

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes February 7, 2013

Members present: Karen Bargy and David Howelman
Members absent: Ed Boettcher
Others present: Pete Garwood and Mike Crawford

1. Meeting called to order at 9:05 a.m.

2. Public Comment

None.

3. 86th District Court Personnel

Judge Michael Haley joined the meeting. Judge Haley requested funding for an additional part-time probation officer for the District Court. The cost to add an additional .5 of full-time is \$30,355 (communication attached). The Committee requested the Judge bring more statistical and budget information when the Judge and or Court Administrator go to the Finance Committee meeting.

Motion by Dave Howelman, supported by Karen Bargy, to recommend the Finance Committee identify the funding and the Board of Commissioners approve additional funding of \$30,355 for a ½ time probation officer for the 86th District Court. Motion carried – unanimous.

4. Emergency Services

Carl Goeman, Emergency Services Coordinator was unable to be present at the meeting, but provided a written report (attached) on the activities for the Emergency Services Department since the beginning of the year.

5. Sheriff Department Update

Sheriff Dan Bean and Undersheriff Dean Pratt gave a verbal and written (attached) report of the activities of the Sheriff Department (including 911 Dispatch) since the beginning of the year.

Sheriff Bean distributed three months of Animal Control reports to the Committee (attached).

Shooting Range Memorandum of Understanding

The Sheriff presented a proposed memorandum of understanding between the Antrim County Sheriff Department and the Chain O' Lakes Sportsman's Club for Sheriff Department use of the shooting range by Sheriff Department personnel.

Motion by Dave Howelman, supported by Karen Bargy, to recommend the Board of Commissioners approve the Memorandum of Understanding between the Antrim County Sheriff Department and the Chain O' Lakes Sportsman's Club for use of the shooting range by Sheriff Department personnel, contingent on legal counsel review of bullet number 5 regarding to what extent the Sheriff Department will be involved in berm maintenance. Motion carried – unanimous.

Squad Cars and Gas Tax

Undersheriff Pratt and Peter Garwood, Administrator, gave an update on addressing the issue of 89 octane fuel for the new squad cars. Mr. Garwood informed the Committee Deb Haydell, Accountant, is on the Finance Committee agenda to discuss the use of fuel cards that can be used by County employees who drive County owned vehicles. The fuel cards would allow the purchase of fuel at specific gas stations on a tax exempt basis.

Chairwoman Karen Bargy suggested that if the County considers allowing the use of the fuel cards, there be a clear policy for use of a fuel card and that it be grounds for dismissal if it is used for a personal vehicle or other equipment.

The Committee reviewed quotes from Alpine Electric to install repeaters at three different locations in the County as a part of adapting to the narrow banding requirements. If the quotes are a part of the project previously approved they will require no action. If the quotes are not a part of the original project the Sheriff or Undersheriff will have to get on the Finance Committee agenda.

6. Tuition Reimbursement Update

Sheriff Bean distributed information regarding a Ferris State University - Bachelor of Science program in Information Security & Intelligence. Sheriff Bean is proposing the County reimburse the tuition cost for Detective Ed Smith to go through the program as it is directly related to, and necessary for his job. Sheriff Bean also included a letter of support from Charles Koop, Prosecuting Attorney.

This request is for informational purposes only and will be handled by the Administration and County Services Committee.

7. Action Request Form

Karen Bargy, Chairwomen distributed a form that she is going to ask those who will be requesting funding (or other action) through the Health, Animal Control and Public Safety Committee to complete prior to the meeting (attached).

8. 911 Grant

Steve Bratschi, 911 Sergeant and Deb Haydell have been working on a grant application for 911 Public Act No. 32 Primary Public Safety Answering Point Dispatcher Training Distribution funds.

Because the due date is tomorrow, there is not time to have it approved by the full Board of Commissioners prior to sending it to the granting agency. The application can be emailed once approved.

Motion by Dave Howelman, supported by Karen Bargy, to approve the grant application for 911 Public Act No. 32 Primary Public Safety Answering Point Dispatcher Training Distribution funds, and recommend the Board of Commissioners approve the grant application retrospectively at their next meeting. Motion carried – unanimous.

Mike Crawford, Chairman of the Board of Commissioner will sign the grant application which will be emailed to the Michigan State Policy by tomorrow's deadline.

The next meeting is scheduled for February 27, 2013.

Meeting adjourned at 11:40 a.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes February 27, 2013

Members present: Karen Bargy, Ed Boettcher and David Howelman

Members absent:

Others present: Pete Garwood and Mike Crawford

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

2. Public Comment

None.

3. Emergency Services Update

Carl Goeman, Emergency Services Coordinator, informed the Committee that the County has received the 2012-2013 Hazardous Materials Emergency Preparedness (HMEP) Grant agreement from the State.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the 2012-2013 HMEP Grant agreement for signature by the Chairman of the Board of Commissioners. Motion carried – unanimous.

Mr. Goeman gave an update on the Homeland Security Grant.

4. Sheriff Department Update

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting.

911 Update

Sheriff Bean gave an update on the Simulcast installation (part of the Narrowbanding requirement). The recently approved electrical work and the new equipment is scheduled to be installed on the towers around the County from March 18 to March 25.

Mr. Goeman informed the Committee of the need for the County to indicate approval of the 2013 report to the legislature for 14th year certification eligibility. Approval of the report will allow the County to continue receiving 911 wireless funding from the State.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the 2013 report to the legislature for 14th year certification eligibility. Motion carried – unanimous.

Other Sheriff Department Activities

Sheriff Bean gave an update on the other activities that have taken place in the Sheriff Department (attachment).

