

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

February 5, 2009

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

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

2. Public Comment

None.

3. Information Technology Department

Valerie Craft, IT Director and Fred Trimble, Consultant joined the meeting. Ms. Craft gave a quarterly report and presented a chart which illustrates the activity through the Help Desk (attached). Ms. Craft and Mr. Trimble informed the Committee that they have been working with the Sheriff on a plan for establishing a secure electronic connection between the Sheriff Department substations and the Sheriff Department.

The Havel Brothers have scheduled February 17, 18, and 19 as the dates for cutover to the new computerized control system for the boiler, air conditioning and air handling systems in the County Building, 1905 Courthouse and jail.

Ms. Craft informed the Committee that every office is now on the domain server.

Mr. Trimble indicated they have met with Sheriff Dan Bean to re-invigorate the effort to get the Sheriff Department on the phone system.

4. Trimble Consulting

The contract for Trimble Consulting has run out (a \$12,000 block). It was recommended the County purchase another \$12,000 block to be used on an hourly basis until it is used up (could be 10 months or 30 months).

Motion by Laura Stanek, supported by Mike Crawford, to recommend the Finance Committee and the Board of Commissioners approve renewing a contact amount of \$12,000 for Trimble Consulting. Motion Carried – Unanimous.

5. Veterans Affairs

Deborah Peters, Veterans Counselor joined the meeting. Peter Garwood, Coordinator/Planner provided the Committee with the findings of his investigation into whether the Veterans Counselor position should be an hourly position or a salaried position. In the end Mr. Garwood indicated it would be cleaner for the position to continue to be an hourly position. He indicated the concerns about having to deal with an annual request for additional hours could be handled through resolution.

Motion by Laura Stanek, Supported by Mike Crawford, to recommend the Board of

Commissioners approve a resolution adding the option for the Veterans Counselor to work additional hours, if needed (attached). Motion Carried – Unanimous.

6. Treasurer Vacant Position

Sherry Comben, Treasurer joined the meeting. Ms. Comben indicated she would like the Committee to give her permission to decrease the hours of the part-time position in the Treasurer Office, decrease the pay for the position so that it is indexed to a Clerk Typist instead of a Clerk II, and recommend the Board of Commissioners release the funds for the position so she can fill it. Coupled with the reduction in hours and classification for the position she also requested the full-time employees in the Treasurer Office be increased from 37.5 to 40 hours per week.

The part-time position was originally a full-time position. It was reduced to 55 hours a pay period in early 2007 upon the request of the Treasurer. The new proposal from Ms. Comben would further reduce the hours to 45 hours per pay period. The requested changes would result in a savings of over \$9,000 compared to when it was a full-time position and over \$1,000 from when it was a 55 hour a pay period position.

The proposal (added hours for the full-time employees) would also allow Ms. Comben to get more work done in the areas that require a higher level of skill.

Motion by Laura Stanek, Supported by Mike Crawford, to recommend the Board of Commissioners release the funds and approve the hiring process for the vacant position in the Treasurer Office, with hours reduced from 55 hours to 45 hours per pay period and the pay being index to a Clerk Typist rather than a Clerk II. Motion Carried - Unanimous

Motion by Laura Stanek, Supported by Mike Crawford, to recommend the Board of Commissioners approve changing the hours for full-time staff in the Treasurer Office from 37.5 hours to 40 hours per week predicated on the part-time position in the Treasurers Office remaining part-time. Motion Carried – Unanimous.

7. Sheriff Department Hiring

Dan Bean, Sheriff and Steve Bratschi, Dispatch Sergeant joined the meeting. Sheriff Bean explained now that the Memorandum of Understanding is signed creating the Recreation Officer position, Tim Tilley will officially move out of the Correction Officer position into the Recreation Officer position. This leaves a vacant Correction Officer position that he needs to fill. Karen Thomas the current Office Manager will be filling that position, which will leave open the Office Manager position. Christine James will be filling the Office Manager position which will leave open the Clerk Typist position in the Department.

Motion by Laura Stanek, Supported by Mike Crawford, to recommend the Board of Commissioners release the funds for the vacant Corrections Officer position, and the resultant vacant Office Manager and Clerk/Typist positions and approve the hiring process to fill the three positions. Motion Carried – Unanimous.

Sheriff Bean requested a \$2,000 budget increase to allow him to have the new office personnel adequately trained prior to the existing office personnel taking their new positions.

Motion by Laura Stanek, Supported by Mike Crawford, to recommend the Finance

Committee find the funds and the Board of Commissioners approve a budget increase of, not to exceed, \$2,000 to the Sheriff Department for training of office personnel in the Sheriff Department during the transition. Motion Carried – Unanimous.

8. 911 Funding

Mr. Bratschi reviewed, with the Committee, the new statute that addresses funding for 911 dispatch. The subject will also be discussed at the Finance Committee meeting.

9. Prosecuting Attorney

Charlie Koop, Prosecuting Attorney joined the meeting to brief the Committee on the recent court decisions regarding the proposed Alba injection well issue.

10. Liability Insurance for Volunteers

The question of whether or not volunteer citizens who work with the Antrim County Marine Patrol are covered under our insurance came up in a discussion Mike Crawford had with a citizen. Mr. Garwood informed the Committee that he had discussed the issue with our insurance carrier Michigan Municipal Risk Management Authority (MMRMA) and the answer was; yes as long as they are engaging in the duties assigned on behalf of the County (email answer attached).

11. Planning Commission Membership

Mr. Garwood had been asked by the Planning Commission to look into whether or not a high school student (16 years old minimum) could serve on the Planning Commission or serve as an advisor to the Planning Commission. Mr. Garwood had checked with labor counsel as well as Charlie Koop, civil counsel, and found out there was nothing that prohibits a high school student from serving in such a capacity. Members of the Committee indicated if the individual was going to get per diem and travel reimbursement s/he should be a full (voting) member.

12. Resolutions

Ottawa County – Support for the MITA Plan:

The Committee considered a resolution to support the Michigan Infrastructure and Transportation Association’s (MITA) plan for infrastructure improvements in Michigan as well as recommendations for changes in how those improvements get funded. No action was taken.

Ottawa County - Encouraging Community Mental Health Boards to Focus More on the Developmentally Disabled:

The Committee considered a resolution to encourage CMH boards to focus more on the developmentally disabled population. The resolution also requests that the Governor support the CMH board in this endeavor. No action was taken.

Lake County - MAC Membership/Mason County:

Motion by Mike Crawford, Supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the Lake County resolution encouraging Mason County to join the Michigan Association of Counties. Motion Carried – Unanimous.

13. Lakeshore Energy Proposal

The Committee reviewed a chart that illustrates the potential savings on a proposal by Lakeshore Energy. Lakeshore Energy proposes to sell the County natural gas for .72¢ per cubic foot (ccf) compared to DTE which is charging .846¢ per ccf (attached).

Motion by Laura Stanek, Supported by Mike Crawford, to recommend switching to Lakeshore Energy for a one year period at a cost of .72¢ per ccf, as long as there are no hidden fees for switching. Motion Carried – Unanimous.

14. Retiree Pension Actuarial

The Committee received a copy of the actuarial for an E-2 rider for three employee groups in the County.

15. Various Matters

Land Banks:

Mr. Garwood indicated he has been researching the benefits of a County run land bank. He also indicated that he and Treasurer Sherry Comben are planning on attending a land bank conference in Traverse City on May 18 and 19.

Sheriff Department Arbitration:

Mr. Garwood informed the Committee that the County prevailed on an arbitration filed by Deputy Trish Pratt (regarding overtime).

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

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

March 5, 2009

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

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

2. Public Comment

Ed Martel spoke on problems he has had with the Health Department Sanitary Code's appeals/variance process.

3. Blue Cross Blue Shield Update

Pat Dewey, Dewey Insurance joined the meeting. Mr. Dewey, and the Committee, reviewed the latest Blue Cross Blue Shield "Group Settlement Accounting" document.

4. Treasurer Office Position

Sherry Comben, Treasurer joined the meeting to discuss increasing the full-time employees in the Treasurer Office from 37.5 hours to 40 hours per week and reducing the part-time employee in their department from 55 hours per two week pay period to 45 hours per two week pay period.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve release of the dollars for the part-time position (55 hours/two week pay period) in the Treasurer Office with a reduction in classification from a Clerk II to a Clerk/Typist. The non-union part-time position will be indexed with the Clerk/Typist position in the General Unit Collective Bargaining Agreement for future wage increases. Motion Carried – Unanimous.

