

**Administration and County Services Committee**

*David Heeres*

*Ed Boettcher, Chairman*

*Laura Stanek*

**Minutes  
July 7, 2016**

Members: Ed Boettcher, Dave Heeres, Laura Stanek  
Members absent: None  
Others: Pete Garwood, Mike Crawford, Janet Koch, Sheryl Guy, Patty Niepoth, Jim Rossiter

**1. The meeting was called to order at 9:00 a.m. by Chair Ed Boettcher.**

**2. Public Comment**

None.

**3. Prosecutor's Office Personnel Position Reclassification**

Pete Garwood, County Administrator, said the proposed reclassification of Deb Ho'on from Legal Secretary to Executive Assistant would create a new position in the bargaining unit. The new position of Executive Assistant would be at a wage scale closest to the administrative assistant wage scale.

The current hourly pay for the Legal Secretary is \$16.76 per hour. Per the contract, a move to a new reclassified position requires that the employee begin at the wage scale's that results in an increase in pay, which is \$18.30. If the reclassification is approved, the Executive Assistant position would start in the first full pay period in July. The extra funding for the position change is in the prosecutor's budget.

Mr. Garwood said the new position should be temporary. When Ms. Ho'on and/or the person in the existing Confidential Secretary position leaves the County's employ, the Executive Assistant position would not be refilled. A new Legal Secretary would be hired with the permission of the Board of Commissioners. Mr. Garwood said he had heard from a department head that the reclassification with no corresponding adjustments anywhere else in the department, could cause morale issues in other offices.

**Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners reclassify Debra Ho'on from the position of Legal Secretary to the new position of Executive Assistant and authorize the Finance Director to transfer \$1,863.00 from line item 101000-267-705.009 to 101000-267-704.000. Motion carried – unanimous.**

**4. Appointments**

Antrim Creek Natural Area (ACNA) Commission

One interest notification form had been received for the ACNA vacancy (**attached pg. 4**).

**Motion by Dave Heeres, seconded by Laura Stanek, to recommend that the Chairman of the Board of Commissioners appoint Donald Miles, Jr. to the Antrim Creek Natural Area Commission. Motion carried – unanimous.**

Economic Development Corporation (EDC)

One interest notification form had been received for the EDC vacancy (**attached pg. 5**).

**Motion by Dave Heeres, seconded by Laura Stanek, to recommend that the Chairman of the Board of Commissioners appoint Andy LaPointe to the Economic Development Corporation. Motion carried – unanimous.**

Glacial Hills Recreation Board

**Motion by Dave Heeres, seconded by Ed Boettcher, to recommend that the Chairman of the Board of Commissioners reappoint Scott Beal to the Glacial Hills Recreation Board.**

**Yes votes – Heeres, Boettcher; No votes – None; Abstained – Stanek. Motion carried.**

**Motion by Dave Heeres, seconded by Laura Stanek, to recommend that the Chairman of the Board of Commissioners reappoint Ed Boettcher to the Glacial Hills Recreation Board.**

**Yes votes – Heeres, Stanek; No votes – None; Abstained – Boettcher. Motion carried.**

**5. Huron County Resolutions**

Mr. Garwood said Huron County Resolution 16-69C (**attached pgs. 6-7**) supported legislation that addresses issues regarding the assessments of the vacant stores of large retailers, known as dark stores. It was the consensus of the Committee that though the issue does not impact Antrim County directly, it does impact the region.

**Motion by Laura Stanek, seconded by Ed Boettcher, to recommend the Board of Commissioners approve a resolution similar to Huron County Resolution 16-69c in support of legislation that would address concerns regarding the method in which the Michigan Tax Tribunal has been addressing the “dark stores” problem when faced with assessment appeals by the owners of abandon “big box stores.”. Motion carried – unanimous.**

Ms. Stanek said she supported the Huron County No. 16-77C (**attached pgs. 8-9**), which opposed hydrologic fracturing, also known as fracking.

**Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve a resolution similar to Huron County Resolution 16-77C, which opposes fracking in Huron County and requested that the State of Michigan outlaw the practice of fracking. Yes votes – Stanek, Heeres; No votes – Boettcher. Motion carried.**

**6. 86<sup>th</sup> District Court Proposal**

Mr. Garwood said he had been approached by Judge Michael Stepka of the District Court and Carol Stocking, District Court Administrator, regarding a proposal for Ms. Stocking’s employment. The proposal is for Ms. Stocking to retire from Grand Traverse County, who is the fiscal agent for the three-county District Court (Antrim, Grand Traverse and Leelanau), and be hired by either Antrim County or Leelanau County as the District Court Administrator. Ms. Stocking, if hired by Antrim County as Court Administrator for the 86<sup>th</sup> District Court, would be part of the County’s hybrid pension program. The proposal was Judge Stepka’s idea after he was told by Ms. Stocking that she was retiring due to the additional costs put on employees of Grand Traverse County. The proposal would allow the court to retain Ms. Stocking as Court Administrator.

Mr. Garwood told the Committee that Judge Michael Stepka and/or Ms. Stocking might appear at the Finance Committee meeting or the Board of Commissioner’s meeting to speak on the proposal.

**7. Performance Evaluations**

Mr. Garwood said he’d met with Jennifer Berkey of Michigan State University Extension about their process of performance evaluations. He also reviewed the new process used by General Electric.

**8. County-wide Document Management Plan**

Janet Koch, Associate Planner, introduced the document she’d prepared in response to the February request for a comprehensive and county-wide document management plan. The document included a summary of current needs and a timeline for moving forward. It also addressed the issue of civil counsel files in the prosecuting attorney’s office.

## **DRAFT**

Jim Rossiter, Prosecuting Attorney, said the Prosecutor's Association was looking at making a document management system available to the county prosecutors. He does not expect to budget for a new software system in 2017.

Retention schedules were discussed. Mr. Rossiter said having a central repository for contracts would assist Freedom of Information Act requests as the contracts wouldn't necessarily be copied to multiple computers.

### **9. Municipal Employees' Retirement System (MERS) Annual Report**

The Chair of the Administration Committee had requested that the MERS Annual Actuarial Report be on the agenda. The document will also be on the agenda for the next Finance Committee meeting.

Mr. Garwood said recent changes in the Governmental Accounting Standards Board had affected the results of the annual actuarial evaluation. He added that changes to the pensions could impact the County's ability to hire and retain quality employees. It was the Committee's consensus that the dollar amount cited in the report was realistic, but the amount of time to fund it was not. The Committee and Mr. Garwood discussed the requirements of the union contracts.

Ed Boettcher shared his concerns about current trends in the markets in regards to the interest earned by MERS in an attempt to keep the plan solvent.

### **10. Closed Session Minutes of June 2, 2016**

**Motion by Laura Stanek, seconded by Dave Heeres, to approve the Administration & County Services Committee closed meeting minutes of June 2, 2016.**

**Motion carried – unanimous.**

### **11. Various Matters as Appropriate**

#### **County Cell Phones - Verizon/MiDeal**

Mr. Garwood said that the previous day Valerie Craft, IT Director contacted him regarding a time sensitive agreement from Verizon, which would require the County to procure Verizon's cell phone services through MiDeal (**attached pg. 10**). MiDeal is a State of Michigan program that allows villages, townships, counties, and others to purchase goods and services at reduced costs. The agreement required an authorizing signature within the next four days.

Ms. Craft said the cell phone services had previously been purchased using Wisconsin equivalent of MiDeal. She added that the County's purchasing and bid policy exempted MiDeal purchases from the bidding requirement.

Ms. Stanek asked if the new agreement changes the current contract; Ms. Craft said what is currently in place with Verizon is an agreement that lists prices. She told the Committee that the Verizon sales representative said the signed agreement will lock the County into a price for the County's twenty flip phones; otherwise those costs will increase.