Sheriff Bean and Undersheriff Pratt informed the Committee of the impact of the methamphetamine activity around the County.

Forensic Training School

The Committee reviewed an outline, from Ferris State University, of the courses that Detective Ed Smith will be taking which are necessary for his job.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Administration and County Services Committee approve the County paying for the College Tuition for Detective Ed Smith toward a Bachelor of Science in Information Security & Intelligence, and recommend the Board of Commissioners do the same. Motion carried – unanimous.

The Committee and the Sheriff discussed complaints and issues that happened in Lakes of the North and other places in the County.

The Committee changed next month's meeting to April 3 at 1:00 p.m.

Meeting adjourned at 11:05 a.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

April 3, 2013

Members present: Karen Bargy, Ed Boettcher and David Howelman

Members absent:

Others present: Pete Garwood

1. Meeting called to order at 1:00 p.m.

2. Public Comment

None.

3. Emergency Services Update

Carl Goeman, Emergency Services Coordinator, gave an update on his activities of the past month.

Mr. Goeman informed the Committee of the reimbursement policy for the Homeland Security Conference. Once the Committee discovered Mr. Goeman has the funds in his budget to front the cost of the conference, it was determined no action was necessary.

Mr. Goeman informed the Committee the State has come up with more match funding for his position for the years 2010 and 2011 (grant cover pages attached).

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the amendments to the 2010 and the 2011 Emergency Management Preparedness Grants (EMPG), which will result in additional funds for the County. Motion carried – unanimous.

4. Sheriff Department Update

Sheriff Dan Bean distributed a written report for his department (attached). Sheriff Bean indicated he would like permission to set up a K-9 program, and would like to set up a fund in which the public could make donations to the program for both start up and operations. He also indicated the funds the County receives from the Traverse Narcotics Team (TNT) for forfeitures would likely cover the annual operational costs.

The Committee requested the Sheriff and Undersheriff compile additional information regarding the proposal including: job description for the dog, funding sources, annual expenses.

The Sheriff requested the release of the budgeted funds for the purchase of two equipped squad cars.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Finance Committee and Board of Commissioners approve the purchase of two equipped squad cars. Motion carried – unanimous.

The next meeting of the Committee is rescheduled for **May 1, 2013 at 1:00 p.m.** from the regularly scheduled last Wednesday of the month (April 24).

Meeting adjourned at 2:30 p.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

May 2, 2013

Members present: Karen Bargy, Ed Boettcher and David Howelman

Members absent:

Others present: Pete Garwood, Joe Meyers, Christian Marcus, Dan Bean, Dean Pratt, and Mike Gank

1. Meeting called to order at 12:00 p.m.

2. Public Comment

None.

3. 911 Update

Dan Bean, Sheriff, introduced the committee to Mike Gank, the temporary sergeant while Steve Bratschi is on leave.

Mr. Gank indicated that the simulcast project should be live by the middle of June.

Mr. Gank also indicated that they received an EOC grant for alphanumeric paging which should be purchased by midsummer.

4. Sheriff Department Update

Karen Bargy inquired about the potential donations for the K-9 Program. Mr. Bean informed Ms. Bargy that any donations for the potential K-9 program could only be used for the K-9 program.

Discussion ensued over setting up a new program and the proper process that should be followed.

The Committee discussed the prior K-9 program and the issues they had.

Mr. Bean spoke on personnel issues and the previous administration being the reason for discontinuing the program.

Discussion ensued over the Fair Labor Standards Act and how K-9 handlers are addressed within that Act.

The Committee inquired how the potential unit would affect the budget.

Dean Pratt, Undersheriff, indicated that it would cost \$8,500 upfront and \$1,500 per year. Mr. Pratt also indicated that the labor costs would be absorbed in the budget.

Pete Garwood, Administrator, indicated that he would not recommend setting up the fund at this time. He would recommend the review of the policies with the Fair Labor Standards Act. Mr. Garwood would recommend drafting a letter of understanding and reviewing it with our labor counsel.

The Committee directed the Administration and Planning Department work with our labor counsel to draft a letter of understanding and have Sheriff Dan Bean work with the union to see if they have any concerns. The Committee requested an update at their next meeting.

5. Various Matters

Discussion ensued over the former Antrim/Kalkaska landfill. Ms. Bargy informed the Committee that the Chair of the Board of Commissioners has received a letter from a constituent concerned about monitoring of the groundwater around the landfill. The Committee requested the Administration and Planning Department look into this issue and report back next month.

Meeting adjourned at 1:35 p.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

May 29, 2013

Members present: Karen Bargy, Ed Boettcher and David Howelman

Members absent:

Others present: Pete Garwood, Mike Crawford

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

2. Public Comment

None.

3. Antrim/Kalkaska Landfill Issue

Joe Meyers, Associate Planner, presented documents regarding the Antrim/Kalkaska Landfill closure. The documents appear to indicate the County acted in accordance with the requirements of the State Department of Natural Resources. The Committee requested the documents be sent to legal counsel for review and recommendation, if appropriate.

4. Emergency Services Update

Carl Goeman, Emergency Services Coordinator was unable to attend the meeting.

5. 911 Update

Sheriff Bean indicated there is an issue with the Simulcast Project (a part of the narrow banding requirements). Mike Gank, Dispatcher, explained that we will have to add hardware that will emulate a T1 connection to increase the bandwidth on the State towers. This will take six to eight weeks. This is an unexpected cost that is for equipment that is necessary and would have been added to the original proposal if the Sheriff Department staff and the vendor had been made aware of it prior to proposing the program to the County. The equipment purchase and installation will add \$10,000 to \$20,000 to the project. When the Sheriff has a solid cost he will take it to the Finance Committee.

