

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## January 25, 2010 Minutes

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

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

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

### **2. Public Comment**

None.

### **3. Grievance Hearings**

The Committee, Sheriff, Undersheriff and the Coordinator/Planner began the meeting in the Coordinator/Planner meeting room for a briefing on the grievances that are on the day's Agenda.

- **Command Unit - Muladore Grievance**

The Committee, Sheriff, Undersheriff and the Coordinator/Planner moved to Room 211 to meet with the Union representatives: Bob Donick – Teamsters Business Representative, Sergeant Matt Muladore - Grievant, and Sergeant Jeff Wynkoop – Steward.

Sergeant Muladore gave an account of the incident for which he had been disciplined. The Committee asked questions of both the Union and the Sheriff Department management.

At 10:00 a.m. the Committee returned to the Coordinator/Planner Office meeting room for deliberation. The Committee also reviewed the steps the Sheriff uses for progressive discipline.

**Motion by Michael Crawford, supported by Laura Stanek, to support the Sheriff's decision to deny the grievance submitted by the Command Unit on behalf of Sergeant Matt Muladore filed on November 30, 2010. Motion Carried – Unanimous.**

- **Deputies/Dispatch Unit – Kosal Grievance #09-508**

The Committee, Sheriff, Undersheriff and the Coordinator/Planner moved to Room 211 to meet with the Union representatives: Pat Spidell – Police Officers Association of Michigan (POAM), Officer Bob Daunter - Steward, Dispatcher Mike Gank – Alternate Steward, and Dispatcher Sheryl Kosal.

Mr. Gank and Ms. Kosal explained why they believed Ms. Kosal did not deserve to be disciplined. The Committee asked questions of both the Union and the Sheriff Department management.

At 11:20 a.m. the Committee returned to the Coordinator/Planner Office meeting room for deliberation.

**Motion by Laura Stanek, supported by Jerroll Drenth, to reduce the 2 day suspension to a written reprimand and pay Dispatcher Kosal for the two days of lost wages. Yes – Drenth, Stanek; No – Crawford.**

- **Deputies/ Dispatch Unit – Rubin Grievance #09-543 and Grievance #09-557**

The Committee, Sheriff, Undersheriff and the Coordinator/Planner returned to Room 211 to meet with the same Union representatives. Ms. Kosal had left the meeting and Officer Todd Rubin joined the meeting.

Grievance # 09-543

Officer Rubin explained why he thought the three day suspension was excessive. The Committee asked questions of the Union, Officer Rubin and the Sheriff Department management.

Grievance #09-557

Officer Rubin explained why he thought there should not have been discipline, but only counseling in this case. The Committee asked questions of the Union, Officer Rubin and the Sheriff Department management.

The Committee returned to the Coordinator/Planner Office meeting room for deliberations.

**Motion by Laura Stanek, supported by Jerroll Drenth, to support the Sheriff's decision to deny Grievance #09-543 filed by the POAM on behalf of Todd Rubin.  
Motion Carried – Unanimous.**

**Motion by Laura Stanek, supported by Jerroll Drenth, to support the Sheriff's decision to deny Grievance #09-557 filed by the POAM on behalf of Todd Rubin.  
Motion Carried – Unanimous.**

The meeting was adjourned at 2:00 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## February 4, 2010 Minutes

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood and Jack White

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

### **2. Public Comment**

None.

### **3. Northern Lakes Economic Alliance (NLEA)**

The Committee reviewed two notices of interest for the NLEA Board, both from current members: Tim Underwood and Jim Kowal (attachment).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend to the Chairman of the Board of Commissioners to appoint Jim Kowal and Tim Underwood to the NLEA Board. Motion Carried – Unanimous.**

### **4. Michigan Employee Retirement System (MERS) Resolution**

Mr. Garwood explained that through MERS, most recently, we had five separate divisions. We were looking for ways to combine divisions with the same benefits. We were successful in combining two divisions that are populated with Sheriff Department employees, and we also tried to combine divisions 1 (general employees) and 10 (Antrim County Transportation employees). The Board of Commissioners passed a resolution to combine divisions 1 and 10, but we also needed a letter of concurrence from the Union. The Union was unwilling to sign off on the effort, because they thought it might cost them more money down the road in actuarial costs. Because the Union would not sign off, MERS has requested the County rescind the resolution (attachment).

