

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes February 1, 2018

Members: Christian Marcus, Dave Heeres
Members absent: Bryan Smith
Others: Ed Boettcher, Peter Garwood, Mathew Cooke, Judge Norm Hayes, Mark Haynes, Deborah Peters, Patty Niepoth, Sheryl Guy, Sherry Comben, Valerie Craft,

1. The meeting was called to order at 9:04 a.m. by Chairman Christian Marcus.

2. Public Comment

None.

3. Building Department Personnel

Christian Marcus reminded the Committee that this issue had been brought to the January 11, 2018 Board of Commissioner's meeting where it was tabled.

Motion by Heeres, seconded by Marcus, that funds be released and the hiring process be authorized to fill the Secretary position due to the retirement of Dawn Fant on March 22, 2018, and the position be filled with a start date no earlier than March 5, 2018, allowing for an overlap for training.

Motion carries- Unanimous

Motion by Heeres, seconded by Marcus that if the Board of Commissioners approve the request to fill the Secretary position in the Building Department, the authority is granted to County Administrator and the Building Official to conduct the interviews and select an individual to fill the position.

Motion carries- Unanimous

4. Veterans Affairs Personnel

Deborah Peters, Veterans Affairs Director, told the Committee that the department had been awarded the Michigan Veterans Affairs County Incentive Grant in the amount of \$15,000. The award will partially fund a Veterans Service Officer for one year.

Motion by Heeres, seconded by Marcus, to recommend that, if the Board of Commissioners approve reclassifying the part-time clerk/typist in the Veterans Affairs Office to a full-time Veterans Service Officer I, the Finance Committee identify the funding source for the necessary budget amendment of an additional \$20,687.

Motion carries- Unanimous

Motion by Heeres, seconded by Marcus, to recommend the Board of Commissioners approve replacing the part-time clerk-typist position in the Veterans Affairs Office with a full-time Veterans Service Officer I position, and that the Finance Director be authorized to make the appropriate budget amendments which will result in an increase of \$20,687 to line item #101000-682-708.000, and that funds be released.

Motion carries- Unanimous

Motion by Heeres, seconded by Marcus that if the Board of Commissioners approve the reclassification request from a part-time clerk/typist to full-time Veterans Service Officer I, to grant the authority to the County Administrator and the Veterans Affairs Director to engage in the hiring process and fill the position.

Motion carries- Unanimous

5. Committee Appointment – Northern Lakes Economic Alliance (NLEA)

The Committee discussed the appointment of Peter Garwood to NLEA and the new information provided by the Economic Development Corporation and Andy Hayes, President of the NLEA (see attached pg. 5).

Motion by Heeres, seconded by Marcus, to recommend the Board of Commissioners appoint Peter Garwood to the Northern Lakes Economic Alliance for the 2-year appointment.

Motion carries- Unanimous

6. Probate Court Reporter Parity Increase

Mr. Garwood stated that the “Leelanau Circuit Court” included in the wage comparisons should have read “Leelanau Probate Court.” Judge Norman Hayes presented the Committee information regarding the wages/salaries in surrounding counties (see attached pgs. 6-11).

Sheryl Guy, County Clerk, said the responsibilities of a smaller court often mean that staff are doing what 2-3 people do in larger counties. Mr. Garwood said when doing wage studies, Antrim County has not used Grand Traverse County as a comparable based on the differences in demographics and as directed by the Board of Commissioners.

Mr. Garwood told the Committee he could not recommend the parity increase.

7. Merchant Services Agreement

Motion by Heeres, seconded by Marcus, to recommend the Board of Commissioners approve and authorize the Board Chairman to execute the agreement between Antrim County and “Merchant,” Vantiv, LLC for the provision of credit card services to Antrim County.

Motion carries- Unanimous

8. Meadowbrook Governing Board Appointment

Motion by Heeres, seconded by Marcus, to recommend the Board of Commissioners rescind the October 12, 2017 motion:

“It was moved by Zelenak, seconded by Karen Bargy that the appointment of Mike Paradis to the Human Services/Meadowbrook Governing Board with the expiration date of October 31, 2020 be accepted. Motion carried – all present voting yes.”

Motion carries- Unanimous

It was moved by Heeres, seconded by Marcus to recommend the Board of Commissioners approve the following motion:

Motion by _____, seconded by _____, that the appointment of Mike Paradis to the Human Services/Meadowbrook Governing Board with the expiration date of October 31, 2019 be accepted.

Motion carries -Unanimous

9. Board Procedures: Section 5.2 (Agenda)

Discussion took place regarding supplemental agenda items and various matters in regards to Board Procedures.

Motion by Marcus, seconded by Heeres to recommend to the Board of Commissioners approve an amendment to the Antrim County Board of Commissioners Procedures, Section 5.24 as follows:

***5.24 Deferred Action.** Any Commissioner may demand deferral of an issue until the following Board meeting if he/she has not had sufficient time (~~3 days~~ **2 business days**) to consider the issue.*

Motion carries- Unanimous.

10. Mancelona Economic Development USDA Letter of Support

Motion by Heeres, seconded by Marcus, to recommend the Board of Commissioners authorize the Chairman to sign a letter of support for a USDA grant application that will provide funding that will help the Mancelona community to implement their work plan.

Motion carries- Unanimous

11. Various Matters

Senate Bill 730

Mr. Boettcher asked Judge Hayes about Senate Bill 730 and how it would affect Antrim County. Judge Hayes indicated that as originally introduced, he was not in favor of the Bill. He stated that as written, he could be required to take on a large case load, but the control would still be under the 86th District Court, and Antrim County would continue to pay the 86th District Court. Mr. Garwood said that Wayne Schmidt told him the original idea was that Grand Traverse courts would still send a judge to Antrim once a week and would ask Judge Hayes to work a second day if needed. Judge Hayes was skeptical of this scenario and believed that the District Court judges simply would rather not come to Antrim County.

Judge Hayes said that a supplemental bill (to SB 730) was introduced. The supplemental bill would allow Antrim County to have one judge for Probate and District Court cases. Judge Hayes believes they could run the additional caseloads with the staff they currently have (in Probate and the Antrim County District Court offices) and that taking over would be the smart thing to do, both operationally and fiscally. Hayes believes this could save the County money.

Potential House Bill

Sherry Comben, County Treasurer, informed the Committee that state legislators have drafted a bill that would eliminate fees the County gets during the forfeiture process and establish new fees that would be funneled to State Land Bank Authorities.

Mr. Boettcher asked for an update on the small claims case against Casey Guthrie. Mr. Garwood indicated an agreement had been reached. If the payment plan has not been completed by February 2019, Mr. Guthrie will be subject to additional court proceedings.

Mr. Heeres asked for an update on the bank building. Mr. Garwood informed the Committee a temporary wall had been constructed to separate the bank side from the tenant side. The bank side of the building had been winterized.

Mr. Heeres also asked for a facility master plan update. Mr. Garwood and Mr. Cooke let the Committee know that questionnaires provided by Byce and Associates went out to staff, with most being completed and sent back. The next step includes one-on-one interviews with department heads and elected officials, along with more detailed measurements of current space use. In the future, Byce and Associates will be doing workshops to show progress and collect input.

12. Public Comment

Patty Niepoth said she has always been under parity and appreciated Mr. Garwood considering other positions during court reporter parity discussions.

The meeting was adjourned at 11:36 p.m.

January 25, 2018

To: Antrim County Administration Committee

- Christian Marcus, Chair
- Dave Heeres
- Bryan Smith

RE: Pete Garward appointment to NLEA Board

Dear Administration Committee members,

This letter is to respectfully request that Antrim County consider the reappointment of Pete Garwood to the NLEA Board. Pete has been a valuable asset to the NLEA and has a long history of involvement.

Although not a requirement, our NLEA Board has always encouraged our member counties to include their county administrator as one of the five appointments.

We have found that by having the County Administrators from all four of our member counties on the NLEA Board provides many opportunities for better communications, relationship building, strategic thinking and leveraging resources throughout the region.

We understand completely that there are many qualified people in Antrim County that would make excellent members to the NLEA Board. Please don't interpret this letter as any attempt whatsoever to imply that the applicant pool you have is not good. We know the decision is up to each County Board of Commissioners.

Thank you for your consideration, should you have any questions or need additional information, please don't hesitate to contact me.

Sincerely,



Andy Hayes
President

1313 Boyne Ave / P.O. Box 8

Boyne City, Michigan 49712

Phone: 231.582.6482 - Fax: 231.582.3213

www.northernlakes.net * info@northernlakes.net

- Core Partners -

STATE OF MICHIGAN



ANTRIM COUNTY FAMILY DIVISION

&

ANTRIM COUNTY PROBATE COURT

205 E. CAYUGA, P.O. BOX 130

BELLAIRE, MI 49615

(231) 533-6681

FAX (231) 533-6600

probatecourt@antrimcounty.org

HON. NORMAN R. HAYES
PROBATE & FAMILY DIVISION JUDGE

WILLIAM M. HEFFERAN
ADMINISTRATOR

December 13, 2017

TO: ADMINISTRATION AND COUNTY SERVICES COMMITTEE
FROM: NORMAN R. HAYES, 13TH CIRCUIT/FAMILY DIVISION JUDGE
SUBJECT: PARITY SALARY FOR COURT REPORTER

To: Christian Marcus, Chairman:

As was discussed at the Committee meeting, the current Court Reporter's salary for my Court is \$47,295.93. Comparable Court Reporter position in Benzie/Manistee County is compensated at a starting wage of \$51,254.00. The comparable Circuit Court Reporter salary for the 13th Circuit, of which Antrim County is a part, is \$58,706.00.

I appreciate the Committee's consideration of a parity increase for the Court Reporter position for the Antrim County Probate Court/13th Circuit Family Division Court Reporter position.

Thank you for your time and consideration.

cc: Ed Boettcher, III
Melissa Zelenak
Karen Bargy
David Heeres

Robert Smith
Brenda Ricksgers
Dawn LaVanway
Scott Kruger

STATE OF MICHIGAN



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HON. NORMAN R. HAYES
PROBATE & FAMILY DIVISION JUDGE

WILLIAM M. HEFFERAN
ADMINISTRATOR

MEMO FROM JUDGE HAYES REGARDING COURT REPORTER COMPARISONS

Current Salary for Sandy Davids, including stipend for other duties in 13th Circuit - \$47,295.93
Base Salary is \$44,895.61

Base Salary for Grand Traverse County 13th Circuit Court Reporters and Family Division Court Reporter - \$58,706.00 – email attached from Teri Quinn

Base Salary for Benzie/Manistee County Court Reporter – starting wage - \$51,254.00
Email attached from Patricia Heins

Davids, Sandra

From: Teri Quinn <tquinn@grandtraverse.org>
Sent: Monday, December 11, 2017 6:08 AM
To: Davids, Sandra
Subject: RE: Pay Scales

Both court reporters are topped out.

On Dec 8, 2017 3:37 PM, "Davids, Sandra" <davidss@antrimcounty.org> wrote:

Teri, what does that mean? The Commissioners are interested in what the Court Reporters are being paid at this time. I am interested in what Karen is being paid. She is the closest to me in years of experience, even though I have been a Reporter since 1974. Would you be able to give me her pay?

Sandy

From: Teri Quinn [mailto:tquinn@grandtraverse.org]
Sent: Friday, December 08, 2017 3:29 PM
To: Davids, Sandra
Subject: Pay Scales

Hi Sandy, The Court Reporters are a grade I1, \$40,585 - \$58,706

Have a great weekend!

Ms. Teri Quinn

13th Circuit Court Administrator

328 Washington Street

Suite 300

Traverse City, MI 49684

Office Phone 231-922-4707

Davids, Sandra

From: Patricia Heins <c1951pah@manisteecountymi.gov>
Sent: Monday, December 11, 2017 2:41 PM
To: Davids, Sandra
Subject: FW: steno range

Patricia Heins
19th Circuit Court Administrator
(231)723-6664
Fax (231)723-1645

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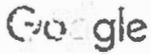
From: Patricia Heins
Sent: Monday, December 11, 2017 11:47 AM
To: 'davidss@antrimco.org' <davidss@antrimco.org>
Subject: steno range

Good Morning,

Our current range for our steno is step 1 of \$39,443.91 to step 8-\$51,254.80. Our steno who had been here for 8 plus years recently passed away so we hired a temp we had filling in from down state during her illness. Our steno is assigned the Circuit judge and works both Manistee and Benzie counties. Based on his years of experience (20 plus) he started at the \$51,254. We are a shared Circuit—Manistee and Benzie Counties. The cost is shared at 60% Manistee, 40% Benzie. Because Manistee is considered his primary court, he gets mileage and meal when working in Benzie (which is paid 100% by Benzie Co) per court rules.

Any other questions let me know.
Pat

Patricia Heins
19th Circuit Court Administrator
(231)723-6664
Fax (231)723-1645



certified court reporter salary



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The mean, annual salary for court reporters, according to the Bureau of Labor Statistics, was \$53,010, as of May 2012, with the top 10 percent earning more than \$90,530. The BLS also reported that there were 18,590 professional court reporters/stenographers employed in the United States during the same time.

Court Reporter Salary | Stenographer Salary

https://www.courtreporteredu.org/salaries/

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People also ask

How much does a court reporter makes?

Court Reporter Salaries: What is the average annual salary for Court Reporter?

How much does a Court Reporter make? The median annual Court Reporter salary is \$55,318, as of September 27, 2017, with a range usually between \$39,913-\$72,403, however this can vary widely depending on a variety of factors.

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Court reporter salaries hit six figures, with no college degree

https://www.cnn.com/.../court-reporter-salaries-hit-six-figures-with-no-college-degre...

Nov 24, 2014 - Most new reporting jobs are outside the courtroom, doing depositions or closed captioning. There is a new federal initiative to provide captioning services to hearing-impaired students. The pay for those jobs can range from \$35 an hour up into six figures. One current opening for a court reporter in San ...

Court Reporter Salaries by education, experience, location and more ...

https://www1.salary.com/Court-Reporter-Salaries.html

How much does a Court Reporter make? The median annual Court Reporter salary is \$55,478, as of November 28, 2017, with a range usually between \$40,029-\$72,613, however this can vary widely depending on a variety of factors. Our team of Certified Compensation Professionals has analyzed survey data collected ...

Court Reporter Salaries | PayScale

https://www.payscale.com/research/US/Job=Court_Reporter/Salary

Court Reporter Salary. The average salary for a Court Reporter is \$49,573 per year. A skill in machine shorthand is associated with high pay for this job.

Davids, Sandra

From: Davids, Sandra
Sent: Monday, December 18, 2017 11:03 AM
To: Garwood, Peter
Subject: Court Reporter's Salary for parity comparison

Peter: The Judge asked that I send you the Missaukee/Wexford County reporter's salary. I call Flora (Court Administrator), who transferred me to the Clerk's office for the Court Reporter's salary. She is making \$51,222.00 right now. I have called other counties but the problem is they have recorders (not to be confused with reporters), who also serve each county as another position, such as Register or Clerk, and they just take turns recording the proceedings and farm most of the transcripts out to be typed up. We are comparing to actual Court Reporters, which that is their title and no other job titles because wages are different and not comparable. If you need anything else, please let me know. Otherwise, Judge Hayes will be scheduled for the next Administrative Committee agenda with all this information. Thanks.

Sandy Davids
Administrative Assistant/Court Reporter
Judicial Secretary/Assignment Clerk for all Domestic Matters
Antrim County
(231)533-3626
davidss@antrimcounty.org

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes March 1, 2018

Members: Christian Marcus, Dave Heeres
Members absent: Bryan Smith
Others: Ed Boettcher, Karen Bargy, Melissa Zelenak, Pete Garwood, Mathew Cooke, Sheryl Guy, Theresa Kent, Sherry Comben, Valerie Craft, Patty Niepoth

1. The meeting was called to order at 9:00 a.m. by Chairman Christian Marcus.

2. Public Comment

Patty Niepoth, Register of Deeds, asked that classifications of employees be examined during the coming union negotiations. She mentioned a more distinct clarification for different titles such as clerk, deputy, secretary etc. Peter Garwood, County Administrator, stated to get an accurate distinction between the classifications, the County would need to commission a wage and classification study.

3. Hiring Policy Amendment

Mr. Garwood included a draft of a hiring policy for the agenda packet. Mr. Garwood said this policy was more detailed than past policies. The Committee and Mr. Garwood discussed effects of technology on the hiring process. Dave Heeres asked why some departments, such as Commission on Aging, are exempt from the policy. Mr. Garwood explained that the exemption accommodates the need for quick turnaround for part-time positions with high turnover rates needed to maintain operations. Sherry Comben, County Treasurer, asked about Section 18 in regards to the Administration Office's role in assisting elected officials with the hiring process. Mr. Garwood said the Administration Office would help if requested and would make the proper changes in the policy.

4. Employee Handbook

Mr. Marcus inquired if the Committee could review the employee handbook section by section, similar to the process used by the Planning Commission. Mr. Garwood said it could be done this way, as long as the Committee would allow flexibility. Each month the Committee can plan to review one section at a time, or more if they are short. However, Mr. Garwood indicated if big issues come up in a given month, there might not be a section to review for that meeting. Mr. Garwood indicated the draft will be sent out to department heads for review and comment.

5. Education Assistance Policy

Mr. Garwood brought the Education Assistance Policy back to Committee for review. Sheryl Guy, County Clerk, asked about looking at the tuition reimbursement contract to ensure there are no loopholes. Mr. Marcus discussed the draft options, with the first option being favored over the second. The Committee wanted to make sure the chosen policy indicates the training must be related to their County position.

Ms. Guy recommended including a separation of employment clause in which reimbursement to the County could come from the employee's final paycheck. Ms. Comben cautioned against legal implications to that; Mr. Garwood said he would investigate. The Administration Office will develop a combination of the two drafts for review at the next Administration Committee meeting.

6. Acceptable Use of Information Technology Policy

The Committee discussed the draft of the Acceptable Use of Information Technology Policy which was included in the packet. Mr. Garwood said this draft would be sent out to department heads for further review. Valarie Craft, Information Technology Director, said that she had already received some recommendations from the County Prosecutor and included those recommendations in this draft. Mr. Garwood said that next month the Policy would be brought back for Committee consideration.

7. Equalization Personnel

Mr. Garwood informed the committee that Keegan Bengel will be leaving in the near future but is willing to help train a replacement. Mr. Garwood said that the current contract with the Equalization Director and Deputy Director is expiring soon and he is working on negotiating a new agreement, but hiring a replacement for Mr. Bengel is the first step.

It was brought to the attention of the Committee that Theresa Kent, County Abstractor, will be retiring in June 2018. In the past, there have been concerns over the future of the Abstract Department. Mr. Garwood said commissioners in the past have discussed dissolving the Abstract Department. ~~The~~ **It was the consensus of the Committee to recommend the Board continue** ~~did not want to dissolve the Abstract services.~~; **instead They also** discussed various options. ~~Those options included:~~ putting ~~small~~ Abstract duties under the Treasurer's Office; putting Abstract duties under the Register of Deeds Office; and keeping the Abstract Department, not filling the Director position, and having the Administrator be the direct supervisor of the current Assistant Abstractor and part-time employee when Ms. Kent retires.

The Committee asked that Deb Haydell and Mr. Garwood work together on the options, preparing an overview of the options, including the financial implications, how the services currently provided would be affected, and how the department is administered.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend that the Board of Commissioners release the funds and authorize the hiring process for a full-time Clerk II position due to the notification of termination by Keegan Bengel, and the position be filled as soon as possible, allowing for an overlap for training purposes and, if authorized, the hiring authority is granted to the Department Head with assistance of the County Administrator to fill the position.

Motion carries- unanimous

8. Electronic Packets

The Committee discussed electronic packets versus paper packets. Current policy dictates the use of electronic packets only, yet Board members are requesting and getting paper packets. Mr. Marcus said that he did not think restrictions could be placed on how other commissioners received their packets. Mr. Garwood stated if the Board approves a policy, all commissioners would/should abide by the policy. Mr. Heeres discussed whether or not the commissioners should get a printing budget if they wanted paper. Mr. Garwood said that whatever is done, the practice should reflect the policy. If the majority of the Board doesn't like the policy, it should be changed.

The Committee did not take any action.

9. Various Matters

None.

10. Public Comment

Christian Marcus inquired about the County Building Department regulations and enforcement. Mr. Garwood will bring this to the next regularly scheduled Buildings, Lands, and Infrastructure meeting.

Karen Bargy had concerns with board rules and stated policies should change to reflect our practices.

Meeting adjourned at 12:25 p.m.



Memorandum Administration Office

March 1, 2018

TO: Administration Committee

FR: Pete Garwood, Administrator

RE: Equalization Department – 2nd Memorandum

In your packet was a memorandum explaining that the Keegan Bengel, Residential Appraiser indicated he will be leaving the County. We will talk about options today. In each of those options one thing is we will need to replace Mr. Bengel with another employee. Ms. Houserman and I have discussed it and came to the conclusion that if we advertise for a Residential Appraiser (which requires a Level 2 certification) it is unlikely that we will get any qualified candidates.

So what we are requesting is the authority to hire a Clerk II with the understanding there will be intensive training required. Mr. Bengel has indicated his willingness to stay on and help train new employees in the department until his departure. After that time the training will fall on the Director and Deputy Director. We would also require the individual to become a Michigan Certified Assessing Technician (MCAT) and later Level 2 certified. At an appropriate time in the future we will likely approach the Committee with a reclassification request based on our needs.

Motion by _____, seconded by _____, that funds be released and the hiring process be authorized to fill a full-time Clerk II position due to the notification of termination by Keegan Bengel, and the position be filled as soon as possible, allowing for an overlap for training purposes and that the Antrim County Hiring Policy be waived to fill the position and grant the hiring authority to the Department Head with assistance of the County Administrator.

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes April 5, 2018

Members: Christian Marcus, Dave Heeres, Bryan Smith

Members absent:

Others: Ed Boettcher, Sheryl Guy, Pete Garwood, Mathew Cooke, Deb Haydell Jamie Houserman, Theresa Kent, Carrie Hebden, Sherry Comben, Sheriff Dan Bean, Valerie Craft

1. The meeting was called to order at 9:03 a.m. by Christian Marcus

2. Public Comment

Valerie Craft, Information Technology (IT) Director, was approached by a Baker College student regarding an internship with the IT Department. Ms. Craft said some tasks that the intern could do include upgrading computers to Windows 10, wiping hard drives, and working on mobile data terminal set ups. Ms. Craft asked the Committee about the possibility of paying the intern. Mr. Marcus identified two issues- there is currently no existing policy regarding internships and where funding would come from to pay an intern. Mathew Cooke, Deputy Administrator, said most government internships are generally unpaid.