6. 800 MHz Back Billings

The State has informed the Sheriff Department they mistakenly did not bill the County for the 800 MHz user fees for a period covering 2009 to 2011. The invoice comes to approximately \$24,000. The issue was sent to legal counsel.

Discussion took place regarding worker's compensation, health insurance and wellness programs as it relates to the Sheriff Department.

7. K-9 Program

Sheriff Bean informed the Committee the K-9 Program has been put on hold, due to other emergency issues taking precedence.

8. Mobile Data Terminals (MDTs)

Ed Boettcher stated that if we are going to move toward MDTs we should start the education process now. Sheriff Bean indicated he will check with Charlevoix County to see if we can get a demonstration of their MDTs.

Sheriff Bean and staff will also schedule a presentation by the vendor at a future Health, Animal Control and Public Safety Committee meeting.

9. Red Cross Agreement

Mike Neubecker, Commission on Aging (COA) joined the meeting and informed the Committee the agreement with the Red Cross for use of the Senior Center as an emergency shelter has expired and must be renewed. As Legal Counsel has not completed the review of the agreement it will appear on next month's agenda.

Meeting adjourned at 10:25 a.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

June 26, 2013

Members present: Karen Bargy, Ed Boettcher and David Howelman

Members absent:

Others present: Pete Garwood, Steve Bratschi, Mike Gank, Carl Goeman, Dan Bean, and Mike Crawford

1. Meeting called to order at 9:00 a.m.(the meeting took place at the Torch Lake Twp Hall)

2. Public Comment

None.

3. Emergency Services Update

Carl Goeman, Emergency Services Coordinator, explained that he has been contacted by Charter Cable. Charter Cable has been providing cable service to the Emergency Operations Center (EOC) at no cost for years. Charter is now indicating they will be charging for the service (attachments). Mr. Goeman indicated news and weather service over cable is an integral part of information gathering in the event of a disaster or other emergency event.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve subscribing to Charter Cable at the EOC at a cost of \$59.98 per month. Motion carried – unanimous.

2011 Homeland Security Grant

Mr. Goeman indicated the new rules of the State regarding the Homeland Security Grant require that the County pay for the projects approved for Antrim County in advance and submit for reimbursement to the State afterward (including an invoice and cancelled check). Mr. Goeman informed the Committee that Antrim County has been approved for three projects out of the 2011 Homeland Security Grant.

- Ancillary equipment for the MILO Range 3000, \$4,620.00
- Radios for the Courthouse Security officer and assistant at a cost of \$10,688.50. However, Mr. Goeman will try to get in on a discount that is offered with a small window for action, which could result in a savings of \$1,500 if order by deadline (would result in a cost of \$9,188.50).
- Forensic equipment for Sheriff Department \$27,353.88. Mr. Goeman will be back for approval of a training component to this part of the request in the future.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Finance Committee find the upfront funds and the Board of Commissioners approve the purchase of radios for the Courthouse security personnel, forensic equipment for the Sheriff Department, and ancillary equipment for the MILO Range 3000 at cost of \$41,162.38. Motion carried – unanimous.

4. Red Cross Agreement

Peter Garwood, County Administrator, informed the Committee the draft agreement (updated) between the County and the Red Cross for use of the Senior Center as an emergency shelter has been through the appropriate review process.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the agreement with the Red Cross for use of the Senior Center as an emergency shelter, and the Chairman of the Board be authorized to sign the agreement. Motion carried – unanimous.

5. Polycom Video Arraignment Maintenance Agreement

Bill Hefferan, Probate Court Administrator, informed the Committee that the first year is up for the two Video Arraignment Systems (Probate Court and Circuit Court) and a decision must be made whether or not to enter into a maintenance agreement for the upcoming year and into the future. Mr. Hefferan indicated funding for the maintenance agreement for the equipment located in the Probate Court Room could come from the Probate Court budget. Charlie Koop, Prosecuting Attorney, indicated that funding for the maintenance agreement for the equipment located in the Circuit Court Room could come from the Prosecuting Attorney budget.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Finance Committee and Board of Commissioners approve a three year maintenance agreement for the Polycom Video Arraignment equipment at a cost of \$3,540.00 half to be paid for out of the Family Court budget , with a transfer of \$1,770.00 from line item 101000-132-806.000 to line item 101000-132-933.000 and half to be paid for out of the Prosecuting Attorney budget 101000-267-000.000. Motion carried – unanimous.

6. 911 Update

Mike Gank, Dispatcher, provided a report for calls into the 911 Central Dispatch Center (attached). Mr. Gank indicated we have a credit with SunGard for the Alpha Numeric Paging Module of \$600. The Committee referred the concern to the Finance Committee with a suggestion of requesting reimbursement rather than keeping a credit on the books.

Mr. Gank reported on a meeting of all the 911 Dispatch Centers in the region (seven systems participated). The meeting focused on how each of the 911 Dispatch Centers can save money by sharing resources or making joint purchases. Mr. Gank requested permission to continue investigating the possible savings and increased efficiencies with continued participation in the regional group. It was the consensus of the Committee that the Antrim County Dispatch continues participation in the process.

7. Prosecuting Attorney

Mr. Koop joined the meeting and provided an update on the Ellsworth horse confiscation issue. The County has spent approximately \$4,000. Mr. Koop indicated he is requesting the defendants pay a portion of the bill (approximately \$1,500). Mr. Koop requested the Committee's agreement to the recommended cost share arrangement with the defendants or that the Committee provides an alternative direction for the money owed.

