

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**January 5, 2006  
Minutes**

Members Present: Mike Crawford and Bob McLeod  
Members Absent: Laura Stanek  
Others Present: Pete Garwood and Jack White

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

**2. Public Comment**

None.

**3. Dewey Insurance Agency**

Pat Dewey, Agent for the Dewey Insurance Agency, and Donna Ludwig, Representative from BCBS, joined the meeting. Ms. Ludwig described the Health Savings Account (HSA) offered by BCBS. Mr. Dewey provided information on trends in health insurance and cost sharing with employees.

**4. Commission on Aging (COA)**

❖ Part-time Secretary

Carol Mitchell, COA Director, joined the meeting. Ms. Mitchell requested that, due to her prior six (6) years (plus) of experience as a part-time secretary (non-union), Judy Parliament the new part-time secretary be paid at the first year step in the pay grade for the secretary position in the COA.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners approve paying Ms. Judy Parliament, the new part-time secretary, at the first year step in the pay grade for the secretary position (in the General Unit Collective Bargaining Agreement) in the COA to be retroactive to January 1, 2006. Motion carried – unanimous.**

Mr. Garwood will contact the union and initiate a letter of understanding.

❖ COA Procedures - Commissioner Representative

Charlie Koop, Prosecuting Attorney, joined the meeting. At the previous Administration and County Services Committee meeting the Committee discussed reducing the County Commissioner representation on the COA Board from two Commissioners to one Commissioner. The Committee asked to hear from the COA and legal counsel regarding this proposal. Ms. Mitchell stated that it's nice to have two Commissioners in case one of them could not make it to a COA Board meeting. Mr. Koop stated there was no legal reason legally that dictates there has to be two Commissioners on the COA Board.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners approve amending the COA procedures to reduce the number of County Commissioners on the COA Board to one, and the total number of COA Board member's positions be five. Motion carried – unanimous.**

**5. Prosecutor Salary and Benefits**

Mr. Koop stated that the 4.1% increase in salary that the Unrepresented received for 2006 would be acceptable to him.

Mr. Koop also requested an increase in the stipend he receives for administering the Child Support Contract. Mr. Koop indicated the stipend had been increased only once since he began administering it in 1991.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners increase the Prosecutor's salary by 4.1% and additionally increase his stipend for administering the Child Support Contract to \$6,400. Motion carried – unanimous.**

**6. Personnel Matters**

Committee requested that a communication be drafted and delivered to the two employees (and their supervisors) involved in the reason for the grievance handled at the last meeting, expressing their deep concern and displeasure of their actions which amounted to the usurping of the Board of Commissioners authority by granting a part-time employee vacation days and paid leave days.

**7. Vesting Period for Retirement**

The Committee discussed decreasing the vesting period for employees from ten years to six or eight years. The concern was that presently, in the job market an individual is more likely to change employment much more often than workers have in the past. With a ten year vesting period, many employees could end up leaving the County after six or eight years without any pension to show for it. Mr. Garwood stated the cost of changing to a six year vesting period would be between 0% and ¾% and the cost of changing to an eight year vesting period would be 0% to ½%. The Committee requested Mr. Garwood to contact the union representatives to see if they would be interested in partially funding an actuarial study to determine the cost of changing to a shorter vesting period.

**8. 911 Board Appointments**

Mr. Garwood informed the Committee that according to the 911 Plan the Road Commission position and the ACES/firefighter position on the 911 Board must be re-appointed annually.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners Chairman appoint Bill Chapman as the ACES/firefighter representative and Burt Thompson as the Road Commission representative on the 911 Board. Motion carried – unanimous.**

**9. Sheriff Department**

Sheriff Terry Johnson joined the meeting. Sheriff Johnson informed the Committee that John Fant, Court Officer, must cut back to 2 days per week due to Michigan Municipal Employee Retirement System (MERS) rules and policies. Sheriff Johnson requested the authority to hire another part-time court officer.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners allow the Sheriff to hire a second part-time court officer. Motion carried – unanimous.**

**10. Madison National Life Insurance Renewal**

Mr. Garwood informed the Committee that Madison National Life, the County's life insurance and short-term disability insurance carrier, has quoted a 10% decrease in rates for the renewal. The decrease may have been prompted by a competing quote from MERS.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners approve a renewal (beginning March 1, 2006 to March 1, 2007) with Madison National Life for life insurance and short-term disability insurance at the attached renewal rates. Motion carried – unanimous.**

**11. Annuity in Lieu of Health Insurance**

The Committee discussed indexing the Annuity in Lieu of Health Insurance at 2/3 of the cap for the single rate in the General Unit. The reason for indexing it to a single unit would be for administrative ease.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners increase the Annuity in Lieu of Health Insurance at 2/3 the rate of the cap for a single subscriber in the General Unit. Motion carried – unanimous.**

Mr. Garwood will contact the unions to make sure they are in agreement and initiate a Letter of Understanding (LOU).

**12. Pension Adjustment**

The Committee discussed the concern that the pension doesn't currently include any kind of annual adjustment for inflation.

**13. Delinquent Tax Sale Program**

At the last meeting, the Committee had requested that the Coordinator/Planner Office conduct a survey to see if other Counties in Region 10 have opted into the delinquent property tax sale program. Mr. Garwood indicated all Region 10 counties have opted in but Kalkaska County.

**14. Clean Air Regulation**

The Committee reviewed the current County policy on the prohibition of smoking in County facilities.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners amend the current smoke-free buildings policy to include County owned or leased vehicles and to place the responsibility for enforcement with the department heads (attached). Motion carried – unanimous.**

Add County owned or leased vehicles. Enforcement will be in the hands of the Department heads.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**February 3, 2006  
Minutes**

Members Present: Mike Crawford, Laura Stanek and Bob McLeod  
Members Absent: None  
Others Present: Pete Garwood, Jack White and Sherry Comben (for most of the meeting)

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

**2. Public Comment**

None.

**3. Clerk Office - Personnel Issue**

Laura Sexton, County Clerk, and the Committee discussed the situation where an employee received a communication from an employee in the Commission on Aging (COA) to change another employee's benefits.

**4. Resolutions**

❖ St. Clair County Resolution – Smoke-Free Worksites  
No action taken.

❖ St. Joseph County Resolution – Encouraging a 4 lane US 131 Hwy. in Southern Michigan

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the St. Joseph County resolution encouraging the Governor and the State of Michigan to make US-131, in southern Michigan, into a 4 lane highway (attached). Motion carried – unanimous.**

❖ Gratiot County Resolution - Friend of the Court  
This resolution will be addressed at the next Administration and County Services Committee meeting.

❖ Crawford County – Separation of Powers

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the attached Crawford County resolution, but from the Antrim County standpoint regarding the separation of powers (specifically the judicial and the legislative). Motion carried – unanimous.**

❖ 457 Plan Resolution

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve the resolution to recognize and adopt the new statutory requirements governing the County's 457 plans (attached). Motion carried – unanimous.**

- ❖ UP – EMS Resolution  
No action taken.

## **5. Bellaire Computer Center**

Jane Redfern and Steve Groll, from the Bellaire Computer Center (BCC), joined the meeting.

They reported that the courts are using the Virtual Privacy Network (VPN). In March the courts, if satisfied, will use the VPN solely and discontinue their old, more expensive service. Since they have been using the VPN, there have been two outages on the service. However, the courts appear to be satisfied with the service.

- ❖ SpeedNet Broadband Internet

Mr. Garwood explained that he has received a request from a company called SpeedNet, who provides wireless broadband internet in other parts of the State, to have the County certify that Antrim County meets the definition of “underserved” by broadband internet providers.

The Committee requested that Ms. Redfern and Mr. Groll look into the request from SpeedNet for the County to sign an “Underserved” Certification Form.

BCC has been working with the Commission on Aging to finalize getting all the computers on the wireless internet service.

- ❖ Sound System – Board of Commissioners Room

BCC has been trying to get quotes for a sound system in the Board of Commissioners Room. A company called ASCOM is interested in submitting a quote, but would like to assist the County in drafting specifications for what we want for a sound system. Mr. Garwood will meet with Mr. Groll, Ms. Redfern and the representative from ASCOM to work on the formulation of specifications.

BCC will be helping the Sheriff Department set a plan for their departmental computer needs for the next 5 years.

BCC has been busy as many new computers have been ordered and set up in January.

BCC will be assisting the Prosecuting Attorneys office to update their email and other electronic capabilities.

Mr. Garwood mentioned that Bob Massey, Building Official, has commented that the computer consultant/programmer for the software in the Building Department has been unable to service the software from a remote location since the firewall has been installed. Mr. Groll indicated that if the contact is first initiated by someone in the Building Department office the programmer will be able to access at will.

## **6. Computer Purchase Policy**

The Committee agreed that the way the computer purchase policy is to be interpreted is that the specifications on the standards are to be treated as the minimum specifications for the dollar limit. If an office can get more for the dollar cap they would be acting within the intent of the policy.

Additionally, the Committee felt the departments can continue purchasing computers as is currently the practice. However, those that feel it would be beneficial can shift the process to the BCC.