3. Equalization Director Contract

Pete Garwood, County Administrator, said the recommended contract with Lynette Girard and Jamie Houserman was the best option. He said an issue he has encountered is that none of the level 4 assessors he has looked into contracting with want to come on a scheduled basis as part of a contract. Mr. Marcus asked if the contract offered protection to both sides, to avoid issues that arose from previous contracts. Mr. Garwood said that there are clauses that would allow either party to discontinue the contract. Jamie Houserman, Equalization Assistant Director, said she was committed to helping the County for the long term. The Committee discussed the potential future shortage of assessors and how that could affect the County and townships.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners approve entering into a contract with Lynette Girard and Jamie Houserman for Equalization Director and Assistant Equalization Director beginning May 1, 2018 at a rate of \$116,000 annually (\$9,666.67 per month) for a two (2) year period.

Motion Carries- Unanimous

4. Abstract Department

Mr. Garwood said that combining the Equalization Department office with Abstract Department office stems from the Board of Commissioners approved motion to maintain the Abstract Department. Mr. Garwood said he is advocating for Carrie Hebden to be the replacement Abstractor when Theresa Kent retires. Mr. Garwood explained the benefits of combining the two offices listed in his memo. Mr. Marcus questioned how a department head could be cross trained and be a department head, and not need an assistant in the future. Mr. Garwood said that if they are combined, there would be employees available to assist with both Abstract and Equalization duties.

5. Antrim County Baby Pantry Grant Request (see pgs. 5-6)

Jeanine Bottrell, a volunteer with Antrim County Baby Pantry, gave a brief presentation on the Antrim County Baby Pantry. They are seeking approval for an application for a 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians. This would help pay for baby bed supplies

(cribs, mattresses, etc.) that are provided to new mothers. Deb Haydell, Finance Director, said that the County acts as the fiduciary and would receive the funds to be paid out to the Antrim County Baby Pantry. This was most recently done in 2016.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners approve the sponsorship of a grant application to the Grand Traverse Tribe of Ottawa Chippewa Indians for a 2% Tribal Grant on behalf of the Antrim County Baby Pantry.

Motion Carries- Unanimous

6. Northern Michigan Regional Entity (NMRE) Appointment

Mr. Marcus said he preferred that Melissa Zelenak be appointed because as a commissioner, she would be more readily able to convey information from NMRE-Substance Use Disorder Governing Board. Mr. Smith said Ms. Zelenak has a passion for this topic and has organized successful community discussions in the past few months regarding opioid abuse. Sheryl Guy, County Clerk, noted that if Ms. Zelenak were appointed, because she is a commissioner, per diems and travel for this board would be shifted to the Board of Commissioner's budget.

Motion by Christian Marcus, seconded by Dave Heeres, to recommend the Chairman of the Board of Commissioners appoint Melissa Zelenak to the Northern Michigan Regional Entity – Substance Use Disorder Governing Board to fill the term expiring March 31, 2021.

Motion Carries- Unanimous

7. Register of Deeds Personnel

Mr. Marcus said that the posting of this position would be delayed until the Board approves releasing the funds and authorizing Patty Niepoth, Register of Deeds, to engage in the hiring process.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners release the funds and authorize the Register of Deeds to engage in the hiring process for the irregular part-time Clerk II position, with the position to be filled no sooner than April 2, 2018.

Motion Carries- Unanimous

8. IdentiSys – Datacard Maintenance Agreement

Ms. Guy told the Committee this is the printer and software used to print out Concealed Pistol Licenses. This agreement is to renew the expiring contract. Ms. Haydell also said that this was budgeted for and Ms. Guy added that the fund that covers the costs has a balance of \$32,000.00.

It was moved by Dave Heeres, seconded by Bryan Smith, that a recommendation be made to the Board of Commissioners that the County Clerk, be authorized to execute the maintenance contract with IdentiSys, Inc. for the Datacard/5D360 printer, used to issue and print Concealed Pistol Permits, (CPL's) for a period of one (1) year from April 2, 2018 through April 1, 2019 at the cost of \$561.00 and be paid from Fund# 263 Concealed Pistol Licensing (263-428-980.000) be approved.

Motion Carries- Unanimous

9. Employee Handbook

Acceptable Use Policy

Mr. Garwood said elected officials and department heads have had the opportunity to look at the policy.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners adopt the Acceptable Use of Information Technology Policy which replaces the Computer, Network System, and Internet Use Policy which was adopted February 7, 2005, amended July 9, 2009.

Motion Carries- Unanimous

Hiring Policy

Mr. Garwood said he requested no action on the hiring policy because it had been recently sent to department heads and elected officials for comment. Mr. Garwood went through the changes to the policy with the Committee members. Ms. Guy asked if this would be something the future Human Resources (HR) Director would look at. Mr. Garwood said the HR Director would not be hired in place until June- at the earliest- but could review the policy and recommend changes if they are needed.

10. Special Meeting Date

Mr. Garwood explained the application deadline for the HR Director position is May 1st and the proposed interview date is May 16th. The consensus of the Committee was to do interviews on May 16th, starting after 9:30 a.m.

11. Various Matters

Mr. Boettcher said the Administration Committee could take action on the hiring of an IT Department intern, if there is no cost to the County. The Committee discussed the possibility of hiring an intern if there were no costs to the County.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the hiring of a non-paid intern for the Information Technology Department with a start date of May 21st and not to exceed 150 total hours worked.

Motion carries- Unanimous

Chippewa County Resolution

Mr. Garwood explained that the Chippewa County Resolution was to oppose House Bills 5096, 5097, and 5098 which limited Road Commission's ability to levy fees on utility companies doing work in road right-of-ways. Mr. Garwood believed the proposed legislation would hurt the Antrim County Road Commission. Mr. Marcus said that the legislation would be good for rural communities to bring infrastructure upgrades but potentially bad for road commissions. The Committee recognized that the bills were offered as a "one size fits all" solution and it may not work for smaller counties such as Antrim County. Discussion ensued about the proposed bill that could help rural counties with utility upgrades without hampering road commissions.

Oakland & Wexford County Resolutions

Mr. Garwood explained that the Oakland and Wexford County Resolutions were in opposition of the State Budget Office's proposed amendment to the Michigan Indigent Defense Act (MCL 780.991 et al). The proposed amendment would increase costs to Antrim County and other local funding units for the Indigent Defense Program. Mr. Garwood estimated that the proposal would increase Antrim County's cost from approximately \$70,000 to \$160,000. It was the consensus of the Committee that the Wexford County Resolution was better suited for Antrim County to support.

Motion by Bryan Smith, seconded by Christian Marcus, to recommend the Board of Commissioners approve a resolution similar to the Wexford County resolution opposing amendments to Michigan Public Act 93 of 2013 (which created the Michigan Indigent Defense Commission) that would eliminate or reduce the State of Michigan's fiduciary responsibility to pay any and all additional costs related to implementation of the minimum indigent defense standards, as presently legislated.

Motion carries- Unanimous

Animal Control Vacancy (see pg. 7)

Sheriff Bean said that Animal Control Officer Lauren Richards has submitted her resignation and he would like to find a replacement as soon as possible.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners release the funds and authorize the Sheriff to engage in the hiring process for the Animal Control position, with the position to be filled no sooner than April 6, 2018.

Motion carries- Unanimous

12. Public Comment

Mr. Marcus asked that the Board of Commissioners receive more education on the benefits and uses of Smart911/Rave Alert Systems. Sheriff Dan Bean said that Leslie Meyers, Emergency Services Director, and Mike Gank, 911 Dispatch Sergeant, are the administrators of the systems and would be the ones to do an education session. Mr. Marcus said that there are many capabilities of the Rave Alert System that we are not using. He said educating Commissioners would allow them to educate citizens and community stakeholders on the benefits of the Rave Alert System. The Committee discussed the possibility of reaching out to the public to educate on RAVE. Sheriff Bean will get with the John Morris, Antrim County Sheriff Department School Liaison Officer, and Ms. Meyers about increasing community involvement and education with Rave Alert System.

Theresa Kent asked if Equalization and Abstract Office are combined that it be done sooner rather than later. It would allow for better cross training. Mr. Garwood and Ms. Kent will discuss the combination of the offices.

Mr. Garwood informed the Committee of an International City/County Management Association (ICMA) program for "Effective Supervisory Practices." He thought of signing up and holding the webinars in Room 211 of the County Building and inviting department heads and elected officials to participate. The issue is that the cost would take most of the Administration training budget. Ms. Haydell said that there are some funds available in the budget accounting services department that could cover the costs.

Ms. Haydell said that she spoke with Mr. Garwood about Alger County hiring an Equalization Director. She said she hoped that even if we are contracting some departments, we still advertise for the position because if we don't advertise, we don't know if we could hire someone rather than contracting out.

Meeting adjourned at 10:52

Safe Sleep for Your Baby

(Avoid hanging this within baby's reach)



Share these safe sleep tips with everyone that cares for your baby.



Back Is Best. Always place your baby on his back to sleep.



Always use a crib or bassinet with a firm mattress and tight-fitting sheet. The AAP recommends room sharing for the first few months, but not bed sharing. Bed sharing can put a child at risk of suffocation.



Use a wearable blanket, like the HALO® SleepSack®, instead of loose blankets to keep your baby comfortable.



Remove all soft bedding and toys from your baby's sleep area. (No loose blankets, bumpers, pillows, or positioners.) Avoid soft surfaces such as adult beds, sofas, chairs, water beds, etc.



Breastfeed when possible. Once breastfeeding has been established, use a pacifier to reduce the risk of SIDS.



Don't smoke around your baby.



Never dress your baby too warmly for sleep. When a baby is too warm, SIDS risk can increase. Keep room temperature comfortable for an adult.



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ANTRIM COUNTY BABY PANTRY

STATISTICAL SUMMARY, JANUARY 2017-DECEMBER 2017

475 children from 284 families were served in 2017; 61% from the Mancelona area. The remainder came primarily from the surrounding communities of Alba, Alden, Bellaire, Central Lake, Fife Lake, Kalkaska, Rapid City and South Boardman. 121 families were new to the pantry this year.

58,078 diapers, 6,174 pull-ups, 3,045 containers of baby food and 151 boxes of cereal were distributed along with gently used clothing, shoes and bedding. In October children received 298 new winter jackets, 241 snow pants and 269 pairs of boots plus hats and mittens. Vouchers were issued for 45 new cribs, mattresses and sheets and 71 new car seats. New books are distributed to all children in March and December.

Over 73 volunteers contributed more than 5,200 hours to the operation of the Baby Pantry, assisting on pantry days, making blankets and quilts, washing, mending and sorting clothes, attending meetings, purchasing food, clothing, cribs and diapers.

Representatives from Head Start and the Health Department explained their services. Bellaire Lions administered eye exams to 40 children. The Friends of the Library of Alden and Bellaire donated new books. Antrim County Deputy John Morris taught parents how to safely install new car seats. Car seats are supplied by MI State Police Office of Highway Safety. Pathway Community Church in Mancelona provides space to store cribs and mattresses. Administrative support is received from Antrim County Child Abuse and Neglect Council. The Antrim County Child Abuse and Neglect Council also provided funding for cribs to promote Safe Sleep. St. Anthony Parish in Mancelona provides free space for the Pantry and St. Luke Parish in Bellaire sponsors a golf outing fund raiser in August.

The Pantry is supported primarily by private donations from civic groups and a large group of friends who share our concern for the children of the area. Grants from Community Foundation Rotary Endowment, Rotary Club of Traverse Bay Sunrise Foundation and Elk Rapids Lions Club supported general operations.



Memorandum Administration Office

April 3, 2018

TO: Administration Committee

FR: Pete Garwood, Administrator

RE: Animal Control Personnel – Vacancy

Antrim County Sheriff Dan Bean has received written notice from Animal Control Officer Lauren Richards, informing him of her intent to resign her full-time position. Her last day of employment is April 6, 2018. Sheriff Bean is requesting that the hiring process begin immediately to enable a new employee to begin in the Department as soon as possible.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners release the funds and authorize the Sheriff to engage in the hiring process for the Animal Control position, with the position to be filled no sooner than April 6, 2018.

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes May 3, 2018

Members: Christian Marcus, Dave Heeres, Bryan Smith

Members absent:

Others: Pete Garwood, Mathew Cooke, Sheryl Guy, Ed Boettcher, Sheriff Dan Bean, Theresa Kent, Alyssa Abiney, Sherry Comben, Patty Niepoth, Judy Parliament, Mark Bevelhiemer, Vicki Garon

1. The meeting was called to order at 9:03 a.m. by Christian Marcus

Pete Garwood, County Administrator asked to add “Budget Resolution Proposed Changes” as a part of the Hiring Policy Discussion and “Abstract Department.”

Motion by Dave Heeres, seconded by Bryan Smith to add “Budget Resolution Proposed Changes” as a part of the Hiring Policy Discussion and “Abstract Department” to the agenda.

Motion Carries- Unanimous

2. Public Comment

Pete Garwood, County Administrator, introduced Alyssa Abiney, the potential temporary irregular part time Abstractor who would be discussed for hiring during the meeting.

3. Employee Handbook

Educational Assistance Policy

Mr. Garwood presented the Educational Assistance Policy to the Committee. Christian Marcus expressed a concern with making employees wait twelve months before being eligible to apply for educational assistance. Sherry Comben, Treasurer, questioned how department heads would know to budget for educational assistance. The Committee discussed how and where funding would come from. Mr. Garwood said he would revise the policy to not include the twelve month provision, as the policy includes a payback clause if the borrowing employee leaves. He added that he would talk to Finance Director Deb Haydell about how and where to fund the educational policy.

It was the consensus of the Committee that a “B” grade should be the passing grade for both undergraduate and graduate level classes. Ed Boettcher was concerned by the lack of expressed approval or denial powers. Mr. Garwood said the policy does include the ability to approve or deny assistance approval with the department head and County Administrator. Sheryl Guy said that this should be a human resources (HR) issue for the future HR Director.

It was the consensus of the Committee that this issue be delayed and given to the future HR Director. No action was taken at this time.

Hiring Policy: Credit Check

Mr. Garwood presented the proposed Hiring Policy and said the biggest decision concerned including credit checks as a condition of employment. The Committee discussed whether or not to remove credit checks from the hiring policy. The consensus of the Committee was to remove the credit check section.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the draft Hiring and Employment Policy which replaces the Antrim County Hiring Policy dated April 12, 1994, as amended.

Motion Carries- Unanimous

Budget Resolution Proposed Changes (see attached pgs. 6-8)

Mr. Garwood referred to his memo regarding an amendment to the 2018 Budget Resolution. He said the amendment would allow the resolution to remain consistent with the actions of the hiring policy. He added that Ms. Haydell said this should not be in the Budget Resolution as most employees would not look in the budget resolution for hiring policy rules.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the proposed amendment to the *Resolution to Adopt the 2018 Antrim County Budget, General Appropriations Act and Millages*, dated May 10, 2018.

Motion Carries- Unanimous

4. Commission on Aging (COA) Personnel

Judy Parliament, COA Director, said she would like to combine two irregular part-time positions which would lead to the creation of one full-time office staff position (three total office staff). Mr. Marcus had a concern that the work load would still be too great for three full-time office staff. Ms. Parliament said that having volunteers helps with the work load and added that the COA has a large amount of people who volunteer.

Mr. Marcus noted that Ms. Parliament said that a future part time employee may be needed if the workload is too great.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the replacement of two irregular part-time clerical positions with one full-time Clerk II position in the COA office.

Motion Carries- Unanimous

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Finance Committee and ultimately the Board of Commissioners authorize the Finance Director to make the appropriate line item transfers to wages and benefits in Fund #297 Department #686 for the replacement of the two irregular part-time clerical positions with one full-time Clerk II position in the COA office for an overall increase of \$3,304.04 to be transferred from the fund balance of Fund #297.

Motion Carries- Unanimous

Motion by Bryan Smith, seconded by Dave Heeres, to recommend to the Board of Commissioners that if no other General Bargaining Unit employees sign the posting for the full-time Clerk II position in the COA office that current part-time clerical employee, Shannon Buntjer, be moved into the position.

Motion Carries- Unanimous

Mr. Garwood stated that the COA used to have a full-time Certified Nursing Assistant (CNA) position but they switched to part-time for flexibility. Ms. Parliament indicated the type of part-time employee she is getting for these positions are dedicated but they want more control over their work schedules. Thus, she now needs a full-time CAN that she assign clients that do not fall within the schedules of the part-time employees. Ms. Parliament said with baby boomers retiring in high numbers, the need for a full-time CNA is growing.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the replacement of an irregular part-time Certified Nursing Assistant (CNA) position with one full-time CNA position in the COA.

Motion Carries- Unanimous

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Finance Committee and ultimately the Board of Commissioners authorize the Finance Director to make the appropriate line item transfers from Wages – Part Time, to Other Wages in Fund #297 Departments #685 and 687 for the replacement of one irregular part-time CNA position with one full-time CNA position in the COA office.

Motion Carries- Unanimous

The Committee discussed which step Kristy Windish should start at if no other General Bargaining Unit employees apply for the full-time CNA position. She has been employed by the County as a part-time CAN for 12 years.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend to the Board of Commissioners that if no other General Bargaining Unit employees sign the posting for the full-time CNA position in the COA that current part-time CNA employee, Kristy Windish, be moved into the position at the two-year step on the CNA pay scale.

Motion Carries

Yes: Heeres, Smith

No: Marcus

5. Quarterly Banking Report

The Committee reviewed the quarterly banking report submitted by Sherry Comben, County Treasurer.

6. GIS Data Request

The Committee discussed the request from CoreLogic to purchase the County parcel layer as well as situs address points, municipal boundaries, and school district boundaries. Mr. Garwood indicated that CoreLogic does not resell the raw data, but they add enhancements prior to selling the new product. Questions came from discussion included: looking at current policy, downfalls and benefits of entering agreement, data sharing account information, what other Counties receive fiscally, what it costs to produce GIS data. The Administration Office will work to answer the questions.

It was the consensus of the Committee to delay any action until more information has been accumulated.

7. Sheriff's Department Personnel

Sheriff Dan Bean said there is an officer who has been out on workers' comp and he does not anticipate this officer being able to come back to work. He said the current transcriptionist is eligible to move to a road patrol position. However, the new transcriptionist will need some training with the current transcriptionist through an overlap period. Sheriff Bean is estimating the overlap period will last 60 days. He added that he will post it internally for 15 days and then externally afterwards. Mr. Heeres preferred a 45-day overlap period.

Motion by Bryan Smith, seconded by Christian Marcus, to recommend the Board of Commissioners release the funds and authorize the Sheriff to engage in the hiring process for both a road deputy position and the transcriptionist position.

Motion Carries- Unanimous

Motion by Bryan Smith, seconded by Christian Marcus, to recommend the Finance Committee and ultimately the Board of Commissioners authorize the Finance Director to transfer funds within the General Fund, Sheriff Department 101000-301 from the sergeant wages line item to wages and benefits for the transcriptionist in the amount of \$8,700.57 if a current employee is hired for the position, or \$5,050.31 if a new employee is hired for the position.

Motion Carries- Unanimous

8. Solid Waste Facility Siting Committee

Mr. Garwood stated these appointments were specific to the Solid Waste Management Plan for the Solid Waste Facility Siting Committee to review the application for the proposed American Waste transfer station.

Motion by Dave Heeres, seconded by Brian Smith, to recommend the Chairman of the Board of Commissioners appoint Tom Clement to the Solid Waste Facility Siting Committee.

Motion Carries- Unanimous

Motion by Dave Heeres, seconded by Brian Smith, to recommend the Chairman of the Board of Commissioners appoint Pepper Bromelmeier to the Solid Waste Facility Siting Committee.

Motion Carries – Unanimous

Motion by Dave Heeres, seconded by Brian Smith, to recommend the Chairman of the Board of Commissioners appoint Dawn LaVanway to the Solid Waste Facility Siting Committee.

Motion Carries – Unanimous

Motion by Dave Heeres, seconded by Brian Smith, to recommend the Chairman of the Board of Commissioners appoint Barb Bradford to the Solid Waste Facility Siting Committee.

Motion Carries – Unanimous

Motion by Dave Heeres, seconded by Brian Smith, to recommend the Chairman of the Board of Commissioners appoint Burt Thompson to the Solid Waste Facility Siting Committee.

Motion Carries – Unanimous

Motion by Dave Heeres, seconded by Brian Smith, to recommend the Chairman of the Board of Commissioners appoint Kathy Egan to the Solid Waste Facility Siting Committee.

Motion Carries – Unanimous

9. FIDLAR Software Services Agreement

Register of Deeds Patty Niepoth explained this agreement was a renewal for the computer system and software license that the Register of Deeds office uses for indexing and imaging documents electronically.

Motion by Dave Heeres, seconded by Brian Smith, to recommend the Board of Commissioners authorize the Register of Deeds to sign a 5-year extension to the Computer System and Software License Sales Agreement with Fidlar Technologies for the Register of Deeds office.

Motion Carries- Unanimous

10. Abstract Department (see attached pgs. 9-12)

Mr. Garwood provided the Committee with a memo and supporting documentation that addressed the issue of the retirement of the County Abstractor, Theresa Kent, and the future of the Abstract Department. He proposed this action so that Carrie Hebden can start to work on the transition of leading the department prior to the departure of Theresa Kent. Mr. Garwood added there is a motion to hire Ms. Abiney as an irregular part-time temporary employee in the Abstract Department to help with abstract searches. This is due to Keegan Bengel leaving and the shared Abstract-Equalization employee Gwen McLellan being moved into a position that is strictly in Equalization.

Mr. Marcus said he would vote “no” on most of these motions because he disagreed with the Abstract Department process from the beginning.

Motion by Dave Heeres, seconded by Bryan Smith to recommend the Board of Commissioners promote Carrie Hebden as the Abstractor beginning June 2, 2018.

