

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

John Conway

## Minutes January 10, 2000 1:30 p.m.

Members present: Bob McLeod and John Conway  
Members absent: Robert Wilson  
Others present: Jack White and Pete Garwood

**1. Meeting called to Order:** Meeting called to order at 1:30 p.m. by Chairman McLeod.

### **2. ACT Grievance**

Union representatives entered the room; Butch Carmien, Jesse Silva and Doug Seabolt, (grieving employee).

Butch Carmien outlined the Union's position. Essentially, that progressive discipline was not followed, as Mr. Seabolt was suspended as a first course of action, rather than a verbal or written reprimand.

Additionally, when Mr. Seabolt called in to the dispatcher to let them know about the noise he was hearing, the dispatcher told him to proceed to the next stop.

Mr. Straw, ACT Manager, disagreed with the issue as to whether or not the dispatcher got back to him immediately (according to the dispatcher). Mr. Straw also stated that Mr. Seabolt had a verbal reprimand for a Class 2 infraction in 1999.

From Mr. Straw's standpoint, the main problem is that Mr. Seabolt did not get out of the bus and check the wheels.

Mr. Seabolt stated that he was told by Mr. Straw not to get out of the bus without direction from the dispatcher.

Vibration was not intermittent but constant.

Mr. Carmien stated he is concerned that there is a problem with the lugs on the left rear side of the Centurion model of bus, as this appears to be the third or fourth time the lugs have loosened on this model.

Carmien asked Mr. Straw if the driver has the authority to pull the bus off the road if he suspects a problem. Mr. Straw stated, yes the driver does have the authority to pull the bus off the road for a safety related problem, but he/she must notify the dispatcher.

Mr. Carmien reviewed the Work Rules for a Class 2 infraction. According to the written policy, the first infraction is to be a written reprimand, the second infraction is to be a suspension.

Mr. Seabolt requested the Committee go into closed session. Mr. Seabolt elected not to be present during closed session.

The Committee went into closed session at 2:50 p.m.  
Back into open session at 3:03 p.m.

**Motion by Robert McLeod, supported by John Conway to change the Suspension to a Written Reprimand, and pay Mr. Seabolt for the lost wages. Motion carried – Unanimous.**

Also, the Committee recommended Mr. Straw reprimand the dispatcher and purchase a recording machine to record all dispatch traffic.

The Union also asked the reprimand be pre-dated to October 5, 1999. The Committee agreed to that change.

Also recommended is a policy to be enacted, which would clearly give the driver authority over the safety issues of the bus.

### **3. Life Insurance Issue**

Pete Garwood informed the Committee of a vendor who has offered to quote the Life and Short Term Disability Insurance and is asking for some census information on our employees along with our latest billing for life insurance and short term disability.

After a review of the information provided by the vendor the Committee agreed it was a good idea to get quotes on life and short term disability insurance through The Sheehan Agency. Mr. Garwood will coordinate the effort.

### **4. Resolutions**

- Arenac County and Hillsdale County resolutions, (attached) both deal with new changes in the Drain Code which would require the State of Michigan to pay a special assessment if their property fell in the Special Assessment District.

**Motion by Robert McLeod, supported by John Conway to recommend the Board of Commissioners approve a resolution similar to the resolutions approved by Arenac and Hillsdale Counties, (attached). Motion carried – unanimous.**

- Mason County Resolutions, (attached) deal with a request to revise the way the Michigan Tax Tribunal handles appeals, especially as it applies to utilities.

**Motion by John Conway, supported by Robert McLeod to recommend the Board of Commissioners approve two resolutions similar to the two Mason County approved regarding a request for Michigan to provide the Michigan Tax Tribunal with the staff and resources to assure proper determinations of the accuracy of property values, and requiring the State to support local units of government in the tax appeals process, (attached). Motion carried – unanimous.**

- Midland and Ottawa Counties – Competition for management of publicly-funded specialty services – Community Mental Health. No action taken.

#### **5. Computer Committee Dissolution**

Letter from Eric Cline, Associate Planner was acknowledged.

#### **6. Computer for the Associate Planner**

Pete Garwood explained that the Associate Planner's Computer has been locking up regularly, and the problem has increased in frequency lately, affecting productivity.

**Motion by Robert McLeod, supported by John Conway to recommend the purchase of a new computer for the Associate Planner at the enhanced power level (approximately \$2,500). Motion carried – unanimous.**

#### **7. Emergency Service Coordinator Personnel Issue**

Pete Garwood called Bill Murphy and read the letter written by the Chair of the Finance Committee over the phone. He asked Mr. Murphy if he would like to talk to the Committee via speakerphone; Mr. Murphy declined.

**Motion by John Conway, supported by Robert McLeod to place the letter written by the Chairman of the Finance Committee in the personnel file of William Murphy. Motion carried – unanimous.**

#### **8. Board and Committee Appointments**

The Committee made the following recommendations to the Chairman of the Board of Commissioners;

- Veteran's Affairs – The Committee reviewed three letters of interest for one position on this Board.

**Motion by John Conway, supported by Robert McLeod to recommend the Chairman of the Board reappoint Leland Truax to the Veteran's Affairs Board. Motion carried – unanimous.**

- Board of Public Works – The Committee reviewed two letters of interest for two positions on this Board.

**Motion by John Conway, supported by Robert McLeod to recommend the Chairman of the Board appoint Leonard Klein and Adam Jankowski to the Board of Public Works. Motion carried – unanimous.**

- Commission on Aging Board – The Committee reviewed three letters of interest for three positions on this Board.

**Motion by John Conway, supported by Robert McLeod to recommend the Chairman of the Board reappoint Edward Bradford, Nancy Ellison and Dr. Mary Kokosky to the Commission on Aging Board. Motion carried – unanimous.**

- Construction Code Board of Appeals – The Committee reviewed one letter of interest for one position on this Board.  
**Motion by John Conway, supported by Robert McLeod to recommend the Chairman of the Board reappoint Bill Fleet to the Construction Code Board of Appeals. Motion carried – unanimous.**
  
- E-911 Board – The Committee reviewed two letters of interest for one Citizen at Large position on this Board.  
**Motion by John Conway, supported by Robert McLeod to recommend the Chairman of the Board reappoint Pete VanDenBerge as the Citizen at Large on the E-911 Board. Motion carried – unanimous.**

The ACES representative term on the E-911 Board is also expiring. ACES will contact the Coordinator/Planner office with a nomination after their January meeting.