**7. Commission on Aging (COA)**

Carol Mitchell, COA Director, joined the meeting. The Committee asked Ms. Mitchell about why an employee in her department is sending out communications instructing the payroll department/clerk office to increase benefits for employees that are not entitled to those benefits. Ms. Mitchell was told to make sure such an event does not happen again.

❖ Kitchen Aid Position

Ms. Mitchell inquired about hiring Beth Lacy for the kitchen aid position at the two year rate. Ms. Lacy has been working in the kitchen when needed over the years and she also has some experience in the Meadow Brook Medical Care Facility kitchen.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve hiring Beth Lacy at the two year rate of \$8.66 an hour for the part-time irregular kitchen aide position at the Commission on Aging. Motion carried – unanimous.**

**8. Construction Code Department**

❖ Part-time Irregular Clerk Position

Mr. Massey requested that the part-time irregular clerk position in the Building Department be made a regular full-time position.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a new regular part-time position in the Building Department not to exceed 35 hours a week, and authorize posting for the position. Upon filling the new position, the current part-time irregular position in the Building Department shall be discontinued. Motion carried – unanimous.**

**9. COA Board**

Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chair of the Board of Commissioners remove Laura Stanek from the COA Board and the Coordinator/Planner Office advertise for an additional citizen at large position on the COA Board. Motion carried – unanimous.

**10. Mileage Reimbursement**

Currently the reimbursement rate is at \$ .40 a mile. Mr. McLeod stated that since it was set at \$ .40 the gas prices have substantially increased.

**Motion by Mike Crawford, supported by Bob McLeod, to recommend the Board of Commissioners increase the mileage reimbursement rate from \$ .40 a mile to \$ .42 a mile. Yes – Crawford, McLeod No - Stanek**

**11. Vesting Period and Cost of Living Adjustment**

No action taken.

**12. Smoke Free Policy**

**Motion by Mike Crawford, supported by Laura Stanek, to repeal the policies adopted September 1, 1993 (making all County buildings smoke free and October 13, 1994, directing the maintenance supervisor to enforce the no smoking policy) and to adopt the attached "Antrim County Smoke-Free Facilities Policy". Motion carried – unanimous.**

**13. Web site Legal Disclaimer**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve the attached Web Site Legal Disclaimer. Motion carried – unanimous.**

**14. Request for GIS Information**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the release of GIS information to the consultant chosen to complete the County Master Plan. Motion carried – unanimous.**

**15. Mortgage North Proposal**

No action taken.

**16. Freedom of Information Act (FOIA) Policy**

The Committee discussed the current policy of having the FOIA officer also providing legal guidance on an appeal.

Mr. Garwood will check with other Counties to see if they operate in a similar fashion on this issue.

Meeting adjourned at 3:30 p.m.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**March 2, 2006  
Minutes**

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

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

**2. Public Comment**

None.

**3. Resolutions**

- ◆ Livingston County Resolution - Against Allowing Yard Waste in Landfills  
Received and reviewed. No action taken.
- ◆ Livingston County Resolution – Expansion of the Bottle Bill  
Received and reviewed. No action taken.
- ◆ Livingston County – 911 Funding Resolution – (attached)

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners approve a resolution similar to the Livingston County resolution seeking changes to how 911 is funded due to changes in technology. Motion carried – unanimous.**

- ◆ Isabella County Resolution – Encouraging State to Mitigate High Heating Costs  
Received and reviewed. No action taken.

**4. Veterans Affairs**

The Committee reviewed the resignation letter from George Perkins as the Veterans Counselor. The Committee reviewed the advertisement that was placed in the paper for the Veterans Counselor position.

The Committee asked Peter Garwood, Coordinator/Planner to draft a resolution of thanks for Mr. Perkins.

**5. Appointments**

- ◆ Solid Waste and Recycling Council  
The Committee reviewed two applications for the vacant seat on the Solid Waste and Recycling Council: Raelene Reilly and John T. Unger.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Chairman of the Board of Commissioners appoint Raelene Reilly to the Solid Waste and Recycling Council. Motion carried – unanimous.**

- ◆ Commission On Aging  
**Motion by Mike Crawford, supported by Laura Stanek to recommend the Chairman of the Board of Commissioners appoint Robert Straw to the Commission on Aging Board. Motion carried – unanimous.**
  
- ◆ North Country Community Mental Health  
**Motion by Laura Stanek, supported by Mike Crawford that due to an oversight of the original appointment it be recommended that the previous appointment of Louis Scholl be for a term that expires on March 31, 2007 and the previous appointment of Betsy Brown be for a term that expires on March 31, 2008. Motion carried – unanimous.**

#### **6. Grievance – Sheriff Department Command Unit – Wage Spread**

Sheriff Terry Johnson joined the meeting. The Committee moved to Room 203-B to hear the grievance by the Command Unit as outlined in Step 3 of the bargaining unit agreement.

The Committee met with representatives of the Command Bargaining Unit: Louis Basso, Union Steward and Bob Donick, Business Representative. Mr. Donick outlined the grievance as the Union sees it. The Command Unit bargaining agreement specifies that the sergeants' wage be 9% above the road deputies' wage. The contract also indicates that if the Consumers Price Index (CPI) goes up over 3% in 2005 the employees of the Command Unit will receive an additional 1% increase in their wage in 2006 (this has been referred to as the CPI kicker). Mr. Donick maintained that this means there should be a 10% difference between the road deputies and the sergeants.

Mr. Garwood indicated the contract only requires a 9% difference and that the Command Unit had no authority to keep the County from offering the Deputies/ Dispatchers Unit the CPI kicker.

The Administration Committee members moved back to the Coordinator/Planner Office.

**Motion by Laura Stanek, supported by Mike Crawford to support the Sheriff's position to deny the grievance on the wage spread filed by the Command Unit. Motion carried – unanimous.**

#### **7. Kent McNeil Correspondence**

Charles Koop, Legal Counsel joined the meeting.

A letter from Kent McNeil regarding the draft Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance was discussed. The Committee agreed that Charlie Koop, Legal Counsel should write a letter of response to Mr. McNeil.

#### **8. Sheriff Department**

- ◆ New Deputy  
Sheriff Johnson requested the authority to begin the interview process and hire a replacement for a deputy who recently resigned.

**Motion by Mike Crawford, supported by Laura Stanek to request the Board of Commissioners release the funds and authorize the hiring process for a road deputy in the Sheriff Department. Motion carried – unanimous.**

- ◆ Animal Control  
Sheriff Johnson requested authority to fill a part-time (20 hours a week) position at the animal shelter, and to hire a temporary employee to take the place of the full-time Animal Control Officer who will soon be off on leave.

**Motion by Laura Stanek, supported by Mike Crawford to authorize the release of funds for the Sheriff to hire a part-time irregular (20 hours a week) position for the animal shelter. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners release the funds and allow the Sheriff to hire a temporary full-time Animal Control Officer, while the regular Animal Control Officer is off on leave. Motion carried – unanimous.**

## **9. Building Department**

Mr. Garwood informed the Committee that Cherie Watrous was the only signature on the posting for the newly created part-time regular clerk/typist position in the Building Department.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners hire Cherie Watrous at the 6 month rate on the pay scale for the recently created part-time regular Clerk/Typist position in the Building Department. Motion carried – unanimous.**

## **10. Safe Driver Program Policy**

Mr. Garwood informed the Committee there were two instances when employees have popped up, when checking their driver's license, as problematic in light of the Antrim County Safe Driver Program Policy.

The contractual individual is not an employee by the definition in the policy. The Committee directed that the contractual individual should not be used any more often than necessary.

For the other employee, due to the fact that the infraction took place over a year prior to the policy being adopted, the Committee directed the department head to counsel the employee, put the employee on a six month probationary period, and put a counseling memorandum in the employee's file.

## **11. Health Insurance Discussion**

Pat Dewey, Dewey Insurance and Donna Ludwig, Blue Cross Blue Shield joined the meeting.

Mr. Dewey provided comparisons between the current Wrap Plan and two Health Savings Account (HSA) plans. The comparison indicated there would be no benefit (cost savings) for the County to implement an HSA at the County.

Mr. Dewey also presented a chart which indicates the County saved approximately \$58,000 last year with the Wrap Program.

**12. Commission on Aging (COA) Part-Time Irregular Employees**

Carol Mitchell, COA Director joined the meeting. Ms. Mitchell requested increases for the part-time irregular employees and presented a chart illustrating the proposed increases. Ms. Mitchell requested the raises be retroactive to January 1, 2006.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners approve the wage increases for the seven position (part-time irregular) in the COA, as attached. Motion carried – unanimous.**

**13. Grievance – Corrections/Cooks/Clerical Unit**

Sheriff Johnson and Louis Basso, Jail Sergeant joined the meeting. The Committee asked questions of the Sheriff and the Jail Sergeant regarding the grievance. The Committee moved to 203-B to meet with union representatives, Jim School, union steward and Pat Spidell, Business Representative. Mr. Spidell and Mr. School outlined the union's position.

The issue is that a fairly new Corrections Officer was called in as the second Corrections Officer for a shift, and the Union feels he was undertrained. Mr. Spidell acknowledged the issue was not a contract issue, but thought it was a safety issue. Mr. Spidell was told this particular employee has years of military police training, was at the end of his training period in the jail, and was an Antrim County dispatcher for years. He acknowledged he was unaware of that.