Motion Carries

Yee: Heeres, Smith

No: Marcus

Motion by Dave Heeres, seconded by Bryan Smith to recommend the Board of Commissioners release the funds and authorize the hiring process to fill a full-time Clerk II position shared by the Equalization Department and the Abstract Department.

Motion Carries

Yee: Heeres, Smith

No: Marcus

Motion by Dave Heeres, seconded by Bryan Smith that, if the Board of Commissioners release the funds and authorize the hiring process for the shared full-time Clerk II position, and grant the hiring authority to the Department Heads with assistance of the County Administrator.

Motion Carries

Yee: Heeres, Smith

No: Marcus

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve hiring Alisa Abiney on an irregular part-time temporary basis at a rate of \$18.36 per hour until the title work for the foreclosures is complete, for a period not to go beyond September 30, 2018.

Motion Carries- Unanimous

10. Various Matters

MAC Support of SB855

Mr. Garwood explained this was an informational communication from Michigan Association of Counties requesting that individual commissioner contact their legislators to support SB 855 which included a 1% increase to county revenue sharing for fiscal year 2019.

11. Public Comment

Mr. Heeres asked about the Cairn monument discussion from the Buildings, Lands, and Infrastructure Committee meeting. Mr. Garwood explained we do not have any hard evidence who owns the monument and is looking into it.

Meeting adjourned at 10:55 a.m.



Memorandum Administration Office

April 30, 2018

TO: Administration and County Services Committee

FR: Peter Garwood, Administrator

RE: Proposed Budget Amendment, if Adopt Draft Hiring Policy

In your packet was a motion to recommend the Board of Commissioners adopt a new Hiring and Employment Policy. If you as a Committee are inclined to recommend the new policy the *Resolution to Adopt the 2018 Antrim County Budget, General Appropriations Act and Millages* will have to be amended. Attached is a draft of the necessary amendment in order for the Resolution to be consistent with the new policy.

Motion by _____, and seconded by _____ to recommend the Board of Commissioners approve the proposed amendment to the *Resolution to Adopt the 2018 Antrim County Budget, General Appropriations Act and Millages*, dated May 10, 2018.

Resolution to Adopt the 2018 Antrim County Budget, General Appropriations Act and Millages – Proposed Amendment May 10, 2018

WHEREAS, the Antrim County Board of Commissioners has set the millage rate of 5.40 for General Operating, 0.40 for Commission on Aging, 0.50 for 911 Central Dispatch and 1.00 for Meadowbrook Medical Care Facility Operating and Renovations, 0.10 Conservation District, 0.1838 for Recycling, and

WHEREAS, the Finance Committee has prepared and is recommending a General Fund budget based on the millage rate of 5.40 for General Fund operations,

THEREFORE BE IT HEREBY RESOLVED that the Antrim County Board of Commissioners reaffirms the following millage rates are 5.40 for General Operating, 0.40 for Commission on Aging, .50 for 911 Central Dispatch and 1.00 for Meadowbrook Medical Care Facility Operating and Renovations, 0.10 Conservation District, 0.1838 for Recycling, and

BE IT FURTHER RESOLVED that the Antrim County Board of Commissioners adopts the following General Fund and Other Funds budgets for 2018:

---WHERE THE BUDGET REVENUES AND EXPENDITURES USUALLY ARE---

BE IT FURTHER RESOLVED that the Antrim County Board of Commissioners adopts the following policies for implementation of the 2018 General Fund budget:

1. That any increase in Total Receipts or Total Expenditures shall be approved by action of the Board of Commissioners.
2. That any increase of the total budget of any General Fund Cost Center must be accompanied by a proposed budget amendment and must be approved by the Board of Commissioners.
3. That any position or supplement adopted for 2018 which is reimbursed by grants or other monies from an outside unit may be terminated if the grant and/or other reimbursements are discontinued.
- ~~4. That, if any position should become vacant any time after November, 2017, the position shall immediately and automatically be deleted from the 2018 budget of the Cost Center involved and the monies shall be transferred to contingencies, until such time as the position may be reinstated by the Board of Commissioners or its designated representative and a new wage or salary is established.~~
- ~~4.5.~~ That any Capital Outlay and Equipment purchases are consistent with the Antrim County Purchasing and Bid Policy.
- ~~5.6.~~ Computers shall be grouped together, when possible, and purchased through a competitive quote process. Computers will be treated as a depreciating capital outlay through the fixed asset program.
- ~~6.7.~~ That no appropriation be paid to a non-profit organization not affiliated with Antrim County as a governmental entity until such time as a contract between Antrim County and the non-profit organization in question is approved.

~~7.8.~~ That the Chief Administrative Officer of the Budget is authorized to make transfers between line items (excluding salaries, wages, overtime, all fringe benefit line items, capital outlay, and specific appropriations) within the Cost Center provided sufficient data is provided by the Department Head definitely showing that the Cost Center's total budget will not at any time during the budget year be increased as a result of the transfer.

~~8.9.~~ The Finance Committee is authorized to make transfers between Cost Centers within the General Fund as long as it does not result in an increase of the overall General Fund Budget, and from fund to fund of up to \$10,000.

~~9.10.~~ That any question concerning assignment of GL account to any purchase will be decided by the Chief Administrative Officer of the Budget.

~~10.11.~~ That if the CIP has not been approved prior to the submission of departmental Budgets the department heads are authorized to include their Capital Outlay requests with their departmental budget request.



Memorandum Administration Office

May 1, 2018

TO: Administration Committee

FR: Pete Garwood, Administrator

RE: Abstract Department

For the April 3 Committee meeting you received a memorandum from me in which I outlined my reasons for supporting the promotion of Carrie Hebden into the Abstractor position once we received Theresa Kent's letter of retirement. We have received the needed communication from Ms. Kent dated May 2, 2018. Thus, I am requesting that you consider the following action. I have included the salary scale for the Abstractor position for your information.

Motion by _____ and seconded by _____ to recommend the Board of Commissioner promote Carrie Hebden as the Abstractor beginning June 2, 2018.

Other things have been happening as well. On March 12, 2018 Gwen McLellan was hired into the shared Clerk II position (Equalization and Abstract). Later, she expressed interest and signed the posting for the full-time Clerk II position for the Equalization Department. We once again need the Board to release the funds and authorize the hiring process for the shared part-time position.

Please consider the following action:

Motion by _____, seconded by _____, to recommend the Board of Commissioners release the funds and authorize the hiring process to fill a full-time Clerk II position shared by the Equalization Department and the Abstract Department.

Motion by _____, seconded by _____, that, if the Board of Commissioners release the funds and authorize the hiring process for the shared full-time Clerk II position, the Antrim County Hiring Policy be waived to fill the position and grant the hiring authority to the Department Heads with assistance of the County Administrator.

Additionally, I have had a discussion with Theresa Kent regarding getting the title work for the foreclosures completed on time for the Treasurer Office. She indicated there are no concerns prior to June 1 (the date of her retirement). However, the work on the foreclosures will not be complete by then, and without any trained employees to assist the new Abstractor she fears it will be too much for one person. Ms. Kent has put me in touch with an independent title person, Alisa Abiney, who she feels

is fully capable of helping out during this busy time which will last at the latest until the end of September.

By the busy season (foreclosure time) next year we will have had someone on board with training for close to a year and should not be faced with the same conundrum. Ms. Abiney will be able to assist the Abstract Department two days per week until the title work for the foreclosures is complete. The motion below includes the hourly rate of the Assistant Abstractor and will cost at the most \$5,945 if it takes until the end of September. The funds are available in the Abstractor budget as we will not be filling the full-time Assistant Abstractor position in the future. I have talked it over with Deb Haydell, Finance Director and a request to transfer funds from one line item to another will go to the Finance Committee and ultimately the Board in the future.

Please consider the following action:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve hiring Alisa Abiney on a part-time temporary basis at a rate of \$18.36 per hour until the title work for the foreclosures is complete, for a period not to go beyond September 30.

Abstractor - Wage Scale 2018				
START	6 MONTH	1 YEAR	2 YEAR	3 YEAR
51,225.00	51,990.00	52,775.00	54,335.00	55,990.00

Theresa Kent
PO Box 412
Bellaire, MI 49615

May 2, 2018

Antrim County Board of Commissioners

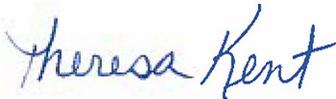
Company Name

Dear Commissioners,

After almost 43 years with the County, it is time for me to enjoy the rest of my life.

My Last full day of work will be June 1st. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

Sincerely,

A handwritten signature in blue ink that reads "Theresa Kent". The signature is written in a cursive style with a large initial 'T'.

Theresa Kent
Antrim County Abstractor

2018 - Temporary Abstractor				CALCULATION EXPLANATIONS	
WAGE - Start Rate				BI-WEEKLY CALCULATION ESTIMATES	
Wages	18.36	30	550.80	WAGES: Hourly rate x 30(hours in two week pay period)	
FICA	7.65%		42.14	FICA: Employer percentage x total taxable gross	
Health Ins/Dental		0	-	Health: \$1531.14 (family) /Dnt \$121.97 : Premium /2 to get estimated bi-wkly rate	
Life & Dis		0	-	Life&Dis: Premium / 2 to get estimated bi-weekly rate	
Work Comp	0.28	100	1.54	Work Comp: is \$0.28 x \$100 earned	
MERS				MERS: New FT employees receive DB and DC benefit	
DB Portion	0.00%		-		
DC Portion	0.00%		-		
TOTAL-BI WEEKLY ESTIMATE			594.48		
10 pays			5,944.78		
ESTIMATED TOTAL WAGES & BENEFITS				5,944.78	

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes June 7, 2018

Members: Christian Marcus, Dave Heeres, Bryan Smith

Members absent:

Others: Pete Garwood, Mathew Cooke, Sheryl Guy, Melissa Zelenak, Patty Niepoth, Sherry Comben, Daniel Proudfoot, Sheryl Patton, Jim Rossiter

1. The meeting was called to order at 9:02 a.m. by Chair Christian Marcus

2. Public Comment

Daniel Proudfoot, Antrim County Airport employee, noted that there are not actual figures for current employee wages and benefits at the airport with the information submitted with the Committee agenda

Sheryl Patton spoke on behalf of her husband Bruce Patton who works for the Antrim County Airport. She said Mr. Patton has been with the County Airport for almost ten years. Ms. Patton indicated that, according to her husband, the Airport Manager said on August 1, 2018, the employees would be terminated but could apply for a position with the contracting company that submitted the proposal. She said her family has concerns that Mr. Patton and others are being forced out of County jobs and would lose their health insurance. Ms. Patton added that the company is not Antrim County based.

3. GIS Data Request

The Committee discussed the Geographical Information System (GIS) data request from CoreLogic. The Committee also reviewed documents that related to what other counties financially receive from sharing GIS data.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve selling the countywide parcel layer for \$3,500 and the situs address points, municipal boundaries and school district boundaries for an additional \$3,500 to CoreLogic subject to signature by company representatives on the data sharing agreement.

Motion Carries- Unanimous

4. Antrim County Baby Pantry Request

Pete Garwood, County Administrator, said that the Antrim County Abuse & Neglect Council a 501(c)3 acts as a financial sponsor for the Antrim County Baby Pantry in Mancelona. He said that according to his research this is a legitimate arrangement and qualifies the Baby Pantry as a non-profit organization.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners approve a resolution recognizing the Antrim County Baby Pantry of Mancelona, Michigan, County of Antrim, through the fiscal sponsorship of the Antrim County Abuse and Neglect Council, that they be recognized as a nonprofit organization in the community for the purpose of obtaining charitable gaming licenses.

Motion Carries- Unanimous

5. Board Salary Increase

Mr. Garwood brought this to the attention of the Committee because elections are approaching. The Committee discussed the history of the Board's salary in recent years. Mr. Smith said he was not interested in giving himself or others a raise. Mr. Marcus said that he thinks they should get more because of the time that some put in and do not get compensated. He also added that the low wage could discourage those who aren't business owners or retirees from running. The Committee reviewed the March 2012 County Commissioner Compensation Study. Sheryl Guy said the per diems were raised in lieu of mileage no longer being paid.

Motion by Christian Marcus, seconded by _____ to recommend the Board of Commissioners raise the salaries of the Board of Commissioners members and Vice Chair to \$5,000.00 and Chair to \$6,000.00. If this is not approved by the Board of Commissioners, the Administration Office will get updated information on other Counties Board of Commissioners compensation.

No Support – Motion Failed

The Committee asked that the Administration Office get updated information on County Board compensation for the next meeting.

6. Human Resources

Mr. Garwood said through employment negotiation, Stephanie Murray, the newly hired Human Resources Director, had asked for the County to consider one week of vacation leave and three personal days. He added that this had been done for at least two employees in the past. The Committee discussed the request.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners approve advancing one (1) week of vacation leave and three (3) days of personal leave to Stephanie Murray upon her start date as the Human Resources Director for Antrim County.

Yes- Smith and Heeres

No- Marcus

Motion Carries

7. Airport Personnel

Mr. Smith asked why this issue was not being delayed until the new Human Resources Director starts. Mr. Garwood said that an employee was retiring sooner than expected and there was an opportunity to explore working with Bellaire Ground Services, Inc. (Randy Bricker). Mr. Garwood said that he has not yet been able to talk to the Union representative for their perspective. Mr. Marcus said that he agreed with the succession planning aspect but not with the expedited timeline and lack of information to make a quick decision.

Mr. Garwood said that he estimated the County spends approximately \$192,000 annually on the current Airport staff. The proposed agreement from Bellaire Ground Services, Inc. started at \$195,168 with a 2% annual increase. The Committee discussed the proposed agreement and whether a management company would continue the excellent service the Airport staff has already established.

John Strehl, Antrim County Airport Manager, along with Randy Bricker from Bellaire Ground Services, Inc., gave an overview of the proposal and history of the company. Mr. Bricker also gave an overview of the services the company provides. It was noted that the equipment used would belong to Antrim County. Mr. Bricker said that the County and Bellaire Ground Services, Inc. could look at contracting for just one employee, whether on a short-term or long-term basis. The Committee discussed hiring and training within or contracting with Bellaire Ground Services, Inc.

The Committee requested that Randy Bricker have a proposal for one contracted employee by the next Finance Committee meeting (Monday, June 11, 2018).

8. Exit Interviews – Discussion

Mr. Marcus recommended that this go to the new Human Resource Director for input and recommendation.

9. Broadband Consortium Resolution

Mr. Garwood gave background on the Northern Lakes Economic Alliance's (NLEA) efforts to bring broadband to the NLEA member counties, which has culminated in the proposed creation of a Consortium Agreement. He did add that there could be a small annual fee, around \$500 to \$1000. This resolution would be to support the creation of the Consortium Agreement with and through NLEA and would enable Antrim County to have a member(s) on the Consortium Board.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the attached resolution (*see page 4*) indicating support for creating a Consortium Agreement with and through the NLEA in an effort to help increase high speed internet throughout the region for both public access and economic development.
Motion Carries- Unanimous

10. Various Matters

Cheboygan County Resolution

Mr. Garwood said this is about the "Cormorant Control Act," an act designed to help control the cormorant population. Mr. Marcus noted that the age of the data makes it hard to support it, but he added that he would be in support of removing some of the language that addresses old data.

The Committee took no action.

11. Public Comment

Patty Niepoth, Register of Deeds, asked if Cheboygan and Otsego counties would be included in the Commissioner's Compensation study. Mr. Marcus agreed with those Counties being added to the study. Melissa Zelenak, Antrim County Commissioner, asked about including the local Tribal governments to the study. Mr. Garwood did not believe they were not compatible with counties in the study, as they are not paid from taxes and they have different market forces.

Ms. Zelenak said she would like to have an annual calendar available to the public of all meeting dates.

Mr. Proudfoot said he felt there were some mischaracterizations of the operations at the Airport and training a new employee. He believes that they would be able to train a new person quickly and successfully. Mr. Proudfoot added concern about money leaving the County and going outside of the County if contracted. Mr. Proudfoot said if we are looking at costs, then there are other things at the Airport such as turning lights off overnight and raising fuel prices which are \$.50 to \$1.00 under where he believed they should be.

Meeting adjourned at 11:10 a.m.

, 2018

CONSORTIUM AGREEMENT THROUGH NLEA AND ITS PARTNERS

R E S O L U T I O N

WHEREAS, Antrim County is a strong supporter of High Speed internet access; and

WHEREAS, Antrim County recognizes and supports the role of High Speed internet Access (wired or wireless) in economic development throughout Antrim County and the Regional Area; and

WHEREAS, Antrim County as a core partner in the Northern Lakes Economic Alliance recognizes an opportunity to proliferate high speed internet access for the purpose of economic development in Antrim County and the surrounding region;

NOW THEREFORE BE IT RESOLVED that the Antrim County Board of Commissioners is in support of creating a Consortium Agreement with and through the NLEA and its partners, to help increase high speed internet access thought the regional area for both public access and economic development to contribute to the regional area.

Edgar Boettcher, Chairman
Antrim County Board of Commissioners

Sheryl Guy, Clerk

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes July 5, 2018

Members: Christian Marcus, Dave Heeres, Bryan Smith

Members absent:

Others: Pete Garwood, Mathew Cooke, Ed Boettcher, Sheryl Guy, Patty Niepoth,
Sherry Comben, Dean Pratt, Dan Bean, Deb Haydell, Valerie Craft

1. The meeting was called to order at 9:03 a.m. by Christian Marcus

2. Public Comment

Dean Pratt, Undersheriff, gave an update on the Sheriff's Office hiring process of a full-time transcriptionist and a dispatcher. They both have a candidate in background checks right now, with hopes to hire them if cleared. Mr. Pratt also said that the Sheriff's Office also has two employees out on leave consistent with the Family Medical Leave Act.

3. Board Salary Increase

Mr. Marcus said he believes that commissioners will not do more if they feel they are not being compensated enough. He also added that the low amount may discourage others from running for the Board. The Committee reviewed the data of other counties commissioner salaries and benefits and discussed the potential increase of the Board of Commissioner salaries.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners adjust the Commissioner salary to \$6,000.00 for the Chair and \$5,000 for the other Board of Commissioner members.

Motion Carries

Yes- Heeres, Marcus

No- Smith

4. Geographical Information Systems (GIS) Data Request

Mr. Garwood said as the Antrim County Road Commission builds its GIS parcel layer, it would need access to the County's GIS data. He add that because they are a County operation, he recommends there be no charge.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the request from the Antrim County Road Commission for the Geographical Information Systems parcel layer and the aerial photo imagery at no cost as long as they sign a data transmission agreement.

Motion Carries- Unanimous

5. Finance Director Compensation

The Committee discussed the Finance Director's compensation. Mr. Garwood told the Committee he and Ms. Haydell met and discussed her salary. He said that due to the reasoning behind it, he could not support the request. Ed Boettcher, Chairman of the Board of

Commissioners, said that whether a Human Resource Director was hired or not, should not affect the pay of the Finance Director. He added that there may be other reasons that the Finance Director receive a pay increase. Ms. Haydell said that the Finance Director wages were tied to the County Administrator's salary. Mr. Garwood said this was done because of the lack of Finance Directors in comparable Counties.

Motion by Bryan Smith, seconded by Christian Marcus, to recommend to the Board of Commissioners that the salary for the Finance Director be increased by \$2,934.52, beginning payroll period, July 22, 2018, on a prorated basis, to bring the annual total to \$61,624.97 (this would be the 5% amount recommended for the parity in 2019).

Motion Carries

Yes- Marcus, Smith

No- Heeres

6. Economic Development Corporation (EDC) Appointment

The Committee discussed the appointment of the three applicants for the EDC vacancy.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Chairman of the Board of Commissioners appoint John Meeske to the Economic Development Corporation to fill the vacated term which expires December 31, 2020.

Motion Carries- Unanimous

7. Charter Spectrum Agreements

Mr. Garwood explained that Spectrum provided the internet to the County campus and a new contract was needed. Valarie Craft, Information Technology Director, said that the longer the contract, the less the total bill will be. Ms. Craft said she is asking to up the speed to 100mbs. She said that there is about a \$100 increase per month between 24 months and 36 months. The Committee discussed the potential impact of new service providers coming to the County within 36 months. It was noted that there may need to be a budget amendment for this contract, which Ms. Haydell and Ms. Craft will work on.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the Spectrum Customer Service Order and Fiber Internet Access Service Level Agreement, and the Enterprise Commercial Terms of Service for a twenty-four (24) month period at a cost of up to \$1,040.00 per month.

Motion Carries- Unanimous

8. Closed Session: Strategy Discussion for Contract Negotiations

From the Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(c): "For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing."

Motion by Dave Heeres, seconded by Bryan Smith, to go into closed session with Christian Marcus, Bryan Smith, Dave Heeres, Ed Boettcher, Dan Bean, Pete Garwood, and Mathew Cooke to discuss strategy related to the collective bargaining agreements with the three Sheriff's Office bargaining units.

Motion Carries- Unanimous

The Committee went into closed session at 10:14 a.m.

The Committee returned from closed session at 10:52 a.m.

9. Various Matters

Berrien and Huron County Resolutions (SB 1025 and HB 6049)

Mr. Marcus said that the Michigan Association of Counties (MAC) does not recommend counties oppose the legislation without first expressing their concerns, as there are a number of items in the language that could be worked with. MAC asks for a pros and cons list of the current draft. The Committee discussed the potential legislation. Sherry Comben, County Treasurer, said she has concerns of financial nature. She said Antrim County has some townships that 80% of 1% of the assessed value would not cover the costs for assessing, which would then fall on to the County. Mr. Garwood said that there is no benefit to Antrim County and instead it would increase costs, unless the State figures out a way to pick them up. Mr. Boettcher had concerns about contracted employees and the effects of the bills. Mr. Marcus mentioned there is current language that says there needs to be 24 months' notice for new equalization directors or contracts. He also mentioned that if the bill passes, we may need to create an Assessing Office, which could be costly.

The Committee asked that Mr. Garwood and Ms. Comben speak with Deena Bosworth from MAC.

Mr. Garwood let the Committee know that Mr. Pratt and he have been working on the possibility of paying for some of the educational costs for an employee to become a full-time Sheriff Office deputy. Mr. Marcus indicated that some states have programs that do this to help hire and retain officers.