**Motion by Dave Heeres, seconded by Laura Stanek, to authorize the IT Director to pursue the agreement and to sign the agreement if it is in the County's best interest.**

**Motion carried – unanimous.**

### **12. Public Comment**

None.

The meeting was adjourned at 10:23 a.m.

**INTEREST NOTIFICATION FORM  
FOR ANTRIM COUNTY APPOINTED BOARDS,  
COMMISSIONS AND COMMITTEES**  
*As required by its Board of Commissioner Policy*  
[www.antrimcounty.org](http://www.antrimcounty.org)

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JUN 20 2016

Antrim County

Name Donald F. Miles Jr. Applicant for Antrim Creek Natural Area Commission

Mailing Address 11009 LakeShore Dr. Charlevoix, MI 49720 Antrim Co. Banks Township

E-mail: dfmupnorth@yahoo.com Contact #'s: 231-599-2048 231-350-9382  
(Home) (Cell)

Are you a resident of Antrim County?  Yes

Business/Firm/Occupation DFM International Agricultural Consulting LLC Position: CEO

Work Experience More than 40 years in the seed industry. Michigan Crop Improvement Assn. Assistant Manager. More than 27 years with Pioneer Hi-Bred International Inc. (DuPont Pioneer) for the last 10 years served as a Director of Production for Africa and Asia as well as Director of Technical Support worldwide. Also an Assistant Professor of Seed Extension for the University of Kentucky from 1984 through 1987.

Volunteer Experience/Involvement Current: Banks Township Planning Commission; Food delivery team for Good Samaritan Ellsworth; Outreach Deacon - Lighthouse Missionary Church

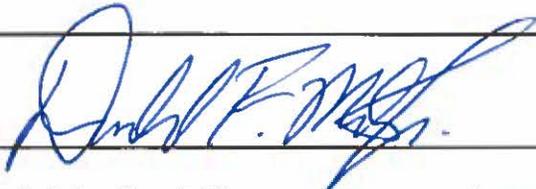
Educational Background BS and MS - Crop and Soil Science: Michigan State University; Ph. D. -- Seed Physiology: University of Kentucky

Briefly state your qualifications for this appointment In addition to my experience and education in utilization of natural resources in agriculture, we have a property at the intersection of Brant and Rex Beach Roads (approx. one half mile from the north entrance) and frequently utilize both the park and the trail system. I feel that we need to continue to preserve this natural area and improve the experience of those that enjoy this great recreational area.

Are you able to attend year-round regularly scheduled meetings?  
Yes

Do you know of any conflict of interest or any reason you should not receive this appointment? No

Have you ever been convicted of, or pled guilty or no contest to, an offense against the law, or are there any felony charges pending against you? No

Signature  Date June 17, 2016

Mail to: **Administration Office** email: [countyadmin@antrimcounty.org](mailto:countyadmin@antrimcounty.org) or fax: **231-533-8111**  
**P.O. Box 187**  
**Bellaire, MI 49618** *Administration Committee minute attachments - 7/7/16*

**INTEREST NOTIFICATION FORM  
FOR ANTRIM COUNTY APPOINTED BOARDS,  
COMMISSIONS AND COMMITTEES  
As required by its Board of Commissioner Policy  
[www.antrimcounty.org](http://www.antrimcounty.org)**

Name ANDY LAPOINTE Applicant for EDC

Mailing Address 7053 N. 88 SOUTH BELLAIRE, MI 49615

E-mail: LAPOINTEANDY@VALTOO.COM Contact #'s: 231-676-0453 231-533-8788  
(Home) (Cell)

Are you a resident of Antrim County?  Yes  No

Business/Firm/Occupation ENTREPRENEUR Position OWNER: TRAVERSE BAY FARMS

Work Experience PRIOR TO BECOMING A FULL-TIME ENTREPRENEUR IN 2009, I  
SPENT 15 YEARS IN THE CORPORATE WORLD AS A REGISTERED  
INVESTMENT ADVISOR & SERIES 7 STOCK BROKER