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners rescind the Resolution to Combine Divisions 1 and 10 of our pension system under MERS. Yes- Crawford, Drenth No – Stanek**

## **5. GIS Agreement**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht presented an agreement from Globalview by Insequence, Inc., for managing our GIS data over the Internet. The Committee decided to take no action at this time.

## **6. Management Control Agreement**

Valerie Craft, IT Director and Sheriff Dan Bean presented a management Control Agreement, which gives permission to our IT Director to access the Sheriff Department data on the County computer network (attachment).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners authorize the Chairman to sign the Management Control Agreement between the IT Department the Sheriff Office. Motion Carried – Unanimous.**

## **7. Fred Trimble Contract**

Ms. Craft requested the County approve a contract renewal for Mr. Trimble on an hourly basis with a ceiling of \$12,000. The Committee requested that Mr. Trimble come to the next Administration and County Services Committee meeting to give an overview of what things he would be involved in for the next year.

## **8. Lakeshore Energy**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a contract with Lakeshore Energy for a fixed rate of .695 per cc for a 12 month period. Motion Carried – Unanimous.**

## **9. Park Manager Issue**

Eileen Wallick, Park Manager joined the meeting. Mr. Garwood explained in his recent memorandum to Ms. Wallick which outlined how her off-season time was to be handled, it was stated that she is authorized to make a weekly visit to Barnes Park to check on the Visitors Center and other amenities. However, no minimum amount of time was set. Additionally, the Board of Commissioners directed that the park computer be moved to the Coordinator/Planner Office. Ms. Wallick requested that the second computer remain at the park so she can check it for park related emails on her weekly visits.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners authorize a minimum of an hour of pay for Ms. Wallick when she makes her weekly visits to the Barnes Park and that she be allowed to keep a computer at the park office which she shall check during her weekly visits. Motion Carried – Unanimous.**

## **10. Commission on Aging (COA)**

Mike Neubecker, COA Director, and Judy Parliament, COA Secretary, joined the meeting. Mr. Neubecker requested the part-time regular Secretary position at the COA be increased to a full-time position (attachment). He indicated the increase in hours was needed due to the elimination of the Office Manager position at the COA.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners increase the COA Secretary position from part-time regular to full-time regular and approve waiving the 6 month waiting period for use of vacation time. The new designation would take effect the next full pay period. Motion Carried – Unanimous.**

## **11. General Unit and Probate Court Unit Compensation**

Mr. Garwood and Mr. Crawford informed the Committee they have tentatively settled the 2010 wage reopener with the General Unit and the Probate Court Unit (represented by the Teamsters) for a 2% increase in wages. The Committee discussed future financial conditions for the County and the possibility of a wage freeze for next year.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2% increase for the General Unit and Probate Court Unit. Motion Carried – Unanimous.**

## **12. Probate Court Unrepresented Compensation**

Bill Hefferan, Court Administrator, joined the meeting. Mr. Hefferan requested the same wage and salary adjustment for 2010 for the Probate Court Unrepresented as was recommended to the General Unit and the Probate Court Unit.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2% increase for the Probate Court Unrepresented Employees and raise their life insurance from \$20,000 to \$25,000. Motion Carried – Unanimous.**

## **13. General Unrepresented Compensation**

Deborah Peters, Veterans Counselor, and Theresa Kent, Abstractor, joined the meeting and presented the compensation proposal for the General Unrepresented Group (attachment).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2% increase and an increase from \$20,000 to \$25,000 in life insurance for the General Unrepresented Employees. Motion Carried – Unanimous.**

#### **14. Veterans Counselor Personnel**

Ms. Peters distributed a communication and data regarding her office. Ms. Peters requested that she be able to hire a part time clerical for 10 hours per week. Ms. Peters also requested an increase in her own wage (data attached).