10. Public Comment

None.

The meeting adjourned at 11:40 a.m.

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes August 2, 2018

Members: Christian Marcus, Dave Heeres,
Members absent: Bryan Smith
Others: Pete Garwood, Mathew Cooke, Ed Boettcher, Patty Niepoth, Sheryl Guy,
Karen Bargy, Sherry Comben, Jamie Houserman, Stephanie Murray, Deb
Peters, Amy Jenema, Karleen Helmreich

1. The meeting was called to order at 9:01 a.m. by Christian Marcus

Mr. Marcus added "Airport Personnel Job Description" at the end of the agenda before various matters.

2. Public Comment

Patty Niepoth, Register of Deeds, asked whether the new Hiring Policy was in effect. Pete Garwood, County Administrator, said it was approved by the Board of Commissioners.

3. SB1025/HB6049 – General Property Tax Amendment

Mr. Marcus said the proposed resolution included with the agenda packet opposes SB1025/ HB6049. If passed, the bill would amend the General Property Tax Act which would have a negative impact in the assessing process. He encouraged any comments be referred to Michigan Association of Counties. Commissioner Karen Bargy asked how the documents provided at the Board of Commissioners meeting changed specific points in the resolution. Board Chairman Ed Boettcher said the proposed resolution has specific points of opposition to the proposed amendment. Amy Jenema, Assessor, said the resolution hits the points that the County has concerns with.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners approve the attached resolution opposing SB 1025 and HB 6049 which, if approved, would amend the General Property Tax Act.

Motion Carries-Unanimous

4. Geographical Information Systems (GIS) Data Request

Mr. Marcus stated that these types of request should be paid for by the requesting organization. Dave Heeres agreed. Mr. Garwood stated that the Enhanced Access Policy Allows the Committee to provide the data at no cost to non-profit organizations. The Committee discussed how the request should be charged.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners approve the request from the TART Trails for the GIS parcel layer and the topographical (elevation contour) layer at a cost of \$.05 per parcel or \$2500 County-wide, as long as they sign a data transmission agreement.

Motion Carries-Unanimous

5. Antrim County Transportation (ACT) Part-Time Driver Proposal

Al Meacham, ACT Director, said he has lost some irregular part-time employees and it has been difficult to find replacements. Mr. Garwood explained that this would give the part-time employee some, but not full, benefits. The Committee discussed the benefits and negatives of changing the position from irregular part time to regular part time.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners approve the conversion of one of the irregular part-time positions to a regular part-time position at Antrim County Transportation to begin September 1, 2018.

Motion Carries-Unanimous

Mr. Meacham let the Committee know there is a grievance at ACT, and it may be coming to the Administration Committee per the union contract.

6. Quarterly Banking Report

Sherry Comben, County Treasurer, submitted the Quarterly Banking Report for the second quarter of 2018.

7. Parity Increases

Mr. Garwood said that because the Finance Director received a parity increase, he is bringing the parity increase for all other positions that were on the schedule to receive a parity increase in 2019. The Committee discussed giving parity increases earlier to those on the schedule for an increase in 2019.

No action was taken.

8. Board of Commissioners (BOC) Per Diem

Sheryl Guy, County Clerk, said the BOC Chair had requested the Administration Committee review full-day per diems for Commissioners. The Committee reviewed and discussed the updated June 2018 County Commissioner Compensation Study that was included in the agenda packet. Mr. Garwood said the County used to pay mileage to and from meetings, but the auditors indicated the practice was against Internal Revenue Service rules. Ms. Haydell will look into this to see if it is correct. Ms. Bargy clarified that her comments at the Board meeting were to add a new per diem tier for meetings that last over four hours.

No action at this time.

9. Airport Personnel Job Description

Mr. Garwood explained the history behind the proposed new job classification. The Airport Manager or Assistant Manager must be present at the airport at all times. ,

While the hiring process is carried out, a temporary employee will be supplied by Randy Bricker's company for a 45-day contract. This would allow the airport to remain fully operational in the busy period. Mr. Strehl accepted blame for not developing job descriptions over the years, but has had mostly the same employees for the past 20 plus years. Mr. Garwood said that this contract is able to be executed as an emergency purchase through the Purchasing and Bid Policy.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners approve the creation of an "Airport Field Operator" position, convert the Airport Assistant Manager position and one of the Airport Equipment Maintenance position to the newly created classification and adopt the following wage scale for the new classification:

Airport Field Operator – Proposed Wage Scale 2018

START	6 MONTH	1 YEAR	2 YEAR	3 YEAR
16.46	16.97	17.49	18.02	18.56

Motion Carries- Unanimous

10. Various Matters

Mr. Marcus asked about the status of the animal control staff and canine. Mr. Garwood said that there has been a new staff person for a few weeks. Mathew Cooke, Deputy Administrator, said a new canine will be purchased in August and will go to training on September 24, per Undersheriff Dean Pratt.

Mr. Marcus said that there were various resolutions from other counties. The Committee reviewed and discussed the resolutions attached in the agenda. The Committee took the following action:

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners approve a resolution developed by the County Administrator based off of Leelanau County's resolution in opposition to SB 1031 which exempts qualified utility personal property from the collection of taxes.

Motion Carries- Unanimous

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners approve a resolution developed by the County Administrator to oppose the Department of Natural Resources plan to eliminate baiting and sale of bait, and to support Huron and Arenac Counties.

Motion Carries- Unanimous

No action was needed on the Indigent Defense resolutions.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners accept a resolution, similar to the Otsego County resolution opposing the legalization of marijuana for general used, except for the 7th paragraph regarding emergency room admissions and linking marijuana to suicides.

Motion Carries- Unanimous

No action was needed on the Marquette County redistricting letter, it was for informational purposes.

Mr. Garwood read the General Property Tax Act summer schedule for the process of potential amendment.

11. Public Comment

Mr. Strehl asked if civil counsel had looked over the original contract with Randy Bricker's company. Mr. Garwood said they had not. Mr. Strehl added that he has never had a grievance against him, and said that he may have started some of the problems by trying to do the best for the airport but not informing airport employees. Mr. Strehl asked if Mr. Garwood and Ms. Murray will be speaking with the airport employees. Mr. Garwood said they would.

The meeting adjourned at 11:00 a.m.

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes September 6, 2018

Members: Christian Marcus, Dave Heeres, Bryan Smith
Members absent:
Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Sheryl Guy, Sherry Comben, Stephanie Murray, Patty Niepoth, Jim Rossiter

1. The meeting was called to order at 9:07 a.m. by Christian Marcus.

2. Public Comment

Janet Koch, Northern Lakes Economic Alliance Community Development Specialist, asked about how the Village of Bellaire should go about presenting their proposed County campus plan. The Committee asked Ms. Koch to come back towards the end of the meeting in various matters to discuss.

3. Geographic Information Systems (GIS) Data Request

Pete Garwood, County Administrator, said that this is a request from Grand Traverse Regional Land Conservancy (GTRLC) for the GIS parcel layer. Chris Garrock, Conservation Easement Steward, said that the forty easements mentioned in the request are not properties owned by GTRLC, just managed. He said that the parcel layer helps them with their planning processes and that the layer will help with owner transitions so they know of any restrictions on the easement. Mr. Garrock said that GTRLC has a data package of information on property they work with, which will be shared with the County. He also noted GTRLC has received the GIS parcel layer data in the past.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the request from the Grand Traverse Regional Land Conservancy to enter into a data sharing agreement for the GIS parcel layer no cost as long as they sign a data transmission agreement.

Motion Carries- Unanimous

4. Service Credit Purchase

Mr. Garwood said this request is for an employee to purchase five (5) years of service. The Committee discussed the potential liabilities of allowing this. Mr. Garwood reminded the Committee this has been done in the past. Mr. Boettcher believes that this should be an issue that Municipal Employees Retirement System (MERS) takes on themselves instead of it being put on the County. Mr. Marcus suggested the County should address such requests through policy for all employees.

It was the consensus of the Committee to gather more information from MERS and legal counsel. Mr. Garwood will also check with other counties to see how they handle similar requests. No action was taken at this time.

5. Parity Increases for Unrepresented Employees

Mr. Garwood said that he is now bringing this forward as the supervisor of the unrepresented department heads. Deb Haydell, Finance Director, said she had calculated the numbers on an

annual basis. These numbers will be available for the Board of Commissioners meeting. Mr. Marcus noted that the parity increases are scheduled for 2019, so long as the Board of Commissioners take action on it.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend to the Board of Commissioners that the salary and wage parity increases originally scheduled for 2019 be approved on a pro-rated basis, starting October 1, 2018 for the following department head positions: Parks Manager 3%, Maintenance Director 3%, Commission on Aging Director 3%, Veterans Affairs Director 4%, Emergency Services Coordinator 6.5%, and IT Director 6.5%, and that the Finance Committee identify the funding source.

Motion Carries- Unanimous

6. Board of Commissioner Mileage

A mileage reimbursement survey was included with the agenda packet. Mr. Marcus noted that Antrim County is one of two of the ten Counties surveyed who do not pay mileage to their Commissioners for Board, standing committees, and committees of the whole meetings taking place in the county seat. The Committee discussed the mileage that Commissioners drive for their meetings. Sheryl Guy, County Clerk, noted mileage was removed when the Board of Commissioners increased per diems. Mr. Garwood also noted that the mileage would be taxed, just as other income.

The Committee noted the costs of reimbursing a commissioner for mileage would exceed the original recommendation that was sent to the Board of Commissioners in July 2018, which would have increased commissioner salaries had it passed. The Committee discussed increasing the Commissioner salaries to \$6,000 for the Chair and \$5,100 for the other Commissioners. Mr. Smith indicated this would be cheaper than paying mileage. Dave Heeres said it was fair to give an increase across the board than increases to those who live further from Bellaire.

Motion by Christian Marcus, seconded by Bryan Smith, to recommend the Board of Commissioners adjust the Commissioner salary to \$6,000.00 for the Chair and \$5,100 for the other BOC members.

Motion Carries

7. Human Resources

Employee Travel Policy

Stephanie Murray, Human Resources Director, included draft of a revised travel policy in the agenda packet, which the Committee reviewed and discussed. She noted that the meal per diem rates are based on numbers from the US General Service Administration Meals and Incidental Expense listed amounts. This method allows for an adjusted per diem based on the city or state in which the meal is being purchased (rates can be found at www.gsa.gov). The Committee discussed this method versus a set rate for meal per diem's. The Committee discussed who would be in charge of authorizing elimination of charges that violate the policy. Ms. Murray noted that the transportation expenses paragraph did not change. She also added that the rental car portion addresses and puts into writing that prior approval is needed. The Committee also discussed whether tips are a part of the dining experience.

The Committee recommended the following changes to the proposed travel policy:

- Meal reimbursements: "special circumstances" removed
- The County Clerk or designee be the person in charge of authorizing the elimination of charges that violate the policy. They also recommended that there be language to address the County Clerk discussing with the relevant department head any elimination of charges.
- In the proposed conference fees section, replace the word "individual" with the word "employee" in the first sentence.

Once Ms. Murray has made the changes, she will send it out for review by the elected officials/department heads.

Family Medical Leave Act Policy

Ms. Murray presented a revised copy of the Family Medical Leave Policy (see attached pgs. 5-13). She indicated this policy update addresses armed forces as required by FMLA statutes but is mostly the same as the previous policy.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners adopt the draft Family Medical Leave Act Policy to replace the current Antrim County Family Medical Leave Act Policy dated June 12, 1997.

Motion Carries- Unanimous

8. Tribal Grant Request – Special Olympics

The Committee reviewed a request by Special Olympics of Michigan Area 2 that the County sponsor a grant application for the Grand Traverse Tribe of Ottawa Chippewa Indians for a 2% Tribal Grant.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners approve the Antrim County sponsorship of a grant application to the Grand Traverse Tribe of Ottawa Chippewa Indians for a 2% Tribal Grant on behalf of the Special Olympics.

Motion Carries- Unanimous

9. Healthcare Discussion

Mr. Boettcher said that he asked for this to be on the agenda and discussed in anticipation of potential rate increases. He said that if there are going to be large changes, employees should be involved in the process. The Committee discussed the process for healthcare discussions with involving employees in the future, when there are substantial changes. Ms. Murray will be bringing her recommendation on healthcare discussions to the Administration Committee for the next meeting.

10. Prosecuting Attorney- Assistant Prosecutor Wages

Jim Rossiter, Prosecuting Attorney, said he had hired a well-qualified Assistant Prosecutor and planned to hire him in at a higher wage than what is included in the wage scale for this position. Mr. Marcus noted the amount Antrim County pays is under comparable counties in terms of salary. Mr. Marcus asked Mr. Rossiter how he arrived at the requested wage. Mr. Rossiter said that he was under the impression he could go up to the amount his current assistant prosecutor was making. He would like to maintain this wage as he is hiring someone with thirty years of experience who is familiar with the current software used by Antrim County.

Mr. Rossiter left the meeting at 11:47 a.m.

Motion by Bryan Smith, seconded by Christian Marcus, to recommend the Board of Commissioners approve the hiring of Daniel Rose as the assistant prosecuting attorney at a wage of \$56,282.

Motion Carries- Unanimous

Motion by Christian Marcus, seconded by _____, to rescind the motion to recommend the Board of Commissioners approve the hiring of Daniel Rose as the assistant prosecuting attorney at a wage of \$56,282.

No second, motion fails.

11. Various Matters

Airport Contract extension

John Strehl, Airport Manager, said three applicants will have been interviewed by Friday, September 7, 2018 with the hope to hire one of them. He is requesting more time on the temporary contract in order to continue operations with current employees out on leave, as well as some training for the potential new full time employee. The extension will bring them into a slower activity period. The funding will be moved from wages to contractual services.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners extend the airport contract with Gaylord ARFF, Inc for 45 calendar days.

Motion carries-Unanimous

Marquette County Resolution

This resolution from Marquette County that supports the development and funding of the twinning of the Poe Lock of the Soo Locks.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners pass a similar resolution to the Marquette County Poe Lock Resolution supporting the construction of a new lock.

Motion carries- Unanimous

Village of Bellaire County Campus Vision

Mr. Garwood told the Committee Byce & Associates have completed two new options for the Facilities Master Plan and has submitted quotes for additional meetings (to be discussed at the next Board of Commissioners regular meeting). He added that he had contacted a local realtor on the value of the County's current facilities. The realtor advised him to contact an appraiser for an accurate quote. Mr. Smith suggested asking one of the commercial realtors in Traverse City. Ms. Koch wanted to see if the County would be amenable to the Village giving their vision of the future County campus.

Mr. Garwood asked if the Village and DDA are looking for a joint meeting, special meeting, or something different. Ms. Koch did not think a joint meeting would be the best route for the Village to display their vision. Mr. Boettcher added that if a meeting is to take place, the Village needs to keep an open mind and know that the County may or may not do anything with the Village's vision. The Committee discussed the best avenue to meet and discuss the Village's vision of the County campus future. It was the consensus to ask the Village present their vision to the Board of Commissioners October 11, 2018 regular meeting.

12. Public Comment

Bill Hefferan, Probate Court Administrator, asked for direction on looking at wages, job classifications, etc. stemming from an impending retirement, and where to start discussions. He was directed to discuss with the Administration and Human Resource Departments.

The meeting adjourned at 12:32 p.m.

**ANTRIM COUNTY
FAMILY AND MEDICAL LEAVE POLICY**

Adopted:

Replaces: Policy dated June 12, 1997

Antrim County will provide leave time consistent with 29 CFR Part 825 - Family and Medical Leave of 1993 (FMLA) to its eligible employees consistent w. Under this policy, Antrim County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

A. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the Antrim County for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on paid or unpaid leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under the FMLA.

B. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).

4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Director of HR.

If an employee takes paid leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, Antrim County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. short-notice deployment
- b. military events and activities
- c. child care and school activities
- d. financial and legal arrangements
- e. counseling
- f. rest and recuperation

g. post-deployment activities, and

h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

a. A “son or daughter of a covered service member” means the covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

b. A “parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

c. Under the FMLA, a “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

d. The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member’s next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122.

“Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) (2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service

member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

C. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. Antrim County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Antrim County will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for Antrim County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for Antrim County and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

D. Employee Status and Benefits During Leave

While an employee is on leave, Antrim County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Antrim County will require the employee to reimburse the County the amount it paid for the employee's health insurance premium during the leave period.

E. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The County may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

F. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid time available prior to being eligible for unpaid leave. Paid leave will run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established paid leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation or personal leave (as long as the reason for the absence is covered by the County's leave policy) prior to being eligible for unpaid leave.

G. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks or 26 workweeks to care for an injured or ill service member over a 12-month period.

Antrim County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, Antrim County and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced

hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the County before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

H. Certification for the Employee's Serious Health Condition

Antrim County will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the Department of Labor (DOL) Certification of Health Care Provider for Employee's Serious Health Condition.

Antrim County may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The County will not use the employee's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, Antrim County will obtain the employee's permission for clarification of individually identifiable health information.

Antrim County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the employee to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the employee will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

I. Certification for the Family Member's Serious Health Condition

Antrim County will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The County may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. Antrim County will not use the employee's direct supervisor for this contact. Before the County makes this direct contact with the health care

provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, Antrim County will obtain the employee's family member's permission for clarification of individually identifiable health information.

Antrim County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the employee's family member to get a certification from a second doctor, which the company will select. The County may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, Antrim County will require the opinion of a third doctor. The County and the employee will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification of Qualifying Exigency for Military Family Leave

Antrim County will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

K. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

Antrim County will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

L. Recertification

Antrim County may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the County may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. Antrim County may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

M. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Director of HR. Within five business days after the employee has provided this notice, the Director of HR will complete and provide the employee with the Department of Labor Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

N. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Director of HR will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

O. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes October 4, 2018

Members: Christian Marcus, Dave Heeres, Bryan Smith
Members absent:
Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Sherry Comben, John Strehl, Valerie Craft, Sergeant Jonathon Wheatley

1. The meeting was called to order at 9:00 a.m. by Christian Marcus.

2. Public Comment

None.

3. Municipal Employees Retirement System (MERS) Service Credit Purchase

Sergeant John Wheatley introduced himself to the Committee. He said that purchasing service credits made sense to his family's situation with young children. He noted it was an opportunity the County has offered in previous years, which others have taken, and he wants to take advantage of the benefit. Pete Garwood, County Administrator, said the MERS representative has informed the Human Resources Director that section 18(1)(a) of the MERS Plan Document (see attached pgs. 6-7) requires that, if the purchase of service credits have been available, and if no changes have been made by resolution, the County has to approve to remain consistent. Board of Commissioners Chairman Ed Boettcher said he did not feel it was the County's responsibility to be in the investment business. Mr. Marcus said that one of the previous instances in which the purchase of service credit was approved, there were extenuating circumstances. Mr. Garwood also distributed a survey of surrounding counties regarding MERS purchase of service credit (see attached pg. 8), noting that most of the responding counties do offer the opportunity.

Motion by Christian Marcus, seconded by Dave Heeres, to recommend the Board of Commissioners approve the Governing Body Resolution provided by the Michigan Municipal Employees' Retirement System to allow Sergeant Jonathan Wheatley to purchase five (5) years of service credit under the Antrim County pension program with all initial costs to be borne by Sergeant Wheatley with no cost to Antrim County.

Motion Carries-Unanimous

Motion by Christian Marcus, seconded by Dave Heeres, to direct the County Administrator prepare a resolution to disallow the purchase of service credits beginning January 1, 2019.

Motion Carries-Unanimous

4. Responsibility Separation – Operator of Dams, Drain Commissioner

At the September 4, 2018 Buildings, Lands, and Infrastructure Committee meeting, Mark Stone, Operator of Dams and Drain Commissioner requested the relationship between the two positions as defined in the Operator of Dams position description be separated.

Motion by Christian Marcus, seconded by Dave Heeres, to recommend the Board of Commissioners approve deleting all mention of the Drain Commissioner on the Operator of Dams position description.

Motion Carries- Unanimous

5. Airport Personnel Update

Mr. Garwood said this position has been re-advertised with Michigan Works, monster.com, the Traverse City Record-Eagle, and Indeed.com. He said the temporary contract expires on November 3, 2018. Mr. Garwood indicated the position was offered to a candidate but was not accepted citing the pay was too low. The Committee discussed where to start candidates on the pay scale if they show promise.

John Strehl, Airport Manager, said there is a new group called Friends of the Veterans who would like to put American flags in front of the airport on October 17, 2018. The Committee was amenable to Mr. Strehl making the decision of allowing or disallowing this.

6. Commission on Aging (COA) – Personnel Request

Judy Parliament, COA Director, said the request came from an employee who had expressed concern that the increases in pay would interfere with her disability benefits. Mr. Marcus stated that he wanted, if approved, an agreement signed by the employee that they would not later come back later and ask for retroactive pay in the future. The Administration Office will work to have a letter of understanding signed to prevent any future issues.

Motion by Dave Heeres, seconded by Christian Marcus, to recommend the Board of Commissioners approve decreasing the hourly wage for the Commission on Aging Elk Rapids Meal Site Coordinator from \$12.70 per hour to \$10.33 per hour effective October 15, 2018.

Motion Carries- Unanimous

7. Family/Probate Court Personnel Request

Bryan Smith entered the meeting at 10:00 a.m.

Bill Hefferan, Probate Court Administrator, said the current Probate Register employee is retiring on October 5, 2018. He said the Probate Register earns about \$1,500 more annually than the Juvenile Register. He was concerned the employee in the Juvenile Register position will apply for the Probate Register position solely for the additional wages. He also informed the Committee the state is putting more requirements on the office related to the collection of money. He said this would be a good opportunity to add the extra financial responsibilities to the Juvenile Register position and increase the wages. In order to do this, there needs to be a reclassification of the position to Juvenile Register/Finance Officer and a wage increase of \$330 for the remainder of 2018 and \$1,560 for 2019. Mr. Hefferan said the current 2018 wage difference between the Probate Register and Juvenile Register are \$0.68 (\$22.48 and \$21.80, respectively).

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve a reclassification for the Juvenile Register position in the Family/Probate Court to Juvenile Register/Finance Officer and increase the annual line items for wages and benefits by \$330 for 2018 and \$1,560 for 2019. This would increase the a wage per hour to the same pay scales as the Probate Register.