Committee will not make recommendations for filling the vacancy on the Building Authority at this time.

#### **9. Various Matters as Appropriate**

The Committee discussed the possibility of a phone use policy, and decided to instead direct Mr. Garwood to ask all Department Heads, appointed and elected, to review their department's monthly bill for inappropriate calls.

Meeting adjourned at 4:40 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes February 8, 2000 2:30 p.m.

Members present: Bob McLeod and Bob Wilson  
Members absent: John Conway  
Others present: Jack White and Eric Cline

1. **Meeting called to Order:** Meeting called to order at 2:30 p.m. by Chairman McLeod.
2. **Pre-paid Legal Service**  
Dick James, Representative of Pre-paid Legal Services came into the meeting to discuss a pre-paid legal services for the County employees. Mr. James indicated that there is no minimum number of employees needed for the group rate. It was suggested by the Committee that the Unions be approached before proceeding.
3. **Economic Development Commission Appointment** – Tabled until the next meeting.
4. **Prosecutor's Office – Confidential Secretary**  
Charlie Koop came into the meeting to discuss salary range for the confidential secretary position in his office. Discussion of pay rates and classifications took place.  
  
**Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners determine the starting salary for the confidential secretary position in the Prosecutor's office at \$11.85 per hour. Motion carried – unanimous.**
5. **Data Transmission Agreement** – Tabled until next meeting.
6. **ACT Grievances (2)**  
Union Representatives entered the meeting: Butch Carmien, Jesse Silva and Doug Seabolt (grieving employee).
  1. Doug Seabolt suspension.
    - Union denies allegations and requests removal of penalties.
    - Union denies being verbally informed regarding December 29, 1999 incident.
    - Grievant admitted he did not see the rider enter her home as instructed.
    - The Committee upheld Mr. Straw's decision for suspension.

2. Sub-contracting

- Union alleges that sub-contracting by ACT has led to a classification change for Jesse Silva which has also led to a loss of benefits and seniority.
- Mr. Straw indicated that the issue is sub-contracting to CMH employees (GTP Industries), which consists of 1-2 hours, Monday through Thursday, for cleaning.
- A review of the time sheets indicates if Mr. Silva would have worked the hours scheduled he would not have lost benefits and seniority.

Meeting went into closed session at 5:05 p.m. by request of Mr. Silva to discuss his personnel record.

Meeting back in open session at 5:16 p.m.

- Union has decided to withdraw grievance.
- Union agrees that Management has the right to sub-contract so long as it does not impact Union employees.

Meeting adjourned at 5:35 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes April 11, 2000 1:00 p.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Jack White and Pete Garwood

7. **Meeting called to Order:** Meeting called to order at 1:00 p.m. by Chairman McLeod.

### **2. ACT Grievance**

Ms. Bobbie West read a statement (attached) in regards to the issue at hand. Mr. Robert Straw explained the chain of events that led up to the incident being grieved. Doctor Banyia, from the agency that conducts the random drug tests at ACT, made statements as to the policies and procedures they use for conducting the tests.

Dr. Banyia answered questions from both the Committee and the Union. Dr. Banyia provided the County with a copy of a Federal Department of Transportation Memorandum that gives guidelines for testing.

The Committee adjourned to Closed Session at 1:45 p.m.

The Committee reconvened at 2:15 p.m.

It was the consensus of the Committee that it was not an issue that was grievable as the Random Drug Testing Policy for ACT was followed, Mr. Straw did all he could to expedite Ms. West's return to work, and Dr. Banyia stated the County can not require the lab to change the way they have handled the situation.

### **3. Abstract Office**

**Motion by Bob Wilson, supported by John Conway to move Theresa Kent into the Interim Abstract Office Department Head position until we have advertised and interviewed for the positions of Department Head of Abstract Department along with the Assistant Abstractor. Motion carried – unanimous.**

**4. Sheriff Department Command Unit – B-4 Window**

Sergeant Lacy has made a request for the County to reopen the Bargaining Unit Contract for a retirement window.

Discussion took place regarding the previous bargaining session with the Command Unit.

**Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners agree to reopen the contract for a Pension Window for B-3 to B-4 only as long as the Union or Sergeant Lacy pays for the actuarial study and Sergeant Lacy also forfeits his raise for the year 2000, with reimbursement from the 1<sup>st</sup> of January. Motion carried – unanimous.**

**5. Road Commission Appointments**

Discussion took place regarding the 15 letters of interest received.

**Motion by John Conway, supported by Bob Wilson to recommend the Chair of the Board of Commissioners appoint Jerome Dobrzelewski to the Road Commission Board. Motion carried – unanimous.**

**6. Coordinator/Planner Request for a Temporary Employee**

**Motion by John Conway, supported by Bob Wilson to recommend the Finance Committee approve the request from the Coordinator/Planner for temporary assistance during the three weeks Peggy Hamminga will be absent at a cost of \$990.50. Motion carried – unanimous.**

**7. Treasurer Request for Health Benefits during Retirement**

The Committee reviewed and discussed a letter from Beverly Edgington requesting the County pay for health benefits after she retires.

**It was the consensus of the Committee to deny this request.**

**8. Probate Court Employee**

Judge Jack Unger and Bill Hefferan presented a request for a new position in the Probate Court Office (Clerk II). The position is currently a temporary position.

**Motion by John Conway, supported by Bob Wilson to table the request until after receipt of the report from the State Court Administrators Office. Motion carried – unanimous.**

**9. EDC Appointment**

One letter was received from Robert Peterson of Elk Rapids.

**Motion by John Conway, supported by Bob Wilson to recommend the Chair of the Board of Commissioners appoint Robert Peterson to the Antrim County Economic Development Corporation and the Brownfield Redevelopment Authority. Motion carried – unanimous.**

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**10. E-911 Board Appointment**

**Motion by Bob Wilson, supported by John Conway to recommend the Chair of the Board of Commissioners appoint Bill Chapman as a representative of ACES to the E-911 Board. Motion carried – unanimous.**

**11. Construction Board of Appeals**

**Motion by Bob Wilson, supported by John Conway to recommend the Chair of the Board of Commissioners appoint Max Bolser to the Construction Code Board of Appeals. Motion carried – unanimous.**

**12. Berrien County Resolution**

**Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners pass a similar resolution as the one sent to us by Berrien County regarding not giving those who pay the ad valorem tax in a jurisdiction the right to vote in that jurisdiction. Motion carried – unanimous.**

**13. Jail Reimbursement Formula**

A Michigan Sheriff Association Communication regarding jail reimbursement formula was reviewed.