Motion by Ed Boettcher, supported by Dave Howelman, to approve the course of action regarding reimbursement for the horse neglect issue outlined by the Prosecuting Attorney (requiring the defendants pay \$1,500 of the \$4,000 in costs). Motion carried – unanimous.

Chairwoman Bargy requested the Sheriff present a draft protocol for handling horse or large animal neglect complaints.

8. Sheriff Department Update

Sheriff Dan Bean distributed a written report for the Sheriff Office for the past month and provided a verbal update.

9. Mobile Computer Terminal (MCT) Presentation

Matthew Bartell, from SunGard, gave a power point presentation on the operation of MCT's in patrol cars. Automatic Vehicle Location (AVL) was also discussed (essentially a GPS vehicle locator in each of vehicles). Thirdly, Mr. Bartell discussed and demonstrated the Mobile Field Reporting (MFR) component. 50 percent of their customers are using all three.

Chris Barrett, from SunGard co-presented the presentation remotely through computer and speakerphone.

At 11:45 a.m. the Committee members drove to Friske Orchards Restaurant and Store parking lot for a demonstration of a MCT in an actual patrol car. The Sheriff and an officer from Charlevoix County gave an in car demonstration on the MDT, AVL and MFR systems.

Meeting adjourned at 12:50 p.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

July 31, 2013

Members present: Karen Bargy, Ed Boettcher and David Howelman

Members absent:

Others present: Pete Garwood

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

2. Public Comment

Jarris Rubingh, farmer and president of the Antrim County Farm Bureau, distributed a document with suggested amendments to the Animal Control Ordinance. Marv Rubingh reviewed the suggested amendments for the Committee.

Bill Wiltse, a local farmer, distributed an article that describes how Jackson County handles large animal issues.

Bruce Chellis spoke on the need for training whether it is an Animal Control Officer or a police officer.

Nadine DeYoung spoke on wanting the amendments to change the process. She handed the Sheriff an article from the veterinarian that formulated the scoring system for horse evaluations and how, he believes, it has been misused by some officials.

In addition to Dr. Randall, the group named two other large animal veterinarians, Dr. Gallister and Dr. Robinson. However, all were comfortable with Dr. Randall if he were chosen to be the veterinarian on “standby” for future complaints.

3. Sheriff Department Update

Sheriff Dan Bean distributed a written summary of the Sheriff Department activities for the past month (attached).

Corrections

Sergeant Todd Rawlings presented a request for the purchase of exercise equipment for the jail at a cost of \$7,727.00. Sergeant Rawlings informed the Committee the provision of an outlet for the inmates to engage in exercise is required by law, and the current equipment is no longer functional. He also indicated he has visited the websites of two other vendors and the same kind of equipment was almost twice the cost.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Finance Committee and the Board of Commissioners approve the sole source purchase of exercise equipment at a cost of \$7,727.00 out of Fund #267000 Inmate Jail Proceeds. Motion carried – unanimous.

Part-Time Nurse Contract

Sheriff Bean presented a draft of a contract for a part-time nurse (attached). The funds are already in the budget at \$8,000. The Sheriff intends to find a suitable nurse through Meadow Brook Medical Care Facility.

Motion by Ed Boettcher, supported by Dave Howelman, to send the contract for Part-Time Nursing Services for the jail to the Administration and County Services Committee for review and approval. Motion carried – unanimous.

4. 911 Dispatch

Sergeant Bratschi distributed a monthly report for the 911 Dispatch Center.

State of Michigan Geographical Information System (GIS)

Sergeant Bratschi requested the County participate in the State of Michigan GIS Repository program by approving the attached Memorandum of Understanding. Data sharing issues are handled by the Administration and County Services Committee.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Administration and County Service Committee and the Board of Commissioners approve the Memorandum of Understanding with the State of Michigan Center for Shared Solutions and Technology Partnership. Motion carried – unanimous.

Alpha Numeric Paging Program

The Committee reviewed a document entitled, Terms of Service for the Alpha Numeric Paging Program (attached). The program is optional for the local units of government's emergency services agencies, which will enable their employees to receive a text message in addition to the traditional method of paging personnel during an emergency.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the Terms of Service for the Alpha Numeric Paging Program document which will be sent to local emergency service agencies within Antrim County for possible approval (voluntary basis). Motion carried – unanimous.

5. Emergency Services – Cooling Centers

Peter Garwood, Administrator, informed the Committee the Cooling Center issue came up at the Human Services Committee, as brought up by Mike Neubecker, Commission on Aging Director. Carl Goeman, Emergency Services Director, indicated that currently the pieces are in place working with the Red Cross to react in an extreme heat situation.

6. PSAP (Public Safety Answering Point) Group

Sergeant Bratschi informed the Committee that the PSAP group met a couple of weeks ago (seven counties) and discussed purchasing a shared IP phone controller as opposed to each county purchasing their own. The idea is for the group to continue to meet, with the goal of finding other ways of cooperating to save money on equipment and possibly target grant opportunities. Ed Boettcher indicated that the Council of Government staff will be attending the next meeting to explore if they could be of assistance to the regional group.

Meeting adjourned at 11:10 a.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes – Special Meeting

August 27, 2013

Members present: Karen Bargy, Ed Boettcher and David Howelman

Members absent:

Others present: Pete Garwood, Mike Crawford, Deb Haydell

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

2. Public Comment

None.

3. Health Department Budget Request

Christie Vogelheim, Finance Director for the Health Department of Northwest Michigan, joined the meeting. Ms. Vogelheim presented the Health Department appropriation request for 2014. The appropriation request is a 2% increase over the 2013 appropriation.

Motion by Dave Howelman, supported by Ed Boettcher, to approve the Health Department appropriation request of \$217,084 for submittal to the Finance Committee. Motion carried – unanimous.