Volunteer Experience/Involvement CHAIR EIK RAPIDS DDA, BELLAIRE BOY  
SCOUTS TROOP 76

Educational Background BBA FINANCE EASTERN MICHIGAN UNIVERSITY 1991

Briefly state your qualifications for this appointment CURRENT CHAIR OF EIK RAPIDS  
DDA. SMALL BUSINESS OWNER

Are you able to attend year-round regularly scheduled meetings? YES

Do you know of any conflict of interest or any reason you should not receive this appointment?  
NO

Have you ever been convicted of, or pled guilty or no contest to, an offense against the law, or are there any felony charges pending against you? If "yes" please explain: \_\_\_\_\_

Signature  Date 5/14/16

No. 16- 69C

**RESOLUTION**

To: The Honorable Board of Commissioners  
Huron County  
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, the Michigan Tax Tribunal (MTT) has interpreted the law for tax assessments in a way that dramatically reduces the property tax liabilities of major “big box” retailers by assessing currently used buildings as though they are empty and dark; and

WHEREAS, under the “dark store” theory, big box stores are appealing their property tax assessments to the MTT, arguing that the fair market value of their operating store should be based on comparisons to sales of similar properties that are vacant and abandoned, or are now used for a different, less valuable purpose; and

WHEREAS, the MTT has upheld this theory and cut property tax assessments by as much as 50% and, as a result, townships and local units are losing millions of dollars, impacting services to their residents; and

WHEREAS, additionally, big box stores are putting deed restrictions on their properties that severely limit how the building can be used once it’s vacant resulting in buildings being kept empty and adding to the blight problem in Michigan townships; and

WHEREAS, the issue is already spreading to restaurants, apartment complexes, auto part stores, and many other businesses, and without action, the problem will only get worse; and

WHEREAS, the reduction of property tax liabilities creates huge cuts in the funding to state and local units of government like cities, counties, townships, and school districts; and

WHEREAS, the decisions of the MTT are a catastrophic departure from the tax assessment process required by law and all precedents in the matter, once again reducing the rightful tax to businesses and the wealthy, thus, once again, placing the tax burden on the poor and middle class; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners strongly supports a legislative fix that addresses three (3) issues:

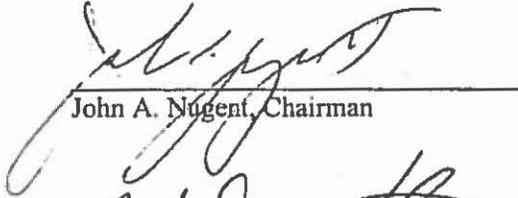
1. ALL properties, including big box stores, must be assessed at their highest and best use;
2. Deed restrictions should NOT be a factor in determining a property’s true cash value; and
3. The Michigan Tax Tribunal should be required to consider all three (3) methods of assessing – ‘cost minus depreciation’, ‘sales comparison’, and ‘income’ – when determining a property’s true cash value; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan Counties, Representative Ed Canfield, Senator Phil Pavlov, Governor Snyder, and the Michigan Association of Counties.

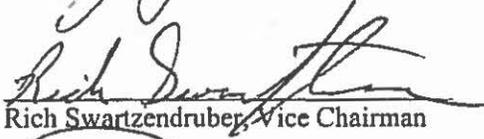
Resolution No. 16- 69C  
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Respectfully submitted,

LEGISLATIVE COMMITTEE



John A. Nugent, Chairman



Rich Swartzendruber, Vice Chairman



David G. Peruski, Member

Dated: May 24, 2016

VOICE ~~ROLL CALL~~ VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN L. BODIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAVID G. PERUSKI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RON WRUBLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLARK ELFTMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN A. NUGENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RICH SWARTZENDRUBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