5. Antrim County Transportation (ACT) Director

Peter Garwood, Coordinator/Planner informed the Committee that ACT Director, Sheridan Rhoads is leaving the County (last day to be May 31, 2009).

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners authorizes the hiring process for an ACT Director. Motion Carried – Unanimous.

6. Sheriff Department

Sheriff Dan Bean joined the meeting. The Sheriff requested the funds be released for the new vacant (and budgeted) corporal position in the jail.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the release of funds and authorize the reclassification of a correction officer to the budgeted corporal position in the jail (the move will not increase the number of staff). Motion Carried – Unanimous.

Sheriff Bean also informed the Committee that one of the correction officers recently resigned.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the release of funds and authorize the hiring for the recently vacated correction officer position. Motion Carried – Unanimous.

Sheriff Bean informed the Committee he will be approaching the Finance Committee for authorization to buy new guns for the corrections officers with the money in the budget (\$8,000).

The Committee also discussed the pros and cons of "light duty" with the Sheriff.

7. Resolutions:

Remuneration/Stimulus Funding:

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the one approved by St. Joseph County (attached). Motion Carried – Unanimous.

Employee Free Choice Act:

The Committee took no action.

8. Collective Bargaining Update

The Committee reviewed the tentative agreement reached with the General Unit Employees.

9. Planning Commission Membership

The Committee reviewed the draft Public Works Committee minutes, which indicated they would like the opinion of the Administration and County Services Committee on how many members the Planning Commission should have as the County moves forward to amend the Planning Commission Ordinance as required by the new Planning Statute.

It was the consensus of the Committee that the Planning Commission should have no more than nine (9) members.

The meeting adjourned at 2:50 pm

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

March 18, 2009

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

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

2. The committee discussed strategy for negotiating with the Unrepresented.

3. Unrepresented Employee Negotiations

Jan Jenson, Julie Gorno and Deborah Peters joined the meeting as representatives of the Unrepresented. The group informed the Committee they, along with other non-union employees, are interested in joining the Probate Court Bargaining Unit in commissioning a supplemental actuarial to determine the cost of the E-2 rider through the County pension provider, the Michigan Municipal Employee Retirement System (MERS). They indicated they would be willing to pay for a third of the cost of a supplemental actuarial study. Peter Garwood, Coordinator/Planner will check with the Business Representative for the Probate Court Bargaining Unit to make sure they are on board for a third of the actuarial cost.

Mr. Garwood informed the Unrepresented group of a couple of other areas the Administration Committee will want to address prior to settlement with the group.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners be included in the actuarial study for the E-2 benefit rider through MERS. Motion Carried – Unanimous.

Ms. Gorno, in response to a communication from Mr. Garwood which outlined the required hours for her position in order to maintain benefits, asked the Committee to consider changing one of the provisions. No action was taken at this time.

4. Park Manager

Mr. Garwood indicated a question came up regarding the hours the Park Director is working in the off season. Specifically, which meetings she is being required to go to, and what park related activities is she authorized to do in the off season. The Committee requested the Parks and Lands Committee address the issue.

5. Equalization Director

Bob Englebrecht, Equalization Director joined the meeting. Mr. Englebrecht brought in a written response and gave a verbal response to a communication he recently received from Mr. Garwood.

6. Various Matters as Appropriate

Commission on Aging (COA):

Mr. Garwood informed the Committee he had been contacted by Commissioner Howelman on behalf of the COA Board in regards to their perception of an inequality in salary, when comparing the COA Director (\$44,704.47 w/a stipend of \$1,600.56 for registered nurse duties) to the Jail Nurse (\$52,813.35) position. The Committee also reviewed the wages for registered nurses at Meadow Brook Medical Care Facility.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners increase the registered nurse stipend for the COA Director by \$2,000 for 2009, an additional \$2,000 for 2010 and an additional \$2,000 for 2011. Motion Carried – Unanimous.

The meeting adjourned at 11:55 a.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

April 3, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

2. Public Comment

Eileen Wallick, Park Manager came into apologize for not following policy when at the Parks and Lands Committee meeting in which she had requested, at the last minutes, a change in reservation policy for Labor Day weekend. **The Committee indicated the reservations for the Labor Day weekend should be on the Board of Commissioners agenda for clarification.**

Don Schuitemann addressed the Committee on the compensation of the Commission on Aging (COA) Director.

3. Airport Manager

John Strehl, Airport Manager joined the meeting. Mr. Strehl requested the Committee consider adjusting his compensation in relation to the scale for the Transportation Director. The Committee decided they will consider the request when negotiating with the Unrepresented.

4. Computer Network Internet Policy

Valerie Craft, Information Technology (IT) Director and Fred Trimble, Computer Consultant joined the meeting. Ms. Craft distributed the latest draft copy of the Antrim County Computer, Network System and Internet Use Policy with changes marked in strike-throughs and different colors (attached). The Committee requested that a final draft copy (without changes noted) be supplied to the full Board of Commissioners prior to the meeting on Thursday.

Charlie Koop, Prosecuting Attorney joined the meeting.

Ms. Craft and Mr. Trimble indicated they are at a point in which the logging and filtering software program is ready to be activated. It was the consensus of the Committee that the software program should only be turned on after Peter Garwood, Coordinator/Planner sends a communication out informing the departments of the logging and filtering program activation.

5. Commission on Aging – Proposed Wage Increases

Ms. Mitchell joined the meeting and requested an increase in wages for the part-time non-union employees in the COA.

Motion by Jerroll Drenth, supported by Laura Stanek to recommend the Board of Commissioners approve a 2.5% increase for the part-time non-union employees in the COA for 2009 (list attached). Motion carried – unanimous.

Ms. Mitchell also requested an increase in the wage scale for the Clerical Assistant, who's duties have dramatically changed and increased. Mr. Garwood indicated he believed this request sounded more like a reclassification request. The Committee decided they could make an adjustment within the current scale for now and look at a reclassification when they have more information at the next meeting.

Motion by Jerroll Drenth, supported by Mike Crawford to move Elizabeth Springer to the 3- year scale of the Clerical Assistant classification with the intention of reviewing her duties and making further adjustments in the future. Motion carried – unanimous.

Don Schuiteman addressed the Committee on the increase recommended for the COA Director at the Administration and County Services Committee on March 18, 2009. The Committee, after considering Mr. Schuiteman's recommendations, decided not to change the previous recommendation.

6. Sheriff Department

Drug and Alcohol Policy

Dr. David May and Deb May joined the meeting. Sheriff Dan Bean, Undersheriff Dean Pratt, Deputy Jeff Wynkoop, Sergeant Steve Bratschi and Sergeant Lou Basso also joined the meeting. Dr. and Ms. May explained the process used for drug and alcohol testing. The Committee and others present set out the next steps of the process.

Position Vacancy

Sheriff Bean informed the Committee that Correction Officer Bonnie Paige will be retiring soon (see attached). The Sheriff requested he be authorized to refill the position.

Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve the release of funds and approve the hiring process for a soon to be vacated Corrections Officer position. Motion carried – unanimous.

Pension Benefits

Sheriff Bean requested there be a separate division for the MERS pension that would include the Sheriff, Undersheriff and Jail Nurse. Mr. Garwood informed the Committee and the Sheriff and Undersheriff that a new division would bring the total number of divisions to six, which is one over the normal limit. The additional division will cause MERS to charge an additional administration fee of \$1,000 per year, which the County has been unwilling to pay in the past. Mr. Garwood also indicated he had been reviewing the pension information this morning and realized the General Unit and ACT Unit have the same benefits. The Committee directed Mr. Garwood to pursue combining the General Unit and the ACT Units. The Committee also stated the County would pick up the actuarial fee if combining the two units is feasible.

7. Adjustment for Retirees

Action on this item was deferred until next month.

8. Resolutions

Ogemaw County The Funding of Lawsuits File Against the Counties by the Court (attached).
Motion by Jerroll Drenth, supported by Laura Stanek to recommend the Board of Commissioners approve a resolution similar to the resolution by Ogemaw County requesting the legislature change the current practice of requiring the funding units (counties) to fund lawsuits file against them by the Courts in that county.