**14. NW Michigan Government Alliance Resolution**

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve a resolution as presented and corrected to protect the water quality of the Great Lakes and tributaries. Motion carried – unanimous.**

**15. Digital Mapping Data License Agreement**

The Committee reviewed the proposed license agreement with MichCon.

**The Committee agreed to present the Digital Mapping Data Licensing Agreement to the Board of Commissioners for approval.**

**16. District Court**

Mr. McLeod updated the Committee on the recommendation to the 86<sup>th</sup> District for retroactive wages for 1999 and the year 2000 until March 27.

**The Committee concurred with the recommendation and agreed it should be passed on to the Board of Commissioners for approval.**

**17. 4-H Request for the Waiving of Equalization's Assessment Roll Fees**

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners agree to waive the fee for obtaining the assessment rolls from the Equalization Department for the formulation of the Antrim County Plat Book. Motion carried – Unanimous.**

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**18. Provision of the Option to Purchase Health Benefits for Part-time Employees**

**Motion by Bob Wilson, supported by John Conway, subject to the rules and regulations of the carrier, the Committee recommends the Board of Commissioners allow part-time employees to purchase health benefits through the County health benefit policies. Motion carried – unanimous.**

**19. Board of Commissioner – Procedures**

The Committee discussed recommending approval to the Board of Commissioners.

Committee would like Laura Sexton to present a clean corrected copy for the Board of Commissioners for Thursday.

Meeting adjourned at 5:10 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes May 5, 2000 1:30 p.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood

7. **Meeting called to Order:** Meeting called to order at 1:30 p.m. by Chairman McLeod.

8. **Interviews – Abstractor**

Three individuals were interviewed for the Abstractor position:

Marvin Jensen  
Sandra Straksis  
Theresa Kent

Discussion took place regarding the three applicants.

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners appoint Theresa Kent to the Abstractor position. Motion carried – unanimous.**

9. **Interviews – Assistant Abstractor**

Three individuals were interviewed for the Assistant Abstractor position:

Carrie Hebden  
Karen McCann  
Chasta Gank

Discussion took place regarding the three applicants.

**Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners appoint Carrie Hebden to the Assistant Abstractor position. Motion carried – unanimous.**

Meeting adjourned at 4:30 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes May 9, 2000 1:00 p.m.

Members present: Bob McLeod and John Conway  
Members absent: Bob Wilson  
Others present: Pete Garwood and Jack White

**11. Meeting called to Order:** Meeting called to order at 1:02 p.m. by Chairman McLeod.

### **2. Commission on Aging Full-Time Homemaker and CENA Position**

Mike Neubecker, from the Commission on Aging presented a request to the Committee for permission to create a full-time Homemaker position and one full-time CENA/CNA. Mr. Neubecker stated the COA is having a difficult time keeping employees in the part-time Homemaker and CENA/CNA position with restricted hours and no benefits.

**Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners create a full-time Homemaker position at a (proposed) Grade X, 2 year step (\$6.35 an hour), and a full-time CENA/CNA position at a (proposed) Grade VIII, "Start" wage (\$8.18 an hour). Motion carried – unanimous.**

If the Board of Commissioners approve the motion it is understood the Union must be notified of the added Classification and if they do not believe the rate is proper, it will be subject to negotiations.

Mr. Neubecker informed the Committee the COA Board approved a motion, which would close the COA Office on July 3, with the understanding that employees would either take a vacation day or a personal day. The Committee discussed the proposal and the possible precedence the proposal might start. The Committee could not approve the proposal, but suggested the COA keep, at the very least, a skeletal crew on July 3.

### **3. Parks Director and Environmental Specialist Position**

Mr. Conway stated his desire to see the County consider the creation of a Parks Director position. Mark Randolph, Chair of the Parks and Recreation Commission, presented some reasons why a Parks Director should be considered at this time. Much discussion ensued.

Mr. Garwood was directed to check with other Counties of comparable size to see if they have a Parks Director, and if so, what benefits they have received, how much it costs, etc.

Mr. Garwood advised the Committee the Conservation District was interested in the establishment of an Environmental Coordinator/Technical Advisor Position, for which they will be seeking County Funding.

Mr. Garwood informed the Committee a meeting will take place between the District, the Coordinator/Planner Office, Grass River Natural Area and MSU Extension next week regarding the proposed position. Ms. Janet Person will be invited to the next Administration and County Services Committee to provide more information on the request.

**4. Health Benefits for Part-Time Employees**

At the April Board of Commissioners meeting a motion was passed to allow irregular part-time employees to purchase health benefits through the County's plan. A concern was brought up in the case where a part-time irregular employee's monthly earnings would not be enough to cover the monthly premium.

**Motion by Bob McLeod, supported by John Conway to recommend the Board of Commissioners approve a policy that allows part-time employees working less than 30 hours a week to purchase health benefits through the County health benefit plan only if their monthly earnings (after taxes and other deductions) can cover the cost of the monthly premium. Motion carried – unanimous.**

**5. Prescription Drug Co-Pay Option**

Mr. Garwood presented a cost sheet that showed the savings if the County self-funded a portion of the prescription drug premium. Committee asked Garwood to invite the Blue Cross/Blue Shield Representative to the next meeting.

**6. Board of Commissioner Salary and Benefit Survey**

Committee reviewed a salary and benefit survey conducted by the Coordinator/Planner Office for County Commissioners in Region 10.

**Motion by Bob McLeod, supported by John Conway that based on the compensation study of Region 10 (minus Grand Traverse and Missaukee Counties), the Committee recommends the Chair salary be increased to \$4000 and the Commissioners salary be increased to \$3000, and the per diem be increased to \$35 for a half day and \$50 for a full day. Motion carried – unanimous.**

This recommendation will bring the Chair to 8% behind the 10 County average, and the Commissioners to 16% behind the 10 County average. The per diem will be approximately 4% above the average for a half-day and 10% behind for a full day.

**7. Coordinator/Planner Office**

Mr. Garwood gave an update on some personnel issues in the Coordinator/Planner Office.

**8. ACT Grievance**

The Committee was updated on the ACT grievance.

Meeting adjourned at 3:55 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes June 6, 2000 1:00 p.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood and Jack White (at 1:07 p.m.)