Motion Carries- Unanimous

8. Health Care: Discussion

Mr. Garwood said he and Stephanie Murray, Human Resources Director, met with Dewey Insurance but have not received all additional alternative options at this time. He is hoping that they will have something for the next meeting regarding this matter.

9. Human Resources

Employee Travel Policy

Sheryl Guy, County Clerk, submitted a request to the Committee (see attached pg. 9) requesting the delay of any action on the proposed travel policy (see attached pgs. 10-13). Mr. Garwood

noted the revised draft had been circulated to all department heads for review and comment since September 7, 2018 and the draft policy had been changed accordingly.

Mr. Boettcher asked if there was any language that addressed how Commissioners bill and pay mileage. Mr. Garwood will look into this matter with Stephanie Murray prior to the Board meeting.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners adopt draft two of the Antrim County Travel Policy (attached) which will replace the Antrim County Travel Policy #1992-9.

Motion Carries- Unanimous

HIPPA Policy

Mr. Garwood said the original policy was in dire need of replacement and cleaning up.

Motion by Dave Heeres, seconded by Bryan Smith to recommend the Board of Commissioners adopt the draft Antrim County Privacy Notice Policy which will replace the current Health Insurance Portability & Accountability Act (HIPAA) Policy approved by the Board of Commissioners on April 8, 2004.

Motion Carries- Unanimous

Dewey Insurance Business Associate Agreement (BAA)

This agreement is necessary to comply with the Health Insurance Portability and Accountability Act (HIPAA) and allows the release of Protected Health Information (PHI) to Dewey Insurance Agency, with the understanding they will protect the information.

Motion by Dave Heeres, seconded by Bryan Smith to recommend the Board of Commissioners authorize the Board Chairman to execute the Business Associate Agreement with Dewey Insurance Agency regarding the protected health information of Antrim County employees.

Motion Carries-Unanimous

Blue Care Network (BCN) Sub-license Agreement

This would allow BCN to access data with the Blue Health Intelligence which is used to manage County health insurance claims.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners authorize the Board Chairman to execute the Sublicense and Support Agreement with Blue Care Network of Michigan conditioned on the agreement of terms consistent with civil counsel's review.

Motion Carries- Unanimous

10. Board of Commissioners Salary, Per Diem Increases (see attached pg. 14)

The Committee discussed adding a third per diem criteria for Board of Commissioners meetings lasting longer than six hours. Mr. Heeres said that he has a problem with meetings that last that long. Mr. Marcus said that he has not been able to locate any potential commissioner candidates in his district or in Scott Kruger's district. The folks he has talked to have stated that the compensation is not enough for what is required of the Commissioners. Mr. Marcus feels that this is off putting to potential board members. He noted that his motion to raise salaries did not pass at the Board meeting and that adding mileage to their package, as opposed to an increase in the salary, would be even more costly. Mr. Heeres would be in favor of mileage being added to the compensation package.

Motion by Dave Heeres, seconded by Bryan Smith to recommend the Board of Commissioners adjust per diems to reflect: \$55.00 for meetings up to two hours, \$75.00 for meetings up to four hours, and \$100.00 for meetings exceeding four hours.

Motion Carries-Unanimous

Board and Committee Meeting Schedule

Mr. Garwood said Finance Director Deb Haydell brought this to the Administration Office due to there not being much time between Administration Committee meetings and Finance Committee meetings to prepare items. The Committee discussed the presented options. Mr. Marcus said he did not see any issue with moving Finance Committee meetings to the second Tuesday of the month. The Committee discussed whether this would give enough time for minutes to be completed before the Board meeting. The Committee stated that this could be discussed at the 2019 organizational meeting. The Committee also stated that Deb Haydell could propose a recommendation for moving the Finance Committee meetings.

11. Information Technology – Health & Public Safety Recommendations

Telecom Billing Analysis

Valerie Craft, Information Technology (IT) Director, indicated that the Health and Public Safety Committee made a motion to have IT compile and analyze the current situation with fax lines and to report results to the Administration Committee. Ms. Craft said there was another recommendation from the Health and Public Safety Committee to consider hiring a consultant to look at phone and internet costs.

Ms. Craft provided the Administration Committee with a Telecom Billing Analysis in the agenda packet and reviewed it with the Committee. Ms. Craft indicated that the analysis included the fax line information that was requested by the Health and Public Safety Committee, as well as other telecommunication services and costs. An action plan for each service was also included with recommendations for reducing the county bills. Bryan Smith estimated that Ms. Craft's action plans would save the county approximately \$20,000 a year. Ms. Craft indicated she has been methodically working with the department heads over the past few years and provided information regarding past actions that had been taken to reduce costs to the Frontier Communications invoices.

Ms. Craft said if the County were to hire a consultant to perform an evaluation of the telecommunication services and costs, that consultant would provide an analysis similar to the one she has provided but with much less detail and they would charge for the service or want a portion of the savings. The Committee accepted Ms. Craft's analysis and saw no reason to hire a consultant.

Mr. Marcus said that Agri-Valley Services (AVCI) had indicated they have not been approached or included in any conversation with the county in regards to providing a new fiber building in Bellaire. Ms. Craft indicated that part of the duties of the Northern Lakes Economic Association (NLEA) Consortium is to communicate with potential ISPs that could bring new services to the area.

Ms. Craft will send a memo for the Department Head meeting to update website pages (in particular fax numbers).

12. Union Contract Negotiations Strategy Discussions – Closed Session

From the Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(c):

“For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.”

Motion by Dave Heeres, seconded by Christian Marcus, to go into closed session to discuss to the collective bargaining agreements with the three Sheriff's Office Bargaining Units.

The following people were requested for closed session: Christian Marcus, Dave Heeres, Bryan Smith, Ed Boettcher, Pete Garwood, and Mathew Cooke.

Motion Carries-Unanimous

The following were asked to remain for the closed session: Christian Marcus, Dave Heeres, Bryan Smith, Ed Boettcher, Pete Garwood, and Mathew Cooke.

The Committee entered closed session at 11:46 a.m.

The Committee returned from closed session at 11:59 a.m.

13. Various Matters

Menominee County Resolution

The resolution submitted by Menominee County would oppose the proposed bill to remove local “point of sale” septic inspections in favor of a statewide septic inspection law. It was noted that some of the local units within Antrim County have their own “point of sale” septic inspection ordinance.

Mr. Garwood will get in touch with Scott Kendzerski regarding health department views on a statewide septic statute (see attached pgs. 15-18).

Motion by Christian Marcus, seconded by Bryan Smith to recommend the Board of Commissioners approve a resolution similar to the resolution approved by Menominee County opposing House Bills 5752 and 5753, with the inclusion of another “whereas” expressing opposition to talking away a local unit of government’s ability to enact a point of sale inspection requirement.

Motion Carries-Unanimous

Mr. Marcus mentioned the Senate Bill 396 introduced by Senator Tom Casperson (38th District) would alleviate restrictions on logging trucks on local roads and during frost law periods. He said if passed, that this would destroy some local roads which could be difficult to repair or fund.

Northern Lakes Economic Alliance (NLEA) Broadband Consortium Agreement

Mr. Garwood said the NLEA was accepting recommended changes from legal counsel. This is not a financial commitment, which will be discussed at a later time.

Motion by Bryan Smith, seconded by Dave Heeres to recommend the Board of Commissioners authorize the Board Chairman to execute the Northern Lakes Economic Alliance Broadband Consortium 2018 Consortium Agreement which will include the counties of Charlevoix, Emmet, and Cheboygan for an initial term of five (5) years conditioned on the inclusion of changes consistent with civil counsel’s review.

Motion Carries-Unanimous

Mr. Garwood informed the Committee of a resolution from the Five County Substance Free Coalition asking for support of their resolution. He added the Board of Commissioners has done their own resolution as well as a follow up letter. The Committee asked Mr. Garwood to inform the Coalition that the County has already passed a resolution and a follow up letter.

14. Public Comment

Ms. Craft noted that her report to the Committee was the result of a motion made by the Health and Public Safety Committee to the Administration Committee. She inquired whether this was going to be the new process for requests and mentioned that these types of requests typically are made through the County Administrator.

Meeting adjourned at 12:22 p.m.

- (b) The member repays to the System all accumulated member contributions previously paid to the member plus compound interest at a rate determined by the System from the date of payment to the member to the date of repayment to the System.
 - (c) The repayment shall be made within five years after the date the member reacquires membership in the System on account of employment by, and prior to termination of employment with, the same participating municipality or court at which the member accrued the forfeited credited service. However, a participating municipality may by resolution of its governing body, or a participating court may by administrative order of its chief judge, establish a written policy to extend beyond five years the period for repayment required under this subdivision. The policy shall be uniformly applicable to all members employed by the participating municipality or court who are covered by the same benefit program employee division.
- (5) Forfeited credited service acquired while a member was in the employ of another participating municipality or court shall not be reinstated under this section but may be recognized subject to the requirements of section 18.
 - (6) A participating municipality or court may provide for the conversion of service credit earned by part-time employees to the full-time equivalent upon a member's promotion to full-time employment, pursuant to procedures established by the System.

Sec. 17. Combining Service.

A member may combine service acquired in the employ of more than one participating municipality or court for the sole purpose of satisfying vesting and eligibility requirements under the Defined Benefit Plan, and not for benefit accrual purposes. Service shall be credited in accordance with procedures established by the System. The following service will not be recognized by the Defined Benefit Plan:

- (1) Service of less than one year.
- (2) Service that has been forfeited under Section 42.
- (3) Service that preceded a break in membership of more than 240 consecutive months.
- (4) Service concurrently acquired in more than one participating municipality or court.

Sec. 18. Governmental Service Credit; Conditions.

- (1) The System shall grant credit to a member, other than a member covered by the Hybrid Plan, based on employment with the United States government, a state, or a political subdivision of a state, or in the governmental employ of a federally recognized Indian Tribal Government (as defined in 414(d) of the IRC) ("hereinafter "qualifying service"), if all of the following conditions are satisfied.

- (a) The governing body of the participating municipality that employs the member adopts a resolution, or the chief judge of the participating court that employs the member issues an administrative order, requesting the System to grant credited service to the member based on a specific period of qualifying service, and files a certified copy of the resolution or administrative order with the System in the time period required by the system. Alternatively, the participating municipality or court may certify to the System, in the manner prescribed by the System, that the request for additional credited service is authorized pursuant to a blanket resolution or administrative order that has been previously adopted and filed with the System and that provides for the uniform applicability of the provisions of this section to all members employed by the participating municipality or court who are covered by the same benefit program employee division.
 - (b) The member's qualifying service terminated not more than 240 months prior to the member's commencement of membership in the System.
 - (c) The member pays to the System the amount the participating municipality or court may require of the member in consideration for the crediting of qualifying service; any such payment shall be credited to the member's individual account in the reserve for member contributions. The required payment, if any, shall not exceed the difference between the actuarial present value of the member's benefit after crediting the specified period of qualifying service and the actuarial present value of the member's benefit prior to crediting the specified period of qualifying service. The actuarial present value determinations described above shall be calculated pursuant to procedures established by the Retirement Board and MERS' Actuarial Policy, as amended.
- (2) For purposes of this section, only qualifying service that is not and will not be recognized for the purpose of obtaining or increasing a benefit under another defined benefit retirement system may be credited. If a member makes an irrevocable forfeiture of all rights in and to the actual or potential benefit from the other defined benefit retirement system, then such qualifying service may be recognized.
- (3) Service purchased under this section shall not be:
- (a) Credited by the System until the member meets the vesting requirement in effect for the participating municipality or court; nor
 - (b) Used to satisfy the minimum years of credited service required to be a vested former member in the event of termination of membership.
- (4) A participating municipality or court may elect, in the Adoption Agreement or subsequently on a form prescribed by the System, a blanket prohibition of service credit purchases as described herein. Such prohibition must apply uniformly to all members of the participating municipality or court.
- (5) For members employed by a participating municipality or court on July 1, 1997, special rules may apply for either governmental service or non-intervening military service performed before July 1, 1997.

MERS PURCHASE OF SERVICE CREDIT - SURVEY 10/2018

COUNTY	Defined Benefit Plan?	Allow employees to purchase service credit?	Policy that guides purchase process?	Why or why not purchase allowed or not allowed?	Notes
Barry	Yes	Yes	No		
Branch	Yes	Yes	No. Follow MERS policy.		We really haven't considered the purchase to be a financially negative decision for the county. There are a limited number of employees who use this option based on the financial commitment as the employee pays cost of purchase. The financial commitment should be relatively high for your employees as these are more senior employees hired before 2015. We changed providers in 2015 and the MERS estimates for purchase credit are significantly higher than our previous provider. While the return on investment may be high in some years, the assumed wage increase is inflated for us, thus balancing the equation. I would say that a great deal, if not the majority of our employees who get an estimate on service credit purchase experience sticker shock and decide not to make the purchase.
Cheboygan	Yes	Yes	No		Employee must pay cost of service credit purchase. We explain to the Board the possibility of future unfunded liability as outline above. We have only had four request in past seven years.
Chippewa	Yes	No			
Clinton	Yes, all divisions are closed.	Yes, but haven't approved on in over 25 years.	No		Discussed eliminating the option altogether, but decided we might lose a recruiting tool, so we kept it.
Crawford	Yes	Yes, 100% by employee.	No		
Houghton	Eliminated for new hires. Sheriff Office and legacy individuals from other units still have.	Administrator has recommended all requests be turned down.	No		
Leelanau	Yes	Yes	No		There have been very few requests from employees to purchase. Only two during my tenure and the Board approved both of them.
Mason		Yes. Employee must pay. Most don't once cost is determined.			
Mecosta	New hires on DC since 2001				No requests in a long time. When there were requests, only recall one that was approved.
Monroe	Yes	No. Have in past, but no longer.		Too costly	Stay away from purchasing. Employees should earn the time via work service time.



SHERYL A. GUY
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October 2, 2018

To: Antrim County Administration and County Services
From: Sheryl Guy, County Clerk

RE: Antrim County Travel Policy

I am unable to attend the Administration Committee meeting on October 4, 2018 as I will be out of town at the MERS Conference in Grand Rapids, along with Deb Haydell and Stephanie Murray.

I am asking that you postpone any action on the proposed Travel Policy as presented in your packet.

I have been reviewing this policy and would like to share some items that are of concern and would like to address these in person.

Please note that this request will be disbursed to committee, County Administration, Human Services Director and the Finance Director/CAO.

At this time I am requesting that I be given additional time to review the proposed policy and how it will affect the Accounts Payable process.

I would like to see this proposal on the agenda of the Department Heads and Elected Officials meeting which is scheduled to be held on October 18, 2018. I would like to have a verbal discussion with Department Heads and Elected Officials on the proposed policy and procedures.

I would propose bringing this policy back to the Administration Committee for the November or December meeting.

Cc: Human Resources, Stephanie Murray
County Administrator, Peter Garwood
Chief Finance Director, Deb Haydell

Antrim County Travel Policy

Adopted:

Replaces: Policy 1992-9, Resolution #20-03, Travel Policy Amendment 11-8-01

Purpose

The purpose of this policy is to provide written travel regulations for County employees and elected officials to ensure that reimbursement is for actual and necessary travel and other expenses incurred while on official County business.

Protocol

On occasion, employees may be required to travel on County business or attend professional development and training functions as a part of the job. Employees must always be mindful that they are stewards of the public's trust and resources. Work-related travel must never be abused, treated as a "perk" or seen as opportunity to spend lavishly. When traveling on County business, including professional development, employees must demonstrate respect for the public's trust and prudence with their resources.

General

Expenses related to professional conferences, seminars, technical meetings, trainings, or other professional development functions may be paid by the County or reimbursed to the employee if the expense has been adopted in the budget.

Budget line item for travel shall be managed by the department head/elected official once the total travel budget has been approved.

Every department head or elected official shall be held accountable for the management of the funds in the travel budget. ~~If an unusual situation arises which requires additional funds, the department head or elected official must present the matter to the Finance Committee to determine if the funds are available and if the matter should be approved or disapproved.~~ **If additional funds are required and budget amendment is necessary, the matter must be presented to the Finance Committee.**

Upon consultation with Elected Official or Department Head, the County Clerk or designee is authorized to eliminate from any submitted bill any charges for travel which violate the provisions of this policy.

Transportation Expenses

Prior to driving an Antrim County vehicle or driving their private vehicle on behalf of Antrim County, the potential driver must fill out a form that authorizes the County to check their driving record. **This will occur has part of the hiring process.** Each department head is responsible for making sure the forms are completed and signed by all individuals driving an Antrim County vehicle or collecting reimbursement for driving their private vehicle on behalf of their department.

Mileage:

The 2017 County business mileage reimbursement rate ~~will be set at \$0.535 cents per mile effective January 1, 2017 and that future rates be set to correspond with the standards set by the Internal Revenue Service (IRS).~~

An individual cannot claim mileage from their home to the first stop of the day (whether it be the office or their first inspection, a home visit, etc.), nor from the last stop of the day to their home. However, if the distance to the first stop from the employee's home is greater than the distance between their home and the office, the employee may claim mileage reimbursement for the difference. If the distance from the last stop to the employee's home is greater than the distance between the office and their home the employee may claim mileage reimbursement for the difference. This section does not apply to members of **the** Board of Commissions.

Use of Personal Vehicle:

Official travel by privately-owned vehicles shall be reimbursed at the approved rate. **Employees traveling on official County business using a personally owned vehicle must ensure that they are properly licensed and are adequately protected by automobile insurance including personal liability and property damage coverage, as the County does not provide coverage for employee-owned vehicles.**

Toll and parking fees:

Toll and parking fees shall be reimbursed provided proper receipts are submitted.

Miscellaneous:

Whenever possible, more than one person attending the same function should utilize the same vehicle.

All expenses must be documented using a signed, properly completed expense form.

Out of State Travel:

Any travel outside the state must be approved by the Finance Committee at budget time or prior to the travel. Travel, outside the state, utilizing privately owned vehicles shall not exceed the cost of travel using a common carrier. Travel time beyond the time required to travel via common carrier shall be charged to vacation time **or taken without pay**. Whenever traveling by privately owned vehicle, where travel by common carrier was possible, the person traveling shall submit cost comparison to support any claim made for reimbursement.

Exceptions would include Sheriff Department emergencies, prisoner transport, and other unusual situations.

Rental Car Usage:

Employees may rent a vehicle for County travel when deemed necessary and cost efficient. Prior approval from department head or elected official is required. The employee must read and comply with the terms of the rental car contract. The cost of optional rental car insurance is not reimbursable. The employee should waive the rental company's

loss/damage supplemental liability and/or personal accident insurance. It duplicates coverage already carried by the County.

Meals

Per Diem Rates:

Meal reimbursement shall be made upon presentation of receipt for anyone on official County business – within or outside of the county. The actual cost of meals for the day shall not exceed the U.S. General Services Administration Meals and Incidental Expense (M&IE) listed amount. The rates can be found at www.gsa.gov. Click on the “Travel” tab and then “Per Diem” link. Select the appropriate state. A list of cities with respective per diem rates will appear. Scroll down the page to locate the “Meals & Incidentals (M&IE) Breakdown”. If the destination city is not listed, please use the standard rates listed first. Appropriate detailed receipts must be submitted with amount of tip listed. Maximum gratuity of 18% is in addition to the M&IE schedule.

~~Meal reimbursement shall be made upon presentation of receipt for anyone on official county business – within or outside of the county – at the following rates:~~

~~Breakfast — \$7.50~~

~~Lunch — \$10.00~~

~~Dinner — \$20.00~~

~~When a meal is a part of a conference, seminar or meeting, but the meal is not included in the initial registration fee, the meal will be reimbursed at the conference/seminar or meeting rate.~~

Meal reimbursement shall not include alcoholic beverages. Meal reimbursement shall not include “entertaining” other members of a group, i.e. picking up the tab for someone other than the individual requesting personal reimbursement.

When a meal is a part of a conference, seminar or meeting, but the meal is not included in the initial registration fee, the meal will be reimbursed at the conference/seminar or meeting rate. For the purpose of meal reimbursement in relation to “Official County Business” within the County, Official County Business shall be defined as:

Meals during a Conference, Seminar or Workshop at a facility within the County.

Meeting with another county or an agency during a meal time, specifically scheduled to discuss business related to county interest.

Lodging

Accommodations:

Employees should stay in a standard room and should not utilize upgraded accommodations unless there is no cost to the County. Any additional cost relative to room upgrades will be borne by the employee unless no other option is available. If no other options is available, documentation from the lodging facility will be required in order for the expense to be reimbursable. Lodging receipts are required for reimbursement. The County is a tax exempt entity. As such, a tax exempt form should be used at time of check-in.

Conference Fees

Registration:

The ~~individual~~ **employee** may submit a prepay voucher **which will result in** direct payment from their travel budget to the conference coordinator.