Ottawa County Opposing the Governor's Plan to Cut Michigan State University Extension's (MSUE) Budget (attached).

Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve a resolution similar to the Ottawa County resolution in Opposition of cutting MSUE's budget by 50%. Motion carried – unanimous.

Ottawa County – Opposing the Proposed Legislation to Hold the Taxable Value Flat if the Market Value of a Home is Decreasing. No action taken.

9. Health Benefits

The Commissioners discussed the current position on health benefits and associated benefits.

10. Annuities – Deferred Compensation

Mr. Koop inquired if the Committee was interested in a policy that would allow the employees to take a loan from their Deferred Compensation fund. The consensus of the Committee is they are not opposed to the concept, and agreed that Mr. Koop should research the issue further.

The meeting adjourned at 12:50 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

April 7, 2009 Minutes

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

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Antrim County Transportation (ACT) Interviews

The Committee, Gene Dawson (Chair of the Transportation Committee), Peter Garwood (Coordinator/Planner) and Sheridan Rhoads (outgoing ACT Director) interviewed the following six (6) candidates for the ACT Director position.

- * Alan Meacham
- * Paul (Phil) Jones
- * Douglas Bodenbender
- * Daniel Kranz
- * Jill Drury
- * Bruce Hoppe

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners hire Alan Meacham for the ACT Director position and if he is unable or unwilling to accept the position, or does not pass the pre-employment requirements, the position would be offered to Daniel Kranz. Motion Carried – Unanimous.

4. Various Matters

Eileen Wallick, Parks Manager joined the meeting and read a communication to the Committee regarding the benefits of the return employees at Barnes Park. The communication also included a summary of the duties of the park attendants.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approves a 2.5% wage increase for the seasonal park employees. Motion Carried – Unanimous.

The meeting was adjourned at 2:45 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

May 6, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood

1. Meeting called to order at 12:34 p.m.

2. Public Comment

None

3. Parameter for Parks Manager

The Committee directed that Ms. Wallick and Peter Garwood, Coordinator/Planner sit down and list the duties Ms. Wallick does in the off season.

4. Michigan Municipal Retirement System (MERS)

Combining Division 1 & 10:

The Committee reviewed a spreadsheet which illustrates the effects of combining Divisions 1 (General employees) with Division 10 (Antrim County Transportation employees).

Motion by Laura Stanek, Supported by Jerroll Drenth, to recommend the Board of Commissioners approve the resolution directing MERS to combine Divisions 1 and 10. Motion Carried – Unanimous.

5. Short Term Disability and Life Insurance Quotes

Mr. Garwood informed the Committee that these quotes have been delayed in order to give one more company (MERS) a chance to provide a quote.

6. Employee Group Discount

The Committee reviewed a communication from Dewey Insurance regarding a program in which the County could participate, that would give the employees an opportunity to qualify for a discount on home and auto insurance.

Motion by Jerroll Drenth, Supported by Laura Stanek, to recommend the Board of Commissioners approve participating in the group discount agreement for employee home and auto insurance at no cost to the County. However, the insurance representative must meet with the employees after regular work day hours. Motion Carried – Unanimous.

7. Resolutions

Manistee County Request for Resolution of Support for Michigan Energy Fair:
There was no action taken.

Bay County Resolution Seeking Support for "Hire Michigan First" Legislation:
There was no action taken.

Allegan County Resolution Regarding State Revenue Sharing:
There was no action taken.

8. Various Matters

County Administration:

Laura Sexton, County Clerk joined the meeting. The Committee discussed the future direction of County administration.

The meeting adjourned at 12:50 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

May 15, 2009 – Special Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Sheriff Dan Bean and Undersheriff Dean Pratt

1. Meeting called to order at 2:35 p.m.

2. Public Comment

None

3. Grievance Hearing – Corrections, Cooks, Clerical Bargaining Unit

The Committee met with Union representatives: Pat Spidell, Business Representative, Jim School, Chief Steward and Scott Boni, Alternate Steward to discuss a grievance filed on behalf of Jim School (grievance #09-119). The grievance filed by officer School alleged that the Sheriff Department management violated the Collective Bargaining Agreement by rescheduling officer School from his regular 4:00 a.m. start time to an 8:00 a.m. start time on April 29, 2009.

The Union representatives argued that the least senior employee should be rescheduled first, and that officer School is the most senior employee, and thus, should not have been rescheduled. The Union representatives indicated they believe the contract requires such a scheduling policy.

The Committee thanked the Union representatives and returned to the Coordinator/Planner Office. The Committee discussed the requirements of the contract but came to no conclusions at this time.

The meeting adjourned at 3:55 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

June 1, 2009 – Special Meeting

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

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

2. Public Comment

None

3. Sheriff Department Grievance

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting. The Sheriff and Undersheriff provided additional information related to the recent grievance the Committee heard from the Corrections, Cooks, and Clerical Bargaining Unit.

Motion by Laura Stanek, supported by Jerroll Drenthk, to support the Sheriff's decision to deny Grievance 09-119 for the following reasons:

- **Section 9.1 gives the Sheriff the authority to make such minor changes to the schedule.**
- **The Union argued that the Sheriff was in violation of Section 9.4 when the Sheriff rearranged Officer School's schedule rather than rearranging the schedule of the least senior employee. Upon careful review of the language in Section 9.4 Shifts and Shift Selection, it became apparent to the Committee this Section was addressing major changes in the schedule – changes that would affect weeks or even months of an employees shift.**
- **Additionally, the Committee came to the conclusion that even if Section 9.4 applied to minor changes in the schedule, no one else besides Officer School had a shift which began at 4:00 a.m., so there were no lower seniority employees on the shift from which employees were to be reassigned who could have been selected instead of Officer School.**
- **The Sheriff Department management has a past practice of interpreting the CBA as outlined above for all bargaining units.**

Motion Carried – Unanimous.

4. Coordinator/Planner Office:

Mr. Garwood, Coordinator/Planner informed the Committee that Kacey Prichard, Coordinator/Planner Department Secretary has tendered her resignation effective July 6. Mr. Garwood requested the funds be reinstated for the position, and that he be allowed to start the replacement employee so that there is a one week overlap with Ms. Prichard and that the Committee be authorized to make the final hiring decision.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds and authorize the hiring process for the secretary position in the Coordinator/Planner Office. Also, that the new employee be allowed to work with the current secretary for a one week period, and that the Administration and County Services Committee be authorized to make the final hiring decision. Motion Carried – Unanimous.

The Committee received a copy of the Supplemental Actuarial for E-2 for the Probate Court Bargaining Unit, the Probate Court Unrepresented employees, the General Unrepresented Employees, the Commissioners, the Coordinator/Planner and the Prosecuting Attorneys.

The meeting adjourned at 10:20 a.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

June 4, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

2. Public Comment

None

3. Management Control Agreement

The Committee reviewed a proposed Management Control Agreement. The agreement would be signed by the County and the 86th District Court and would dictate how computer generated criminal justice information is to be handled, who has access, and what type of security measures must be taken.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approves the Management Control Agreement subject to review and approval by legal counsel. Motion Carried – Unanimous.

4. Grass River Natural Area (GRNA) Proposed Building

Mark Randolph, Director and Zach Ligget, Board President of GRNA joined the meeting. The Committee reviewed a draft Memorandum of Understanding (MOU) between Antrim County and GRNA regarding the construction of the proposed Grass River Center. Mr. Randolph and Mr. Ligget also presented plans for the Grass River Center.

Motion by Laura Stanek, supported by Jerroll Drenth, to approve the MOU, which addresses the construction of the Grass River Center, and send it to the Finance Committee and Legal Counsel for review and approval prior to action by the Board of Commissioners. Motion Carried – Unanimous.

5. Unrepresented Employees Negotiations

Julie Gorno and Deborah Peters (Representatives of the Unrepresented) joined the meeting. The two presented their proposal for compensation increases for the Unrepresented Employees. The representatives made a verbal proposal. The Committee caucused. When Ms. Gorno and Ms. Peters rejoined the meeting the Committee presented them with their Best and Final Offer.

6. Commission on Aging Reclassification Request

Carol Mitchell, Director of the Commission on Aging (COA) joined the meeting and requested a reclassification for the Clerical Assistant at the COA. The Committee said they would be willing to address it next year.