4. 13th Circuit Community Corrections Budget

Greg Sommers and Sherise Shively from the Community Corrections program presented the appropriation request for the Community Corrections program.

Motion by Dave Howelman, supported by Ed Boettcher, to approve the 13th Circuit Court Community Corrections program appropriation request of \$16,979 for submittal to the Finance Committee. Motion carried – unanimous.

5. 13th Circuit Court Budget

Judge Phil Rodgers joined the meeting and presented the 13th Circuit Court budget request for 2014.

Actual personnel costs were not included and will be forthcoming as the information becomes available.

Motion by Dave Howelman, supported by Ed Boettcher, to approve the 13th Circuit Court budget request of \$421,108 for submittal to the Finance Committee. Motion carried – unanimous.

6. District Court Budget

Carol Stocking, Court Administrator for the District Court, joined the meeting and presented the 2014 District Court budget request. The County funds both a direct budget (dollars spent solely for Antrim County services) and a shared budget (dollars spent by shared services and funded by the 3 Counties).

Shared cost appropriation \$4,136 based on 22% of the District Court caseload will be added to the budget.

Motion by Ed Boettcher, supported by Dave Howelma, to approve the District Court 2014 budget request of \$693,847 + \$4,136 (shared cost) = \$697,983 for submittal to the Finance Committee. Motion carried – unanimous.

Ms. Stocking will work with County Accountant, Deb Haydell to include the \$4,136 for shared services in the budget submittal that will go to the Finance Committee.

It was identified that of the \$8,200 in the budget for “Computer Services”, \$4,300 are for new computers, which will be moved to capital outlay. The \$4,300 will be removed from Computer Services and represented as capital outlay for submittal to the Finance Committee.

7. Friend of the Court Budget

Dawn Rodgers, Director of the Friend of the Court, joined the meeting and presented the budget for the three county Friend of the Court Office.

Motion by Ed Boettcher, supported by Dave Howelman, to approve the Friend of the Court 2014 appropriation request of \$107,982 for submittal to the Finance Committee. Motion carried – unanimous.

8. Probate Court Budget

Bill Hefferan, Probate Court Administrator, joined the meeting and presented the budget request for the various budgets under the purview of the Probate Court.

Probate Court Grant

The Probate Court grant is a Federal grant that gets passed through the Probate Court to the Sheriff Department to fund the Zero Tolerance personnel costs and some for drug testing for juveniles.

Motion by Ed Boettcher, supported by Dave Howelman, to approve the Probate Court grant revenue of \$8,670 in fund #286 for the 2014 budget year, for submittal to the Finance Committee. Motion carried – unanimous.

Family Court Detention Support Services

The Committee reviewed the proposed budget request for Family Court Detention Support Services.

Motion by Ed Boettcher, supported by Dave Howelman, to approve the Family Court Detention Support Services budget, department #101000-134, for submittal to the Finance Committee in the amount of \$11,000.

Motion carried – unanimous.

Probate Court

Mr. Hefferan presented the 2014 budget request for the Probate Court.

Motion by Ed Boettcher, supported by Dave Howelman, to approve the Probate Court 2014 budget request of \$301,316 for submittal to the Finance Committee. Motion carried – unanimous.

Family Division

Mr. Hefferan presented the budget for the Family Court Division, along with the capital outlay request.

Motion by Dave Howelman, supported by Ed Boettcher, to approve the Family Court Division 2014 budget request of \$532,238 and \$2,650 in capital outlay for submittal to the Finance Committee. Motion carried – unanimous.

Meeting adjourned at 12:30 p.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

August 28, 2013

Members present: Karen Bargy and David Howelman
Members absent: Ed Boettcher
Others present: Pete Garwood, Deb Haydell

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

2. Public Comment

None.

3. Jail Budget

Todd Rawling, Jail Sergeant, presented the proposed 2014 budget for the jail.

The Committee reviewed the capital outlay request. **The capital outlay request included a request for the promotion of two correction officers to corporal and a part-time court officer. The Committee agreed that this part of the request should be removed from capital outlay and be referred to the County Administration Committee.**

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed jail budget and capital outlay (with the above changes) for submittal to the Finance Committee. Motion carried – unanimous.

While the Sheriff and his staff indicated that all items on their capital outlay request are important, if they had to, they could postpone work on the shower stalls, purchase of the Northpointe classification system and the medical Tutinauer Autoclave system for the jail nurse.

If approved, the requested jail transport vehicle would replace the 2006 GMC Savannah van which has approximately 160,000 miles on it.

Motion by Dave Howelman, supported by Karen Bargy, to send the request to increase the contract amount for Dr. May as the jail doctor by \$250 per month, or \$15,000 to \$18,000 for the contract year starting January 1, 2014 to the Finance Committee. Motion carried – unanimous.

4. Medical Examiner Budget

Dr. Dewey Benson, Medical Examiner joined the meeting and presented his 2014 budget request.

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Medical Examiner budget for submittal to the Finance Committee. Motion carried – unanimous.

5. Sheriff Department Budget

Sheriff Dan Bean and Undersheriff Dean Pratt presented the proposed 2014 budget for the Sheriff Department (department #301). The Committee reviewed the capital outlay request for the Sheriff Department.

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Sheriff Department budget and capital outlay as submitted for submittal to the Finance Committee. Motion carried – unanimous.

6. Emergency Services Budget

The Committee reviewed the proposed 2014 Emergency Services budget request. The Committee reduced line item 101000-426-802.416, LEPC from \$500 to \$250 and 101000-426-933.001 from \$1,000 to \$500.