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the Veterans Counselor's wage be increased to \$14.51 per hour (plus whatever increase the General Unrepresented Group gets for 2010) beginning the next full pay period. The Committee also recommends the Board of Commissioners approve a part-time irregular clerical position at 10 hours a week at \$10.95 per hour. Motion Carried – Unanimous.**

#### **15. Coordinator/Planner Compensation**

Peter Garwood, Coordinator/Planner, requested that he get the same salary and life insurance increase that was tentatively agreed to for the General Unrepresented Group.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve a 2% increase and an increase from \$20,000 to \$25,000 in life insurance for the Coordinator/Planner position. Motion Carried – Unanimous.**

#### **16. Resolutions**

Alger County Resolution Opposing the MiWater Ballot Initiative

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the Alger County resolutions opposing the MiWater ballot initiative. Motion Carried – Unanimous.**

Alger County in Support of the Back 40 Joint Venture

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Alger County resolutions in support of the Back 40 Joint Venture (mining operation). Motion Carried – Unanimous.**

Alger County in Support of the Merit Curriculum Adjustments to Support Career and Technical Education

No action was taken.

Alger County in Support of Legislation that Would Allow Transfer of Fire Fighter Training Credentials Between Michigan and Wisconsin

No action was taken.

Oscoda County Urging Implementation of the State Substance Abuse Treatment and Prevention Allocation Formula

No action was taken.

Barry County Resolution GEMS

Laura Sexton, Clerk joined the meeting. Ms. Sexton advised that the issue addressed by the Barry County resolution doesn't affect Antrim County.  
No action was taken.

Mackinaw County Resolution Regarding the Snowmobile Advisory Committee

No action was taken.

Oceana County Resolution in Support of the Final Report of the Legislative Commission on Statutory Mandates

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Oceana County Resolution in Support of the Final Report of the Legislative Commission on Statutory Mandates. Motion Carried – Unanimous.**

**17. Various Matters**

The Committee discussed general personnel issues.

The meeting was adjourned at 3:25 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## February 16, 2010 Minutes

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood

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

### **2. Public Comment**

None.

### **3. Barnes Park Seasonal Employees and Commission on Aging (COA) Part-time Irregular Employees - Wages**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a 2% wage increase for the Barnes Park seasonal employees and the COA part-time irregular employees. Motion Carried – Unanimous.**

Mr. Drenth informed the Committee of his recent attendance of the Banks Township Planning Commission meeting. Changes in assessments and how they will affect the revenues of the Townships and County were discussed. Given the effect of the economy on future revenues, the Committee reiterated their commitment in striving for a wage freeze next year.

### **4. Personnel Issue**

**Motion by Jerroll Drenth, supported by Laura Stanek, to go into closed session regarding a disciplinary issue involving a County employee. The result of a roll call vote is as follows: Yes – Stanek, Crawford, Drenth; No – None.**

The Committee went into closed session at 1:40 p.m. and came out of closed session at 2:15 p.m.

**Motion by Mike Crawford, supported by Laura Stanek, to issue a verbal reprimand to an employee of Antrim County. Motion Carried – Unanimous.**

### **5. Various Matters**

#### Board of Commissioners Compensation

It was the consensus of the Committee that no changes to the Board of Commissioners compensation should take place at this time.

Drug and Alcohol Policy

The Committee indicated they would like to see the contract completed for the Drug and Alcohol Policy. Mr. Garwood indicated that he will work on it within the next two weeks.

Department Evaluations

The Committee would like the issue of “department evaluations” on the next agenda.

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

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## March 4, 2010 Minutes

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Jack White

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

### **2. Public Comment**

None.

### **3. Michigan Municipal Employee Retirement System (MERS)**

Rob Noa from MERS joined the meeting and gave a presentation on the “hybrid” plan they offer. The plan is a combination of a defined benefit plan and a defined contribution plan.

### **4. Dewey Insurance**

Pat Dewey and Darci Fitch from Dewey Insurance joined the meeting and presented the Antrim County Group Utilization Report. The report indicated that there may be an opportunity for Antrim County and the employees to save money on prescription drugs by purchasing maintenance drugs through mail order. If drugs are purchased through mail order an employee can get a 90 day supply for the cost of two “co-pays” instead of the traditional co-pay for each 30 day period (three co-pays). Dewey Insurance will get a flyer to the Coordinator/Planner Office and Mr. Garwood will request the flyers be distributed with the employee’s paychecks.