7. Equalization Department GIS Data Request

Bob Englebrecht, Equalization Director joined the meeting. Mr. Englebrecht informed the Committee he had received a request from Rockford Publishing for the digital road centerline layer (from the County Geographical Information System data).

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners sell the road centerline data to Rockford Publishing for \$1,000.00. Motion Carried – Unanimous.

8. Short Term Disability and Life Insurance Quotes

Peter Garwood, Coordinator/Planner presented the quotes from five (5) companies for life, accidental death and dismemberment, and short-term disability insurance. Mutual of Omaha will also allow the employee to purchase more insurance for themselves above the amount the County provides if they so choose.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners accept the bid from Mutual of Omaha for life, accidental death and dismemberment, and short-term disability insurance at an annualized premium rate of \$39,708 until October 1, 2011. Motion Carried – Unanimous.

9. Resolutions

Lake County – Road Rage
No action was taken.

Gratiot County – Opposed to Enhance Drivers License as Currently Proposed
No action was taken.

Huron County – Opposing Senate Joint Resolution-H (SJR-H)
SJR-H would require that, effective 2010, the taxable value of a property would be unchanged if the assessed value of that property declined and the taxable value was less than the assessed value.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approves a resolution similar to the Huron County resolution opposing SJR-H. Motion Carried – Unanimous.

The meeting adjourned at 3:30 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

June 8, 2009 – Special Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Julie Gorno

1. Meeting called to order at 2:15 p.m.

2. Public Comment

None

3. Unrepresented Negotiations

Julie Gorno, Representative of the Unrepresented, entered the meeting and presented the proposal from the Unrepresented Group. The Unrepresented group and the committee settled on a 2.5% increase in pay, retroactive to January 1, 2009, insurance premium caps be raised to \$439.34 for a single, \$1,042.77 for a two person, and \$1,242.64 for a family, retroactive to January 1, 2009 and the caps be raised at a 75/25 split at the lowest premium increase (the same as the general unit). The issue of the retirement was dropped.

The Committee recommends the board approve the recommendation.

The meeting adjourned at 3:00 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

June 25, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Joe Meyers

1. Meeting called to order at 1:15 p.m.

2. Public Comment

None

3. Stand Alone Dental Program

Mr. Peter Garwood explained that the original strategy was to do away with all stand alone programs and annuity in lieu of stand alone programs (dental and prescription). However, the amount of employees subscribing to the dental coverage is very small countywide (eleven) with only three in the General Unit. Not allowing employees to take the dental on a stand alone basis may encourage them to take the entire health insurance package in order to get the dental, which would be costly. Additionally, the Committee had previously decided not to pursue removing the benefit from the General Unrepresented Employees. The Committee agreed it made sense to allow the General Unit to continue to take only the dental, but that the annuity in lieu of dental coverage would not be restored (\$10 per month).

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners allow the General Unit employees to continue subscribing to the County paid dental program, through a letter of understanding. The annuity in lieu of dental shall not be restored. Motion Carried – Unanimous.

4. E-2 Rider

The Committee discussed the Municipal Employee Retirement System (MERS), E-2 rider and how the decision of whether to take it or not will get decided.

5. Coordinator/Planner Office Secretary Interviews

The Committee interviewed six (6) candidates for the soon-to-be vacant Secretary position in the Coordinator/Planner Office.

1. Terry Simpson
2. Michele Ritchie
3. Amy Tompkins
4. Shannon Meeder
5. Cindy Forster
6. Tina Schrader

Motion by Laura Stanek, supported by Jerroll Drenth, to offer the position of Coordinator/Planner Secretary to Shannon Meeder. If she is unwilling or unable to accept the position, or does not pass the pre-employment screening, the position shall be offered first to Michele Ritchie and second to Tina Schrader, under the same conditions listed for Shannon Meeder. Motion carried – unanimous.

The meeting adjourned at 5:10 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

July 2, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Laura Sexton

1. Meeting called to order at 12:34 p.m.

2. Public Comment

None

3. Abstract Department

Theresa Kent, Abstractor, joined the meeting and presented her budget request for 2010.

Motion by Laura Stanek, supported by Jerroll Drenth, to approve the 2010 Abstract Department budget request for submittal to the Finance Committee. Motion Carried – Unanimous.

4. Coordinator/Planner Office

Peter Garwood, Coordinator/Planner, presented the budget request including the capital outlay request for the Coordinator/Planner Office (a power user laptop for the Associate Planner position at \$2,300).

Motion by Jerroll Drenth, supported by Laura Stanek, to approve the 2010 Coordinator/Planner Office budget request, including the capital outlay request, for submittal to the Finance Committee. Motion Carried – Unanimous.

Mr. Garwood and the Committee discussed his compensation for 2009.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve, for the Coordinator/Planner, the same compensation package increase as given to the Unrepresented Group for 2009 retroactive to January 1, 2009. Motion Carried – Unanimous.

5. Pension

The Committee discussed the recently received actuarial for the E-2 rider. Mr. Garwood and Mr. Crawford will get all employee groups included in the actuarial study together for a meeting.

6. County Administration

Motion by Mike Crawford, supported by Jerroll Drenth, to direct Mr. Garwood and Ms. Sexton to develop an outline for the transition of the Chief Administrative Officer duties from the Clerk to the Coordinator/Planner for presentation to the Board of Commissioners at the August meeting. Motion Carried – Unanimous.

7. Northwest Michigan Council of Governments (NWMCOG)

Janie McNabb from the Council of Governments joined the meeting. Ms. McNabb presented the NWMCOG appropriation request.

Motion by Laura Stanek, supported by Jerroll Drenth, to approve the 2010 NWMCOG appropriation request of \$5,073.00 for submittal to the Finance Committee. Motion Carried – Unanimous.

8. Resolutions

Huron County - Resolution Opposing State Funding Cuts to the Local Public Health Operations, Healthy Michigan Fund and Department of Community Health and also Opposing any Further Reductions in State Revenue Sharing to Counties
No action taken.

Huron County – HB 5019

Resolution to Support HB 5019 which would Limit Legislator's Benefit Package (Attached)
Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Huron County resolution in support of HB 5019 which would limit Michigan legislator's benefit package. Motion Carried – Unanimous.

Huron County – Resolution in Opposition of Legislation that would make the use of Motorcycle Helmets optional.
No action taken.

Lake County – Brownfield Amendment

Mr. Garwood informed the Committee the Department of Environmental Quality (DEQ) is proposing an amendment to the statute that addresses brownfield redevelopment. Currently when a developer wants to develop a "brownfield" a baseline environmental study is conducted, which documents the existing contamination. The developer can then take ownership of the property without accepting responsibility for the documented contamination. The amendment would eliminate the baseline environmental study and subject the developer to additional liability. (Attached)

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the resolution received from Lake County opposing an amendment to Act 451 of 1994, part 201 (the part of the statute that addresses brownfields). Motion Carried – Unanimous.

9. Information Technology Department

Valerie Craft, IT Director joined the meeting and presented the Computer Department budget #228.

Motion by Laura Stanek, supported by Jerroll Drenth, to approve the IT budget request for submittal to the Finance Committee. Motion Carried – Unanimous.

10. Board of Commissioners Health Insurance

Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve the same health insurance caps for the Board of Commissioners as was approved for the Unrepresented Employees and the General Unit Employees. Motion Carried – Unanimous.

11. MERS Resolution

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the MERS resolution that would combine the General Employee Bargaining Unit and the Antrim County Transportation (ACT) Bargaining Unit. Motion Carried – Unanimous.

12. Non-Motorized Vehicle Trail Maintenance

The Committee discussed the recommendation from the Parks and Recreation Advisory Board that Antrim County be the Act 51 agency that sponsors the trail from the Village of Elk Rapids to the south County line for maintenance purposes.

The Committee directed Mr. Garwood to check if the County would be considered an Act 51 agency.

13. Computer, Network System and Internet Use Policy

The Committee reviewed the draft Antrim County Computer, Network System and Internet Use Policy (Attached).

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the Antrim County Computer, Network System and Internet Use Policy as submitted. Motion Carried – Unanimous.