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Emergency Services budget with changes for submittal to the Finance Committee. Motion carried – unanimous.

The Committee decided that if Carl Goeman feels strongly that the two computers should be included in his capital outlay, he can make the case at the Finance Committee meeting.

Emergency Services LEPC Grant Fund #278.

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Emergency Services LEPC Grant Fund budget as submitted for submittal to the Finance Committee. Motion carried – unanimous.

7. Marine Patrol Budget

The Committee reviewed the proposed 2014 Marine Patrol budget request.

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Marine Patrol budget, 101000-331 as submitted for submission to the Finance Committee. Motion carried – unanimous.

8. Secondary Roads Budget

Undersheriff Pratt indicated the County gets reimburse approximately \$43,000 from the State for Secondary Roads. Sheriff Bean distributed the capital outlay request for Secondary Roads.

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Secondary Road Fund budget, 101000-334 as submitted for submittal to the Finance Committee, along with the capital outlay request. Motion carried – unanimous.

9. Zero Tolerance Budget

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Zero Tolerance budget, 101000-352 as submitted for submittal to the Finance Committee. Motion carried – unanimous.

10. Animal Control Budget

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 Animal Control budget, 101000-430 as submitted for submittal to the Finance Committee, and to forward the capital outlay request for consideration by the Finance Committee. Motion carried – unanimous.

The Sheriff will get an estimate on repairing the Animal Control truck and provide the information to the Finance Committee with the budget submittal.

11. 911 Training Budget

The Committee reviewed the proposed 2014 911 Training Fund budget. Current fund balance is \$16,365.

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 911 Training Fund budget request (Fund #259) as submitted for submittal to the Finance Committee. Motion carried - unanimous.

12. E-911 Operating Budget

Motion by Dave Howelman, supported by Karen Bargy, to approve the proposed 2014 E-911 Operating Fund budget (Fund #261,) with the removal of \$2,000 from line item 261000-348-802.000 (contractual services) and the proposed 2014 E-911 Wireless Fund budget, for submittal to the Finance Committee, and to forward the capital outlay request for consideration by the Finance Committee. Motion carried – unanimous.

13. 911 Service Agreement

The Service agreement for the Motorola equipment with Tele-Rad, Inc. for service of the old equipment and new equipment related to the Simulcast Project to start in September, 2013.

Motion by Dave Howelman, supported by Karen Bargy, to recommend the Board of Commissioner's approve amending the current Maintenance Agreement for old equipment and new equipment related to the Simulcast Project for a period of September 1, 2013 to December 31, 2013, contingent on a favorable comparison of the agreement language with the language of the old agreement. Motion carried – unanimous.

Sergeant Bratschi will get a cost from Tele-Rad for extending the current agreement (with the addition of the new equipment) for the above mentioned four months and he will conduct a comparison of the old versus the new agreement language.

14. Simulcast Project

The Simulcast was originally scheduled for completion (and budgeted for) in 2012. It wasn't completed until 2013, but the funds were never rolled over into the 2013 budget. Additionally, once Tele-Rad began installing the system, it was discovered that \$14,870 of additional equipment was necessary to make the system functional.

Motion by Dave Howelman, supported by Karen Bargy, to recommend the Finance Committee do budget adjustments for the 2013 budget of \$110,374 for equipment related to the Simulcast Project and approve payment of the same to Tele-Rad, Inc. Motion carried – unanimous.

The \$110,374 can be taken from the 911 Operating Fund or the 911 Wireless Fund.

15. RMS Server

Sergeant Bratschi informed the Committee that funds that were thought to have been budgeted in capital outlay in 2013 for the RMS (Record Management System) Server were not budgeted; the purchase of which was approved by the Board of Commissioner's. He will be taking the concern to the next Finance Committee meeting.

16. Animal Control

Sheriff Bean distributed an Animal Control report for the past month (attached). Sheriff Bean provided a verbal report on the Sheriff Department activities.

Meeting adjourned at 2:10 p.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

September 9, 2013

Members present: Karen Bargy, David Howelman, Ed Boettcher

Members absent:

Others present: Pete Garwood, Deb Haydell

1. Meeting called to order at 2:45 p.m.

2. Public Comment

None.

3. Prosecuting Attorney

Jim Rossiter, Prosecuting Attorney, presented the 2014 budget request for the Prosecuting Attorney Office.

Motion by Ed Boettcher, supported by David Howelman, to approve the Prosecuting Attorney 2014 budget request with amendments for submittal to the Finance Committee. Motion carried – unanimous.

4. Victim's Rights

Mr. Rossiter presented the Victim's Rights budget.

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Victim's Rights budget for submittal to the Finance Committee. Motion carried – unanimous.

5. Child Support

The Committee recognized the 2013 Activities thru 12/13 and the 2013 projected activities was wrong. The amount posted under Other Wages (\$3,363) should have been posted under Wages – Part Time, and the Projected Activity for Wages – Part Time should reflect \$14,156.

Motion by Ed Boettcher, supported by David Howelman, to recommend the Finance (Budget) Committee amend the 2013 budget to decrease Other Wages by \$3,363 and increase Wages – Part Time by \$14,156. Motion carried – unanimous.

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Child Support/Title IVD budget with an amendment to increase the 2013 projected activity for Wages – Part Time to \$14,156 for submittal to the Finance Committee. Motion carried – unanimous.

6. Fund #129

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Fund #129 budget with amendments for submittal to the Finance Committee. Motion carried – unanimous.

7. Fund #217

Mr. Rossiter is not budgeting anything for this fund for 2014.

8. Snowmobile Grant Fund #279

Undersheriff Pratt presented the Snowmobile budget for the 2014 year: Reduce Operating Supplies to \$300 and Equipment Maintenance to \$3,000.