Mr. Spidell indicated they were looking for assurances that the Sheriff administration will not put a new officer with very little training and experience in this situation. The Sheriff was very clear that he would never do that, as such a move could adversely impact the safety of the individual and the safety of the County. Mr. Spidell seemed satisfied.

Mr. School brought up another issue that involved a new Corrections Officer in training. Mr. School indicated the trainee was sent to the Marquette Prison as a second officer to pick up a prisoner. The trainee was not yet certified for fire arms and was unarmed. Sheriff Johnson indicated he was not aware that the employee was unarmed and indicated he will look into the situation. He also indicated he would not condone sending an officer on such a transport unarmed.

Mr. Garwood indicated the contract included provisions for a Safety Committee and wondered if in the future this issue might be handled by the Committee. The Sheriff and the Union representative indicated it would be appropriate.

**14. Bellaire Computer Center Contract**

The Coordinator/Planner office will contact County Legal Counsel regarding the contract for the Bellaire Computer Center's Information Technology Services.

Meeting adjourned at 3:40 p.m.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**April 6, 2006  
Minutes**

Members Present: Laura Stanek and Bob McLeod  
Members Absent: Mike Crawford  
Others Present: Pete Garwood and Jack White

**1. Meeting called to order at 12:32 p.m.**

**2. Public Comment**

None.

**3. Veterans Affairs Position**

The Committee discussed whether or not the Veterans Counselor position, as a part-time position, should come with health benefits.

**Motion by Bob McLeod, supported by Laura Stanek, to recommend the Board of Commissioners offer the Veterans Counselor position without health benefits. Motion carried – unanimous.**

The position will continue to have other benefits, such as: life insurance; short term disability; deferred compensation match; funeral leave; and holidays (when scheduled to work that day, and only for the amount of hours scheduled).

**4. Prosecutors Office**

Charlie Koop, Prosecuting Attorney, joined the meeting. Mr. Koop requested compensation for when the assistant prosecuting attorneys are on call (attachment). Mr. Koop proposed that they be paid \$125 per each weekend they are on call. Mr. Koop indicated it would not be every week, but only when needed (when PA is out of town, etc.) Mr. Koop indicated he believed it would run the County approximately \$3,000 annually.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Finance Committee find the dollars and the Board of Commissioners approve an on call stipend of \$125 per week for when either the chief assistant prosecutor or the assistant prosecutor are placed on call by the prosecuting attorney. Motion carried – unanimous.**

**5. Bellaire Computer Center (BCC)**

✧ Contract

Steve Groll, Bellaire Computer Center, joined the meeting. The Committee reviewed a draft contract between Antrim County and Bellaire Computer Center for information technology (IT) services. No action was taken at this time.

✧ Quarterly Report

Mr. Groll informed the Committee that the demand for IT services is sometimes greater than their ability to respond immediately. He informed the Committee that the Bellaire Computer Center will at times have to make a determination as to which calls for assistance are most pressing. The Committee indicated they understood and fully expected this would happen sooner or later.

✧ Virus Protection Renewal (attachment)

The Committee decided to authorize the BCC to renew the virus protection for the 37 users currently covered by Norton Virus protection and to approve the BCC purchasing other virus protection products for new users on a trial basis.

✧ Leased Line

The Virtual Privacy Network (VPN) has experienced some minor down time mostly due to high winds. Meanwhile, we have continued to leave the leased line in place. Mr. Groll proposed, and the Committee agreed, to allow experimentation with the leased line. They will unhook the leased line while still paying for it to see what kind of a response he gets if the VPN goes down without a back up. He doesn't want to completely disconnect the leased line yet, because of the large fee to hook it back up if the VPN is determined to be unacceptable.

✧ Service Agreement – Chain of Lakes Internet (attachment)

Mr. Groll presented a copy of an amended service agreement with the Chain of Lakes Internet. The amendment would make it so the agreement automatically renews at the end of the year unless either party contacts the other indicating they want to sever the agreement or re-negotiate.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve the amendment to the Service Agreement with Chain of Lakes Internet, Inc. pending review and acceptance by legal counsel. Motion carried – unanimous.**

✧ Computer Disposal Policy

Mr. Groll indicated that after a review of the current policy for computer disposal, he feel it is sufficient. Mr. Garwood indicated a need to get the majority of the computer equipment currently stored in the old Heath Department out of the space, per the policy requirements.

**6. Antrim/Kalkaska County Housing Agreement (attachment)**

Patti Lowery, Housing Director, joined the meeting. The Committee discussed a communication from the Housing Commission and how an agreement for a shared director for the two county housing programs could work.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve the concept of sharing a housing director with Antrim County and Kalkaska County if approached by Kalkaska County as long as Antrim County was the county of record for the arrangement and Kalkaska County paid a reasonable share of the expenses (wages, fringes and other miscellaneous administrative expenses). Motion carried – unanimous.**

**7. Bi-County Farmland Preservation Program**

Joe Meyers, Associate Planner, joined the meeting. Mr. Meyers informed the Committee that a new concept has been discussed regarding the Bi-County Farmland Preservation Board. The new idea is that the Northwest Michigan Council of Governments (NWMCOG) could serve as the staff for the project. Bud Shipstead, Director of the NWMCOG, has indicated willingness to the arrangement. He indicated the NWMCOG would do it at no cost for at least the first six months, and may continue to provide the service at no cost if the work load is reasonable.

**Motion by Laura Stanek, supported by Jack White, to recommend the Board of Commissioners request the NWMCOG act as staff of the bi-county farmland preservation program (attachments). Yes - Stanek, White No- McLeod**

**8. Barnes Park Employees - Wages**

**Motion by Laura Stanek, supported by Jack White, to recommend the Board of Commissioners increase the wages of the Barnes Park employees by 3.1% for the 2006 season. Motion carried – unanimous.**

**9. Plat Book (attachment)**

The Committee considered whether or not the County should advertise in the Antrim County Plat Book.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve advertising in the inside cover of the Antrim County Plat Book at a cost of \$1,000.00. Motion carried – unanimous.**

**10. Resolutions**

- ✧ Crawford County Resolution – Restoration of Funding for Department of Human Services and Removal of Capped Ratio of 20 Foster Children to 1 for One Caseworker  
No action taken.
- ✧ Genesee County Resolution – Supporting Statute to Allow a County Board of Commissioners to Take Over Responsibility for County Roads  
No action taken.
- ✧ Lenawee County Resolution – Encouraging the United States Congress to Restore Funding for the JAG Law Enforcement Programs  
No action taken.

**11. Mileage Reimbursement**

The Committee discussed the rising cost of fuel and its affect on the County employees.

**Motion by Bob McLeod, supported by Jack White, to recommend the Board of Commissioners approve increasing the mileage reimbursement rate to \$ .45 a mile. Yes - McLeod, White No - Stanek**

Meeting adjourned at 2:30 p.m.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**April 19, 2006  
Minutes**

Members Present: Laura Stanek and Bob McLeod  
Members Absent: Mike Crawford  
Others Present: Peter Garwood, Bill White, Christy Roman, Heidi Lang, Bob Ricksgers, Jim Ferguson, and Bill Austin (all from the Antrim Conservation District)

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

**2. Public Comment**

None.

**3. Antrim Conservation District (ACD)**

◇ Alternative to Millage

Chair, Bob McLeod, indicated the main topic of the meeting is to explore ways the County might be able to help stabilize the ACD funding short of a millage.

Christy Roman, Executive Director of the ACD, distributed copies of their funding sources and a list of ACD staff. Peter Garwood, Coordinator/Planner, distributed copies of how much the County has allocated the ACD in past years and an account of how much funding some other counties in Michigan allocate to their county conservation districts.

Mr. Ferguson indicated the ACD directors get \$50 per meeting but no mileage.

The ACD representatives explained that the organization runs partially on grants. And that most of the granting agencies have gone to a reimbursement process. This has been a hardship on the ACD as they often do not have the funding to carry the organization through until the reimbursement comes in. The Committee discussed the possibility of the County providing funding during times when the ACD is waiting for grant reimbursement.

A one time appropriation to get the district out of financial trouble was also brought up as a possibility.

The cost and method of transportation for staff was discussed. It was brought up that maybe the County could help with the purchase of a vehicle for the Soil Erosion and Sedimentation Control program.

Jim Ferguson inquired if there were any additional programs the County might want the ACD to administer for them. The ACD representatives indicated they could definitely increase the responsibilities they have for County priorities (especially in parks).

The Committee requested the ACD staff pull together a history of work they have

performed and a list of additional activities they could perform.

Mr. McLeod asked that the ACD hold off on the purchase of a new truck until the County has a chance to sort through some financial issues.

For the next meeting the Committee asked the ACD representatives to have copies of the following:

- A list of accomplishments
- What new activities they can take on
- A copy of their budget (expenditures and revenues)

#### **4. Big Brothers and Big Sisters**

Peter Garwood, Coordinator/Planner, informed the Committee that Big Brothers and Big Sisters organization has contacted the County requesting we put them on the County website. Mr. Garwood indicated we have a heading on our "community center" website called Community Organizations, where the historical society is currently listed.