14. Probate Court Unrepresented

Bill Hefferan, Court Administrator joined the meeting to discuss the compensation for the Probate Court Unrepresented.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve an increase of 2.5% for the Probate Court judicial secretary/court reporter and approve a 2.1% increase to parity and 2.5% for annual increase for the juvenile officer/court administrator, as well as the same Health Insurance caps given to the General Unrepresented Employees and the General Unit Bargaining Employees, retroactive to January 1, 2009. Motion Carried – Unanimous.

15. MSU Extension Plat Book

The Committee considered purchasing an ad for the Plat Book.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the purchase of an ad in the soon to be printed Antrim County Plat Book. Motion Carried – Unanimous.

16. Commission on Aging (COA)

Carol Mitchell, COA Director, joined the meeting. Ms. Mitchell informed the Committee that Verna Rodgers, Head Cook at the COA will be retiring September 4, 2009.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners release the funds and authorize the hiring process for the soon to be vacated COA head cook position and that the Administration and County Services Committee be authorized to make the final hiring decision. Additionally, if possible, that the new employee be able to work side by side with Ms. Rodgers for up to two weeks. Motion Carried – Unanimous.

17. Airport Manager

John Strehl, Airport Manager, joined the meeting. The Committee reviewed Airport Manager salary and benefits. The committee reviewed the data regarding the salaries of airport managers in various communities along with other data about those airports. They also reviewed the airport manager's current salary in relation to the Antrim County Transportation (ACT) director's salary range (\$53,100 - \$58,025 over three years).

Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners increase the Airport Manager's salary to \$53,100 retroactive to January 1, 2009. Yes – Jerroll Drenth, Mike Crawford. No – Laura Stanek.

18. Personnel Policy

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners amend the Personnel Policy for the Unrepresented, Section III Employee Status, 3., to allow for an employee on Family Medical Leave Act (FMLA) not to have such hours subtracted from their thirty (30) hour work week requirement for continued eligibility for Health Insurance (Attached). Motion Carried – Unanimous.

The meeting adjourned at 3:50 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

Special Meeting

July 23, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Carol Mitchell

1. Meeting called to order at 12:20 p.m.

2. Public Comment

None

3. COA Head Cook Interviews

The Committee interviewed 6 applicants for the Head Cook position at the COA.

1. Candy Bussa
2. Claudia Libbey
3. Nancy Root
4. Susan Kaatz
5. Jody Garchow
6. Aaron Athearn

Motion by Laura Stanek, supported by Jerroll Drenth, to approve hiring Claudia Libbey for the COA Head Cook position. If Ms. Libbey is unwilling or unable to accept the position or does not pass the pre-employment requirements, the position is to be offered to Candy Bussa and then to Aaron Athearn respectively. Motion Carried – Unanimous.

4. Antrim County Transportation (ACT)

Peter Garwood, Coordinator/Planner informed the Committee that the ACT secretary, Julie Gorno, has submitted her resignation. The secretarial position has been a part-time regular position (a minimum of 30 hours per week).

However, Mr. Garwood and Allan Meacham, ACT Director, discussed the issue and are recommending the position be changed to a part-time irregular position (25 to 29 hours per week). The biggest difference is the part-time regular position gets benefits and the part-time irregular employee does not receive benefits, which could save ACT about \$14,000 per year.

Mr. Garwood informed the Committee that Ms. Gorno's official last day would be Friday, July 24, 2009. However, she has offered to continue to come in to the office to assure that all the Department of Transportation (DOT) reports get filed and that other paperwork will be completed while we are in the process of hiring a replacement for her. Ms. Gorno also indicated she is willing to come in after we hire the new employee to train her/him. She would do this in exchange for continuation of her County health care benefits through the month of August, as the schedule she proposed will have her working most or all of August.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve changing the ACT secretary position from part-time regular to part-time irregular, and that the County continue to pay for health insurance for Ms. Julie Gorno through the month of August as long as she continues to work at ACT, keeping up on the necessary paperwork and reports as well as training the new employee. Motion Carried - Unanimous

5. Barnes Park Personnel

Peter Garwood informed the Committee that one of the employees at Barnes Park has resigned. Mr. Garwood and Eileen Wallick, Barnes Park Manager, interviewed and hired Heather Brookins as a replacement.

The meeting was adjourned at 4:10 p.m.

Administration and County Services Committee

Jerrold Drenth

Michael Crawford, Chairman

Laura Stanek

July 30, 2009

Members Present: Jerroll Drenth and Laura Stanek

Members Absent: Mike Crawford

Others Present: Pete Garwood and Jack White

1. Meeting called to order at 12:42 p.m.

2. Public Comment

None

3. Cherry Capital Connections (CCC) Broadband Proposal

Valerie Craft, Information Technology Director and Fred Trimble, Consultant joined the meeting.

Tim Maylone, from CCC gave a presentation on a grant application for the stimulus dollars for the construction of a broadband network in Northern Michigan. Mr. Maylone requested a resolution of support for their application for grant funds. The Committee deferred action until they can discuss the proposal with Fred Trimble who had to leave the presentation early.

4. Information Tech (IT)

Valerie Craft requested the authority to hire a part-time temporary employee at approximately 22.5 hours a week for about a three 3 month period of time.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Finance Committee and the Board of Commissioners approve a part-time temporary employee be hired to do low level IT support at no more than 22.5 hours a week for a one month period at an hourly amount to be determined by the Finance Committee. Motion Carried – Unanimous.

5. Sheriff Department Personnel Issue

Sheriff Dan Bean joined the meeting and made a request for the following:

- a part-time nurse;
- the part-time transcriptionist be made full-time;
- the maintenance custodial position that cleans and maintains the Sheriff Department and Jail be made full-time.

Part –Time Nurse

Sheriff Bean proposed the nurse be a LPN, working 2 days a week at \$18.00 an hour. The Committee discussed an alternative of having a registered nurse under contract only for when the current nurse goes on vacation or engages in training.

Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Finance Committee consider including in the 2010 budget authorization for the Sheriff to contract with a registered nurse for when the current nurse goes on vacation or engages in training. Motion Carried – Unanimous.

Transcriptionist

Sheriff Bean requested a full-time transcriptionist (up from part-time) at \$11.00 per hour.

Motion by Laura Stanek, supported by Jerroll Drenth, to approve for the 2010 budget increasing the transcriptionist position to a full-time position in the Sheriff Department and submitting the request to the Finance Committee. Motion Carried – Unanimous.

Maintenance/Custodial Position

Sheriff Bean requested that the Maintenance/Custodian person be dedicated to the Sheriff Department Building on a full-time basis. The Committee directed Sheriff Bean, Peter Garwood, Coordinator/Planner and Dave Vitale, Maintenance Director to meet and come back with a proposal on this issue.

6. County Administration

The Committee received an outline for the transfer of budget administration duties from the Clerk to the Coordinator/Planner. No action was taken and the issue will be addressed at next month's meeting.

7. Register of Deeds Agreement

Bob Englebrecht, Equalization Director and Sherry Comben, Treasurer joined the meeting. They expressed concerns and requested direction regarding an "Intergovernmental Agreement" they were asked to sign by the Register of Deeds. The Agreement addresses the use of documents from the Register of Deeds Office.

The Committee discussed the Agreement. The Agreement appears to be in conflict with Resolution #6 of 1998 approved by the Board of Commissioners. The Agreement will be forwarded to legal counsel for review and advice.

8. Part-Time Irregular Non-Union Employees

The Committee reviewed language drafted by the Coordinator/Planner for the Personnel Policy that would add a sentence to the section that addresses health insurance eligibility for part-time irregular non-union employees. No action was taken.

9. Resolutions

Ingham and Alger Counties, Resolutions in Support of HB 4785 and HB4786 Regarding Amending the Unemployment Benefits Statute
No action was taken.

Lake County Resolution in Support of HB 4893 Regarding Medical Examiner Retention of Body and Organ Tissue
No action was taken.

Barry County Resolution in support of Full Restoration of State Revenue Sharing
No action was taken.

Bay County Resolution in Support of Health Care Reforms
No action was taken.

Northern Michigan Substance Abuse Services Resolution in Opposition to the Senate Sub-Committee Proposed Amendments [Sections 407(1) and 407(4)] to HB4436 that would Diminish Substance Abuse Treatment and Prevention Efforts
No action was taken.

The meeting adjourned at 3:10 p.m.