DRAFT

County Board

COUNTY	BOARD CHAIR Ann'l Salary	CHAIR'S / Diem Rate(s)	BOARD MEMBER Ann'l Salary	MEMBERS / Diem Rate(s)	MEETING DAYS Exmpl: 1st & 3rd Tues.
Region 9					
Alcona	\$4,955	\$35/\$60	\$4,299	\$35/\$60	1st & 3rd Wednesday
Alpena	\$9,575	\$30	\$8,397	\$30	3rd Tuesday
Cheboygan	\$5,250	\$40/\$80/\$120	\$4,750	\$40/\$80/\$120	2nd & 4th Tuesday
Crawford	\$14,933	\$0	\$14,407	\$0	2nd & 4th Thursday
Montmorency	\$4,696	\$35/\$70	\$3,930	Same	1st & 3rd Wednesday
Oscoda	\$4,500	\$40/\$60	\$4,000	\$40/\$60	2nd & 4th Tuesday
Otsego	\$10,800	\$50/\$100	\$9,600	\$50/\$100	2nd & 4th Tuesday
Presque Isle	\$3,000	\$40/\$80	\$2,500	\$40/\$80	2nd Wed/Last Friday
Region 10					
Antrim	\$5,180	\$55/\$75	\$4,380	\$55/\$75	2nd Thursday
Benzie	\$5,529	\$35	\$4,789	\$35	1st & 3rd Tuesday
Charlevoix	\$3,000	\$50	\$3,000	\$50	2nd & 4th Wednesday
Emmet	\$6,000	\$50/\$70	\$6,000	\$50/\$70	Meets once a month (day varies)
Grand Traverse	\$1	\$0	\$1	\$0	1st & 3rd Wednesday
Kalkaska	6,090	\$25	\$5,481	\$25	3rd Wednesday
Leelanau	\$7,700	\$40/\$70	\$5,000	\$40/\$70	2nd & 3rd Tuesday
Manistee	\$6,600	\$40	\$5,400	\$40	3rd Tuesday
Missaukee	\$3,600	\$25/\$50	\$3,000	\$25/\$50	2nd Tuesday
Wexford	\$5,333	\$25/\$50	\$4,833	\$25/\$50	1st & 3rd Wednesday
Region 7					
Iosco	\$9,092	\$40/\$80	\$7,794	\$80, \$50, \$40, \$35	1st & 3rd Wednesday
Ogemaw	\$13,000	\$40/\$75	\$12,000	40/half day; 75/full day	2nd & 4th Thursday
Roscommon	\$15,661	\$0	\$15,008	\$0	2nd & 4th Wednesday

* No Response



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231 547 6523
231 547 6238 - fax

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231 533 8450 - fax

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**Dental Clinics North
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**Hospice of Northwest
Michigan**
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**Northern Michigan
Regional Lab**
95 Livingston Blvd.
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Gaylord, MI 49735
989 732 1794
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The Health Department of Northwest Michigan does not support the proposed legislation to establish a statewide sanitary code through the following House Bills presented to the Michigan legislature on March 22, 2018.

HB 5752 of 2017

Environmental protection; sewage; onsite wastewater treatment systems; regulate, and provide for assessments and evaluations. Amends 1978 PA 368 (MCL 333.1101 - 333.25211) by adding pt. 128. TIE BAR WITH: HB 5753'17
Last Action: 4/10/2018 bill electronically reproduced 03/22/2018

HB 5753 of 2017

Environmental protection; sewage; onsite wastewater treatment systems; regulate and provide for assessments and evaluations. Amends sec. 12752 of 1978 PA 368 (MCL 333.12752) & adds secs. 12802, 12808 & 12809. TIE BAR WITH: HB 5752'17
Last Action: 4/10/2018 bill electronically reproduced 03/22/2018

Background

The main argument for adopting this legislation is that Michigan is the “only state without a statewide code”. This argument suggests that the system in Michigan is inadequate at protecting surface and groundwater when compared to a statewide code. However, there are not data available to support this conclusion. Michigan is a unique state with varying soil conditions and each local jurisdiction has developed codes to design and permit sewage disposal systems based on the need of their community. There are no data available to show that a statewide code provides greater protection than the customized codes that are based on local geology.

Various groups have expressed concerns with the negative impact onsite sewage disposal systems have on Michigan surface and groundwater. The main study utilized to support these claims has questionable methodology and limited data to reach this conclusion. There are no studies available that compare the effectiveness of onsite sewage disposal systems in the states with a statewide sanitary code versus local sanitary codes. Without this comparison, it is not possible to conclude that a statewide sanitary code is more effective.

Negative Impacts to our District

- There is no credible proof that there is a profound need for such legislation, and the potential negative impacts to local constituents are significant. It is likely that the administrative rules would compromise the strong sanitary code in place, which could be jeopardized by lower standards, and it would force the elimination of successful real estate inspection programs implemented between the Health Department and local units of government.
- The program eliminates the rights of local jurisdictions to have a real estate transfer evaluation program. This eliminates the ability to inspect systems for

proper functioning at a time when buyers/sellers are receptive to inspections of their property and better able to negotiate the cost of repair.

- The legislation will require regular inspection of onsite systems (every five years for alternative systems and every ten years for conventional systems). This will create a contentious relationship with residents as they will be required to pay a fee and allow access to their property regularly for inspection of their system. The inspection of these systems at time of sale is far easier as homeowners are accepting of inspection of their property during this transaction and it is easier to negotiate costs during the sale process.
- The legislation requires inspection of systems every five or ten years, depending on the type of system. The increased burden to local health departments to track inspections and ensure compliance with the legislation would be significant and not possible with current resources. There is no additional funding to local jurisdictions tied to this legislation and the additional mandates set forth, and existing mandates are significantly underfunded by the state.
- An additional \$25 "State Administration Fee" will be added to each application. Local jurisdictions will be required to process these funds and pass them on to the state. These funds will be utilized by the state to "administer the program" and provide grants to those individuals who are unable to afford required corrections. None of these funds will be distributed to local jurisdictions to manage and administer the program locally. Constituents will likely see this as a tax to cover costs of others throughout the state. It is unclear what will happen when these funds run out, and if this fee will continue to increase and create additional burden to residents.
- A single database of all onsite systems installed throughout the county does not exist. This makes tracking and ensuring compliance with inspection frequency an impossible task.
- The legislation will likely be viewed by the community as an invasion of personal property rights and create a significant increase in legal action required by the Counties. If a homeowner refuses to pay for the inspection or allow access for an inspection, as required in the legislation, the system would no longer be approved. This would require legal steps to require compliance or deem the home unfit for habitation due to lack of an "approved" system.

Erosion of Local Authority & Control

- The bill package eliminates the authority of local officials to set the minimum site requirements required for an onsite sewage disposal system. A minimum statewide standard could result in a deterioration of the conservative standards that our district has supported since 1968 and which has protected the natural resources of our Counties and prevented the potential for public health issues associated with inadequate sewage disposal siting and design.
- The legislation would strip the authority of local jurisdictions to establish or maintain a time of sale program. Local programs have allowed for routine inspection of existing sewage disposal systems and drinking water wells. They

have been extremely successful in educating buyers and sellers about these systems and have identified and corrected faulty systems.

- The ability to establish regulations which are customized to local needs and geology and which protect the public and the environment would be taken from local jurisdictions. The Department of Environmental Quality (DEQ) would be the authority that would develop all onsite sewage system requirements throughout the state.

Questionable Validity of Supporting Data

- Decades of successful local control of this program is being discredited by a few groups based on a single study. The often-referenced study has been used to mislead the public into thinking that Michigan has a serious and widespread problem with onsite wastewater systems. This conclusion is false.
- Concerns regarding groundwater and wastewater contamination due to onsite systems has been the main focus for development of new legislation. Local jurisdictions are significantly invested in protecting local resources and the community. The local codes in place have been developed by well trained, degreed, and conscientious public health professionals and approved by elected members of the community who are all tasked with protecting the resources and people in their jurisdiction.
- A recurring argument is that Michigan is the “only state without a statewide code.” Michigan is unique and has developed local codes to address the unique geological conditions of the area and community needs. No study has been completed to demonstrate local governance is an inferior model to statewide legislation.

Development & Funding Concerns

- The short timeframe of this legislation has not provided local jurisdictions the ability to provide input or response. The legislation has been in development for months with very little input from local jurisdictions. Drafts of the legislation are often not provided, or what is shared is not the current version. The legislation is now being expedited through the approval process without adequate time for thorough review and response by local jurisdictions.
- The development of this bill package has occurred without transparency. There are no published meeting minutes for review and little ability to provide feedback on a piece of legislation that will have such a significant impact to the environment and the citizens of Michigan. The meetings that have been held on this legislation have occurred with a select group of advisors and has not included those in opposition to the proposal. This has not allowed for careful consideration of divergent points of view and/or anticipated outcomes.
- Local public health professionals have not been adequately represented in the process. There is no other group in the state that has more involvement or knowledge of onsite sewage disposal systems than the local public health departments. These are the professionals responsible for system permitting,

evaluation, troubleshooting, complaint response and assuring that the ground and surface waters are protected. Given the breadth of knowledge and experience of local public health professionals, it is concerning that this group was not more engaged in the development of this bill.

- The additional workload on local jurisdictions will create a significant strain on programs already underfunded by the state. This legislation does not provide any additional funding to local jurisdictions to handle the significant increase in tracking, evaluation, and enforcement of the elements of this proposal.
- The required fees, as well as the routine tracking and evaluation of personal property will likely be met with significant public push back if this bill is passed. The local jurisdiction will have the burden of trying to enforce compliance with the law. This will lead to strained relationships with the public and significant increases in enforcement and legal costs.

Summary

The elimination of local control in order to “fix” an issue that has taken root based on perception and not fact, is not acceptable. If there are local jurisdictions that do not meet a minimum standard of wastewater management, there are other, more direct, and effective methods that can be utilized to address this issue. The State’s role should be to support strong wastewater regulations, while advocating for areas that need to improved standards or practices, and not to establish minimum criteria that could jeopardize existing codes and preempt existing regulations.

The development of this legislation has been absent of strong involvement by county officials and local health departments. Politics should not supersede the role of local government, public health or environmental protection. Given the significant issues outlined above, the Health Department of Northwest Michigan opposes this bill in its entirety.



Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes November 1, 2018

Members: Christian Marcus, Dave Heeres, Bryan Smith

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Sherry Comben, John Strehl, Valerie Craft, Sheriff Dan Bean, Sheryl Guy, Patty Niepoth, Bill Hefferan, Stephanie Murray.

1. The meeting was called to order at 9:00 a.m. by Christian Marcus.

2. Public Comment

Pete Garwood, County Administrator, asked that a resolution to oppose Senate Bill 396 provided by Burt Thompson, Antrim County Road Commission Manager/Engineer be added to the agenda. Mr. Marcus added this item to the end of the meeting under Various Matters.

3. MSU Extension Contract

Jennifer Berkey, MSU Extension District 3 Coordinator, said the contract language is the same as last year, and also incorporates the new technology requirements.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners authorize the Board Chairman to execute the 2019 Agreement for Extension Services provided by Michigan State University.

Motion Carries- Unanimous

4. Wages – Elected Officials

Bryan Smith said that he agreed with Jim Rossiter, Antrim County Prosecuting Attorney, commenting that the County should strive to be better rather than average. Mr. Marcus said the County does not want to fall behind on wages and should work to keep good employees. Mr. Garwood noted elected officials are a separate group and there will still be an unrepresented group to come to the Committee with a similar request. He added the County is also still in the middle of negotiations with three of the Sheriff's Department bargaining unit contracts. The Committee discussed the use of wage studies in relation to actual wages paid. Mr. Rossiter said when considering the change in cost of living and compare that to the raises that have been given in the past, employees are actually behind the cost of living increase.

Mr. Rossiter said the elected officials request is 2% for the cost of living adjustment (COLA) and an additional 4% increase. Mr. Heeres stressed the need to be careful with the taxpayers' money, but also saw the need to keep up with inflation. Mr. Garwood said although there is a good fund balance, 2018 tax revenues just caught up to 2008 tax revenues, but there is a healthy fund balance. Mr. Garwood said if a decision were made at this meeting, it would influence the union negotiations. Mr. Rossiter asked why we need to follow suit with union negotiations. Sheryl Guy, County Clerk, said that they have all helped make jobs easier and departments run better. She added that they are elected and their jobs are on the line every four years.

Mr. Rossiter noted the retirement benefits are different between most employees and the Sheriff union contracts. He said that not everybody can be compared to each other. Sheriff Dan Bean said experience in the Office should be considered. Ms. Guy said that they are looking for qualified people, and have been willing to pay qualified people. Mr. Garwood said that a decision should be made before the end of the year for elected officials, unrepresented, and part-time and temporary. Mr. Marcus said that the Committee will delay on any decisions for this meeting to think further about the information presented.

No action was taken at this time.

5. MERS Service Credit Purchase (see attached pg. 6-7)

Mr. Smith did not see why this would not be supported. It was an additional month due to the Board of Commissioners making and not passing a motion for one year.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the Governing Body Resolution provided by the Michigan Municipal Employees' Retirement System to allow Sergeant Jonathan Wheatley to purchase thirteen (13) months of service credit under the Antrim County pension program through MERS with all initial costs to be borne by Sergeant Wheatley with no initial cost to Antrim County.

Motion Carries- Unanimous

6. GIS Data Request

The Committee discussed the request from Devon Chodzin and decided to take no action. Mr. Garwood indicated the County will respond to Mr. Chodzin to let him know.

7. Information Technology

Arbor Solutions Contract

Valerie Craft, Information Technology Director, said this is a contract she brings to Committee every year. The only change to this contract reflects the company name change. Mr. Garwood stressed the importance of keeping continuity with an information technology support company, which the Committee agreed with.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners authorize the Board Chairman to execute a contract for services for technical support and assistance for Antrim County's computer network with Arbor Solutions from January 1, 2019 through December 31, 2019.

Motion Carries- Unanimous

Frontier Communications Services Agreement

Ms. Craft said this is for the phone lines that come from Frontier. Mr. Smith noted that the cost has decreased, but it is for a 3-year contract. Ms. Craft said that they will not give us this pricing if we do not enter into a contract.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners authorize the Board Chairman to execute a 36-month services agreement with Frontier Communications conditioned on the inclusion of changes consistent with civil counsel's review.

Motion Carries – Unanimous

Verizon Wireless – Master Price agreement

Ms. Craft said this is an addendum with Verizon that will drop the monthly cost per cell phone by \$8 and will also give us priority when there are service constraints. This will help with public safety.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners authorize the Board Chairman to execute a Participating Addendum, NASPO ValuePoint, Master Price Agreement with Celco Partnership d/b/a Verizon Wireless conditioned on the inclusion of changes consistent with civil counsel's review.

Motion Carries- Unanimous

8. Human Resources (HR)

Department Update

Stephanie Murray, Human Resource Director, gave an update on the activity of the HR Department. She indicated she also been working on getting additional health care options. She recently met with an employee-based committee for a presentation of health insurance options. Ms. Murray provided the Committee with options from Priority Health and Blue Care Network (see attached pgs. 8-12). She indicated the insurance committee will be meeting again on November 2 to share which policy they would like to go with for 2019. The recommendation will go to the Board of Commissioners on November 8 for the final decision.

Travel Policy

Mr. Garwood said the Travel Policy was reviewed by department heads and appropriate changes were made.

Motion by Bryan Smith, seconded by Dave Heeres, to recommend the Board of Commissioners adopt draft three of the Antrim County Travel Policy which will replace the Antrim County Travel Policy #1992-9.

Motion Carries- Unanimous

9. Discussion: Healthcare

Ms. Murray said the numbers came in well and the County's use has allowed for a reduction in costs. She said Priority Health was interested and provided a quote this year. Mr. Garwood said employees seem to favor Priority Health. Ms. Murray said that the HMO costs are lower but the Point of Service costs although a bit more expensive has a better physician network outside the State. Mr. Smith felt that coverage is very important. The Committee discussed health insurance coverages and costs. Mr. Garwood said that he felt the best process was to have the employee group make a recommendation to the full board for their next regular meeting scheduled for November 8, 2018.

The employee healthcare meeting on Friday, November 2, is at 10:00 a.m.

10. Employee Performance Reviews

Mr. Garwood said he and Ms. Murray have been discussing and researching performance reviews. Mr. Smith said that they can lead to strenuous relationships within a department. Mr. Garwood said that linear scale reviews are not objective but rather subjective. Ms. Murray said that there is an evaluation technique that sets goals for employees with the manager she is looking into. Mr. Marcus does not want performance reviews to be used as a tool to punish employees but rather a tool to help improve and grow. He added that elected

officials do not have to use the performance reviews if they choose not to. Mr. Garwood said that some officials may already be doing similar things. Ms. Craft asked whether the goal of evaluations was to use for as a guide for giving raises or reprimanding employees Mr. Marcus said if there is not something that can be applied across the board, there is no point to using performance reviews.

11. Exit Interviews (see attached pgs. 13-14)

Ms. Murray provided to the Committee a questionnaire that she will give to employees when they leave for any reason. Leaving employees would have the option to fill out the survey or can request a one-on-one interview with the Human Resources Director. She said this is just a procedure and that she can use them to help department heads improve their operations. Mr. Marcus said that he would like to see something on the form that denotes who has access to see the results of the questionnaire. Ms. Murray will follow up with legal counsel on who should be able to access the exit interview results.

12. Union Contract Negotiations Discussions – Closed Session

From the Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(c): “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.”

The Committee entered closed session at 10:52 a.m.

The following were asked to remain for the closed session: Christian Marcus, Dave Heeres, Bryan Smith, Sheriff Dan Bean, Pete Garwood, Stephanie Murray, and Mathew Cooke.

The Committee returned from closed session at 11:01 a.m.

Motion by Bryan Smith, seconded by Dave Heeres, to go into closed session to discuss the ongoing strategy and/or the tentative collective bargaining agreements with the Command Unit, Deputies/Dispatchers Unit, the Corrections/Cooks/Clerical Unit, and the Command Unit.

Motion Carries- Unanimous

13. Approval of Closed Session Minutes

The Open Meetings Act, Public Act 267 of 1976, states that closed sessions are permissible for purposes outlined in Section 8(c): “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.” In the particular instance on July 5, 2018 the Committee went into closed session to discuss strategy related to the collective bargaining agreements with the three Sheriff’s Office bargaining units.

Motion by Bryan Smith, seconded by Dave Heeres, to approve the closed session meeting minutes of July 5, 2018 as presented.

Motion Carries- Unanimous

On October 4, 2018 the Committee went into closed session to review the tentative agreement with the Deputies and Dispatcher Bargaining Unit, which also is allowed under the Open Meetings Act.

Motion by Bryan Smith, seconded by Dave Heeres, to approve the closed session meeting minutes of October 4, 2018 as amended.

Motion Carries – Unanimous

13. Various Matters

Ms. Murray said she has received about forty (40) applications for the Airport Field Operator position. They have not been able to come to terms for various reasons such as time constraints or wages. Mr. Garwood said they are looking for someone who can meet all requirements of the position. Ms. Murray said that they have posted the position on many job sites. Mr. Garwood mentioned that the Health and Public Safety Committee made a recommendation that the Board of Commissioners Chair, Administration Committee Chair and County Administrator utilize the emergency purchase policy to extend the current airport contract. The Committee discussed the need to extend the contract for training reasons and employment coverage, even if there is a hire.

Ms. Murray said a grievance has been filed by an internal candidate who applied and was interviewed for the position, but did not receive the job. She said that they responded to the grievance citing clauses in the union contract that allows that promotions are the purview of the employer. Mr. Marcus said that some commissioners feel they are kept in the dark on grievances. Mr. Garwood said that he had been informing other committees that the HR Director had been successful in convincing the union to hold off on filing a grievance and that no grievance was actually filed until October 26, 2018.

Motion by Bryan Smith, seconded by Dave Heeres to recommend the Board of Commissioners Chair, Administration Committee Chair, and County Administrator initiate the emergency purchase procedure to extend the airport contract for an additional 45 days.

Motion Carries- Unanimous

Opposition to SB 396 (see attached pgs. 15-22)

The Committee discussed how Senate Bill 396 would lift frost law restrictions for logging trucks. They also discussed how the bill allowed for equipment and or parts transportation. The Committee discussed concerns about current road conditions and how support of the bill would further damage the roads. Antrim County Road Commission provided a sample resolution to oppose the bill due to damage to county roads and negative impacts to public travel.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners support the resolution provided by Antrim County Road Commission opposing senate bill 396.

Motion Carries-Unanimous

14. Public Comment

None.

Meeting adjourned at 11:23 a.m.



Application for Additional Service Credit Purchase

Section 1: Service Credit Purchase Cost Estimate

With the approval of the employer and the local governing body, participants can purchase additional service credit to help meet an early retirement eligibility provision or to increase their pension benefit. Unlike MERS-to-MERS or Act 88 time, purchased service credit generally cannot be used to reach vesting.

This estimate is only valid for two months after November 1, 2018, the effective date of this calculation.

The cost to purchase service credit for each individual is based on many factors. Below is the information that MERS used to prepare this estimate. Please review the following information for accuracy. If any is incorrect, this estimate may not be correct.

Participant Information

**Jonathan R.
Wheatley**

Date of Birth: [REDACTED]
Age: [REDACTED]
FAC as of calculation date: \$54,224.18

Employer Information

Antrim Co
0502 / 20

Benefit Program

Benefit B-4 (80% max)
Benefit F55 (With 20 Years of Service)
Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years
Benefit FAC-5 (5 Year Final Average Compensation)
10 Year Vesting
Defined Benefit Normal Retirement Age - 60

Service Credit

Earned service credit as of calculation date: 18 years, 3 months
Vesting Only Service:
Other Governmental Service used for Eligibility (MERS or Act 88):
Type of Credited Service to be Purchased: Generic
Amount of additional service requested: 1 year, 1 month

Benefit Impact

	Earliest Eligibility Retirement Date	Retirement Age	Projected FAC	X	Service Credit	X	Benefit Multiplier	=	Annual Benefit
Before Proposed Purchase	6/1/2026	55 years 0 months	\$71,686.29		25 years 10 months		2.5%		\$46,297.32
After Proposed Purchase	6/1/2026	55 years 0 months	\$71,686.29		26 years 11 months		2.5%		\$48,238.92

Estimated Cost of This Service Credit Purchase: \$14,411.00

The total cost is due in full at the time of purchase and may be paid by either the participant or employer. You may be eligible to transfer assets from other accounts to make a payment for the purchase, such as: 457 Deferred Compensation Plans; 401 plans; 403(b) plans; and some IRAs (traditional and SIMPLE). To initiate this transfer complete the form *Certification of Qualified Fund Rollover to MERS* (form number F-38). Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.

Section 2: Calculation Assumptions

1. Projected Earliest Eligible Retirement Date

This date is calculated using the participant's date of birth, the amount of service credit reported by the employer, and other service credit that we have on record (such as MERS-to-MERS or Act 88 time). If any of this data is incomplete or inaccurate this can affect the cost estimate. If the participant chooses to retire on a different date, it may increase/decrease the actual cost.

2. Projected Final Average Compensation (FAC)

Future increases in the FAC are assumed to be a 3.75% annual increase. This calculation is dependent on the wages reported by the employer to MERS. If the actual increases end up being different than the assumption, it may increase/decrease the actual cost.

3. Projected Service Credit

It is assumed the participant will continue to work until the earliest date for unreduced retirement benefits unless a specific termination date is shown. Any deviation from the earliest eligibility date may increase/decrease the actual cost.