**Motion by Laura Stanek, supported by Mike Crawford, to approve adding Big Brothers and Big Sisters to the Community Organizations section of the Antrim County Community Center website. Motion carried – unanimous.**

Meeting adjourned.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**May 4, 2006  
Minutes**

Members Present: Laura Stanek, Mike Crawford and Bob McLeod  
Members Absent: Mike Crawford  
Others Present: Pete Garwood and Jack White

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

## **2. Public Comment**

None.

## **3. Resolutions**

✧ Lenawee County Resolution - Designating May as Motorcycle Awareness Month  
No Action taken.

✧ Tuscola County Resolution  
- Support of Restoration of State Revenue Sharing  
No action taken.

- Support of MAC Amicus Curiae Brief Resolution  
The Board of Commissioners acted on it last month – no action taken.

✧ Gratiot County Resolution - Supporting a Fee for Personal Protection Orders (PPOs)  
Laura Sexton, Clerk, and Sheryl Guy, Deputy Clerk, joined the meeting to explain the PPO process. No action taken.

## **4. Prosecutor's Office**

✧ Administrative Assistance Wage (attachment)

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners allow the Prosecutor to pay Oleta Dawson at the one year rate as the new Administrative Assistant for the Prosecuting Attorney Office due to her 22 years of experience in the office. Motion carried – unanimous.**

## **5. Ortho Images**

Robert Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht informed the Committee that the State of Michigan would like to purchase our ortho photography (air photos, flown last year) for 15% of the price the County paid. The Committee decided it was not a good deal for the County and no action was taken.

Mr. Englebrecht informed the Committee that Ron Hosenev, the GIS Technician, in the Equalization resigned. Mr. Englebrecht requested the funding for the position be released and that the County begin the hiring process for a replacement.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners release the funds for the GIS technician position and initiate the hiring process. Motion carried - unanimous.**

**6. Antrim/Kalkaska Housing Agreement**

The Committee reviewed the agreement for a shared housing director arrangement between Antrim and Kalkaska Counties. The Committee had too many questions about the agreement to make a recommendation to the full Board of Commissioners, and felt that there should be a meeting between Kalkaska County representatives and Antrim County representatives.

**7. Veterans Counselor**

George Ouvry, Veterans Affairs Committee member, joined the meeting. Mr. Ouvry asked if the County could restore the health benefits for the Veterans Affairs Counselor position.

**Motion by Laura Stanek, supported by Mike Crawford, to withdraw the recommendation to discontinue the health benefits for the Veterans Affairs Counselor. Motion carried – unanimous.**

Deborah Peters, Veterans Counselor, joined the meeting.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners allow the Veterans Affairs Counselor to work an additional 24 hours in the next month, in addition to her regular 48 hours every pay period. Motion carried – unanimous.**

**8. Annuity in Lieu of Health Benefits**

The Committee agreed that the annuity in lieu of health benefits should follow the same schedule as the health benefits, that is a sixty (60) day waiting period after being hired.

**9. Bellaire Computer Center**

The State has indicated that it is okay to disconnect the "leased line" with some preparation prior to the disconnection. Steve Groll will work with Mike Gank to meet the technical requirements of the State.

The Committee approved pulling the plug on the leased line and asked Mr. Groll and Mr. Garwood to work together to get the necessary paperwork completed.

**10. Sheriff Department 911 position**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners release the funds for the vacant 911 position, so the Sheriff can initiate the hiring process. Motion carried – unanimous.**

Sheriff Johnson indicated that he would like to add "911 Supervisor" to Steve Bratchi's title of sergeant. The designation would be for internal policy purposes and would require no wage changes. The Committee agreed.

## **11. Antrim Conservation District (ACD) - Funding Issues**

Bill White, Bob Ricksgers, Bill Austin, Jim Ferguson, all directors of the Conservation District and Mike Meriwether, Forester, and Christy Roman, Executive Director, joined the meeting. Ms. Roman and Mr. Meriwether gave a presentation regarding the services provided by the Conservation District and their financial situation.

The Committee discussed the possibility of purchasing a vehicle for the Conservation District to use for the Soil Erosion Control Program. The Committee also indicated the County could set up a fund to stabilize the ACD's cash flow during the times when they are waiting on grant dollars.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners appropriate approximately \$20,000 for the purchase of a four wheel drive truck for the ACD to use for the Soil Erosion Control Program and, within two years, budget for another vehicle for the ACD. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Finance Committee discuss setting up a \$50,000 fund that the ACD can use to draw on when they are waiting for grant dollars to come in. The fund is to be paid back when the ACD receives grant reimbursement revenues. Motion carried – unanimous.**

The Committee recommended to the ACD board members that they fully fund the employees' retirement, and also look at ways to save dollars on their employee health benefit program. The ACD directors indicated that they will fund the employees' retirement program unless the dollars are absolutely not available. They also indicated that they are already looking into changes for the health benefit program.

The Committee recommends the Board of Commissioners do all they can to stabilize the Conservation District financially over the next 4 years.

Meeting adjourned at 4:00 p.m.

# Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

Laura Stanek

June 1, 2006

## Minutes

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

### **1. Meeting called to order at 12:32 p.m.**

### **2. Public Comment**

None.

### **3. Hartford Life Insurance Company**

Guy Thomas, from Hartford Life Insurance Companies, joined the meeting. Mr. Thomas listed reasons why he would like the County to agree to them naming Chuck Cigrand as the representative for the Hartford 457 plan for servicing Antrim County employees.

### **4. MERS DROP+ Program**

The Committee reviewed the literature on the new program offered by MERS. No action was taken.

### **5. Antrim Creek Natural Area (ACNA) Membership**

Committee Chairman, Bob McLeod, shared a letter of resignation he received from Mary Kay McDuffie from the ACNA Commission (attachment). Peter Garwood, Coordinator/Planner, will make sure an advertisement goes in the paper seeking a replacement.

### **6. Resolutions**

✧ Bay County

Resolution in Opposition to the Michigan Civil Rights Initiative  
No action was taken.

Resolution Advocating a National Level - Revamping of the Health Care System  
No action was taken.

✧ Oceana County

Resolution in Opposition of House Bill 5924 (which encourages regionalization of Community Mental Health Agencies)  
No action was taken.

✧ Lake County (attachment)

Resolution to Extend the Economic Development Tools Available to CORE Cities in Michigan to Counties

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution, similar to the Lake County Resolution, extending the same economic development tools available to CORE cities in Michigan to the counties. Motion carried – unanimous.**

✧ Hillsdale County  
Resolution for the Restoration of Revenue Sharing  
No action was taken at this time.

**7. Michigan Association of Counties (MAC) Letter Regarding Optional Dissolution of County Road Commissions**

The Committee reviewed a communication from MAC (attachment) requesting the counties to take a position on a proposed legislative bill that would give each county the authority to choose whether or not to abolish the road commission and take on the authority for the county road system.

*The Committee members were not in favor of the proposal and could not recommend the Board of Commissioners communicate support for the measure to MAC.*

**8. Computer Standards**

The Committee reviewed the new computer standards for a "Standard Personal Computer" and a "Power Personal Computer" submitted by the Bellaire Computer Center.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the computer standards for both a "Standard Personal Computer" and a "Power Personal Computer" submitted by the Bellaire Computer Center (attachments). Motion carried – unanimous.**

**9. Computer and Technology Study**

The Committee reviewed the summary of the Technology System Survey Report (attachment), submitted by Fred Trimble, and discussed some of the concerns brought forth in the study.

**10. Hartford 457 Plan**

Dan Emmendorfer, representative for the FT Jones 457 Plan and current representative of the Hartford 457 Plan, joined the meeting. Mr. Emmendorfer explained his philosophy in how he services the employees with their 457 plans.

Mr. Garwood will survey those employees currently in the Hartford 457 Plan on their desire for the future of the plan and who they would like to work with on the 457 plan.

**11. Commission on Aging (COA)**

Carol Mitchell, COA Director, joined the meeting.

✧ Assistant Cook Position  
Velma Martinek is retiring as an Assistant Cook as of July 31, 2006 (attachment). Ms. Mitchell requested the authority to begin the hiring process to fill the vacant position.

Additionally, the Head Cook is on a medical leave and we currently have a temporary employee taking her place.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the release of funds as of July 31, and authorize the hiring process immediately for the soon to be vacant assistant cook position. Motion carried – unanimous.**

Meeting was adjourned at 2:00 p.m.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

## SPECIAL MEETING

June 12, 2006

### Minutes

Members Present: Laura Stanek, Mike Crawford and Bob McLeod

Members Absent: None

Others Present: Pete Garwood, Bob Englebrecht, Chad Collins (GIS Analyst from Wexford County) and Jack White

**1. Meeting called to order at 9:30 a.m.**

**2. Public Comment**

None.

**3. GIS Technician Interviews**

The Committee, along with Bob Englebrecht, Equalization Director, Peter Garwood, Coordinator/Planner, and Chad Collins, Wexford County GIS Analyst, interviewed four applicants for the vacant GIS Technician position in the Equalization Department. The four interviewed were as follows:

- ✧ Carl Christiansen
- ✧ David Pagel
- ✧ Brian Kindt
- ✧ Blake Terhune

The Board of Commissioners has granted the Administration and County Services Committee the authority to make the hiring decision for this position.