Administration and County Services Committee

Jerrold Drenth

Michael Crawford, Chairman

Laura Stanek

September 3, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood

1. Meeting called to order at 12:33 p.m.

2. Public Comment

None

3. Resolution for control of Meadowview and Adjacent Property

Marna Robertson, Administrator, and David Schulz, Finance Director, joined the meeting. The Committee reviewed a request from the Meadow Brook Governing Board/DHS Board to give them first right of use for the property on which the Medical Care Facility, the Meadowview Apartments and the ambulance building are located, as well as all property in between. The Committee expressed support for some of the ideas presented, but were reluctant to recommend the conveyance of the first right of use to the Meadow Brook Governing Board for the currently undeveloped property. They were however, supportive of conveying control and responsibility of the Meadowview Apartments to the Meadow Brook Governing Board. The Committee directed Ms. Robertson and Mr. Schulz to rewrite the resolution to reflect the recommended changes.

4. Prosecuting Attorney Personnel Issues

Charlie Koop, Prosecuting Attorney, joined the meeting. Mr. Koop requested that the Clerk/Typist position in his office be changed to a Clerk II position. Peter Garwood, Coordinator/Planner, informed the Committee that the position was a Clerk II position prior to August of 2003. It was changed to a Clerk/Typist classification, at that time, on the request of Mr. Koop. Mr. Koop added that Robin Sommer, the current employee in that position is currently doing work commensurate with the Clerk II classification.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners reinstate the Clerk II position and discontinue the Clerk/Typist position in the Prosecuting Attorneys office beginning January 1, 2009. Motion Carried – Unanimous.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2.5% increase for the Chief Assistant and Assistant Prosecuting Attorneys and an additional 1% market adjustment for the Assistant Prosecuting Attorney. Motion Carried – Unanimous.

Mr. Koop asked for an increase in his compensation package.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners do not increase the Prosecuting Attorney's salary for 2009 and discontinue the option for health benefits and/or the annuity in lieu of health benefits for the Prosecuting Attorney position. To also recommend the Board of Commissioners increase the stipend the Prosecuting Attorney receives for doing the County's civil work by \$6,176.72 retroactive to 2009. Additionally, to give the Prosecuting Attorney a \$1,500.00 stipend for being the County's Freedom of Information Act Officer. Motion Carried – Unanimous.

Mr. Koop also requested that the County consider allowing employees to borrow from their 457 plans (deferred compensation). Mr. Garwood will contact Dan Emmendorfer to find out what we would have to do to implement such an option.

5. County Administration

The Committee reviewed the proposal from the Coordinator/Planner and the Clerk on the transfer of budget (Chief Administrative Officer) duties from the Clerk's Office to the Coordinator/Planner.

The Committee made some changes to the proposal and agreed to forward it to the Board of Commissioners with recommendation for approval.

9. Resolutions

Barry County Resolution to Restore Funding for the Department of Mental Health
No action was taken.

Michigan Association of Counties (MAC) – Urgent Alert
MAC sent an email alerting counties that the legislature could potentially take action on legislation that would reduce county revenue sharing by removing the inflation adjuster for counties coming back on line. Mr. Crawford mentioned that he had already called our legislators in opposition to the legislation. No action was taken.

The meeting adjourned at 3:15 p.m.

Administration and County Services Committee

Jerrold Drenth

Michael Crawford, Chairman

Laura Stanek

September 9, 2009 Special Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Dan Bean and Dean Pratt

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

2. Public Comment

None

3. Sheriff Department Grievance – K-9 Program

Motion by Laura Stanek, supported by Jerroll Drenth, to go into closed session to discuss the grievance from Travis Chellis, dated July 31, 2009. Motion Carried – Unanimous.

At 9:10 a.m. came back into open session and Committee joined the Union representatives in Room 211 to hear the grievance. Present from the Union were: Bob Donick, Business Representative; Sergeant Lou Basso, Chief Steward; and Sergeant Travis Chellis, Grievant.

Mr. Donick addressed the Committee on why the Union thought there was a valid grievance in this situation.

Motion by Laura Stanek, supported by Jerroll Drenth, to support the decision of the Sheriff to deny the grievance filed by Travis Chellis on July 31, 2009. Motion Carried – Unanimous.

4. Abstract Department – Personnel Issue

Peter Garwood, Coordinator/Planner, informed the Committee that the part-time irregular employee in the Abstract Department resigned. Theresa Kent, Abstractor, has requested that she be allowed to hire someone that she has in mind, and not go through the advertising process. The Committee discussed the position in light of the current economy and the 2010 budget.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners table hiring the part-time position for the Abstract Department at this time. Motion Carried – Unanimous.

The meeting was adjourned at 12:25 p.m.

Administration and County Services Committee

Jerrold Drenth

Michael Crawford, Chairman

Laura Stanek

September 9, 2009 Special Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Dan Bean and Dean Pratt

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

2. Public Comment

None

3. Sheriff Department Grievance – K-9 Program

Motion by Laura Stanek, supported by Jerroll Drenth, to go into closed session to discuss the grievance from Travis Chellis, dated July 31, 2009. Motion Carried – Unanimous.

At 9:10 a.m. came back into open session and Committee joined the Union representatives in Room 211 to hear the grievance. Present from the Union were: Bob Donick, Business Representative; Sergeant Lou Basso, Chief Steward; and Sergeant Travis Chellis, Grievant.

Mr. Donick addressed the Committee on why the Union thought there was a valid grievance in this situation.

Motion by Laura Stanek, supported by Jerroll Drenth, to support the decision of the Sheriff to deny the grievance filed by Travis Chellis on July 31, 2009. Motion Carried – Unanimous for the following reasons:

- First and foremost, according to Section 5.1 of the Collective Bargaining Agreement, this issue does not meet the definition of a grievance. Section 5.1 states, “A grievance shall be a complaint by an employee of the Union concerning the application and interpretation of this agreement.” The submitted grievance does not claim that this issue is a violation of the “agreement”, nor could we find a section of the agreement that was violated by the actions of the Sheriff administration.

- There is also a timeliness issue. Sergeant Chellis, who was a deputy at the time, signed a Letter of Understanding on October 5, 2005 indicating that if he did not understand the Policies & Procedures, Rules & Regulations of the Antrim County Sheriff Department he was to "...ask his immediate supervisor or the Undersheriff for clarification and/or understanding." The compensation arrangement for being the K-9 officer is clearly spelled out in that document. Sergeant Chellis, both as a deputy and as a member of the Command Unit, was aware for almost four (4) years before grieving the issue.
- Sergeant Chellis was a member of the bargaining team for the Deputies and Dispatchers Unit that proposed a \$2,000 stipend per year be paid to the K-9 officer. The request was withdrawn by the Union between the 5th and 6th session (between February 22, 2007 and March 20, 2007).

4. Abstract Department – Personnel Issue

Peter Garwood, Coordinator/Planner, informed the Committee that the part-time irregular employee in the Abstract Department resigned. Theresa Kent, Abstractor, has requested that she be allowed to hire someone that she has in mind, and not go through the advertising process. The Committee discussed the position in light of the current economy and the 2010 budget.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners table hiring the part-time position for the Abstract Department at this time. Motion Carried – Unanimous.

The meeting was adjourned at 12:25 p.m.

Administration and County Services Committee

Jerrold Drenth

Michael Crawford, Chairman

Laura Stanek

October 1, 2009 Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood

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

2. Public Comment

Rob Joyce, from Edward Jones, introduced himself. He is new to the area and is out meeting with various groups.

3. Grievance Update

Peter Garwood, Coordinator/Planner, updated the Committee on three grievances filed in the Sheriff Department.

4. Commission on Aging Position

The Committee discussed how to move forward on the COA Director position. The Committee directed Mr. Garwood to contact the COA Board Chairman for their recommendation. Mr. Garwood will also contact the Health Department and inquire about the availability of a nurse to take on the Registered Nurse duties, possibly through a contractual arrangement.

5. County Administration

The Committee again reviewed the outline for the transfer of budget duties from the Clerk to the Coordinator/Planner (attached).

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the outline presented by Mr. Garwood and Laura Sexton, Clerk, for the transfer budget duties from the Clerk Office to the Coordinator/Planner Office. Motion Carried – Unanimous.

6. Personnel/Vacant Position – Clerk's Office

Ms. Sexton requested the position vacated by the retirement of Judy Eschedor be reinstated.

