy.

The Committee was back in open session at 12:10 p.m.

### **11. Discrimination and Harassment Policy**

The Committee reviewed the draft Discrimination and Harassment Policy

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the attached "Antrim County Discrimination and Harassment Policy" (attached). Motion Carried – Unanimous.**

### **12. Medical Examiner**

Mr. Garwood informed the Committee that Dr. Benson the Medical Examiner indicated a need for a new Fax machine (his home Fax on which he was receiving documents related to his County duties had broken). The choices are to install a new phone line in his office for the Fax or he would (as his second choice) agree to use it and receive County related documents at home.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners allow Dr. Benson to use the new County-owned Fax machine at home. Record of location of the Fax must be kept on file. This action will be taken without precedent. Motion Carried – Unanimous.**

### **13. Appointments**

Antrim Creek Natural Area (ACNA):

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Jake Veenstra (term expires 01/01/2012) to the ACNA Commission. Motion Carried – Unanimous.**

Commission on Aging (COA):

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend to the Chairman of the Board of Commissioners, that he re-appoint Don Schuiteman, Edward Bradford, Dr. Mary Kokosky and Betty Jo Hudson, to one (1) terms (expiring on 01/01/2010), to the Commission on Aging. Motion Carried – Unanimous.**

Construction Code Board of Appeals:

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Tim Moore and Michael Lanning and appoint Amy Russell (representing the Building trades) to two (2) year terms (expiring on 12/31/10), to the Construction Code Board of Appeals. Motion Carried – Unanimous.**

County Road Commission:

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Fred Hunt Jr (term expires 12/31/2014), to the County Road Commission. Motion Carried – Unanimous.**

E-911 Board:

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Paul Trumble (term expires 01/01/2012), as the citizen at large position, to the E-911 Board. Motion Carried – Unanimous.**

Economic Development Corporation (EDC) / Brownfield Redevelopment Authority (BRA):

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Robert Peterson and Jerome Simowski, to three (3) year terms expiring on 12/31/2011, to the EDC and BRA.**

Farmland and Open Space Preservation Board:

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Brett Pharo and Norm Veliquette, to three (3) year terms expiring on 12/31/2011, to the Farmland and Open Space Preservation Board. Motion Carried – Unanimous.**

North Country Community Mental Health (CMH):

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Louis Scholl (term expiring on 03/31/2011) to the North Country Community Mental Health Board. Motion Carried – Unanimous.**

Parks & Recreation Advisory Board:

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Linda Gallagher (term expires on 01/01/2012) to the Parks & Recreation Advisory Board. Motion Carried – Unanimous.**

Planning Commission (amended):

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Allen Luurtsema and Alan Martel, to three (3) year terms (expiring on 12/31/2011), and appoint Shirley Klunzinger to fill the vacant position (term to expire 12/31/2010), to the**

**Planning Commission. Motion Carried – Unanimous.**

Solid Waste and Recycling Committee:

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Leonard Klein and Bill Gadwau and appoint Susan Reck, to three (3) year terms expiring on 12/31/2011 to the Solid Waste and Recycling Committee. Motion Carried – Unanimous.**

Veteran's Affairs Board:

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend to the Chairman of the Board of Commissioners, that he re-appoint Roger Simon (term expiring 12/31/2012) to the Veteran's Affairs Board. Motion Carried – Unanimous.**

The meeting was adjourned at 12:35 p.m.