**11. Meeting called to Order:** Meeting called to order at 1:00 p.m. by Chairman McLeod.

**2. Environmental Coordinator/Technical Specialist Position**

Janet Person from the Conservation District presented a request for an additional allocation from the County for this position. Discussion followed. Ms. Person estimated, to accomplish the basic tasks on the job description she handed out, it would cost the County an additional \$10,000 to \$15,000 a year. The matter will be referred to the Parks and Lands Committee to bring back figures regarding how much it will cost the County to implement the programs through the Conservation District.

**3. Blue Cross/Blue Shield – Prescription Drug Rider**

Sue Lee, Blue Cross/Blue Shield Representative, came in to discuss the effect of self-funding a portion of the prescription drug rider. No action was taken at this time.

**4. Deferred Compensation – New Package Option**

Dan Emmendorfer presented an option for another Deferred Compensation package aside from the current program offered (Nationwide-PEBSCO). Mr. Emmendorfer explained there is no cost to the County or to the employee to roll their funds into the new program (Hartford Life) if they choose to do so. The benefit to this program different from the current program is that a representative will be available to assist employees in making investment decisions.

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve offering Hartford Life as a deferred compensation option to the employees of Antrim County. Motion carried – unanimous.**

**5. Probate Court Temporary Position**

Judge Unger and Bill Hefferan came in to request the Committee recommend the Board of Commissioners make the current temporary position a full time position. All agreed to wait until later this year to address the issue.

**6. Minutes from the Closed Session of April 11, 2000**

**Motion by Bob Wilson, supported by John Conway to approve the closed session minutes of April 11, 2000. Motion carried – unanimous.**

**7. Register of Deeds**

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners approve the restoration of funding for the two vacant positions in the Register of Deeds Office. Motion carried – unanimous.**

John Conway left the meeting at this time.

**8. Per Diem Rates**

A communication from Laura Sexton indicates that when the Board of Commissioners increased the per diem rates for the Board of Commissioner members they did not address other boards and commissions that work for the County (it has been a past practice to do so).

**Motion by Bob McLeod, supported by Bob Wilson to give all boards and commissions of Antrim County the same per diem rates approved for the Board of Commissioners at the last Board of Commissioners meeting. Motion carried – unanimous.**

**9. Commission on Aging – Site Coordinator Pay**

Ms. Mitchell explained that the COA has been running an ad for the position of Site Coordinator for the Mancelona Senior Center, without any luck (no applicants). Ms. Mitchell stated the position starts at \$5.88 an hour for the Site Coordinator and \$5.65 an hour for the Janitor position. Ms. Mitchell feels it is the low wage that is the deterrent to getting applicants.

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners approve the COA re-advertise and offer, to prospective applicants for the Mancelona Senior Center, a starting wage commensurate with the 2 year level (\$6.84 an hour) for the Site Coordinator position. Motion carried – unanimous.**

The janitorial needs can be contracted out to a firm already working for the COA.

**10. Parks Director Consideration**

The Committee reviewed the survey of Counties regarding Parks Director position and whether or not Antrim County is in need of a Parks Director at this time.

It was the consensus of the Committee that a Parks Director is not needed in Antrim County at this time.

**11. Parks Employee Wages**

No Action Taken at this time.

**12. Administrative Secretary - Coordinator/Planner Office**

The Committee entertained a reclassification request from Ms. Peggy Hamminga. Ms. Hamminga requested to be reclassified from an Administrative Secretary to an Administrative Assistant with the pay that would go with it.

Committee heard from Peggy Hamminga and her supervisor Peter Garwood, Coordinator/Planner and reviewed the documents submitted. If reclassified, Ms. Hamminga's wage would need to be adjusted 8%.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners reclassify Peggy Hamminga to an Administrative Assistant with a wage of \$12.90 an hour effective the first full pay period in July, 2000 (a 5.5% increase). Motion carried – unanimous.**

It was discussed that during annual raises, the additional 2.5% could be pursued.

**13. Elected Official Pay Grid**

Mr. Garwood presented a Salary Grid for all elected department head positions in Antrim County.

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners adopt the proposed salary grid for all elected officials who are department heads. Motion carried – unanimous.**

**14. Associate Planner Position**

Mr. Garwood discussed with the Committee the difficulty of keeping personnel in the Associate Planner position and presented the cost to the County for training and orientation each time the County hires a new employee for the position as well as figures indicating what other counties are paying for the same position.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners adopt the following pay grid for the Associate Planner position (along with regular percentage increases given to all unrepresented employees).**

<b>Start</b>	<b>2<sup>nd</sup> year</b>	<b>3<sup>rd</sup> year</b>	<b>4<sup>th</sup> year</b>
<b>\$28,983</b>	<b>\$29,880</b>	<b>\$30,804</b>	<b>\$31,757</b>

**Motion carried – unanimous.**

**15. Spencer Abraham Communication**

The Committee reviewed and noted as received.

**16. Great Lakes Water Protection**

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners pass the resolution supporting a requirement that all vessels originating from the oceans stop at the outer limits of all North American continental rivers' estuary waters and discharge all foreign and domestic originated ballast waters into the oceans waters prior to entering the fresh waterways. Motion carried – unanimous.**

**17. Data Transmission Agreement**

Milton Township desires to use digital data produced by Antrim County in their planning and zoning project.

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners approve a data transmission agreement with Milton Township and their consultant Gourdie-Fraser & Associates, Inc. Motion carried – unanimous.**

**18. Revised Computer Specifications**

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners approve the updated "Stand Alone Personal Computer" specifications and the "Power-Stand-Alone Personal Computer" specifications dated 5/26/2000. Motion carried – unanimous.**

**19. Equalization Director**

Mr. Dan Bolle announced he is resigning from his Equalization Director position. Mr. Bolle also indicated he would draft a proposal to provide equalization services to the County. The Committee was interested in Mr. Bolle's offer, but also decided to advertise the position as well.

**20. Solid Waste Management Planning Committee Vacancy**

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Chairman of the Board of Commissioners appoint Julie Matheison to the Solid Waste Planning Committee as a representative of the environmental field. Motion carried – unanimous.**

Meeting was adjourned at 5:10 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

**Minutes**  
**June 28, 2000**  
**1:00 p.m.**

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood, Jack White and Carol Mitchell

**11. Meeting called to Order:** Meeting called to order at 1:00 p.m. by Chairman McLeod.

**2. Commission on Aging Homemaker Interviews**

The Committee interviewed three applicants for the Homemaker position: Tonia Barnhill, Linda Bethke and Marie Czarnecki.