4. Benefit Program

The current benefit plan provisions are used to calculate the cost of purchasing service credit. If the participant transfers into a different division and is eligible for a benefit plan with different provisions, then the cost may differ from the initial calculation. Likewise costs may differ if the municipality adopts different benefits in the future for any participant that has purchased service credit. These changes will be reflected in the actuarial valuation required to adopt any benefit increase.

5. Investment Assumption

The current investment return assumption for service credit purchase is 6.75%.

6. Mortality Rate

Assumptions are made on the life expectancies of the participant and their surviving spouse, using tables generated by actuarial professionals.

Section 3: Certification and Authorization

PARTICIPANT CERTIFICATION

I certify the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify the service has not and will not be recognized for the purposes of obtaining or increasing a pension under another defined benefit retirement plan.

Participant Signature _____

Date _____

GOVERNING BODY RESOLUTION

By Resolution of its Governing Body, at its meeting on _____, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official _____

Date _____

Title _____

MERS Use Only

Payment Received:	Participant Payment:
Service Credit:	ER Payment:
Signed:	

**Antrim County
Blue Care Network**

MEMBER LIABILITY	BCN High Plan \$0	BCN Low Plan \$750
Deductible Individual / Family	\$0 / \$0	\$750 / \$1,500
Coinsurance After Deductible	0% (Most Svcs) 50% (Select Svcs)	20% (Most Svcs) 50% (Select Svcs)
Coinsurance Maximum Ind /Family	N/A	\$1,500 / \$3,000
Annual Out-of-Pocket Max Ind/Family (Includes Ded, Coins, Copays)	\$6,600 / \$13,200	\$6,600 / \$13,200
Preventive Care (Certain Payable Codes)	Covered 100%	Covered 100%
Primary Care / Specialist / Virtual Visits	\$25 / \$25 / \$25	\$30 / \$45 / \$30
Urgent Care / ER	\$25 / \$50	\$65 / \$100 After Deductible
Ambulance Services	Covered 100%	20% After Deductible
Lab Tests	Covered 100%	Covered 100%
Diagnostic Test and X-Ray	Covered 100%	20% After Deductible
Hi-Tech Radiology Imaging (MRI, CAT, Etc.)	Covered 100%	\$150 After Deductible
Allergy Testing & Therapy / Injections	50% / \$5	50% After Deductible / \$5
Chiropractic - Referral Needed	Up to 30 Visits - \$25 Each Visit	Up to 30- Visits; \$45 Copay Each
Outpatient Physical, Speech, Occ Therapy	\$25 Each Visit *	\$45 After Deductible *
Durable Medical Equipment	50% (No Deductible)	50% (No Deductible)
Diabetic Supplies	50% (No Deductible)	50% (No Deductible)
Generic / Preferred / Non-Preferred RX 30-Day Mail Order - 90-Day	\$10 / \$40 / \$80 Two Copays	\$15 / \$50 / 50% (\$70/\$100) Two Copays

	2018 County Cap / 2019 County Cap	2018 High Plan Rate	Difference Over 2018 County Cap	2019 High Plan Rate	Difference Over 2019 County Cap	2018 Low Plan Rate	Difference Over 2018 County Cap	2019 Low Plan Rate	Difference Over 2019 County Cap
Single	\$546.71 / \$557.10	\$643.24	\$96.53	\$596.54	\$39.44	\$526.35	-\$20.36	\$483.64	-\$73.46
Double	\$1,224.91 / \$1,248.18	\$1,543.77	\$318.86	\$1,431.70	\$183.52	\$1,263.24	\$38.33	\$1,160.75	-\$87.43
Family	\$1,531.14 / \$1,560.23	\$1,929.72	\$398.58	\$1,789.63	\$229.40	\$1,579.05	\$47.91	\$1,450.94	-\$109.29

*One period of treatment for any combination of therapies within 60 consecutive days per medical episode.

**This sheet is meant for illustration purposes only. Refer to formal BCN documents for complete details.

Priority Health HMO Options 1/1/19

MEMBER LIABILITY	Priority HMO - \$0 (High)	Priority HMO 750 (Low)
Deductible Individual / Family	\$0 / \$0	\$750 / \$1,500
Coinsurance After Deductible	0% (Most Svcs) 50% (Select Svcs)	20% (Most Svcs) 50% (Select Svcs)
Coinsurance Maximum Ind /Family	N/A	\$1,500 / \$3,000
Annual Out-of-Pocket Max Ind/Family (Includes Ded, Coins, Copays)	\$7,350 / \$14,700	\$7,350 / \$14,700
Preventive Care (Certain Payable Codes)	Covered 100%	Covered 100%
Primary Care / Specialist / Virtual Visits	\$25 / \$25 / Covered 100%	\$30 / \$45 / Covered 100%
Urgent Care / ER	\$25 / \$50	\$60 / \$100 (No Deductible)
Ambulance Services	Covered 100%	\$150 (No Deductible)
Lab Tests	Covered 100%	20% After Deductible
Diagnostic Test and X-Ray	Covered 100%	20% After Deductible
Hi-Tech Radiology Imaging (MRI, CAT, Etc.)	Covered 100%	\$150 (No Deductible)
Allergy Testing & Therapy / Injections	Covered 100%	Covered 100%
Chiropractic - No Referral Needed	Up to 30-Visits: \$25 Each Visit	Up to 30-Visits; \$30 Each Visit
Outpatient Physical, Speech, Occ Therapy (No referral, no restrictions on consecutive days)	Combined 60 Visits: \$25 Each	Combined 60 Visits; \$30 Each (No Deductible)
Durable Medical Equipment	50%	50% After Deductible
Diabetic Supplies	Covered 100%	Covered 100%
Generic / Preferred / Non-Preferred RX 30-Day	\$10 / \$40 / \$80	\$15 / \$50 / \$80
Mail Order - 90-Day	Two Copays	Two Copays
MONTHLY RATES	Proposed 1/1/19	Proposed 1/1/19
Single	\$618.62	\$474.75
Double	\$1,484.68	\$1,139.40
Family	\$1,855.86	\$1,424.25

2019 County Cap/Month:	A	B
2019 County Cap/Month:	2019 Cap Difference/Mo:	2019 Cap Difference/Mo:
Single: \$557.10	\$61.52	-\$82.35
Double: \$1,248.18	\$236.50	-\$108.78
Family: \$1,560.23	\$295.63	-\$135.98

HMO FACTS

- * Network has 97% of MI doctors
- * Sparrow Hospital/Lansing is the only Michigan hospital that doesn't participate. ER still covered here
- * Worldwide ER & Urgent Care covered as if they were in Michigan
- * Virtual visits covered 100%
- * Out-of-area dependents will have to be noted and will have access to Cigna network. See benefit summary
- * No referrals required to see in-network specialists.
- * Requests will be reviewed on a case-by-case basis for out-of-network authorization. Details must be given as to why member can't see any other participating provider. No authorization means no coverage.

Priority Health POS Options 1/1/19

MEMBER LIABILITY	POS - \$0		POS - \$750	
	Preferred Level (Includes PH & Cigna Network)	Alternate Level	Preferred Level (Includes PH & Cigna Network)	Alternate Level
Deductible Individual / Family	\$0 / \$0	\$500 / \$1,000	\$750 / \$1,500	\$1,500 / \$3,000
Coinsurance After Deductible	0% (Most Svcs) 50% (Select Svcs)	20% (Most Svcs) 50% (Select Svcs)	20% (Most Svcs) 50% (Select Svcs)	40% (Most Svcs) 50% (Select Svcs)
Coinsurance Maximum Individual /Family	N/A	\$1,000 / \$2,000	\$1,500 / \$3,000	\$3,000 / \$6,000
Annual Out-of-Pocket Max Ind/Family (Includes Ded, Coins, Copays)	\$7,350 / \$14,700	\$14,700 / \$29,400	\$7,350 / \$14,700	\$14,700 / \$29,400
Preventive Care (Certain Payable Codes)	Covered 100%	20% After Deductible	Covered 100%	40% After Deductible
Primary Care / Specialist / Virtual Visits	\$25 / \$25 / Covered 100%	20% AD / 20% AD / Not Covered	\$30 / \$45 / Covered 100%	40% AD / 40% AD / Not Covered
Urgent Care / ER	\$25 / \$50	20% AD / \$50	\$60 / \$100 (No Deductible)	40% AD / \$100
Ambulance Services	Covered 100%	Covered 100%	\$150 (No Deductible)	\$150 (No Deductible)
Lab Tests	Covered 100%	20% After Deductible	20% After Deductible	40% After Deductible
Diagnostic Test and X-Ray	Covered 100%	20% After Deductible	20% After Deductible	40% After Deductible
Hi-Tech Radiology Imaging (MRI, CAT, Etc.)	Covered 100%	20% After Deductible	\$150 (No Deductible)	40% After Deductible
Allergy Testing & Therapy / Injections	Covered 100%	20% After Deductible	Covered 100%	40% After Deductible
Chiropractic - No Referral Needed	Up to 30-Visits: \$25 Each Visit	Up to 30 Visits: 50% After Deductible	Up to 30-Visits; \$30 Each Visit	Up to 30 Visits: 50% After Deductible
Outpatient Physical, Speech, Occ Therapy (No referral, no restrictions on consecutive days)	Combined 60 Visits: \$25 Each	Combined 30 Visits: 50% After Deductible	Combined 60 Visits; \$30 Each (No Deductible)	Combined 30 Visits: 50% After Deductible
Durable Medical Equipment	50%	50% After Deductible	50% After Deductible	50% After Deductible
Diabetic Supplies	Covered 100%	50% After Deductible	Covered 100%	50% After Deductible
Generic / Preferred / Non-Preferred RX 30-Day	\$10 / \$40 / \$80	\$10 / \$40 / \$80	\$15 / \$50 / \$80	\$15 / \$50 / \$80
Mail Order - 90-Day	Two Copays	Two Copays	Two Copays	Two Copays
MONTHLY RATES	Proposed 1/1/19		Proposed 1/1/19	
	2019 Cap Difference		2019 Cap Difference	
Single	\$657.40	\$100.30	\$507.07	-\$50.03
Double	\$1,577.76	\$329.58	\$1,216.96	-\$31.22
Family	\$1,972.20	\$411.97	\$1,521.21	-\$39.02

F

G

2019 County Cap/Month:

Single: \$557.10
 Double: \$1,248.18
 Family: \$1,560.23

POS FACTS:

- *Virtual Visits in-network, covered 100%
- *Members can utilize the CIGNA network out-of-state and it is treated at the preferred level of benefit
- *Members need to use the Priority Health network for services in Michigan.
- *Cigna network includes facilities like Mayo and Cleveland Clinic

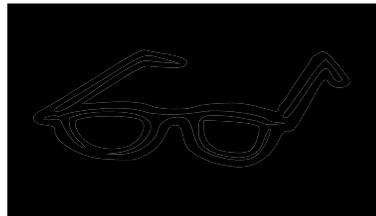
County of Antrim
Delta Dental of Michigan 1/1/19

Member Deductible	\$0/Individual \$0/Family
Benefit Maximum/Year	\$1,000 Applicable to Basic and Major Services
Orthodontia Benefit Max/Year	\$1,000/Lifetime Limit
Preventive Services	Covered 100%
*Exam	
*Cleaning	
*X-Ray	
Basic Services	Covered 50%
*Root Canal	
*Filling	
*Simple Extraction	
Major Services	Covered 50%
*Bridges	
*Dentures	
*Implants	
Orthodontia	Covered 50% (Available to Age 19)

Monthly Rates Division 0001 (Actives) (Rate hold from Delta through 12/31/20)	Single	Double	Family
	\$33.33	\$62.08	\$114.65
Monthly Rates Division 0003 (Retiree) (Rate hold from Delta through 12/31/20)	Single	Double	Family
	\$40.42	\$73.64	\$129.07

County of Antrim VSP Vision

Network	VSP Signature	
Exam	Every 12 Months	\$20 Copay
Prescription Glasses	\$20 Copay	
Frames	Every 24 Months	Included in Prescription Glasses
Lenses	Every 12 Months	Included in Prescription Glasses
Extra Savings	Within 12 Months of last Well Vision Exam	20% Savings on Additional Materials
Monthly Rates:	No rate change since 2011. Valid through 1/1/21.	
Employee:	\$13.42	
Employee + 1:	\$19.68	
Employee + 2 or More:	\$35.26	



Exit Interview Questionnaire

We would appreciate if you could take time to answer the following questions regarding your employment with Antrim County. Your responses are treated in a confidential manner and will not become part of your personnel file. Thank you for your cooperation!

Name: _____ Date: _____

Title: _____ Location/Department: _____

Supervisor: _____ Hire Date: _____

Termination Date: _____

1. Why are you leaving your job?
2. What led you to accept a new position?
3. Is there something that your new job offers that Antrim County should consider?
4. Were you satisfied with the wages and benefits at Antrim County?
5. Did you feel that you were equipped to do your job well?
6. How would you describe the culture in your Department?
7. How would you describe the culture in Antrim County in general?
8. What could have been done for you to remain employed here?
9. Did you feel your workload was fair?
10. If you could change anything about your job or Antrim County, what would you change?
11. What did you like best about your job?

12. What did you like the least about your job?
13. How do you feel about the supervision that you received at Antrim County?
14. Did you have clear goals and objectives?
15. Did you receive constructive feedback to help you improve your performance?
16. Did you receive enough training to do your job effectively?
17. Are there things that you wish you had known before or during the beginning part of your employment with Antrim County?
18. Would you recommend employment with Antrim County to others?
19. What advice do you have for the next person in this position?
20. Do you have any questions or comments?
21. Have all Antrim County issued items been returned (i.e. keys, phone, uniforms, etc.)?

Please return completed form to Human Resources Department.



Memorandum Administration Office

October 31, 2018

TO: Administration and County Services Committee

FR: Peter Garwood, Administrator

RE: Senate Bill 396

Attached you will find a communication from Burt Thompson, Antrim County Road Commission Manager, a sample resolution and an analysis of Senate Bill 396 which would amend the Michigan Vehicle Code to exempt timber, forestry, logging operations from some of the restriction on Antrim County roads.

Please consider taking the following action:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve the attached resolution opposing Senate Bill 396 which would exempt forestry or forest harvest vehicles from some of the restrictions on Antrim County roads.



Antrim County Road Commission

GODFREY "PETE" HOOGERHYDE, Elmira
FRED HUNT, Jr., Bellaire
GLENN PARADIS, Kewadin
BURT R. THOMPSON, P.E., Engineer-Manager
DALE E. FARRIER, Office Manager

October 29, 2018

Mr. Peter Garwood
County Administrator
Antrim County
PO Box 187
Bellaire MI 49615

VIA Email

Dear Mr. Garwood:

The Michigan Senate Transportation Committee, Chaired by Senator Tom Casperson, has passed Senate Bill 396 (S-5), which was also sponsored by Senator Casperson, and moved it to the Senate floor for consideration. This bill would exempt vehicles transporting forest products on county roads from all width, length, height and weight requirements. It would also exempt these trucks from seasonal weight restrictions (frost laws) on county roads. In addition, this bill would allow special forestry harvest equipment to move up to 20 miles on county roads without permit.

Exempting these vehicles will allow the heaviest repetitive loads to move unchecked on some of the weakest roads at their most vulnerable time, spring thaw. This is a blatant disregard for the public road system which the Road Commission has a statutory obligation to maintain reasonably safe and convenient for the traveling public.

The Antrim County Road Commission, along with other road commissions, townships and counties in the state, strongly oppose this bill.

We have enclosed a sample resolution opposing Senate Bill 396 for the Board of Commissioners consideration. If adopted, please forward a copy of the signed resolution to Senator Wayne Schmidt, Representative Triston Cole and the Michigan Association of Counties. Please send a copy to us as well.

Sincerely,

A handwritten signature in blue ink, appearing to read "Burt Thompson", with a long horizontal line extending to the right.

Burt Thompson, P.E.
Engineer-Manager

Senate Bill 396 (Substitute S-5 as reported)
Sponsor: Senator Tom Casperson
Committee: Transportation

Date Completed: 10-30-18

RATIONALE

Evidently, there have been incidents over the last few years suggesting conflicts between timber harvesting companies and certain local authorities regarding vehicular access to local roads. Specifically, some have argued that certain local authorities target the timber industry to try and restrict its access on local roadways. Public Acts 454, 455, and 456 of 2016 amended State law to address some of these issues, namely local authorities requiring timber harvesting companies participating in harvesting operations to purchase a driveway permit before they could continue to a cutting site, or prohibiting specific vehicles from going to a site altogether.

Nevertheless, some believe that those bills were only the first step in addressing the reported conflict between local governments and the timber industry. Some contend that there continues to be a lack of consistent policy regarding how local authorities work with harvesting companies operating within their jurisdiction. It has been suggested that the Michigan Vehicle Code be amended to specify that certain provisions of the Vehicle Code would not apply to vehicles associated with forest products or harvesting, and to establish other requirements for local governments and entities operating forest equipment.

CONTENT

The bill would amend the Michigan Vehicle Code to do the following:

- Specify that a provision limiting the total outside width of a vehicle or the load to 96 inches would not apply to a vehicle transporting forest products while traveling on a county road.**
- Specify that the Code's provisions pertaining to height restrictions and normal length maximums for certain vehicles would not apply to a vehicle transporting forest products while traveling on a county road.**
- Allow a person to operate a pneumatic tired forestry vehicle or a forestry harvest vehicle for a distance of no more than 20 miles on a highway if that vehicle were equipped with a slow-moving vehicle emblem and a flashing strobe light, and if the vehicle were unladen.**
- Exempt a person hauling forestry equipment from seasonal reductions to the loading maximums and gross vehicle weight requirement of the Code if the person who picked up or delivered the forestry equipment notified the county road commission for roads under its authority at least 48 hours before the pickup or delivery of the pickup or delivery.**
- Require the Michigan Department of Transportation and each local authority with highways and streets under its jurisdiction to which seasonal restrictions apply to post certain information on all roads subject to the seasonal road restrictions that intersected roads that were not subject to seasonal road restrictions at least 48 hours before the date the seasonal restrictions began.**

- **Create an exception to the seasonal load restrictions for a vehicle transporting forest products or forest or forest harvestry equipment on an unpaved road, and allow a county road commission to require such a vehicle to obtain a bond based on miles traveled.**
- **Allow a jurisdictional authority to issue a special permit authorizing the highway operation of a vehicle that was delivering new or used machinery as part of a sale of that machinery, and charge a special permit fee that did not exceed \$25.**

The bill would take effect 90 days after its enactment.

Vehicle Transporting Forest Products; Height and Length Maximums

Section 719 of the Code prohibits a vehicle unloaded or with load from exceeding a height of 13 feet six inches. The owner of a vehicle that collides with a lawfully-established bridge or viaduct is liable for all damage and injury resulting from a collision caused by the height of the vehicle, whether the clearance of the bridge or viaduct is posted or not.

Section 719 also prescribes normal length maximums for certain vehicles. All combinations of vehicles under Section 719 must employ connecting assemblies and lighting devices that are in compliance with the Motor Carrier Safety Act.

A person who violates Section 719 is responsible for a civil infraction, and the owner of the vehicle may be charged with a violation.

The bill states that Section 719 would not apply to a vehicle transporting forest products while that vehicle was traveling on a county road.

Seasonal Maximum Axle Load Restrictions

The Code prescribes maximum axle loads and gross vehicle weights for various configurations of vehicles. During the months of March, April, and May, the maximum axle load allowable on concrete pavements or pavements with a concrete base must be reduced by 25% from the specified maximum load, and by 35% on all other types of roads. The seasonal reductions to the loading maximums and gross vehicle weight requirements do not apply to a person hauling agricultural commodities if the person who picks or delivers the commodities notifies the county road commission for roads under its authority at least 48 hours before the pickup or delivery of the time and location of the pickup or delivery. Under the bill, the exception also would apply to a person hauling forestry equipment if the person who picked up or delivered the equipment notified the county road commission for roads under its authority not less than 48 hours before the pickup or delivery. The seasonal reductions would not apply to a vehicle transporting forest products on a county road.

Under the Code, the Michigan Department of Transportation and each local authority with highways and streets under its jurisdiction to which seasonal restrictions apply must post all of the following information on the homepage of its website or, if a local authority does not have a website, then on the website of a statewide road association of which it is a member:

- The dates when the seasonal restrictions are in effect.
- The names of the highways and streets and portions of highways and streets to which the seasonal restrictions apply.

The bill would require those entities to post the information at least 48 hours before the date the seasonal restrictions began, and would require the information to be posted on all roads subject to seasonal road restrictions that intersected roads that were not subject to seasonal road restrictions.

Bond Requirement

The bill specifies that the seasonal weight reductions would not apply to a vehicle transporting forest products or forest harvesting equipment on an unpaved road. When the seasonal reductions were in effect, a county road commission could require the vehicle to obtain a bond in an amount up to \$2,000 per mile for each mile of unpaved road under the jurisdiction of that county traveled upon by that vehicle. A person transporting the products or equipment could use a lowboy semitrailer to transport equipment when the seasonal reductions were in effect.

Special Permits

Section 725 of the Code contains provisions regarding the issuance of a special permit by a jurisdictional authority to operate on or remove from a highway maintained by that authority a vehicle or combination of vehicles that are of a size, weight, or load exceeding the specified maximums, or otherwise are not in conformity with the Code. A jurisdictional authority may issue a special permit, and charge a fee that does not exceed the administrative costs incurred, authorizing the operation of the following on a highway:

- Traction engines or tractors having movable tracks with transverse corrugations on the periphery of those moveable tracks on farm tractors.
- Other farm machinery otherwise prohibited under Chapter 6 (Obedience to and Effect of Traffic Laws) of the Code.
- A vehicle of a size or weight otherwise prohibited under Chapter 6 that is hauling farm machinery to or from a farm.

The bill would prohibit the fee from exceeding \$25, and would include in that list a vehicle that was delivering new or used machinery as part of a sale of that machinery. This would apply regardless of whether seasonal weight restrictions were applicable.

The bill also specifies that none of the seasonal weight restriction provisions would affect the validity of a permit issued under Section 725.

MCL 257.717 et al.