Motion by Laura Stanek, supported by Jerroll Drenth, to table the reinstatement of the vacant position in the Clerk's Office. Motion Carried – Unanimous.

7. Resolutions

- Oceana County - Opposition to Merging the Michigan Department of Agriculture with Other State Departments
Motion by Laura Stanek, supported by Jerroll Drenth, to oppose the proposal to combine the Department of Agriculture with the DEQ and DNR and send a communication to our Legislators and the Governor. Motion Carried – Unanimous.
- Allegan County – Opposition to the Current LEIN Funding Formula and Request for Appropriate Funds
The Committee discussed the desire for more information. No action taken at this time.
- Oakland County – Opposition to Cease Funding and Permanently Shut Down of the Michigan State Fair
No action taken.
- Huron County – Exploring Legal Means of Withholding Payments to the State of Michigan in Regards to Revenue Sharing
No action taken.

8. Various Matters as Appropriate

None.

The meeting was adjourned at 2:35 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

October 15, 2009 Special Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood

1. Meeting called to order at 1:05 p.m.

2. Public Comment

None.

3. Sheriff Grievance Issue

The Police Officers Association of Michigan (POAM) through their Vice President, Mike Gank, requested the Grievance hearing be delayed. The Communication indicated Pat Spidell, POAM Business Representative will contact Peter Garwood, Coordinator/Planner, within the next few days to schedule a date.

4. Commission on Aging Personnel Issue

The Committee considered the question of how to fill the COA director and the COA nurse positions.

The Committee reviewed the Description of Essential Duties for the COA Director position.

**Motion by Jerroll Drenth, supported by Laura Stanek, to direct the Coordinator/Planner to initiate the hiring process for the COA Director position (without the nurse duties).
Motion Carried – Unanimous.**

5. Resolution

Van Buren County – Resolution to Continue Funding the Pure Michigan Campaign by the assessment of \$2.50 on Automobile Rentals at Major Airports

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Van Buren County resolution requesting the legislature continue the Pure Michigan Campaign and fund it through an assessment of \$2.50 per automobile rental at major airports. Motion Carried – Unanimous.

6. Antrim County Transportation (ACT) Driver

Mr. Garwood informed the Committee that a part-time irregular driver has recently resigned. Al Meacham, ACT Director, has requested that instead of hiring another part-time irregular driver (less than 30 hours a week and non-union) he be authorized to increase the hours of the most senior part-time regular driver (a union employee who is not full-time but working at least 30 hours per week) to full-time.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve increasing the hours of bus driver Terry Springer from part-time regular status to full-time status. Motion Carried – Unanimous.

7. Broadband Internet

Mr. Garwood informed the Committee he has been contacted by Cherry Capital Connections (CCC) once again with a request that the County participate in their broadband/WiFi program. The Committee reviewed the flyer received from CCC.

CCC will be submitting an application for grant funds to the American Recovery and Reinvestment Act (ARRA) Round 2 to expand their broadband/Wi-Fi network.

Mr. Garwood also recounted what he learned at two recent broadband meetings he attended in Mancelona. Representatives from two organizations were present: MERIT, which is a private non-profit organization that has been providing internet services for over 20 years and the Northern Michigan Broadband Cooperative, which is going for a non-profit corporation status. Both organizations have applications in for ARRA grant funding. The two organizations have been working together to extend broadband into rural Northern Michigan. The MERIT grant request is for getting a general backbone of fiber optics into the Northern Michigan counties. The Northern Michigan Broadband Cooperative intends to run broadband from the MERIT fiber network into the communities, including those in Antrim County.

Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution of support for the Northern Michigan Broadband Cooperative’s efforts and application for ARRA grant funding. Motion Carried – Unanimous.

8. Various Matters as Appropriate

None.

The meeting was adjourned at 2:25 p.m.

Administration and County Services Committee

Jerrold Drenth

Michael Crawford, Chairman

Laura Stanek

**October 26, 2009
Special Meeting**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

2. Public Comment

None.

3. Commission on Aging (COA) Administration Issue

The Committee discussed many options for management of the COA and the required registered nurse duties for the COA. Peter Garwood, Coordinator Planner, informed the Committee of his discussions with leadership from the Health Department, the Meadow Brook Medical Care Facility, and the Area Agency on Aging. Mr. Garwood also informed the Committee of discussions he had with the Jan Afman, the registered nurse the COA has under contract.

Motion by Laura Stanek, supported by Jerroll Drenth, to agree that the COA staff should continue in a status quo manner: Mike Neubecker, to manage the office, Elizabeth Springer to continue working on in-home care scheduling and other duties as currently assigned, and Claudia Libbey to continue to direct the kitchen. Motion Carried – Unanimous.

The Committee directed Mr. Garwood to ask Carol Mitchell to continue to do the initial assessments or “intakes” for the COA clients.

The meeting was adjourned at 4:55 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

November 2, 2009

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Laura Sexton (attending first part of meeting)

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

2. Public Comment

None.

3. Grievance Update

Peter Garwood, Coordinator/Planner, updated the Committee on the new and ongoing grievances in the Sheriffs Department.

4. Commission on Aging (COA)

The Committee discussed additional options for the COA management. Mr. Garwood informed the Committee that he has been contacted by Charlevoix County inquiring about having one director for both counties. The Committee took no action, but indicated they would think about it further.

5. Cable Television

Peter Garwood, Coordinator/Planner, requested that the Committee consider installing Charter Cable in the Board of Commissioners Room and Room 211. Laurie Sexton, Clerk indicated it would be helpful for her to have an access point on the first floor during election returns. No action was taken.

6. Personnel/Vacant Position - Clerks Office

Laurie Sexton, Clerk, presented a request to fill the vacant position in the Clerk's Office. The request had previously been tabled by this Committee. Ms. Sexton gave the Committee a general description of the duties for the position.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve releasing the funds to allow the Clerk to fill the vacant position in the Clerk's Office. Motion Carried – Unanimous.

7. Resolutions

Barry County Resolution Supporting a State-wide Ban on Phosphates in Residential Fertilizers
No action taken.

Barry County and Allegan County Resolution Opposing a Veto of MSUE and MAES Funding from the State of Michigan.

It was pointed out that the Governor has already struck a deal to reduce the funding for MSUE and MAES, but to not line item veto the funding. No action taken.

8. Notice of Interest (NOI)

The Committee reviewed the NOI from Mark Randolph for the Parks and Recreation Committee. The Committee decided to wait on a recommendation to the Chairman of the Board of Commissioners until we have received responses from the annual advertisement in the paper.

9. Various Matters

Don Schuiteman, member of the COA Board, joined the meeting and gave input on the COA Director hiring process.

Parks Director Discussion

Mr. Crawford informed the Committee that the Parks and Recreation Advisory Committee is drafting the update of the 5-year Parks and Recreation Plan. Mr. Crawford indicated that if the County was thinking of having a Parks Director at all in the next five (5) years that should be reflected in the Parks and Recreation Plan update.

It was the consensus of the Committee to include language for a Parks Director position in case it would be desirable to create such a position in the next five (5) years.

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

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

November 10, 2009 Special Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

2. Public Comment

None.

3. Grievance Issues – Deputies/Dispatchers Unit

Dan Bean, Sheriff and Dean Pratt, Undersheriff joined the meeting. The Sheriff, Undersheriff and Peter Garwood, Coordinator/Planner, briefed the Committee on the two grievances (#09-434 and #09-375) in the Coordinator/Planner Office conference room. The Committee met with the Union representatives in Conference Room 211. The POAM Union Representatives included Pat Spidell, Business Representative; Bob Daunter, Unit President and Mike Gank, Unit Vice President.

The Union provided the Committee with their reason for filing grievance #09-434. The Union is alleging that the employees are expected to stay in the 911 Dispatch building on duty and working, but are not given time away or are not compensated for their lunch and breaks. The Committee asked questions of both the Union Representatives and the Sheriff and Undersheriff.

Motion by Laura Stanek, supported by Jerroll Drenth, to support the Sheriff's denial of grievance #09-434, regarding compensating dispatchers for their breaks and lunch period. Motion Carried – Unanimous.