**Motion by Bob Wilson, supported by John Conway to hire Marie Czarnecki for the Homemaker position for the Commission on Aging. Motion carried – unanimous.**

**3. Commission on Aging Certified Nurse Aide Interviews**

The Committee interviewed two applicants for the Certified Nurse Aide (CNA) position: Sandra Kotalik and Lori Crawford. (A third applicant, Cindy Eberlein, was a no show).

**Motion by John Conway, supported by Bob Wilson to hire Lori Crawford for the CNA position for the Commission on Aging. Motion carried – unanimous.**

Meeting adjourned at 4:15 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes July 7, 2000 8:30 a.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood

**11. Meeting called to Order:** Meeting called to order at 8:30 a.m. by Chairman McLeod.

### **12. Associate Planner Interviews**

The Committee interviewed four candidates for the Associate Planner position:

- Julie Mathiesen
- Daniel Hoffman
- Denise Cline
- Joel Dye

The Committee was very impressed by the credentials of all the applicants.

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners hire Joel Dye for the Associate Planner position. Motion carried unanimous.**

Meeting adjourned at 11:45 a.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes July 11, 2000 1:00 p.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood and Jack White

**11. Meeting called to Order:** Meeting called to order at 8:30 a.m. by Chairman McLeod.

### **2. Equalization Department**

Dan Bolle current Equalization Director (soon to be employed by Manatron) and Earl Grandchamp from Manatron presented a proposal to provide Equalization Director services to Antrim County. Mr. Grandchamp will get the answer to the Committee's questions within a couple of days.

Interviews for the Equalization Director position are tentatively set for August 1, 2000 at 1:00 p.m.

Garwood presented a three year salary schedule for the position of Equalization Director.

**Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners adopt the three year salary schedule for the Equalization Director (in addition to any annual increases given to the position by the Board of Commissioners). Motion carried – unanimous.**

### **3. Probate Court Position**

Bill Hefferan, Court Administrator presented a request for a regular full-time Clerk II position. Discussion took place regarding the potential effect of the upcoming election on staffing of the Department.

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners restore the dollars for the position and allow the Probate Court to fill the vacant temporary Clerk II position until the end of the year. Motion carried – unanimous.**

The Committee directed Mr. Hefferan to advertise in the newspaper as well as post the position.

**4. Housing Department**

Mary Jo Dean, MSHDA and Patti Lowery, Housing Director presented a request for a reclassification of the Housing Director position to be made a Department Head with a salary increase to \$30,000. The Housing Committee unanimously recommends the reclassification and a salary increase.

**Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners reclassify the Housing Department position to a department head status and pay with a salary of \$30,000 for 2000, pro-rated. Motion passed; Yes – 2, No – 1.**

**5. Treasurer's Office – Two Vacant Positions**

Beverly Edgington, County Treasurer came in with a request for the restoration of funds for two positions in her department: the Clerk III position and the Deputy II position.

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners restore the funds for two positions in the Treasurer Department: the Clerk III position and the Deputy II position. Motion carried – unanimous.**

**6. Abstract Department Budget**

Theresa Kent, County Abstractor came in to request a new desk for the part-time position in the Abstract Office. The purchase is not in the budget for the year 2000. Ms. Kent said the purchase of the desk can wait until the next budget (2001).

The Committee reviewed the Abstract Department budget.

**Motion by Bob Wilson, supported by John Conway to approve the Abstract Department operational budget request and capital outlay budget request for 2001 for submittal to the Finance Committee. Motion carried – unanimous.**

**7. Coordinator/Planner Department Budget**

The Committee reviewed the Coordinator/Planner Department budget request.

**Motion by Bob Wilson, supported by John Conway to approve the Coordinator/Planner Office operational budget request (changing the part-time wage from \$3,000 to \$1,900) and capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.**

**8. County Clerk's Office (Part-time to Full-time Position)**

Laura Sexton, County Clerk requested a current part-time position be increased to a full-time position.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners increase the part-time position Clerk III in the Clerk's Office to a full-time position with benefits, wage to follow the wage increase schedule for a Grade VIII Position in the Collective Bargaining Agreement. Motion carried – unanimous.**

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If approved the position will be posted in accordance with the Collective Bargaining Agreement.

**9. Elected Official Salary Grid**

Discussion took place about the need to add a sentence to the action taken by the Board of Commissioners last month, that would indicate that any regular annual increase afforded department heads would be added to each step of the elected official salary grid. After due consideration it was decided action would be unnecessary. The Board of Commissioners can raise the salaries of the elected officials at any time, as long as they did not propose to decrease an elected official's salary after the election.

**10. Building Department Temporary Employee Wages**

Issue to be referred to the Public Works Committee for recommendation.

**11. Background Checks for New Hires**

The Committee agreed to recommend that a criminal background check be instituted as a regular part of hiring new employees for all positions in Antrim County.

**12. Data Transmission Agreement**

The Charlevoix County Planning Department requested the use of digital air photos for the Charlevoix Watershed Plan at no cost. The digital aerial photos will be used to write a management plan for the watershed, half of which is in Antrim County. A copy of the plan and any digital enhancements will be provided to Antrim County.

**Motion by Bob Wilson, supported by John Conway that, due to the benefit to Antrim County, it is recommended the digital aerial photos be provided to Charlevoix County Planning Department at no cost for a Lake Charlevoix Watershed Plan with all conditions listed in the standard Antrim County Data Transmission Agreement and provided it is not a violation of the agreement between Antrim County and MichCon. Motion carried – unanimous.**

**13. Planning Commission Membership**

Mr. Garwood explained that Commissioner Roote has not been coming to the Planning Commission meetings. The Chairman of the Board of Commissioners was at this meeting and will take action if he deems it necessary.

Meeting adjourned at 4:30 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes August 1, 2000 8:30 a.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood and Dan Bolle

**11. Meeting called to Order:** Meeting called to order at 8:30 a.m. by Chairman McLeod.

**12. Equalization Director Interviews:**

The Committee interviewed three candidates for the position of Equalization Director.

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners hire Dave Grimm for the position of Equalization Director at a rate of 10% less than the set scale until he achieves a Level III, to be obtained within 12 months (starting salary minus 10% = \$32,361). Yes - Bob Wilson and John Conway; No – Bob McLeod.**

**13. Manatron Proposal**

The Committee discussed the proposal by Manatron to provide equalization services. The requested information from Manatron had not been provided.