BACKGROUND

According to a 2015 United States Department of Agriculture (USDA) report, Michigan has over 20 million acres of forest land. The Michigan Department of Natural Resources (DNR) reports that Michigan has over 800 logging and trucking firms, about 300 primary manufacturers (sawmills, veneer mills, pulp and paper mills, and engineered board manufacturers), and more than 1,000 secondary manufacturers (companies that use lumber or products made by a primary manufacturer to make finished goods).

In addition, a 2017 DNR report on forest products industries' contribution to the State economy stated that the industry had total contributions of \$21.2 billion in output, \$5.5 billion in labor income, \$8.0 billion in value added, and accounted for over 99,000 jobs. A DNR primary mill survey reported that there were approximately 259 active primary mills in 2014. The compiled information from the mills that participated in the survey showed that they processed 371 million cubic feet of roundwood, which included imported wood and wood harvested from Michigan forests. ("Roundwood" is wood harvested from forests in the form of sawlogs, cabin logs, posts, poles, bolts, pulpwood, or chips.)

Also, according to U.S. census data on wood product manufacturing, in 2012, Michigan had over \$2.1 billion worth of wood product shipments and more than \$5.2 billion worth of paper product shipments (which measure the dollar value of products sold by manufacturing establishments).

ARGUMENTS

(Please note: The arguments contained in this analysis originate from sources outside the Senate Fiscal Agency. The Senate Fiscal Agency neither supports nor opposes legislation.)

Supporting Argument

The Michigan forest product industry is an important part of the Michigan economy and demands regular and timely deliveries of wood from harvesting companies throughout the year. These deliveries are critical for the industry to function properly and without delays. The obstructions and inconsistent local policies between jurisdictions, however, often have delayed or restricted harvesting operations. Harvesting operations are already expensive undertakings that require extensive planning and risk-taking, and any delays could cost harvesting companies additional money. Rising costs and additional difficulties are unnecessary and burdensome for the wood product industry. Although many local authorities collaborate well with the industry during harvesting operations, every authority needs to cooperate consistently in order to avoid the creation of obstacles for an industry that provides many jobs for Michigan residents. Harvesting operations should not have to depend on whether the local jurisdiction has an accommodating authority that is amenable to timber operations. The bill would ensure more consistency in how the industry and local authorities work together.

Supporting Argument

The ongoing issues between harvesting companies and local authorities create a negative culture that may dissuade companies from operating or participating in Michigan's wood product industry. Arauco, a Chile-based lumber processing company, soon will begin operating a \$400.0 million particleboard plant that will employ 200 people in Grayling, Michigan. The mill will require the timber industry to supply much more timber. If problems persist between timber extracting companies and local governments the Arauco mill, as well as other current or prospective businesses in the wood product industry, may not be as profitable and may consider Michigan a poor place for business. The bill would keep the industry operating in a way that was efficient, profitable, and attractive to current businesses in the industry and outside investors.

Supporting Argument

Wood product mills often operate throughout the entirety of the year. However, county restrictions may prohibit or reduce wood product transport or access to some timber sites. By exempting a vehicle transporting forest products or forest or forest harvestry equipment on an unpaved road from the seasonal restrictions, among other things, the bill would create additional opportunities to transport wood products to mills and other locations throughout the State.

Opposing Argument

It is important to recognize how destructive large vehicles used in harvesting operations and wood product transport are for local roads, and that the companies usually use roads that are already in poor condition to get to a cutting site. Moreover, municipalities and local authorities do not have sufficient budgets to keep roads in good condition on a consistent basis. The State and local governments have invested significant money in transportation infrastructure. It is vital to protect that investment and maintain local infrastructure for safe passage. Local governments know their roads best and make educated decisions on whether it is safe for a vehicle to use a road, and consider temperature, terrain, and weather when making that decision. Instead of taking control away from local governments, the State should encourage the parties involved to find a solution through cooperation or alternative avenues. Both the County Road Association and the Great Lakes Timber Professionals Association have published suggestions for compromise between wood product companies and local governments that should be explored before enacting the bill.

Opposing Argument

The State provides counties additional money to aid in the safe and efficient collection and transport of forest raw materials under the Transportation Economic Development Fund (Category E - Forest Roads). According to the Fund's Annual Report for Fiscal Year 2017, 47 counties each received a portion of the \$5.0 million allocated for the purpose described above. The same report

states that \$6.9 million was spent on projects related to forest road maintenance and repair in 2016. Counties already have difficulty affording the maintenance of primary roads. If enacted, the bill would increase the number of opportunities for a company to extract or transport wood products, creating further traffic on forest roads. The State should consider increasing the amount appropriated to local governments for the purpose described above so that those roads can be maintained appropriately. Otherwise, counties would have to bear the brunt of the increased wear and tear on this infrastructure.

Response: The bill would allow a county to require a company transporting wood products to acquire a bond based on the miles it traveled to mitigate the county's expenses in the event that the road was damaged.

Opposing Argument

Many people who live adjacent to unpaved roads depend on those roads to drive to the grocery store, doctor's office, or social events. If a timber-extracting company were operating on the road, a person could lose his or her ability to travel, or the congestion on the road could make it difficult for emergency services to reach his or her home. The bill could exacerbate poor road conditions and threaten public safety without further safeguards.

Opposing Argument

The bond amount suggested in the bill could be inadequate to cover damages or administrative costs associated with roads that need maintenance or repairs following their use by wood product companies. Furthermore, by creating a special exemption for the wood product industry, the bill would create inequality among industries that often use large and heavy equipment on county roads, such as the home building industry.

Legislative Analyst: Drew Krogulecki

FISCAL IMPACT

The bill could have a minor negative fiscal impact on the Department of Transportation.

The bill would have an indefinite impact on counties with gravel roads used by the forestry industry. If forestry vehicles operating on gravel roads were exempt from the seasonal weight restrictions, rural counties with an active forestry industry could see accelerated wear on those roads. Depending upon the severity of that erosion, repair costs for counties could range from a few thousand dollars to tens of thousands of dollars. It also is likely that the counties would be unable to plan for these additional costs. Although the bill includes language that would allow county road commissions to require a \$2,000 bond per mile traveled by unrestricted forestry vehicles, the bill does not include language outlining the consequences for nonpayment of this bond.

The bill would exempt width, height, weight, and combination restrictions for vehicles transporting forest products on county roads. The bill also would exempt an oversized vehicle's owner from liability if that vehicle were transporting forest products on a county road and it collided with and damaged a lawfully-established bridge or viaduct. The costs for bridge or viaduct repair for damage caused by such a vehicle likely would be covered by the county in which the bridge or viaduct was located.

Lastly, the bill would require the State and local jurisdictions to post signs on roads subject to seasonal restrictions at least 48 hours before those restrictions went into effect. Currently, those notices are required only to be posted online. Signage costs for the Department can vary. For example, as of 2014, speed limit sign replacement costs were \$730 per mile on freeways and \$63 per mile on nonfreeways. The proposed requirements relate to the placement of signage of seasonal load restrictions, not speed limit signage. It is not known how much new signage placement the bill would require for the Department or local units of government.

Fiscal Analyst: Michael Siracuse

**ANTRIM COUNTY BOARD OF COMMISSIONERS
RESOLUTION ON SENATE BILL 396**

WHEREAS, Roads are the backbone of the social, cultural and economic stability of Antrim County and our region, and particularly to all the townships which make significant annual contributions to preservation, maintenance and other activities on the county local road system; and

WHEREAS, Senate Bill (SB) 396 (S-5) passed and reported out of the Senate Transportation Committee on September 6, 2018, allows exemptions from seasonal weight restrictions (also known as “frost laws”) to the forest product industry during the spring thaw when roads are the most vulnerable to damage from heavy loads; and

WHEREAS, It is a fact in Antrim County and throughout all Northern states that all roads become soft in the spring as frost melts, and applying unrestricted 164,000-pound truck loading and traffic on soft roads, whether paved or unpaved, is poor public policy that defies common sense when it comes to road preservation, and will lead to significant damage to the county road system, economic damage in Antrim County and increased risk to drivers in our region; and

WHEREAS, SB-396 also grants exemptions to the forest industry that will allow the hauling of forest products and transport of equipment on the county road system without obtaining proper permits from road authorities at all times of the year; and

WHEREAS, the provisions of SB 396 *will result in costly damage to the county road system which is the opposite of what the Michigan Legislature and the people of Michigan called for in the 2015 Michigan Transportation Package*; and

WHEREAS, the provisions of SB 396 *will negatively impact the traveling public* accessing the county road system, burdening road authorities with expensive reactive maintenance repairs and significantly increased taxpayer costs, as well as increased county and township contributions to maintain the public road system; and

WHEREAS, the provisions in SB 396 and subsequent impacts to the county local road system will negatively impact the health, safety and welfare of Antrim County residents and the traveling public; and

WHEREAS, Antrim County works closely with the Antrim County Road Commission to maintain our vital local road network and to accommodate the logging industry wherever possible to also maintain the economic vitality of our region;

THEREFORE, BE IT RESOLVED, that the Antrim County Board of Commissioners hereby **strongly opposes** SB 396 (S-5)

Administration and County Services Committee

David Heeres

Christian Marcus, Chairman

Bryan Smith

Minutes December 5, 2018

Members: Dave Heeres, Bryan Smith
Members absent: Christian Marcus
Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Patty Niepoth, Sherry Comben, Sheryl Guy, Deb Peters, Sheriff Dan Bean, Undersheriff Dean Pratt, Eileen Wallick, Valeie Craft, Stephanie Murray,

1. The meeting was called to order at 9:00 am by Bryan Smith

2. Public Comment

Deb Peters, Veteran Affairs Director, asked how the Committee structure works in terms of voting, when all three members are not present. Pete Garwood, County Administrator said t they still vote but the two members must agree for approval.

3. MERS Service Credit Purchase

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve the Governing Body Resolution provided by the Michigan Municipal Employees' Retirement System to allow Sergeant Jonathan Wheatley to purchase eleven (11) months of service credit under the Antrim County pension program through MERS with all initial costs to be borne by Sergeant Wheatley with no initial cost to Antrim County.

Motion Carries- Unanimous

4. 2019 Parity Increases

Mr. Garwood said the County is in the fourth installment of a four-year parity increase schedule. His recommendation is that the County complete the final year of the parity schedule.

Motion by Dave Heeres, seconded by Bryan Smith, that parity increases be approved for 2019 salary and wage increases for the following department head positions: Parks Manager 3%, Maintenance Director 3%, Commission on Aging Director 3%, Veterans Affairs Director 4%, Emergency Services Coordinator 6.5%, and IT Director 6.5%, and that these salary and wage increases be calculated after the addition of any increase approved for the General non-union employees, and that the Finance Director be authorized to make the corresponding 2019 budget amendments from the General Fund-Special Projects – Contingencies 101-895-999.

Motion Carries- Unanimous

4. Wages: Elected Officials

Jim Rossiter, County Prosecuting Attorney, represented the elected officials was unable to meet at this time and was shifted to later on the agenda.

5. Wages: Unrepresented

Undersheriff Dean Pratt and Deb Peters represented the unrepresented group that consisted of 18 employees who are department heads or work for elected officials or department heads, and a mix of hourly and salaried employees. Undersheriff Pratt said that a complaint from the group is that they work long hours, which has an effect on the employees taking vacations and their morale. He said they have to prepare to go on vacation, and then when they come back they have to put in many additional hours to catch back up. Undersheriff Pratt said that these unrepresented employees are hired in by meeting education, experience and other requirements. He said that the group was requesting the same wage increase as elected officials, at 6%.

There was discussion on the proper process for a salaried employee to complete a timesheet. Undersheriff Pratt said that there is an expectation that you will work 80 (or 75) hours in a pay period, but if you drop below you must use your benefits. He added that there is no compensation if you exceed 80 (or 75) hours.

No Committee action was taken at this time.

6. Wages: Unrepresented – Sheriff’s Department (see attached pg. 7)

Sheriff Dan Bean said he was there to present the two people who are unrepresented, the Undersheriff and the jail nurse. Sheriff Bean informed the Committee the nurse is on call 24/7 and thought there was a way to compensate her for this. He requested that the Committee consider the same stipend for the jail nurse that the Assistant Prosecuting Attorneys receive: \$150 if they are called in over the weekend. Mr. Smith asked how often this occurs, and Sheriff Bean said that it could happen 3 or 4 times in a month. He said she should be compensated for being on call 24/7, but was specifically requesting on call pay for the weekends. Sheriff Bean mentioned that while others can turn down overtime, the nurse cannot turn down calls. Mr. Garwood indicated the amount of call in pay is not consistent from position to position, and that the request be considered when looking at all the information. Mr. Garwood recommended that they wait for more specific information, but agreed that the jail nurse should be compensated for her time.

Sheriff Bean spoke to the Undersheriff’s compensation. He indicated Undersheriff Pratt puts in hours above and beyond for events such as Torch Fest, and takes calls when no one else will or can, even if it is the nightshift. Sheriff Bean asked the Committee to consider paying the Undersheriff overtime for special events or when he comes in to assist the department at night. He thought this was fair to compensate the Undersheriff for all he does. Mr. Garwood noted that when sergeants and corporals get called in for events, they get time and a half, but the Undersheriff does not beyond his salary. Mr. Garwood said that they would need to look into overtime for salaried employees, as he had questions regarding the Fair Labor Standards Act.

Mr. Garwood will work with the Sheriff to gather additional information on the matters for the next Committee meeting.

No action was taken at this time.

7. Wages: Unrepresented – Probate/Family Court

Judge Norman Hayes said he was representing two employees from probate/family court, and was curious what everyone else asked for. Mr. Garwood told him 6% and the unions were at 2%. Judge Hayes requested the probate/family court receive the same as the others had requested. Judge Hayes said that he was not sure what the State would be giving the Judges for increased wage.

No Committee action was taken at this time.

8. Wages: Unrepresented – County Administrator

Mr. Garwood said he would request the same increase as the other unrepresented groups.

No Committee action was taken at this time.

9. Wages: Unrepresented – Seasonal/Part-time

Mr. Garwood asked tthis group be treated the same as the other groups.

No Committee action was taken at this time.

10. Closed Session – Deputies/Dispatch Bargaining Unit Negotiation Strategy

From the Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(c): “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.”

Motion by Dave Heeres, seconded by Bryan Smith, to go into closed session to discuss the ongoing strategy and/or the tentative collective bargaining agreements with the Command Unit, Deputies/Dispatchers Unit and the Corrections/Cooks/Clerical Unit followed by the Unrepresented Groups with Dave Heeres, Bryan Smith, Ed Boettcher, Pete Garwood, Sheriff Dan Bean, Stephanie Murray, and Mathew Cooke.

Motion Carries- Unanimous

The Committee entered closed session at 10:45 a.m.

The following were asked to remain for the closed session: Dave Heeres, Bryan Smith, Ed Boettcher, Pete Garwood, Sheriff Dan Bean, Stephanie Murray, and Mathew Cooke for discussions on the three Sheriff Office bargaining units.

Mathew Cooke was excused before discussion shifted to compensation for the Unrepresented Groups.

The Committee reconvened from closed session at 11:59 a.m.

11. Wages: Elected Officials

Mr. Rossiter indicated they requested a 2.8% cost of living adjustment and an additional 4%. The Committee stated that they would hear all of the requests from the different groups and go into closed session to discuss them. Mr. Smith mentioned that they are still in negotiations with the unions. Mr. Rossiter asked why the elected officials were dependent on the result of the union negotiations, which Mr. Boettcher said it was a matter of fairness between all groups.

12. Wages: Unrepresented – Prosecuting Attorney’s Office

Mr. Rossiter said that he would request the same for this group as the other unrepresented groups, 6%. Mr. Rossiter and representatives from the other groups asked if they were going to receive an answer to their wage and salary proposals today. There was discussion regarding the appropriate procedure for the discussion and negotiation. The Committee decided it was appropriate to go back into closed session.

Motion by Dave Heeres, seconded by Bryan Smith, to go into closed session to discuss the ongoing negotiations for compensation changes with the elected official group and the other unrepresented groups with Heeres, Smith, Boettcher, Garwood, and Murray.

Motion Carries- Unanimous

The Committee entered closed session at 12:39 p.m.

The Committee reconvened from closed session at 12:52 p.m.

Mr. Garwood summed up the position of the Committee regarding compensation increases, which the Committee indicated would be presented to the Board of Commissioners. It was noted that there are three (3) unions currently not in negotiation, who may have different wage increase percentages than those who are being negotiated. Mr. Boettcher said that he did not want any employee group to think the Committee is not listening to their request and information presented.

13. Board/Commission Appointments

The Committee discussed the applicants who sent interest notification forms for opening on various boards and commissions.

Commission on Aging

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Jeannette Hayes to the Commission on Aging Advisory Board to fill the 3- year term set to expire December 31, 2021.

Motion Carries- Unanimous

Construction Code Appeals Board

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Ron Grammar to the Construction Code Appeals Board to fill the 2-year term set to expire December 31, 2020.

Motion Carries- Unanimous

E-911 Board

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint William Drollinger to the E-911 Board to fill the 3-year term expiring December 31, 2021.

Motion Carries- Unanimous

Northern Lakes Economic Alliance

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Joe Short and Sheridan Rhoads to the Northern Economic Alliance to fill the 2-year term(s) set to expire December 31, 2020.

Motion Carries- Unanimous

Planning Commission

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint William Bailey, Rick Teague, and Bruce Priemer to the Planning Commission to fill the 3-year term(s) set to expire December 31, 2021.

Motion Carries- Unanimous

Antrim County Road Commission

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Dieter Amos to the Antrim County Road Commission to fill the 6-year term(s) set to expire December 31, 2024.

Motion Carries- Unanimous

Solid Waste & Recycling Council

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Kathleen Peterson, Joel Fredette, and Melissa Zelenak to the Solid Waste & Recycling Council to fill the 3-year term(s) set to expire December 31, 2021.

Motion Carries- Unanimous

Veteran's Affairs Committee

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Chairman of the Board of Commissioners appoint Thomas Sandeen to the Veteran's Affairs Committee to fill the 4-year term(s) set to expire December 31, 2022.

Motion Carries- Unanimous

14. Quarterly Banking Report

Sherry Comben said that quarterly banking report is presented for informational purposes. Mr. Heeres asked why there wasn't any credit unions in the bank repositories, and Ms. Comben said that most credit unions do not care for government accounts. Mr. Smith noted that Kearney Township used a credit union for an investment. Ms. Comben said that the Commissioners can add banks and or credit unions to the repositories list at the organizational meeting, as the list is approved in a resolution.

15. Solid Waste & Recycling Council: Bylaw Changes

Mr. Cooke noted the changes that were made to the to the Council's Procedures for Conducting Council Activity: removal of Article IV Membership and Representation Section 2; removal of "Representation" from title of Article IV Membership and Representation; and changing of Article V Meetings Section 4 to state $\frac{3}{4}$ of meetings. Mr. Garwood said that we could reduce the council members from nine members to seven members, as there were 5 vacancies and only 3 interest notification forms submitted. One of the forms was from a returning member, and one was from an outgoing Commissioner who had been appointed to the council. The Committee discussed the amount of members for the Council.

The Committee decided to not accept the recommendation of changing the amount of meeting missed from $\frac{2}{3}$ to $\frac{3}{4}$, in Article V Meetings Section 4 (it will remain at $\frac{2}{3}$). The Committee decided to recommend the membership be reduced from nine to seven.

Motion by Dave Heeres, seconded by Bryan Smith, to recommend the Board of Commissioners approve an amendment to the Antrim County Solid Waste and Recycling Council's Procedures for Conducting Council Activity, specifically Article IV Membership and Representation, and Article V Meetings Section 4 (attached).

Motion Carries- Unanimous

16. Approval: Closed Meeting Minutes 11/01/2018

The Open Meetings Act, Public Act 267 of 1976, states that closed sessions are permissible for purposes outlined in Section 8(c): "For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing." In the particular instance on November 1, 2018, the Committee went into closed session to discuss strategy related to the collective bargaining agreements with the three Sheriff's Office bargaining units.

Motion by Bryan Smith, seconded by Dave Heeres, to approve the closed session meeting minutes of November 1, 2018.

Motion Carries- Unanimous

17. Various Matters

Huron County Resolution – Opposition to SB396

Mr. Boettcher noted that the Michigan Association of Counties has a program that will send you a text on the status of bills in legislature. He said that the program will also provide a letter that individuals can use to support or oppose bills, based on MAC's recommendation. Mr. Boettcher

felt that this could be an opportunity to allow Commissioners to individually support or oppose bills, rather than approving resolutions that they may all not agree upon. Mr. Heeres said that resolutions show solidarity of the Board, and felt they were important as other Counties do resolutions. Mr. Boettcher said that he was not for or against either method, but that this could be a way to combat disagreements between Commissioners. Ms. Guy added that there may be value to still having these letters from MAC, because it would allow Commissioners to express their points of view on issues individually.

Mr. Garwood noted that he is working with Ms. Guy and Deb Haydell, Finance Director, on the Michigan Indigent Defense plan. He said that they are meeting with an MIDC representative to review the revised contract. He said they will look at the changes such as:

- Using the County policies as opposed to the State policies to for reimbursement of mileage as well as for capital improvements;
- changing the process for rollback of monies for the following year; appeal process for extension;
- disagreement process -in addition to sending a communication indicating that this is not a grant and that it is a funding obligation of the State.

Mr. Smith asked about the airport personnel situation. Mr. Garwood said that the candidate in mind did not accept the position due to personal reasons. He added that Stephanie Murray is working to locate additional candidates, and they are meeting with labor counsel regarding other options for the position. .

Mr. Smith asked about the Sheriffs Department canine program. Mr. Garwood indicated that the Undersheriff had informed him the canine officer is progressing well.

18. Public Comment

None.

Meeting adjourned at 1:30 p.m.

<u>Undersheriff</u>	<u>Year to date</u>
Dean Pratt	\$56,465.50
<u>Nurse</u>	<u>Year to date</u>
Janice Jensen	\$55,709.40
<u>Sergeants</u>	<u>Year to date</u>
Todd Rawling	\$45,497.95
Kevin Hoch	\$52,389.98
Jonathan Wheatley	\$50,742.65
<u>Corporals</u>	<u>Year to date</u>
Shawn Caulder	\$47,570.73
Sherry Knight	\$57,378.10
Michael Knight	\$46,808.05
James School	\$51,524.64