**Motion by Laura Stanek, supported by Mike Crawford, to hire Blake Terhune for the GIS Technician position and if he is unable or unwilling to accept the position to offer the position to Brian Kindt. Motion carried - unanimous.**

Meeting was adjourned at 12:15 p.m.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

## SPECIAL MEETING June 14, 2006 Minutes

Members Present: Laura Stanek, Mike Crawford and Bob McLeod

Members Absent: None

Others Present: Pete Garwood, Jack White, Laura Sexton, Bernie Blackmore (present but participating as a resource for information only, in order to avoid concerns regarding a quorum of the Board of Commissioners) and Patti Lowery

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

### **2. Public Comment**

None.

### **3. Housing Program Agreement Between Antrim County and Kalkaska County**

The Committee and others reviewed a draft contract presented by Peter Garwood, Coordinator/Planner, for the contracting of services from Antrim County to Kalkaska County for the Administration of their housing program. The Committee made some changes to the draft contract.

Frank Wright, Controller, and Alan McCullen, Commissioner, from Kalkaska County joined the meeting. Copies of the revised draft contract were distributed to all in attendance. The draft contract was reviewed section by section.

#### Section 2.1

Mr. McCullen inquired as to whether or not the section meant Kalkaska County would be responsible for their own project specifications, inspections, financials, transactions, audits, etc. and such. All agreed the answer was yes, and that these services were not covered under this contract.

#### Section 3.1

Mr. Wright stated that he understands the 50-50 split not only to apply to the dollars paid by each county but also to the time the Director would spend in each county. All agreed this was what it meant. However, all agreed that during any given week the director may spend more time in one county than the other, and the following week it could be reversed. On an overall basis the time would be split evenly. This section was amended to say "...sum of 50% prorated for the length of the contract from Kalkaska County." The contract will have an attachment that will list the expenses that are to be split 50-50 between the two counties.

#### Section 5.1

The voluntary termination of the agreement by either party was changed from two weeks to 30 days.

Section 7.2

"Attachment A" will be added to the list of contract documents, which will consist of a breakdown of the administrative costs eligible for reimbursement from Kalkaska County to Antrim County.

Mr. Garwood will ask Charlie Koop, Legal Counsel, to review the entire contract, but in particular section 9.3 as most who read it indicated they weren't quite sure what it says.

Both parties agreed the contract could start June 15, 2006, so that Ms. Lowery can get started in Kalkaska County as soon as possible.

Mr. Wright inquired about how to handle the days that Ms. Lowery has already worked in Kalkaska County. Ms. Lowery indicated she has worked eight days during the week in Kalkaska County and has also worked some Saturdays. It was agreed that Antrim County will invoice Kalkaska County for the days worked during the week. Kalkaska County will pay Ms. Lowery directly for the time worked on Saturdays.

The Kalkaska County representatives will take the draft contract (attached) back to their county for further review and feedback, and will contact Mr. Garwood with any questions or proposed changes.

Meeting was adjourned at 10:30 a.m.

# Administration and County Services Committee

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**July 6, 2006**

Members Present: Laura Stanek, Mike Crawford and Bob McLeod

Members Absent: None

Others Present: Pete Garwood and Laura Sexton

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

**2. Public Comment**

None.

**3. Parks – Personnel Issue**

Eileen Wallick, Park Manager, joined the meeting. Ms. Wallick was addressed regarding a personnel issue.

**4. Antrim/Kalkaska Housing Contract**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the draft contract between Antrim County and Kalkaska County for the provision of housing program administration (attached). Motion carried – unanimous.**

**5. Deferred Compensation (457) Plan Representation**

The Committee reviewed Resolution #04-05, approved October 13, 2005. The resolution dictates the county will only recognize Dan Emmendorfer as its deferred compensation representative for the Hartford Life 457 plan. Hartford Life has informed us they will no longer allow Mr. Emmendorfer to represent the plan. Peter Garwood, Coordinator/Planner informed the Committee that a survey of the employees who are signed up with the Hartford plan indicates that 13 of them prefer to stay with the Hartford plan, even if it means having a different representative. Two of the employees indicated they would move their investments in order to keep Mr. Emmendorfer as their representative.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners rescind Resolution #04-05 (attached) regarding representation for the Hartford Life deferred compensation plan. Motion carried – unanimous.**

**6. Antrim County Technology Implementation Plan Request for Proposals (RFP)**

The Committee reviewed the RFP (attached), but felt it was more appropriate that the Computer and Technology Committee act on it.

## **7. Abstract Department Budget**

Theresa Kent, Abstractor and Laura Sexton, Clerk joined the meeting. Ms. Kent presented a quote for repairing and laminating the abstract books. Ms. Kent indicated she did not intend to laminate the pages, but will be budgeting for repair of a few books in 2007.

The Committee considered the 2007 budget and capital outlay request for the Abstract Department. The repair of the books was included in the budget.

**Motion by Mike Crawford, supported by Laura Stanek to approve the Abstract Department budget and capital outlay requests for submission to the Finance Committee. Motion carried – unanimous.**

## **8. Coordinator/Planner Budget**

**Motion by Mike Crawford, supported by Laura Stanek to approve the Coordinator/Planner budget and capital outlay requests for submission to the Finance Committee. Motion carried – unanimous.**

## **9. Fish Park Fund and Clean Lakes Fund**

Mr. Garwood and Ms. Sexton explained the Fish Park fund and the Clean Lakes fund. Both of these funds had dollars left over from two past projects. Mr. Garwood proposed the Clean Lakes Fund dollars be transferred to the Fish Park Fund and earmarked for grant match in the event we engage, with Elk Rapids Village, in improvements for the parking lot and amenities next to the fishing platforms and hydro dam facility in Elk Rapids. The Committee decided the issue should be forwarded to the Finance Committee.

## **10. Northwest Michigan Council of Governments (NWMCOG) Appropriation**

Bud Shipstead, Director and Elaine Wood, Deputy Director of the NWMCOG joined the meeting and presented their annual report as well as their annual appropriation request.

**Motion by Laura Stanek, supported by Mike Crawford to approve the NWMCOG appropriation of \$5,073.00 for submission to the Finance Committee. Motion carried – unanimous.**

## **11. Antrim County Transportation (ACT) – Driver Vacancy**

Sheridan Rhoades, Director of ACT, joined the meeting to request the authority to fill one vacant full-time driver position.

**Motion by Laura Stanek, supported by Mike Crawford to recommend the Board of Commissioners release the funds and authorize the interview process for a driver at ACT. Motion carried – unanimous.**

## **12. Sheriff Department**

Sheriff Terry Johnson joined the meeting.

- 2007 Budget  
Hiring additional personnel – Sheriff Johnson requested an additional full-time road deputy as well as a full-time corrections officer. After review of the county finances, the Committee asked if a part-time court officer would fill the need at this time.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Finance Committee approve a part-time irregular court officer (less than 29 hours per week) and approve the proposed increases in wages for the irregular part-time employees (attached), all for inclusion in the 2007 Sheriff Department Budget.**

Vacant position – Due to the termination of a road deputy Sheriff Johnson requested he be able to fill the vacant position.

**Motion by Mike Crawford, supported by Laura Stanek to recommend the Board of Commissioners approve the release of funds and allow the Sheriff to fill the vacant deputy position at the Sheriff Department. Motion carried – unanimous.**

Personnel issues – The Sheriff updated the Committee on personnel issues in the Sheriff Department.

### **13. Hartford Life (457) Plan**

Dan Emmendorfer, deferred compensation representative joined the meeting. Mr. Emmendorfer was informed of the results of the survey of employees who are with the Hartford Life deferred compensation program. Mr. Emmendorfer was also informed that the Committee is recommending that the Board of Commissioners rescind resolution #04-05. Mr. Emmendorfer illustrated how he could put a package together that would be better for the employees than the current Hartford plan. The Committee indicated he is free to show such a package to willing employees.

Meeting was adjourned at 2:50 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

## **SPECIAL MEETING**

**July 10, 2006**

**Minutes**

Members Present: Laura Stanek, Mike Crawford and Bob McLeod

Members Absent: None

Others Present: Pete Garwood and Carol Mitchell

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

### **2. Public Comment**

None.

### **3. Assistant Cook Interviews**

The Committee, along with Carol Mitchell, Commission on Aging Director, and Peter Garwood, Coordinator/Planner, interviewed six (6) applicants for the Assistant Cook position. The six interviewed were as follows:

- ✧ Gregory Stover
- ✧ Jody Garchow
- ✧ Kate Lord
- ✧ Robert Riedhart
- ✧ Deborah Teboe
- ✧ Beth Ann Lacy

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners hire Beth Ann Lacy to fill the position of Assistant Cook for the Commission on Aging, at the 6 month step in the pay grade, and if she is unwilling or unable to take the position it is to be offered to Jody Garchow as the second choice, and Kate Lord as the third choice. Motion carried – unanimous.**

Meeting was adjourned at 3:20 p.m.

# Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

Laura Stanek

August 3, 2006

## Minutes

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

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

### 2. Public Comment

Bob Massey, Building Official, registered a complaint about the Information Technology (IT) supporters. The Committee asked Mr. Massey to return to the meeting at a later time when the Bellaire Computer Center is scheduled to make their quarterly report.

### 3. Sheriff Department - Grievance Hearing

The Committee discussed the grievance with Sheriff Terry Johnson.

The Committee met with ex-Deputy Trish Pratt and Pat Spidell, Business Representative, from the Police Officers Association of Michigan. Ms. Pratt requested the meeting go into closed session.

**Motion by Laura Stanek, supported by Bob McLeod, to go into closed session to discuss a grievance regarding disciplinary issues in the Sheriff Department.  
Motion carried – unanimous.**

At 1:57 p.m. The Committee went into closed session.

At 3:30 p.m. the Committee returned to open session.

### 4. Resolutions

✧ MAC Resolution - Spending for K-12

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners approve a resolution similar to the attached MAC resolution opposing action to create a K-16 spending mandate for the State of Michigan.  
Motion carried – unanimous.**

✧ Bay County – Creation of a Stable Home Care Workforce  
The Committee noted the resolution but took no action.

✧ Lake County Resolution to Remove Sunset Clause from HB5389 (proposed amendment to the Social Welfare Act)  
The Committee noted the resolution but took no action.

### 5. Coordinator/Planner Personnel Issue

Peter Garwood, Coordinator/Planner, requested that Valerie Craft receive a stipend of \$2,200 for recognition of the added duties that she has taken on, such as managing the County web site and assisting other departments with their information technology (IT)

issues (attachments). The Committee discussed the request. Concerns were brought up regarding the possibility that once we have an IT Implementation Plan the new duties could migrate to another department (such as an IT department).

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners provide a stipend of \$2,000 for Valerie Craft for the web site management and technical services she provides to other departments, with the stipulation that if those duties are shifted to another department or position in the future the stipend for this position would be discontinued. Motion carried – unanimous.**

#### **6. MERS**

Sue McNally, representative from Michigan Employee Retirement System (MERS) for their product Premier Health Insurance, joined the meeting. Ms. McNally was interested in getting Antrim County to consider signing up with Premier Health for our health benefit plan (it has been a year since the County last considered a proposal from MERS). The Committee requested Ms. McNally supply a quotation for the County, and get Mr. Garwood information on how we can share information with them and still be in compliance with the Health Insurance Privacy and Portability Act (HIPPA).

#### **7. Equalization - Digital Data and Orthophotography Fee Schedule**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht presented a fee schedule for purchase of our orthophotography and other GIS layers.

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners adopt the attached fee schedule for orthophotography and other GIS layers, except that other units of governments and the NWMCOG will not be charged and non-profits will be handled on a case by case basis by the Administration and County Services Committee. Motion carried – unanimous.**

#### **8. Bellaire Computer Center (BCC) Quarterly Report**

Jane Redfern and Steve Groll, from Bellaire Computer Center, reviewed with the Committee the IT services they have provided to the County, in the past quarter. They also provided a proposed Future Action Plan (attachments).

Bob Massey rejoined the meeting.

Regarding the computer standards, the Committee agreed they should be updated every 6 months rather than every quarter.

The Committee indicated support for the proposed future priorities outlined in the BCC plan but reordered the top four items as follows:

- ✧ Complete interim backup for all departments.
- ✧ Order Windows 98 computer replacements.
- ✧ Address the Firewall issues.
- ✧ Consolidate cell phone contracts for all of Antrim County departments.

All other items on the Future Action Plan would continue in the proposed order (attached).

The Committee inquired as to what it would take to resolve the problems in the building department. Mr. Groll indicated and Mr. Massey agreed the department needs two (2) modems.

**Motion by Bob McLeod, supported by Laura Stanek, to recommend the Finance Committee find the dollars and the Board of Commissioners approve the purchase of two modems for the Building Department. Motion carried – unanimous.**

The meeting was adjourned at 4:45 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**August 7, 2006**

## **Minutes**

Members Present: Laura Stanek and Bob McLeod  
Members Absent: Mike Crawford  
Others Present: Pete Garwood and Jack White

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

**2. Public Comment**

None.

**3. Antrim County Transportation (ACT) Bus Driver Interviews**

The Committee along with Sheridan Rhoads, ACT Director, and Pete Garwood, Coordinator/Planner, interviewed five (5) candidates:

- ✧ Laura Evans
- ✧ Robert Koop
- ✧ Randy Homan
- ✧ Kelly Holzenagle
- ✧ James Nowak

**Motion by Laura Stanek, supported by Bob McLeod, to recommend the Board of Commissioners offer the ACT Bus Driver position to Robert Koop. If he is unable or unwilling to accept the position, Laura Evans will be offered the position. Motion carried – unanimous.**

**4. Insurance Representative**

Patrick Dewey, from Dewey Insurance Agency, joined the meeting. Mr. Dewey reviewed the new rates from Blue Cross Blue Shield (BCBS) for health insurance. The Committee and Mr. Dewey discussed ways to reduce the increase.

**5. Sheriff Department Grievance**

The Committee listened to the new information on the Sheriff Department grievance provided by Sheriff Terry Johnson and Peter Garwood, Coordinator/Planner. The Committee indicated the need for more information.

The Committee requested that Mr. Garwood send a letter to Pat Spidell, Business Representative, explaining the need for more information and requesting that he agree to allow the Committee to defer action on the issue until the next regular meeting.

**6. Coordinator/Planner Personnel Issue**

The Committee revisited the Coordinator/Planner's request for a stipend for Valerie Craft for the work she has taken on as the web site manager and the information technology service she has provided.

**Motion by Laura Stanek, supported by Bob McLeod to rescind the motion of August 3, 2006 which would have recommended a \$2,000 stipend for the added web site**

**management and information technology duties Valerie Craft has taken on and change it to an annual amount of \$1,000. Motion carried – unanimous.**

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

# Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

Laura Stanek

August 31, 2006

## Minutes

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

### **1. Meeting called to order at 12:32 p.m.**

### **2. Public Comment**

None.

### **3. ACNA Commission Appointment**

The County received one Interest Notification Form, from Jake Veenstra, for the Antrim Creek Natural Area Commission vacancy.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Jake Veenstra to the Antrim Creek Natural Area Commission (attachment). Motion carried – unanimous.**

### **4. Sheriff Grievance**

The Committee reviewed the information from the grievance hearing on grievance 06-234, termination of employment, Trish Pratt. The Committee heard the report on information/verification of statements made by the Union on behalf of Ms. Pratt.

**Motion by Laura Stanek, supported by Mike Crawford, based on the information provided the Committee was not persuaded the Sheriff made the wrong decision regarding the employment termination of Trish Pratt. Motion carried - unanimous.**

**Motion by Mike Crawford, supported by Laura Stanek, to approve authorizing labor counsel to seek a subpoena and also authorize the payment of \$150 to obtain the Verizon phone records for the appropriate department. Motion carried – unanimous.**

### **5. 911 Dispatcher Vacancy**

Dan Bean, Undersheriff, informed the Committee that a dispatcher recently resigned.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve releasing the funds and authorize the Sheriff to fill the vacant dispatcher position. Motion carried – unanimous.**

### **6. VSP Options**

Peter Garwood, Coordinator/Planner, informed the Committee that Patrick Dewey, Insurance Agent, presented us with two other (lower cost) options for optical insurance through VSP. The Coordinator/Planner Office surveyed all employees currently enrolled in

the VSP optical insurance to find out which of the plans the majority would like to have.

The survey results are as follows:

- ❖ VSP II (current plan)           3 votes
- ❖ VSP III                            1 vote
- ❖ VSP IV                            7 votes

Mr. Garwood also presented amended language to add to the VSP plan that would reflect the current practice. Lastly, Mr. Garwood indicated that action needs to be taken to change the annual enrollment date to October 1 from January 1.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve switching to the VSP IV plan; changing the annual enrollment date to October 1 and adopting the additional language into the VSP plan (attached). Motion carried – unanimous.**

**7. Delta Dental**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve changing the annual enrollment date from January 1 to October 1 for all Delta Dental plans.**

**8. Tax Reverted Property**

At the August 10, 2006 Board of Commissioners meeting, the Chairman referred the issue of how the County should handle requests for the Board of Commissioners to purchase an individuals property and sell it back to that individual just prior to it being sold at the tax sale. The Committee acknowledged a communication from the Treasurer on the issue. The issue was tabled until the next Administration and County Services Committee meeting.

**9. Coordinator/Planner Personnel Issue**

Peter Garwood, Coordinator/Planner, presented additional information to support the request for a stipend for Valerie Craft, the Secretary in the Coordinator/Planner Office, for management of the website and other technology services she provides. The Committee discussed the issue extensively.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a \$1,000 annual stipend for Valerie Craft for the her work as the web site manager and for the provision of technological services (attachments). If at some time in the future the provision of these duties are assigned to a different department or contracted out the stipend will be eliminated. Motion carried – unanimous.**

**10. Representatives of the Unrepresented**

Theresa Kent and Julie Gorno joined the meeting as representatives of the unrepresented group employees. Ms. Gorno and Ms. Kent requested a copy of the wage and benefit survey. They also mentioned that health benefits are a big issue with the group. They indicated they will be able to put a proposal together once they receive the wage and benefit survey.