Meeting adjourned at 11:00 a.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes August 8, 2000 1:00 p.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood and Jack White

**11. Meeting called to Order:** Meeting called to order at 1:10 p.m. by Chairman McLeod.

**2. Solid Waste Management Plan Committee (SWMPC) – Appointment**

A letter of interest from Jill Silk of Waste Management expressing interest in serving on the SWMPC was distributed and considered.

**Motion by John Conway, supported by Bob Wilson to recommend the Chairman appoint Jill Silk from Waste Management Disposal as a representative for the Solid Waste industry on the SWMPC. Motion carried – unanimous.**

**3. MSU Extension Part-time Position**

The Committee reviewed the documents submitted by Stan Moore. Mr. Moore will be back next month to explain his request.

**4. Conservation District General Budget Request**

Janet Person, from the Conservation District made a request for additional funding from the County General Fund.

**Motion by Bob Wilson, supported by John Conway to recommend the Finance Committee and Board of Commissioners increase the Soil Erosion Control contract amount with the Antrim Conservation District to \$50,000 (an increase of \$5,000) for the year 2001. Motion carried – unanimous.**

**Motion by John Conway, supported by Bob Wilson to recommend the Finance Committee propose a budget to the Board of Commissioners of \$7,500 for enforcement of the proposed County-wide Wetland Ordinance, with the understanding they can come back with a request for additional funding if necessary based on actual experience. Motion carried – unanimous.**

**Motion by John Conway, supported by Bob Wilson to recommend the Finance Committee and Board of Commissioners approve an increase to the general Antrim Conservation District budget from \$12,000 to \$19,000 for the year 2001. Motion carried – unanimous.**

**5. Building Department Part-time Employee**

Mr. Wilson updated the Committee on the recommendation to the Finance Committee and the Board of Commissioners to approve a wage equal to the starting inspector wage plus \$1.50 an hour for the part-time employee in the Building Department. No action taken.

**6. Northern Lakes Economic Alliance (NLEA) Appointment**

The Committee reviewed a recommendation from the Public Works Committee to appoint Don Schuiteman as an alternate member of the NLEA Board of Directors.

**Motion by John Conway, supported by Bob McLeod to recommend the Chair of the Board of Commissioners appoint Don Schuiteman as an alternate to the NLEA Board. Motion carried – unanimous.**

**7. Associate Planner Moving Expenses**

Mr. Garwood informed the Committee Joel Dye, the new Associate Planner requested the County pay moving expenses for his move to Antrim County.

**Motion by Bob Wilson, supported by John Conway to recommend the Board of Commissioners allocate \$400 for moving expenses to Joel Dye. Motion carried – unanimous.**

Meeting adjourned at 3:30 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes September 12, 2000 1:00 p.m.

Members present: Bob McLeod and John Conway  
Members absent: Bob Wilson  
Others present: Pete Garwood and Jack White

**11. Meeting called to Order:** Meeting called to order at 1:03 p.m. by Chairman McLeod.

### **2. Solid Waste Management Planning Committee Appointment**

**Motion by John Conway, supported by Bob McLeod to recommend the Chairman of the Board of Commissioners appoint Leonard Klein to the Solid Waste Management Planning Committee to represent the General Public category. Motion carried – unanimous.**

### **3. MSU Extension**

- Part-time Position: Stan Moore presented a request for a new Environmental Education Position on a part-time (19 hours/week) basis.

Under the proposal the funds for the position would come from the County general fund. The Committee took no action at this time.

- Secretary Retiring: Mr. Moore informed the Committee that Ms. Sharon Cancilla, Secretary in the MSUE Office will be retiring soon. He will get together with Mr. Garwood about the process to follow for refilling the position.

### **4. Conservation District – Digital Data Transfer**

Janet Person presented a request for digital copies of parcel lines and air photos at no cost to the District to be used in the administration of the County's Wetland Ordinance.

**Motion by John Conway, supported by Bob McLeod to provide the Conservation District with a digital copy of parcel lines and air photos through a Digital Transmission Agreement, at no cost to the District (given they would be using in the administration of the County's Wetland Ordinance). Motion carried – unanimous.**

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**5. Register of Deeds**

Wanda Conway requested the authority to hire a new employee in the Register of Deeds Office to start training them in preparation for Ms. Conway retiring.

**Motion by Bob McLeod, supported by John Conway to recommend the Board of Commissioners approve a temporary position in the Register of Deeds Office at a Clerk III wage of \$8.18 an hour, a total not to exceed \$2,500, the position to start at the beginning of November and end December 31. Motion carried – unanimous.**

**6. Web Site Proposal**

Garwood distributed a proposal from The Traverse Group to provide the Brownfield Redevelopment Authority (BRA), or the County and BRA with a web site.

The total cost for the website is \$5,000; \$2,000 to come from the County General Fund the other \$3,000 would come through the EPA Grant, administered by the Brownfield Redevelopment Authority (if the EPA approves spending the dollars for this purpose).

Committee was interested but wanted to wait to see if the EPA will approve using grant dollars for this purpose.

**7. Retirement Benefits – Parks Manager**

The Committee discussed retirement benefits for the Parks Manager.

**8. Juvenile Justice Grant through the FIA**

The Committee discussed the grant application. The Committee requested Gary Knapp be invited to the Board of Commissioner meeting to answer questions about the grant application and grant program.

**9. Data Transfer Agreements – Request for Digital Ortho Photos**

The Coordinator/Planner Office has received requests from two consulting firms working with townships in the County for a copy of the digital aerial photos.

**Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners approve the Chairman signature to a Data Transmission Agreement for digital air photos with Gourdie/Fraser and Mancelona, Custer, and Kearney Townships for work in developing a Water – Sewer Feasibility Study; as well as a Data Transmission Agreement with Gary Harsh and Helena Township for their comprehensive plan project. Motion carried – unanimous.**

**10. Worker's Compensation**

Mr. Garwood updated the Committee on some Worker's Compensation issue.

Meeting adjourned at 3:30 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

**Minutes**  
**October 10, 2000**  
**1:00 p.m.**

Members present: Bob McLeod and John Conway  
Members absent: Bob Wilson  
Others present: Pete Garwood, Jack White and Laurie Sexton

**11. Meeting called to Order:** Meeting called to order at 1:00 p.m. by Chairman McLeod.

**2. Short-Term Disability**

Jack Sheehan from the Sheehan Agency, hired by Michigan Association of Counties (MAC), conducted a study of disability insurance carriers as directed by the Antrim County Board of Commissioners. The results of the study were reviewed and discussed.

**Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners switch short-term disability and life insurance carriers from Lafayette Life to Canadian Life. Motion carried – unanimous.**

**3. Solid Waste Management Planning Committee**

**Motion by John Conway, supported by Bob McLeod to recommend the Chairman of the Board of Commissioners appoint Janet Person from the Conservation District to the Solid Waste Management Committee as a representative. Motion carried – unanimous.**

**4. Park Manager Retirement Eligibility**

Mr. Garwood updated the Committee on his discussion with a Michigan Employee Retirement System (MERS) representative regarding eligibility of the Park Manager for retirement benefits. The Committee requested more information from the Clerk on the Park Manager's past work history.

**5. Resolution – Saginaw County**

**Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners pass a resolution similar to the resolution sent to us by Saginaw County regarding shifting a penny of the sales and use tax collected on aircraft sales, parts, fuel and concessions, and deposit it in the State Aeronautics Fund. Motion carried – unanimous.**

**6. Resolution – Beverly Edgington**

**Motion by John Conway, supported by Bob McLeod to recommend the Board of Commissioners approve a resolution in appreciation of Beverly Edgington for her years of service to Antrim County.**

**Motion by Bob McLeod, supported John Conway to recommend the Board of Commissioners approve resolutions for Dan Bolle and Carol Austin for the years of service they each dedicated to Antrim County. Motion carried – unanimous.**

**7. Exercise Equipment in File Storage Building**

An employee requested the County consider allowing room in the File Storage Building to be used for the placement and use of exercise equipment. Mr. Garwood was requested to discuss any potential liability issues with legal counsel.

Meeting adjourned at 2:15 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

## Minutes November 7, 2000 1:00 p.m.

Members present: Bob McLeod, Bob Wilson and John Conway  
Members absent: None  
Others present: Pete Garwood, Jack White and Charles Koop

**1. Meeting called to Order:** Meeting called to order at 1:00 p.m. by Chairman McLeod.

**2. Environmental Education Position**

Ms. Janet Person from the Conservation District and Stan Moore from MSU Extension Office presented a proposal for a Wetland Education Coordinator to be combined with a Solid Waste Coordinator position, with grant funding from the EPA. The combination would require funding from the County at \$7,500 to \$8,000. The grant is committed on a three year basis. However, if the program is not performing after the first or second year the EPA can decide to cease funding the program.

**Motion by Bob McLeod , supported by John Conway to send the proposals for an Environmental Education Position to Finance Committee for consideration.**

**Motion carried – unanimous.**

**3. Countywide Web Site Proposal**

Mac McClelland of The Traverse Group presented a proposal for an Antrim County web site along with a web site for the brownfield program.

If the County was interested and created a web site alone, the cost would be \$3,000.

If the County works in conjunction with the BRA the County cost for the web site would be \$2,000, with the BRA cost being \$3,000, for a total of \$5,000.

Mr. McClelland demonstrated the Grand Traverse County web page to the Committee.

**Motion by John Conway supported by Bob Wilson to recommend the Finance Committee find the funding and the Board of Commissioners approve an expenditure of \$2,000 for an Antrim County web page. Motion carried – unanimous.**

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**4. Digital Data Request - GTRLC**

Michelle Halley from the Grand Traverse Regional Land Conservancy came in with a request for the County's parcel data and aerial photos of the entire County at no cost. Ms. Halley indicated the data would be used only by the Conservancy for their organizational planning purposes.

**Motion by Bob McLeod , supported by John Conway to recommend the Board of Commissioners agree to provide the GTRLC with the Antrim County digital aerial photos and parcel data at no cost, with the stipulation the Conservancy provide the County with their final plan for Antrim County. Motion carried – unanimous.**

The data is to be provided upon the signing of the County's Data Transmission Statement.

**5. Digital Data Request – NWMCOG**

The Committee reviewed a letter from Megan Motil of the Northwest Michigan Council of Governments. The Council of Governments is working on a Special Wetlands Area Management Project for the ten counties in Region 10. Ms. Motil requested the Antrim County parcel data free of charge. All new data generated through this project will be provided to Antrim County free of charge.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners agree to provide the Northwest Michigan Council of Governments with the Antrim County digital aerial photos and parcel data at no cost. Motion carried – unanimous.**

The data is to be provided upon the signing of the County's Data Transmission Statement.

**6. Park Manager Retirement**

The Committee discussed with Ms. Eileen Wallick the possibility of covering her under the County pension plan. The Committee will order an Actuarial Study and will look into it further.

**7. Committee Appointments**

**Motion by Bob Wilson, supported by John Conway to recommend the Chairman of the Board of Commissioners reappoint Rick Diebold to the Economic Development Corporation and Jill Barnard to the Planning Commission. Motion carried – unanimous.**

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**8. Unrepresented Employee Negotiations**

The Committee for the Unrepresented employees (Arlen Turner and Bill Murphy) presented a proposal for salaries, wages and compensation for the year 2001. The Committee went into closed session to consider a response to the proposal. Mr. Garwood, Mr. White and Mr. Koop were present in the closed session in addition to the Committee members.

3:45p.m. – CLOSED SESSION

4:05 p.m. – BACK IN SESSION

The Committee met with the Unrepresented Committee again and gave them the Management response to their proposal. The Administration Committee will meet with the Committee for the Unrepresented Employees again in the future as a final settlement was not reached.

**9. Parks Manager Proposal**

Mark Randolph asked if the Park Manager could be allowed to work 2 to 4 weeks longer to take care of some improvements at Barnes Park that should be done before the snow flies.

**Motion by John Conway, supported by Bob Wilson to recommend the Board of Commissioners allow the Park Manager to work up to four (4) additional weeks to complete various projects at the park. Motion carried – unanimous.**

**10. Government Ethics Act**

Committee reviewed communication on House Bill 5920 Government Ethics Act. No action taken.

**11. COA Full-time Position Vacancy**

Mr. Garwood informed the Committee the full-time Certified Nurses Assistant (CNA) who was hired in May, 2000 has asked to be changed to a part-time employee, which would leave the full-time position vacant. The second choice for the full-time position from the May interview process is available and interested. The Committee agreed it would be appropriate to post the position and if other qualified employees signed the posting, engage in the interview process. If no other employees sign the posting we will present the second choice from the May interviews to the Board for hire.