Ms. Fitch provided information about a wellness program that is offered through Priority Health.

### **5. Northern Michigan Broadband Cooperative (NMBC) Membership**

**Motion to Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a Resolution (attached) to support the NMBC with a \$500 appropriation for the year 2010. Motion Carried – Unanimous.**

### **6. Merit Broadband Application**

Merit (a non-profit corporation) was successful in getting a large American Reinvestment and Recovery Act (ARRA) grant for the installation of fiber optics in many parts of Michigan (including through Mancelona and up M-66 to East Jordan). Merit is submitting a new application for funding through Round 2 of the ARRA grant program and is seeking local support. Round 2 will take place mainly in the Northeast Lower Peninsula.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the Resolution supporting Merit’s application for the second round of ARRA grant funding (attached). Motion Carried – Unanimous.**

## **7. Information Technology Contract**

Fred Trimble from Trimble Consulting joined the meeting. Mr. Trimble informed the Committee about the projects he will be involved in this year.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners renew a contract with Trimble Consulting for \$10,000. Motion Carried - Unanimous.**

## **8. Equalization/GLE Mapping**

Mr. Englebrecht, Equalization Department, joined the meeting. Mr. Englebrecht presented a request from Great Lakes Energy (GLE) for a swap of Geographical Information System (GIS) data. They would like to acquire Antrim County parcel data in exchange they would provide Antrim County with their electric line data. Mr. Englebrecht will contact the GLE representative to get answers to the Committee's questions and will return to the next Committee meeting.

## **9. Resolutions**

Wexford County - Supporting Modification of PA 312 of 1969  
No action taken.

Hillsdale County - Regarding the Michindoh Aquifer  
No action taken.

Berrien County - Supporting Efforts to Stop Asian Carp from Reaching the Great Lakes  
**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the Berrien County (attached) to support efforts to stop the Asian carp from entering the Great Lakes. Motion Carried – Unanimous.**

## **10. Regional Health Benefit Survey**

**Motion by Laura Stanek, supported by Jerroll Drenth, to participate in the health insurance survey conducted by the Northwest Michigan Council of Governments and direct Mr. Garwood to complete the survey. Motion Carried – Unanimous.**

## **11. Departmental Evaluations**

The Committee discussed how evaluations could be conducted. The Committee decided to approach Michigan Association of Counties (MAC) for a template on conducting such a survey.

## **12. Barnes Park**

Mr. Crawford informed the Committee that Eileen Wallick, Park Manager has asked to start an employee two weeks early. No action was taken.

The meeting was adjourned at 3:00 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**March 23, 2010  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth

Members Absent: Laura Stanek

Others Present: Pete Garwood, Jack White

## **1. Meeting called to order at 11:00 p.m.**

## **2. Public Comment**

None.

## **3. Register of Deeds**

Patti Niepoth, Register of Deeds, joined the meeting. Ms. Niepoth requested the recently vacated position in the R.O.D. office be reinstated and she be allowed to fill the position. The Committee expressed reservations regarding filling the position before Departmental Evaluations are completed.

**Motion by Jerroll Drenth, seconded by Mike Crawford, to recommend the Board of Commissioners approve a temporary part-time employee at 25 hours per week to be paid at the entry rate for a Clerk II position to replace the recently vacated full-time Clerk II position. Motion Carried – Unanimous.**

## **4. SeeCon, Inc. Communication**

The County had received a communication from Carolyn McLellan from See Con, Inc. (attached). Ms. McLellan complained that to verify ownership of rental properties in Antrim County, it cost her \$1.20 per request for information. Ms. McLellan has been utilizing the Antrim County Land Records database through the Register of Deeds Office.

Ms. Niepoth informed the Committee that she had a phone conversation with Carolyn McLellan. She pointed out to Ms. McLellan that she can get the needed information from our Geographic Information System (GIS) maps on the County website at no cost. According to Ms. Niepoth, Ms. McLellan seemed satisfied.