**11. Health Insurance**

Pat Dewey and Darci Fitch, from Dewey Insurance Agency, joined the meeting and presented illustration premium rates for Priority Health Insurance.

## **12. Commissioner Health Insurance**

The Committee discussed what adjustments should be made to the cap the County pays for insurance benefits for the Commissioners.

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners approve a policy that no Commissioner shall pay a monthly health insurance cost share (payroll deduction) that exceeds their monthly salary. This will apply only if the Commissioner is taking the lowest cost health insurance option (attachment). Motion carried – unanimous.**

## **13. Commissioner Mileage Reimbursement**

Jack White, Chairman, shared with the Committee that he had attended a workshop at the Michigan Association of Counties Conference. Through the workshop he learned that if Commissioners are paid mileage to and from the County Building from their home they must get taxed on it.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners instruct the Clerk to cease paying mileage to the Commissioners for trips to and from the County Building. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners increase the per diem for County Commissioners only, to \$55 for a 1/2 day and \$75 for a full day. Motion carried – unanimous.**

## **14. Labor Negotiations**

The Committee went into closed session at 2:25 p.m.

The Committee returned from closed session at 2:50 p.m.

Meeting was adjourned at 3:00 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**October 5, 2006**

## **Minutes**

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

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

### **2. Public Comment**

None.

### **3. Tribal Agreement/Cross Deputization Agreement**

Sheriff Terry Johnson and Charles Koop, Prosecutor, joined the meeting. Mr. Koop and the Sheriff explained the changes in the most recent version of the draft Cross Deputization Agreement with the Grand Traverse Band of Ottawa and Chippewa Indians.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the Cross Deputization Agreement with the Grand Traverse Band of Ottawa and Chippewa Indians. Motion carried – unanimous.**

### **4. Road Officer Vacancy**

The Sheriff informed the Committee he has recently had a deputy resign.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners release the funds and authorize the Sheriff to fill the vacant deputy position. Motion carried – unanimous.**

### **5. Representatives of the Unrepresented Group Employees**

Jim Rossiter, Assistant Prosecutor, Theresa Kent, Abstractor, and Julie Gorno, ACT Secretary, joined the meeting as the representatives of the unrepresented. They submitted a wage, salary and benefit proposal to the Committee. The Committee indicated they would get back to the representatives with a counter proposal at their next regular meeting.

### **6. Airport Manager**

John Strehl, Airport Manager, joined the meeting. Mr. Strehl indicated that he would like the Committee to agree to compare his position to the Gaylord airport manager. For the 15 years he has been the Airport Manager he has not had enough comparables for the compensation study and he feels he has lost out in comparison to other department heads. The Committee accepted Mr. Strehl's documentation but took no official action at this time.

### **7. Tax Delinquent Property Policy**

Sherry Comben, Treasurer, joined the meeting. Ms. Comben made reference to a "Policy on the Sale of Real and Personal Property" from Saginaw County as a possible model for Antrim County. The Committee reviewed the policy and decided it was not appropriate for Antrim County's situation.

**8. Barnes Park - Seasonal Employees Wages**

No action taken at this time. The Committee decided that Park seasonal employees will be hired by the Administration and County Services Committee in the future.

**9. Resolutions**

❖ Muskegon County Embarkation Fees on Passenger Ferries  
No action recommended.

**Motion by Laura Stanek, supported by Mike Crawford, to go into closed session to discuss collective bargaining issues. Motion carried – unanimous.**

Closed session at 2:02 p.m.

Back into open session at 2:31 p.m.

**10. Various Matters**

None.

Meeting adjourned at 2: 43 p.m.

# Administration and County Services Committee

Michael Crawford

Robert McLeod, Chairman

Laura Stanek

November 2, 2006

## Minutes

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

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

### 2. Public Comment

None.

### 3. Approval of August 31, 2006 Closed Session Minutes

Peter Garwood, Coordinator/Planner, distributed the closed session minutes for August 31, 2006.

**Motion by Laura Stanek, supported by Mike Crawford, to approve the closed session minutes of August 31, 2006. Motion carried – unanimous.**

### 4. Court Case

Brad Wierda, from the law firm of Cummings, McClorey, Davis, and Acho (the law firm that serves as the legal counsel through our insurance company Michigan Municipal Risk Management Association), joined the meeting.

**Motion by Mike Crawford, supported by Laura Stanek, to go into closed session to discuss litigation in the case Deborah Hughes v. County of Antrim et al, File No. 04-8056-NZ. Motion carried – unanimous.**

The closed session was held so the Committee could discuss the County's strategy in the case in confidence.

Closed session began at 12:35 p.m. and ended at 12:52 p.m.

### 5. Unrepresented Probate Court Employees

Judge Norman Hayes joined the meeting to discuss wages and benefits for the unrepresented employees in the Probate Court. The Committee indicated they would consider the judges request.

### 6. MERS - Rider E

Jennifer Willis, representative from MERS joined the meeting to explain Rider E to the Committee.

### 7. Resolutions

❖ Calhoun County – Supporting Legislation to Strengthen Penalties for Mortgage Fraud  
**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the Calhoun County resolution (attachment) supporting legislation to strengthen penalties for mortgage fraud. Motion carried – unanimous.**

- ❖ Benzie County - Opposing Legislation to Limit a County Millage Proposal to the November Ballot

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the Benzie County and Cheboygan County resolutions (attachments) opposing legislation to limit counties from going for a millage any other time except the November election. Motion carried – unanimous.**

- ❖ Michigan Association of Counties (MAC) Resolutions  
Allowing a Municipality to Issue Bonds to Fund Health Benefits for Retirees  
No action taken.

Stronger Enforcement of Michigan Casino Gaming Compacts

**Motion by Bob McLeod, supported by Mike Crawford, to recommend the Board of Commissioners approve a resolution similar to the resolution sent by MAC (attachment) to support stronger enforcement of Michigan casino gaming compacts. Motion carried – unanimous.**

Opposition to the Appeals Filed to the United States Forest Service (USFS) Management Plans for Various National Forests

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution to support the coalition assembled under the umbrella of the Michigan Forest Products Council (MFPC) in opposition to the appeals to the forest management plans drafted by the USFS for the Ottawa, Hiawatha and Huron-Manistee National Forests(attachment). Motion carried – unanimous.**

#### **8. Representatives of the Unrepresented**

Julie Gorno, Jim Rossiter, and Theresa Kent, representatives for the Unrepresented Group employees joined the meeting. The group presented the proposals for the Unrepresented. The Committee promised a response prior to the next Committee meeting.

#### **9. Sheriff Department Personnel**

Sheriff Terry Johnson joined the meeting. The Sheriff informed the Committee that the additional part-time irregular court officer position and an increase in the hours of the current court officer to 29 hours per week, did not make it into the budget for 2007 (even though it had been approved). The Committee directed the Sheriff to attend the next Finance Committee meeting and seek resolution of the issue.

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Finance Committee consider the issue of additional personnel and additional hours for current personnel in the Sheriff Department and make the necessary adjustment (an addition of \$8,000). Motion carried – unanimous.**

#### **10. Prosecuting Attorney Compensation**

Charlie Koop, Prosecuting Attorney, joined the meeting to discuss his salary and benefits. Mr. Koop indicated he would be happy with a 3.3% increase, but is willing to wait to see what is given to the Unrepresented.

#### **11. Bellaire Computer Center (BCC) Update**

Jane Redfern and Steve Groll from the Bellaire Computer Center gave a written (attachment) and verbal report on their work providing information technology services for the County. The Committee and the BCC representatives discussed the work on the firewall in depth.

The BCC recommends the Technology Implementation Plan be change to the Technology Infrastructure Plan (TIP). The Committee thought the name change was a good idea.

Ms. Redfern and Mr. Groll discussed the five year life cycle for a personal computer with the Committee. The Committee indicated they were generally happy with the five year cycle.

**12. Bellaire Computer Center Agreement**

The Committee indicated to Ms. Redfern and Mr. Groll they should come to the December meeting with any changes they would like in the agreement.

**13. Barnes Park Employee Compensation**

No action taken. The issue will be addressed at the December meeting.

**Motion by Mike Crawford, supported by Laura Stanek, to go into closed session to discuss labor negotiations with the Unrepresented. Motion carried – unanimous.**

The Committee went into closed session at 3:25 p.m.

Closed session ended at 3:43 p.m.

Meeting adjourned at 3:44 p.m.

# **Administration and County Services Committee**

*Michael Crawford*

*Robert McLeod, Chairman*

*Laura Stanek*

**December 7, 2006**

## **Minutes**

Members Present: Laura Stanek, Mike Crawford and Bob McLeod

Members Absent: None

Others Present: Pete Garwood and Jack White

### **1. Meeting called to order at 12:32 p.m.**

### **2. Public Comment**

None.

### **3. Approval of November 2, 2006 Closed Session Minutes**

Peter Garwood, Coordinator/Planner, distributed the closed session minutes for November 2, 2006.