The Union provided the Committee with their reason for filing grievance #09-375. The Union is alleging that the Sheriff Administration arbitrarily changed employee shifts from 10 hour days to 8 hour days. Much discussion took place between the Union members and the Sheriff and Undersheriff clarifying positions and searching for common ground. The Committee asked questions of both the Union Representatives and the Sheriff and Undersheriff.

Motion by Jerroll Drenth, supported by Laura Stanek to support the Sheriff's denial of grievance #09-375 and to support the Sheriff's right to change from 10 hour shifts to 8 hour shifts. Motion Carried – Unanimous.

4. Commission on Aging (COA) Nursing Duties

Mr. Garwood informed the Committee that a Contractual Agreement with Carol Mitchell for doing the initial full nursing assessment for each new COA client has been drafted and signed by Ms. Mitchell and will be signed by Jack White, Chairman of the Board of Commissioners shortly.

5. Transfer of Budget Duties

Mr. Garwood informed the Committee that he and Ms. Sexton had met and made changes to the proposed outline for transfer of the budget duties from the Clerk to the Coordinator/Planner (attached). The new document will be available at the Board of Commissioners meeting on November 12, 2009.

The meeting was adjourned at 3:05 p.m.

Administration and County Services Committee

Jerroll Drenth

Michael Crawford, Chairman

Laura Stanek

November 23, 2009 Special Meeting

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Jack White, David Howelman, Ed Bradford

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

Jack White, Board of Commissioner Chairman, sat in the audience through the interviews. To allay any concerns about the existence of a quorum, he did not participate in any discussions.

Ed Bradford, Commission on Aging Board Chair, sat through the first two interviews.

2. Interviews for Director at the Commission on Aging

The Committee interviewed seven (7) applicants for the COA Director position.

1. Kayla Thomas
2. Susan Tubacki
3. Brent Jansen
4. Mike Neubecker
5. Patty Wiltse
6. Kay Flavin
7. Janice Ouvry-Young

3. Meadow Brook (MCF) Proposal for Administration of COA

The Committee listened to a proposal from Marna Robertson, Meadow Brook Administrator, describing how Meadow Brook Administration could provide the overall management for the COA.

The Committee decided to delay action on the hiring of a Director until their regularly scheduled meeting on December 3, 2009.

The meeting was adjourned at 4:20 p.m.

Administration and County Services Committee

Jerrold Drenth

Michael Crawford, Chairman

Laura Stanek

December 3, 2009

Minutes

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

2. Public Comment

David Schulz, Meadow Brook Assistant Administrator, provided information on the proposal by Meadow Brook Medical Care Facility to manage the Commission on Aging.

3. Northern Michigan Broadband Cooperative (NMBC)

Lisa Leedy, President of the Northern Michigan Broadband Cooperative, joined the meeting and distributed an informational document (attached). Ms. Leedy requested the County join the Cooperative for a one time \$500 fee.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve joining the NMBC and pay the \$500 membership fee. Motion Carried – Unanimous.

4. Allied Information

Jim Olson and two other representatives from Allied Information Solutions joined the meeting. Mr. Olson made a presentation which demonstrated how his company could get involved in providing Antrim County Geographical Information Services (GIS). It was Mr. Olson's position that his company could provide the service at no additional cost while actually increasing revenues for the County.

5. Private Switch/Automatic Location Identification (PS/ALI)

Valerie Craft, IT Director, and Steve Bratschi, Dispatch Sergeant, joined the meeting. They informed the Committee that the County has a problem with 911 calls from County facilities. Because all of the phones are on the network for which the server is located in the County Building, a 911 call made from the other buildings (e.g. airport, animal shelter) shows up in dispatch as emanating from the County Building. Ms. Craft presented a proposal for a switch that would identify which County facility generated the 911 call (attached). The cost would be

\$2,500 for a five (5) year period. In addition Verizon requires the County to have a National Emergency Number Association Identification Number at a cost of another \$200.00 per year.

Motion by Mike Crawford, supported by Laura Stanek, to recommend that the Finance Committee find the funds and the Board of Commissioners purchase the PS/ALI for the purpose of identifying where 911 calls originate in the County facilities at a cost of \$2,500 for a five (5) year period, in addition to paying a \$200 per year cost for a National Emergency Number Association Identification Number. Motion Carried – Unanimous.

6. Michigan State University Extension (MSUE)

Stan Moore, MSU Extension Director joined the meeting on behalf of Dee Miller. Mr. Moore made a request for permission to hire another mentor for the Mentoring Program run out of the MSUE office. The new position would be paid for out of the current budget and would result in no additional cost. The program is managed by MSUE, but the employees are County employees.

Motion by Laura Stanek, supported by Jerroll Drenth, to approve hiring a second mentor for the Mentoring Program through MSUE. Motion Carried – Unanimous.

7. General Unit and Probate Court Negotiations – Tentative Agreement

Mike Crawford and Peter Garwood, Coordinator/Planner presented the tentative agreement with the General Unit and the Probate Court Unit for a wage increase of 2.5% in 2010. The Committee will present the tentative agreement at the Board of Commissioners meeting.

8. Resolutions

Oakland County - Advocating for the Use of E-Verify When Hiring Employees
No action taken.

Allegan County - Opposing Legislation to Reduce the Number of Circuit Court Judges in the 48th Circuit
No action taken.

Allegan County – Supporting the Designation of Route 31/Blue Highway as a Heritage Route
No action taken.

Allegan County – Funding Obligations for State Mandated Services

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Allegan County Resolution regarding State and County funding obligations and State mandated services (attached). Motion Carried – Unanimous.

9. Probate Court Unrepresented

Bill Hefferan, Court Administrator, joined the meeting. Mr. Hefferan requested the County consider giving the Probate Court Unrepresented the same wage and salary increase as tentatively agreed to for the General Unit and the Probate Court Unit. The Committee indicated they will present his request to the Board of Commissioners.

10. General Unrepresented Group

Laurie Sexton, County Clerk, Theresa Kent, Abstractor, and Deborah Peters, Veterans Counselor, joined the meeting. Ms. Peters distributed a proposal for compensation changes for the General Unrepresented Group (attached). The Group was told the request will be presented to the full Board of Commissioners at their meeting on December 10, 2009.

11. Grievance Update

Mr. Garwood updated the Committee on the status of grievances filed in the various bargaining units.

12. Commission on Aging (COA) Director Position

The Committee discussed the possibility of Meadow Brook Medical Care Facility MBMCF taking over the management of the COA.

Motion by Laura Stanek, supported by Mike Crawford, to move on with the selection of a director from the applicant pool and cease consideration of the Meadow Brook proposal. Motion Carried - Yes-Stanek, Crawford; No-Drenth.

The Committee discussed the applicants for the COA Director position.

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners offer the COA Director position to Mike Neubecker as an at-will position. Also, to recommend the Board of Commissioners discontinue the Office Manager position at the COA. If Mr. Neubecker is unable to or does not accept the position, the second and third choice will be Patricia Wiltse, and Brent Jansen respectively. Motion Carried – Unanimous.

13. Committee Appointments (Attached - Letters of Interest)

- Economic Development Corporation (EDC)
Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Peter Garwood, and appoint Ron Furtaw and Larry Stine to the EDC Board. Motion Carried – Unanimous.

- 911 Board
Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint William Drollinger, Bill Chapman and Burt Thompson. Motion Carried – Unanimous.

- ACNA
Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Jerroll Drenth and Carl Veenstra. Motion Carried – Unanimous.

- Parks and Recreation Advisory Committee
Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Stan Moore, Russell Blasdell and Donald Schuiteman. Motion Carried – Unanimous.

Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners reduce the number of positions on the Parks and Recreation Advisory Committee to Eight (8) members. Motion Carried – Unanimous.

- COA Board
Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Mary Kokosy and Ed Bradford and appoint Beverly McCamman and Rick Teague. Motion Carried – Unanimous.

- Construction Code Board of Appeals
Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Marshall Wright, Bud Hierlihy and Dave Watrous. Motion Carried – Unanimous.
 Jack White will talk to Joe Wirtz to determine if he remains interested in serving on the Board of Appeals.

- Planning Commission
Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Jill Barnard and appoint Rick Teague. Motion Carried – Unanimous.

- Public Works
 The Committee decided not to recommend filling the open positions on the Public Works Committee.

14. Various Matters

The Committee reviewed a draft memorandum that is to be given to the Park Manager.

The meeting was adjourned at 4:40 p.m.