RESOLUTION:  ADOPTED       DEFEATED       TABLED

No. 16- 77C

**RESOLUTION**

To: The Honorable Board of Commissioners  
Huron County  
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, the United States Geological Survey (USGS) of the Bureau of the United States Department of the Interior has stated that Hydrologic Fracturing (Fracking), a mining technique employed to shatter subsurface shale rock to release oil and gas, destabilizes the underlying shale which in turn has resulted in man-made earthquakes; and

WHEREAS, the millions of gallons of water-based friction-reducing fluids (approximately one hundred and twenty million gallons of water per well) used in fracking contains a combination of dangerous chemicals; fluids if leaked or spilled will contaminate our ground water; and

WHEREAS, over half of all Michigan residents rely on well water to provide for drinking, cooking, and bathing; and if their wells are contaminated they will be placed at grave physical and financial risk; and

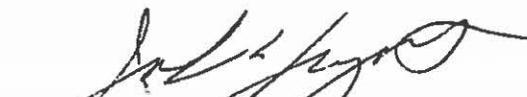
WHEREAS, fracking operators attempt to eliminate ground water contamination by sealing the fracking wells; but despite their best efforts to reduce ground water contamination, seals have failed releasing the polluted fracking fluids into the ground water; now

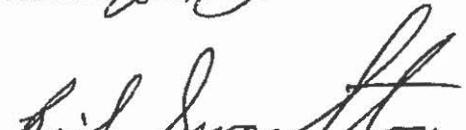
THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners opposes fracking in Huron County and the State of Michigan and begs our representatives to recognize the risks of fracking and outlaw this dangerous practice before a catastrophic event occurs; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan Counties, Representative Ed Canfield, Senator Phil Pavlov, Governor Snyder, and the Michigan Association of Counties.

Respectfully submitted,

LEGISLATIVE COMMITTEE

  
\_\_\_\_\_  
John A. Nugent, Chairman

  
\_\_\_\_\_  
Rich Swartzendruber, Vice Chairman

Resolution No. 16- 77C  
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David G. Peruski, Member

Dated: June 14, 2016

VOICE/ROLL CALL VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN L. BODIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAVID G. PERUSKI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RON WRUBLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLARK ELFTMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN A. NUGENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RICH SWARTZENDRUBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

RESOLUTION:  ADOPTED                       DEFEATED                       TABLED

### Verizon Wireless Local Government Entity Authorized User Agreement

Cellco Partnership d/b/a Verizon Wireless ("Verizon Wireless") and the State of Michigan Department of Management and Budget, Purchasing Operations ("Customer") have entered into Contract No. 071B5500078 for Statewide Wireless Data Services ("Master Agreement") with an effective date beginning on December 15, 2015, and any and all attachments, amendments and/or addenda thereto. Pursuant to the terms and conditions of the Master Agreement, Section 7, Extended Purchasing Program, the Customer has designated the following government entity as an Authorized User and by execution of this Local Government Entity Authorized User Agreement ("User Agreement") the Authorized User is made a part thereof. This User Agreement is made by and between Cellco Partnership, a Delaware General Partnership having its principal place of business at One Verizon Way, Basking Ridge, NJ 07920-1097, on behalf of itself and its controlled and/or managed affiliates doing business as Verizon Wireless (collectively "Contractor") and Authorized User (identified below) (each a "Party" or jointly the "Parties") and becomes effective on the date executed by Contractor.

