

Administration and County Services Committee

David Heeres

Ed Boettcher, Chairman

Laura Stanek

Minutes – May 5, 2016

Members present: Ed Boettcher, Dave Heeres, Laura Stanek
Members absent: None
Others present: Pete Garwood, Mike Crawford, Janet Koch, Sheryl Guy, Sherry Comben

1. Meeting was called to order at 9:00 a.m. by Chairman Ed Boettcher.

2. Public Comment

None.

3. Antrim County Transportation (ACT) Personnel

Al Meacham, ACT Director, said the Head Mechanic was planning to retire in 2017. He asked the Committee to consider a plan for succession. Pete Garwood, County Administrator, asked why the Committee should be considering the issue at this point instead of closer to the current Head Mechanic's retirement date. Mr. Meacham said finding a candidate with the necessary certifications could be difficult. There are additional certifications the new mechanic will be required to get once they are hired. He added that there was a lot for a new Head Mechanic to learn and that a number of month overlap was optimal for a smooth succession. Mr. Meacham suggested hiring a potential Mechanic as a part time employee at this point.

Mr. Garwood said the union contract includes a six month probationary period for newly hired employees. Ms. Stanek asked how the current Head Mechanic felt; Mr. Meacham reported that he'd said the sooner the better. Mr. Meacham added that he was considering a future move to only one mechanic. ACT mechanics maintain all of the vehicles in the County's fleet, but no longer work on busses for any public schools. Mr. Garwood and Mr. Meacham said ACT was one of the few County transportation systems in the state that didn't have a millage.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Finance Committee to approve advertising for a mechanic for ACT to start at the existing first step mechanic pay grade with the intention to promote the individual into the Mechanic position once the current employee in that position retires. Motion carried – unanimous.

Mr. Garwood said a spreadsheet illustrating the costs for mechanic's wages and benefits would be provided to the Finance Committee at their upcoming meeting.

4. Purchasing Policy Amendments

Mr. Garwood had included proposed revisions to the Purchasing and Bid Policy in the agenda packets, saying that revisions had been anticipated after last year's overhaul of the policy. He noted that he wasn't asking for approval at this point; the revisions had been included for informational purposes only but would be addressed again at next month's meeting.

5. Jordan River State Zoning Review Board Vacancy (see attached pgs. 3-4)

The Committee discussed the board vacancies. Laurie Stanek is currently one of the two primary representatives; the other primary seat is vacant. Two alternate representatives can be appointed; both are vacant. As the Rules of the Zoning Review Board require that at least one of the two county representatives work in planning, zoning, public health, soil erosion control, or a related field, the Board of Commissioner's policy for appointments could not be adhered to.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Chairman of the Board of Commissioners appoint Heidi Shaffer, Antrim County Soil Erosion Control Officer, as a primary representative to the Jordan River State Zoning Review Board if the Antrim Conservation District Board consents, appoint Janet Koch, Associate Planner, as an alternate representative.

Motion carried – unanimous.

6. Performance Evaluations

Mr. Garwood and the Committee discussed the desired outcome of the performance evaluations. Mr. Garwood said he'd asked numerous counties in the state if they did performance evaluations; most did not. Of the ones that did, some had formal reviews, some had informal versions. Mr. Garwood indicated that he'd like to create a combination of the two.

7. Commission on Aging (COA)

At the March 10, 2016 Board of Commissioner's meeting, the Board authorized COA Director Judy Parliament to begin the hiring process of the vacant position due to the full-time Activities Coordinator being hired from within the COA, with an inter-departmental transfer of the position this may cause the full-time COA Assistant Cook position to become vacant and pending this scenario that the funds be released and approved.

Since then, the full-time COA Assistant Cook position has become vacant and applications were being accepted. To assist with a timely hiring process, Ms. Parliament was requesting that the Administration & County Services Committee interview applicants for the position and that the Committee and the County Administrator be authorized to hire the position of Assistant Cook for the Commission on Aging.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners authorize the Administration & County Services Committee and the County Administrator to hire the position of a full-time Assistant Cook for the Commission on Aging. Motion carried – unanimous.

8. Various Matters as Appropriate

Sherry Comben, County Treasurer, had included a report titled "Cash Summary by Bank" with the agenda packets.

Equalization Department

Mr. Garwood said the new Assistant Equalization Director, Jamie Houserman, was asking to shift the department to having a clerk or an equalization tech and to contract out the appraisal work. He reported that Ms. Houserman expected an appraisal contract to cost approximately \$15,000.

The Committee was open to that type of reorganization of the department. Without a proposal from the Equalization Director, however, the Committee was reluctant to make any motion. It was noted that if an immediate need arose, special meetings could be scheduled.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Finance Committee approve the purchase of a laptop computer for the Equalization Director. Motion carried – unanimous.

The cost of the laptop and general ledger account numbers will be presented at the Finance Committee meeting.

Portable Electronic Equipment Policy

At the April 14, 2016 Board of Commissioner's meeting, Commissioner Bargy had requested that the proposed Portable Electronic Equipment Policy address the ability of individuals to purchase assigned equipment. Ms. Koch reported that she'd discussed the issue with the IT Director, Val Craft, who had said that for security reason, CJIS (Criminal Justice Information Service) standards don't allow an individual to purchase government-issued electronic devices unless the hard drive is removed. This isn't practicable for portable electronic devices. Returned devices in usable condition would be emptied of data and reissued to County personnel; otherwise they are disposed of per the County's Disposal of Digital Data Storage Devices and Media policy.

9. Public Comment

None.

Meeting adjourned at 10:20 a.m.



Memorandum Administration Office

April 29, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

RE: Jordan River State Zoning Review Board Vacancy

Attached for your review is a communication from the State of Michigan Department of Natural Resources (DNR) requesting the Board of Commissioners review your appointments to the Jordan River State Zoning Review Board, appoint new representatives and/or confirm your existing representatives. Current representatives for Antrim County are:

- | | |
|--------------------------|-------------------|
| 1. Primary: Laura Stanek | Alternate: vacant |
| 2. Primary: vacant | Alternate: vacant |

According to Brian Bury, Natural Rivers Administrator with the Fisheries Division, the County is free to set term limits; however, this is not necessary. An appointment can serve for an extended period of time if that is the desire of the County. He indicated the Review Board typically meets once a year.

Options to consider in making a recommendation to the full Board of Commissioners:

1. Determine whether or not you want to appoint commissioners and/or staff.
2. Determine whether or not you want to appoint a citizen(s) at large. If so, we will need to advertise.

With the rules requiring that at least one of the representatives work in Planning, Zoning, Public Health, Soil Erosion Control or related field, three individuals come to mind (I have not checked with any of them):

- Heidi Shaffer, Soil Erosion Control Officer
- Casey Clement, Health Department Sanitarian
- Janet Koch, Associate Planner