**12. Park Director Proposal**

Mr. Garwood informed the Committee of an offer from a member of the Parks and Recreation Commission to voluntarily act as the Parks Director at approximately ½ time. After considering the proposal the Committee felt it would be too awkward an arrangement. The Committee did want the individual to know they were appreciative of the offer as well as the work he was doing on the Parks and Recreation Commission.

Meeting adjourned at 4:20 p.m.

# Administration and County Services Committee

Robert Wilson

Robert McLeod, Chairman

John Conway

## Minutes December 12, 2000 12:00 noon

Members Present: Bob McLeod and Bob Wilson  
Others Present: Pete Garwood and Jack White

**1. Called to order** at 12:02 p.m.

**2. Closed Session**

**Motion by Bob Wilson supported by Bob McLeod to go into closed session to discuss employee compensation. Motion carried – unanimous.**

Closed session began at 12:03 p.m.

Committee returned to open session at 1:28 p.m.

**Motion by Bob McLeod supported by Bob Wilson to recommend the Board of Commissioners delete the salary scale for the elected officials and the department heads and pay the individuals in those positions at the top salary on the scale. Motion carried – unanimous.**

**3. Commission on Aging**

Ms. Carol Mitchell requested Sandra Kotalik be hired for the vacant full-time Certified Nurse's Assistant (CAN) position in the COA. Ms. Kotalik was the only individual to sign the posting.

**Motion by Bob McLeod supported by Bob Wilson to recommend the Board of Commissioners hire Sandra Kotalik for the full-time (CNA) position opening at the Commission on Aging. Motion carried – unanimous.**

Ms. Mitchell requested a 5% increase for the COA part-time employees.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners increase the part-time COA employee wages 4.5% and give the COA Director the authority to fill the Homemaker and the Site Coordinator position at the wage step necessary to fill the position. Motion carried – unanimous.**

**4. Register of Deeds**

Ms. Patty Niepoth, the Register of Deeds Elect came in to discuss salaries and share a financial report from the Register of Deeds Department with the Committee.

**5. Abstract Office**

Ms. Theresa Kent gave input into the salary and comparables for the Abstractor position.

**6. Treasurer**

Ms. Sherry Comben, County Treasurer presented a resolution for winter tax deferment which would allow residents to pay their taxes as late as April 30 without penalty.

Ms. Comben also presented a request to roll the extra \$2,000 the previous Treasurer was paid for the administration of the delinquent tax fund into the salary for the Treasurer.

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners roll the \$2,000 that the previous Treasurer received for the administration of the delinquent tax fund into the salary of the current Treasurer. Motion carried – unanimous.**

**7. Maintenance Department**

Mr. Dave Vitale, Maintenance Director, updated the Committee on the employee situation in his department.

Mr. Vitale requested an additional full-time employee for the Maintenance Department.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Board of Commissioners authorize the addition of a new position for the Maintenance Department. Motion carried – unanimous.**

Committee directed Mr. Garwood and Mr. Vitale to find out how much of the custodial staff time is being spent on the 911 Center.

**8. Committee Appointments**

- Antrim County Road Commission – One letter was received, from Mr. Jerroll Drenth. Mr. Wilson informed the Committee about phone calls he had received.

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Chairman reappoint Jerroll Drenth to the Road Commission. Motion carried – unanimous.**

- ACNA Commission – One letter was received from Mr. Reg Bird.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners reappoint Reg Bird to ACNA Commission. Motion carried – unanimous.**

- Commission on Aging Board

Four letters were received from: Mr. Edward Bradford, Ms. Marilyn Drenth, Dr. Mary Kokosky and Ms. Sylvia Hebden.

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Chairman of the Board of Commissioners appoint Edward Bradford, Mary Kokosky and Sylvia Hebden to the Commission on Aging Board. Motion carried – unanimous.**

- Parks and Recreation Commission

Two letters were received from Mr. Allen Pecar and Mr. Mike Meriwether.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners reappoint Mr. Allen Pecar and appoint Mr. Mike Meriwether to the Parks and Recreation Commission. Motion carried – unanimous.**

- Veterans Affairs – One letter was received from Mr. Allan Potter.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners reappoint Allan Potter to the Veterans Affairs Board. Motion carried – unanimous.**

- Economic Development Corporation

A letter of resignation from the EDC and BRA was received from Ms. Muriel Hart.

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners appoint Laura Stanek to the Economic Development Corporation. Motion carried – unanimous.**

**Motion by Bob McLeod, supported by Bob Wilson to recommend the Chairman of the Board of Commissioners appoint Peter Garwood to the Brownfield Redevelopment Authority. Motion carried – unanimous.**

## **9. Prosecuting Attorney Office**

**Motion by Bob Wilson, supported by Bob McLeod to recommend the Board of Commissioners allow Mr. Koop to elevate the part-time position in his office to full-time temporarily while Ms. Oleta Dawson is off on leave, and to allow Ms. Dawson to roll over four days of vacation to the 2001 year. Motion carried – unanimous.**

**Motion by Bob Wilson, supported Bob McLeod to recommend the Board of Commissioners certify the staffing of the Prosecuting Attorney's Office and**

**allow the Prosecuting Attorney to appoint as many unpaid assistants as deemed necessary. Motion carried – Unanimous.**

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**10. Unrepresented Employees**

Mr. Arlen Turner and Mr. Bill Murphy, representatives of the unrepresented employees, came in to negotiate for salaries, wages and benefits. The Committee gave the Unrepresented a response to their proposal.

**Motion by Bob Wilson, supported by Bob McLeod to go into closed session to discuss employee compensation. Motion carried – unanimous.**

Committee went into closed session to consider the Unrepresented's response at 3:52 p.m.

Committee resumed open session at 4:15 p.m.

Management presented a response to the Unrepresented proposal.

Mr. Murphy and Mr. Turner will take the proposal back to the other Unrepresented employees for ratification.

**11. Health Benefit Options**

Mr. Garwood presented options for reducing the premiums for health benefits.

Mr. Garwood will contact the union representatives to see if they are interested in discussing health benefits.

**12. Probate Court Position**

Mr. Bill Hefferan requested the part-time position in the Probate Court Office be made a full-time position.

**Motion by Bob McLeod , supported by Bob Wilson to recommend the Board of Commissioners approve a new full-time Clerk III position in the Probate Court Office pending agreement with the Union. Motion carried – unanimous.**

Meeting Adjourned at 5:20 pm.