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Snowmobile Grant budget request #279 as amended for submittal to the Finance Committee. Motion carried – unanimous.

9. Snowmobile – Capital Outlay

The Sheriff Department is requesting a new snowmobile at a cost of \$15,000.

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Snowmobile Grant Capital Outlay request with amending the amount from \$15,000 to \$12,000 for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Ed Boettcher, supported by David Howelman, to recommend the Finance Committee transfer funds into Fund #279 to eliminate the fund balance deficit. Motion carried – unanimous.

10. Secondary Roads

Ms. Haydell informed the Committee the County receives \$43,245 revenue for secondary roads from the State. The Committee reviewed a revised secondary roads budget that reflects what was approved at the last Committee meeting.

11. Corrections Officer Training Fund #264

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Corrections Officer Training Fund #264 budget request for submittal to the Finance Committee. Motion carried – unanimous.

12. ORV Fund #266

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 ORV, #266 fund budget request for submittal to the Finance Committee. Motion carried – unanimous.

13. Jail Inmate Proceeds Fund #267

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Jail Commissary fund #267 budget request for submittal to the Finance Committee. Motion carried – unanimous.

14. Michigan Justice Training Fund #268

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 Michigan Justice Training Fund #268 budget request for submittal to the Finance Committee. Motion carried – unanimous.

15. 911 Budgets

The Committee reviewed a Capital Outlay request for the 911 Dispatch Center.

Motion by Ed Boettcher, supported by David Howelman to approve the UPS (\$30,000) and the 911 Phone System – Next Generation 911 (\$170,000) of the capital outlay request for submittal to the Finance Committee for the 2014 - 911 budget to be paid from the 911 Wireless Fund #262. Motion carried – unanimous.

Motion by Ed Boettcher, supported by David Howelman, to approve the 2014 911 Operating budget, #261 request for submittal to the Finance Committee. Motion carried – unanimous.

Meeting adjourned at 4:50 p.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

September 25, 2013

Members present: Ed Boettcher and David Howelman

Members absent: Karen Bargy

Others present: Pete Garwood

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

2. Public Comment

None.

3. Emergency Services Update

Carl Goeman, Emergency Services Coordinator, joined the meeting and explained the Emergency Management Performance Grant (EMPG) is an annual grant from the State of Michigan which partially funds his position.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Board of Commissioner's approve the 2013 EMPG agreement for signature by the Chairman. Motion carried – unanimous.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Board of Commissioner's authorize the Chairman to sign the 2014 Emergency Management Work Plan. Motion carried – unanimous.

2011-2012 Homeland Security Grant

Mr. Goeman gave the Committee an update on progress regarding equipment purchases through the Homeland Security Grant. He also requested upfront funding for items for which the County will be reimbursed by the Grant.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Finance Committee find the funding and the Board of Commissioner's approve advancing funds for projects in which the funds will be refunded by the State through the 2011- 2012 Homeland Security Grant, as follows:

- Forensic Training for Detective Smith \$5,597.01
- Forensic Equipment \$3,617.01
- Wiring the shelter in Elk Rapids to accept a generator hook up, \$5,000.00

Total \$14,214.02. Motion carried – unanimous.

Motion by Dave Howelman, supported by Ed Boettcher, to approve an expenditure of \$662.00 for body work on the Crown Victoria vehicle used by the Emergency Services Coordinator, to be paid for out of the Emergency Services budget. Motion carried – unanimous.

4. Sheriff Department Update

Sheriff Dan Bean gave a verbal and written (attached) update on activities in the Sheriff Department for the past month.

Sheriff Bean informed the Committee that the motor on one of the boats sucked in some wire and caused failure and damage. Sheriff Bean will bring repair quotes to the next meeting.

Sheriff Bean indicated he would like to make a presentation at the Board of Commissioner's meeting. He will be awarding lapel pins supplied by Mothers Against Drunk Driving (MADD) to officers who have made recent arrests for drunk driving.

5. Community Corrections

The Committee reviewed the Community Corrections Contract between Antrim County and Grand Traverse County (the Fiduciary for the Community Corrections Program). In accordance with the Contract Antrim County will be paid \$1,500 for administrative work associated with the Community Corrections Program.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Board of Commissioner's approve the Community Corrections contract between Antrim County and Grand Traverse County and authorize signature by the Chairman, contingent on legal review. Motion carried – unanimous.

6. Emergency 911

Steve Bratschi, Dispatch Sergeant, presented a 911 equipment maintenance contract with Frontier for \$2,805.17.

Motion by Dave Howelman, supported by Ed Boettcher, to recommend the Board of Commissioner's approve 911 equipment maintenance contract with Frontier for \$2,805.17 contingent on legal review. Motion carried – unanimous.

A narrowband booster/limiter has been installed by TeleRad to correct problems with the new 911 simulcast system at no cost.

Sergeant Bratschi gave an update on the Alpha Numeric Paging System paid for with Homeland Security Grant dollars.

Motion by Dave Howelman, supported by Ed Boettcher, to authorize the Sheriff Department to attempt to sell the old analog phone system and a Rescue Star computer system from the Sheriff Department on the Internet. Motion carried – unanimous.

The Committee and staff discussed the results of the regional meeting of Public Safety Answering Point (PSAP) directors last week.

Peter Garwood, County Administrator, will contact John Strehl, Airport Manager, to remind him that Elmer's Crane and Dozer has yet to flatten and compact the parking lot at the Emergency Operations Center EOC after depositing the material from the old Airport parking lot.