**Motion by Laura Stanek, supported by Mike Crawford, to approve the closed session minutes of November 2, 2006. Motion carried – unanimous.**

### **4. Maintenance Department**

Dave Vitale, Maintenance Supervisor, was unable to join the meeting due to an emergency. Peter Garwood, Coordinator/Planner, informed the Committee that the Maintenance Foreman, Jim Boni is retiring tomorrow. He informed the Committee that Mr. Vitale intends to fill the foreman position from within the department, and therefore requested authority to fill the resultant maintenance worker position. Peter Garwood, Coordinator/Planner, indicated we would have to post the maintenance foreman position as well as the maintenance worker position.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners release the funds and authorize the hiring process for the soon to be vacant maintenance worker position. Motion carried – unanimous.**

### **5. Interview Committee**

Peter Garwood, Coordinator/Planner, explained that since Bob McLeod's last day as a member and chairman of this Committee will be December 31, 2006, an interview committee may have to be appointed to interview the perspective employees for the maintenance worker position.

Jack White indicated that Mike Crawford and Laurie Stanek as well as he will handle the interviewing along with the Maintenance Supervisor and Coordinator/Planner.

### **6. Commissioner Procedures**

Mr. McLeod explained that this is on the agenda because each year the Commissioners are required to review the County Commissioner's Procedures and re-adopt them with or without revisions at the Organizational meeting.

**7. Recognition to Antrim County Contributors**

Chairman McLeod indicated he thought that the issue of recognizing past contributors to Antrim County should really be handled by an ad hoc committee, with maybe some local township people on the Committee.

**8. Unrepresented Probate Court Employees**

Judge Norman Hayes joined the meeting to discuss an annual increase in compensation for the Unrepresented Employees in the Probate and Family Court. Mr. McLeod, speaking for the Committee, informed Judge Hayes that the two Unrepresented Probate Court employees will be treated fairly and will get the same increase in compensation as the general Unrepresented Employees. He also informed Judge Hayes he is welcome to address the full Board of Commissioners on the issue.

**9. Representatives of the Unrepresented Employees**

Julie Gorno and Theresa Kent, two of the committee members representing the Unrepresented Employees, joined the meeting. The group inquired about the Housing Director's comparables. The group presented a verbal counter proposal to the Administration and County Services Committee's last proposal for compensation increases.

Charlie Koop, Prosecuting Attorney, joined the meeting and made compensation proposals specific to employees in his office.

The Committee went into closed session to consider the Unrepresented Employee's counter proposal.

Closed session began at 2:10.

Closed session ended at 2:25.

The tentative agreement by the two parties is attached. The Committee representing the Unrepresented Employees indicated that they had the authority to make a final decision for their group. The Administration and County Services Committee indicated Patti Lowery, Housing Director, is scheduled to appear before them later in the agenda. The result of that meeting will be included in the Unrepresented Employee's agreement.

The Administration and County Services Committee indicated they would take the proposal to the full Board with recommendation for approval.

Theresa Kent requested permission to carry over 3 vacation days to 2007.

**Motion by Laura Stanek, supported by Mike Crawford, to allow Theresa Kent to carry over 3 vacation days from 2006 to 2007 as long as the 3 days are used in the first quarter of the year. Motion carried – unanimous.**

**10. Prosecutor's Compensation**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve a 3.3% increase for the Prosecuting Attorney on his base salary and all stipends except the child support grant stipend for the year 2007. Motion carried – unanimous.**

**11. Antrim County Transportation**

Sheridan Rhoads, Transportation Director, joined the meeting. Mr. Rhoads informed the Committee that when a previous employee retired he never filled the position due to financial constraints. Additionally, the mechanics helper/driver has been off on disability leave for quite a few months. He is seeking permission to fill the vacant driver position with an individual we recently interviewed, Laura Evans.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners release the funds and allow hiring Laura Evans to fill the vacant driver position at ACT if no one else in the bargaining unit signs the posting. Motion carried – unanimous.**

**12. Bellaire Computer Center (BCC)**

Jane Redfern and Steve Groll from the BCC joined the meeting.

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners approve a contract with Bellaire Computer Center for 2007 at a rate of \$80,000 with the attached minor language revision. Motion carried – unanimous.**

**13. Housing Department**

Patti Lowery, Housing Director, joined the meeting and presented a compensation study as well as an accounting of what staff and the types of grants are being administered by the various county housing programs. Ms. Lowery also presented an illustration of how much funds have been leveraged in Antrim County during the last grant cycle. Ms. Lowery indicated she does not have enough comparables in region 10 and she presented a compensation study using similar size counties in Northern Michigan outside of region 10. The Committee, based on past practice with the Housing Director position, agreed to use the alternative study. Based on the alternative study, the Housing Director position will receive the following adjustment to her salary.

- ❖ 3.9% increase to bring the position into within 2% of parity with the average salary in the study.
- ❖ 3.3% annual increase given to those who are between 2% below the average and no greater than 2% above the average.

The Housing Director will be included in the tentative agreement with the Unrepresented Employees.

**14. Housing Program Contract with Kalkaska County**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners approve the Housing Program Contract with Kalkaska County with the new compensation figures on "Attachment A". Motion carried – unanimous.**

## **15. Appointments**

Motion by Mike Crawford, supported by Laura Stanek, to recommend the Chair of the Board of Commissioners make the following appointments to the respective committees, commissions and boards. Motion carried – unanimous.

<b><u>Road Commission</u></b>
Glenn Paradis – Term expires 12/31/2012

<b><u>Economic Development Corporation/ Brownfield Redevelopment Authority</u></b>
Tom Lane – Term expires 12/31/2009
Peter Garwood – Term expires 12/31/2009

<b><u>Solid Waste and Recycling Council</u></b>
Mike McPherson – Term expires 12/31/2012
Jim Palmer – Term expires 12/31/2012
Raelene Reilly – Term expires 12/31/2012

<b><u>Veterans Affairs</u></b>
George Ouvry – Term expires 12/31/2010
Raymond Rayl – Term expires 12/31/2010

<b><u>Board of Public Works</u></b>
Adam Jankowski – Term expires 01/01/2010
Leonard Klein – Term expires 01/01/2010

<b><u>Commission on Aging</u></b>
Bob Straw – Term expires 01/01/2008
Mary Kokowski – Term expires 01/01/2008
Ed Bradford – Term expires 01/01/2008
Don Schuiteman – Term expires 01/01/2008

<b><u>Planning Commission</u></b>
Jill Barnard – Term expires 12/31/2009
Marshall Wright – Term expires 12/31/2009
Terry Morris – Term expires 12/31/2009

<b><u>Housing Commission</u></b>
Burt Thompson – Term expires 01/01/2010

<b><u>Construction Code Board of Appeals</u></b>
Tim Moore – Term expires 12/31/2008
Edgar Boettcher – Term expires 12/31/2008
Michael Lanning – Term expires 12/31/2008

<b><u>E-911 Board</u></b>
Bill Chapman – Term expires 01/01/2010
Burt Thompson – Term expires 01/01/2010
Daniel Robinson – Term expires 01/01/2010

<b><u>Farmland and Open Space Preservation Board</u></b>
Heidi Lang – Term expires 12/31/2009

<b><u>Antrim Creek Natural Area Commission</u></b>
Carl Veenstra – Term expires 01/01/2010

## **16. Pension Adjustment**

The Committee discussed the possibility of implementing Rider E or Flexible E to the retirement plan. The Committee discussed the issue via speakerphone with MERS representative Cathy Watkins. Due to the complicated nature of the issue and after much discussion, the Committee realized we would have needed to start our discussion on this issue some time ago in order to meet MERS timeline. The Committee decided to hold off on the issue until next year.

## **17. Health Insurance for Commissioners**

**Motion by Mike Crawford, supported by Laura Stanek, to recommend the Board of Commissioners make the health insurance caps for the Board of Commissioners the same as the General Unit, Probate Court and Unrepresented Employees, as follows:**

January 1, 2007 - the Employer cap for the Commissioners health insurance will be equal to the Employer cap for the General, Probate Court and Unrepresented Group Employees. The Priority Health Insurance premium will be fully paid by the Employer October 1, 2006 to September 30, 2007.

October 1, 2007 – Increases in the insurance premium to be split, 25% employee to 75% employer, predicated on the Priority Health premium increase.

**Motion carried – unanimous.**

## **18. Coordinator/Planner**

❖ Compensation

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Board of Commissioners increase the salary of the Coordinator/Planner by 3.3% for the year 2007. Motion carried – unanimous.**

❖ Office Issue

Mr. Garwood reported on the activities and duties of the Associate Planner position in his office (attached).

## **19. Veterans Affairs**

**Motion by Laura Stanek, supported by Mike Crawford, to recommend the Finance Committee find the funds and the Board of Commissioners approve increasing the Veterans Counselor's hours to 30 hours per week for the months of January and February, 2007. Motion carried – unanimous.**

## **20. Various Matters**

❖ Correspondence – Safe Driver Program

The Committee read a correspondence from Arlene Wilson regarding the County's Safe Driver Policy (attached).

Meeting was adjourned at 3:50 p.m.