Authorized User				Contractor			
Government Agency Name: Antrim County				TO: Verizon Wireless One Verizon Way Basking Ridge, NJ 07920-1097		CC: Verizon Wireless 7600 Montpelier Road Laurel, MD 20723 Attention: State and Local Government Contracts	
Government Agency Address: 203 E CAYUGA							
City: BELLAIRE		State: MI		ZIP: 49615-9180			
Fed. Tax ID #: 38-6000098		D&B #: A00569950		Authorized User's Authorized Contact(s)			
Address for Legal Notices (if different from above)				Name: Valerie Craft			
Name:				Address:			
				Title: Information Technology Director (231) 533-3600			
				E-mail: craft@antrimcounty.org			
Address:				Name:			
City:		State:		Address:			
				Fax:		Phone:	
				E-mail:			
<p>The State of Michigan Public Act 431 of 1984 permits the Customer to provide purchasing services to any city, village, county, township, school district, intermediate school district, non-profit hospital, institution of higher education, community, or junior college and thereby establishes authority to allow Michigan Authorized Users to purchase from state contracts. In accordance with the definitions, terms and conditions set forth in the Master Agreement, Authorized User, as a designated governmental entity (and as an approved program member listed at: <a href="http://www.michigan.gov/localgov/0,1607,7-194-22914--00.html">http://www.michigan.gov/localgov/0,1607,7-194-22914--00.html</a>), may purchase wireless services and products under the terms, conditions, and pricing established by the Master Agreement for Authorized User participation. Participation is further subject to any and all applicable local and/or municipal purchasing statutes and ordinances. The Authorized User further states, acknowledges and agrees, as follows:</p> <ol style="list-style-type: none"> <li>(1) It is an Authorized User as defined under the terms of the Master Agreement;</li> <li>(2) It is eligible, and desires to purchase wireless services and products from Verizon Wireless pursuant to the terms and conditions of the Master Agreement and this User Agreement, and any and all addenda and schedules as the Customer may specify from time to time, as well as the terms and conditions of all calling plans activated under this User Agreement which are incorporated herein by reference;</li> <li>(3) It will provide documentation and substantiate Authorized User status as appropriate and as requested from time to time by Contractor;</li> <li>(4) it will ensure that this User Agreement will be used only in support of government business;</li> <li>(5) The undersigned is designated and granted authority to act on behalf of the Authorized User for any and all matters contemplated by Authorized User; and</li> <li>(6) The undersigned is duly authorized by the Authorized User to designate the above listed individual(s) (the "Authorized Contact(s)") who is (are) authorized to take action with respect to the account with Verizon Wireless to purchase equipment, add lines of service, cancel lines of service, and make changes to the account that financially bind the Authorized User to the terms and conditions of this User Agreement, the Master Agreement, and execute Contractor's Customer Agreements for the lines of wireless service, subject to additional terms and conditions included therein.</li> </ol>							
SIGNATURES							
Each Party represents and warrants to the other that: (a) it is in good standing under the laws of the state of its formation; (b) the execution, delivery and performance of this User Agreement have been duly authorized by all necessary governmental action to the extent applicable; and (c) the person signing this User Agreement on its behalf is duly authorized to bind it to this User Agreement. Authorized User further represents and warrants that it shall not sell or resell Verizon Wireless service to any third party unless it does so under a separate written agreement with Verizon Wireless. <b>AUTHORIZED USER ACKNOWLEDGES THAT UPON ACTIVATION OR CHANGE OF WIRELESS SERVICE OR EQUIPMENT, NOW OR IN THE FUTURE, THE CALLING PLAN, FEATURE, SERVICE AND EQUIPMENT TERMS, CONDITIONS AND PRICING APPLICABLE AT THE TIME OF ACTIVATION OR CHANGE SHALL APPLY TO ANY SUCH ACTIVATIONS OR CHANGES.</b>							
AUTHORIZED USER				CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS			
Signature: Electronically Accepted		Date:		Signature: Electronically Accepted		Date:	
Name: Valerie Craft				Name: Todd Loccisano			
Title: Information Technology Director				Title: Executive Director - Enterprise & Government Contracts			
ANY CHANGES TO THIS USER AGREEMENT MUST BE AGREED TO BY ALL PARTIES IN WRITING.							
VERIZON WIRELESS USE ONLY BELOW							
Sales Force ID		Master Account #		Contract ID #			
Sales Office ID		ECPD Profile ID #		Version #		03012016	
Sales Rep. Name		Existing Customer Acct. #:		Pricing Version #		2016	