Meeting adjourned at 10:30 a.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

October 30, 2013

Members present: Karen Bargy, Ed Boettcher, and David Howelman

Members absent:

Others present: Pete Garwood

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

2. Public Comment

None.

3. Emergency Services Update

Carl Goeman, Emergency Services Coordinator, indicated the internet and phones at the Emergency Operation Center have been out for over three weeks due to the lightning strike. Work is taking place to restore the services.

Mr. Goeman informed the Committee the Emergency Management Planning Grant (EMPG) must be in Lansing by November 4th, and is currently in review by Legal Counsel. Peter Garwood, County Administrator, checked with the Prosecuting Attorney's Office and reviewed with the Committee the comments of Jim Rossiter, Legal Counsel, regarding the grant agreement. It was the consensus of the Committee that the Chairman of the Board of Commissioner's can now sign the grant agreement.

4. Sheriff Department Update

Sheriff Dan Bean reported a Deputy has been terminated and he will be approaching the Administration and County Services Committee for permission to replace him.

Sheriff Bean reported his department is down two sergeants who are off on worker's compensation and/or short-term disability leave.

Boat Motor Quotes

Sheriff Bean distributed quotes for repair of a boat motor from Captain's Choice (\$3,542.50), Custom Marine & Machine Services (\$4,847.30), and Dewitt Marine (\$3,832.99). He also presented quotes for replacement of the motor with a new unit (low quote \$7,540.00).

Motion by Ed Boettcher, seconded by Dave Howelman, to recommend the Board of Commissioner's approve hiring Captain's Choice to repair the lower end of the Evinrude boat motor at a cost of \$3,542.50 and recommend the Finance Committee find funding for the repair (attached). Motion carried – unanimous.

Large Animal Policy

The Sheriff and Undersheriff have completed their draft of the Large Animal Policy, and it is now in the hands of Legal Counsel. The document will be forwarded to the Committee members prior to the next Committee meeting.

Undersheriff Dean Pratt informed the Committee the Sheriff Office is considering adding a website that would provide more web-based information and services for the public, (e.g. jail roster, most wanted, the ability for the public to file reports rather than officers, etc.). The website would provide self-serve function in which an individual could file their own reports, e.g. lost and stolen cell phones, car deer accidents, etc. The web site would be tied to the records management services of the jail and would automatically update the list when a new individual is booked. The cost would be about \$10,000, but he is still negotiating.

5. 911 Update

Steve Bratschi, Dispatch Sergeant, informed the Committee the Dispatch recording system was infected by a virus. It has since been cleaned and is once again operational.

Servers for the Computer Aided Dispatch (CAD) and Records Management System (RMS) are on their way and will be installed within the month.

The Simulcast (Narrowbanding) was turned on recently and some problems and interference were experienced. Telerad is making adjustments.

Ed Boettcher informed the Committee there will be an informational meeting on February 25th regarding a proposal to connect all the regional PSAP's in the area, along with the benefits and drawbacks. The informational meeting will be hosted by the Northwest Michigan Council of Governments (NWMCOG).

Interviews are taking place for two dispatcher positions.

Meeting adjourned at 11:20 a.m.

Health, Animal Control and Public Safety

Ed Boettcher

Karen Bargy, Chairman

David Howelman

Minutes

November 27, 2013

Members present: Karen Bargy, Ed Boettcher, and David Howelman

Members absent:

Others present: Pete Garwood, Dean Pratt

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

2. Public Comment

None.

3. Emergency Services Update

There is no report for Emergency Services as Carl Goeman, Emergency Services Coordinator, is on vacation this week.

4. Sheriff Department Update

Dean Pratt, Undersheriff, reported that the Large Animal Policy is in the Prosecuting Attorney's Office. Undersheriff Pratt indicated Jim Rossiter still has a couple of concerns with the policy that he and the Sheriff are ironing out.

Jail Physician Contract (See attachment pages 1-4)

Motion by Dave Howelman, seconded by Ed Boettcher, to recommend the Board of Commissioner's approve the Jail Physician Contract for signature by the Chairman. Motion carried – unanimous.

Undersheriff Pratt gave an update on the status of Sheriff Department personnel and the operations of the Department in general.

Discussion took place regarding the 2015 budget and public safety priorities.

5. 911 Update

Steve Bratschi, Dispatch Sergeant, gave an update on the activities of the 911 Dispatch Center. (See attachment pages 5, 6) Sergeant Bratschi informed the Committee of the changes made to the Simulcast System as the system is fine-tuned.

Capital Outlay

Sergeant Bratschi informed the Committee the 911 CAD/RMS (Computer Aided Dispatch/Records Management System) server replacement and migration are underway. (See attachment page 7)

Sergeant Bratschi requested the County Board approve moving the carpet and console replacement project from the 2013 to the 2014 budget. Fund #261.

Motion by Ed Boettcher, seconded by Dave Howelman, to recommend the Board of Commissioner's approve moving the funding for the carpet and console replacement project to the 2014 from the 2013 budget (\$101,300 from E- 911 Operating Fund, Fund #261). Motion carried – unanimous.

Tele-Rad 2014 Service Contract

The Committee reviewed the Tele-Rad 2014 Service Contract. **(See attachment pages 8-10)** As it was sent to Civil Counsel just last Monday, the legal review is not completed.

Motion by Ed Boettcher, seconded by Dave Howelman, to recommend the Board of Commissioner's approve the Tele-Rad 2014 Service Contract contingent on completion of the proper review. Motion carried – unanimous.

6. Antrim/Kalkaska Landfill

Dave Howelman gave the Committee an update on the latest activity regarding the landfill issue. Residential well testing has been arranged and will be done in the near future.

Meeting adjourned at 11:00 a.m.