## **5. Northern Michigan Broadband Cooperative (NMBC) Resolution**

Charlie Koop, Legal Counsel, distributed his written opinion (attached) regarding if and how the County can appropriate funds to an organization like the NMBC. The Committee decided to take no action on the NMBC request at this time.

## **6. Grass River Natural Area (GRNA) Building**

Mr. Koop indicated he has been discussing the restrictions on the chosen building site at GRNA with the GRNA Ad Hoc Committee.

**Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners direct legal counsel to draft an affidavit for signature by the appropriate representative from The Nature Conservancy requesting removal of the use restrictions on the “DeLange property”. Motion Carried – Unanimous.**

## **7. Equalization Department**

### **GIS Parcel Layer Request**

Bob Englebrecht, Equalization Director, joined the meeting and informed the Committee he received a request from Laura James, a Michigan State University (MSU) Masters Student, for the Antrim County parcel layer at no cost. The data would be used in research for her thesis (communication attached). If approved Ms. James would be required to sign an agreement that requires that a copy of all enhancements to the data be given to the County.

**Motion by Jerroll Drenth, supported by Mike Crawford, to approve the request from Laura James, MSU student, for the Antrim County GIS parcel layer, at no cost, and that Ms. James be required to sign the standard Data Sharing Agreement. Motion Carried – Unanimous.**

### **Great Lakes Energy (GLE) GIS Request**

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a trade of the Antrim County parcel layer data for the GLE layer which illustrates the location of all of their transmission lines and equipment. Motion Carried – Unanimous.**

## **8. Resolutions**

### **Iosco County Resolution Urging Implementation of the State Substance Abuse Treatment and Prevention Allocation Formula**

The Committee reviewed a resolution from Iosco County regarding the above issue.

**Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Iosco County Resolution (attached) to urge implementation of the State Substance Abuse Treatment and Prevention Allocation Formula. Motion Carried – Unanimous.**

## **10. Departmental Evaluations**

The Committee discussed ideas for how to conduct Departmental Evaluations. The Committee requested that Mr. Garwood bring recommendations to the next monthly meeting.

The meeting was adjourned at 12:30 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**May 4, 2010  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth

Members Absent: Laura Stanek

Others Present: Pete Garwood, Jack White

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

## **2. Public Comment**

None.

## **3. Recovery Zone Bond Memorandum/Resolution**

Jan Kellogg joined the meeting by speakerphone. Ms. Kellogg explained that there are two types of Recovery Zone Bonds allocated to each county in Michigan. Recovery Zone Economic Development Bonds are the type of bond that can be used by State or local government and the Recovery Zone Facility Bonds are the type that can be used by a private business. Ms. Kellogg recommended the County Board of Commissioners designate the entire County as the "Recovery Zone". By doing so there will be one less thing to do if and when a project comes up that is eligible for the program.

The Committee also reviewed a request from Grand Traverse County that Antrim County consider giving up their Recovery Zone Facility Bond allocation, on the private side, and request the State assign it to Grand Traverse County (as they currently have a couple of projects they could use them for). The Committee was concerned that if the County were to do this we would be left empty handed if a project were to come up.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners designate the entire Antrim County as a "Recovery Zone". Motion Carried – Unanimous.**

## **4. Charter Business Contract**

Valerie Craft, Information Technology (IT) Director, joined the meeting and distributed a new set of contracts with Charter Cable. With this set of contracts we will add two sites; the Mancelona Senior Center and the Mancelona Township Library (Sheriff Department mini-post) and the monthly payment will be reduced by about \$52.00.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the new contracts with Charter Cable, adding two new locations; the Mancelona Senior Center and the Mancelona Township Library. Motion Carried –Unanimous.**

## **5. Tax Bill Administration**

Sherry Comben, Treasurer, Bob Englebrecht, Equalization Director, and Steve Groll with the Bellaire Computer Center (BCC) were present for the Tax Bill Administration issue. Ms. Comben distributed a packet that explained how the tax bills are currently generated compared to how they could be generated with the new B,S & A software. Mr. Groll made a request that the County continue to contract with BCC to do the printing of the tax bills and tax roll pages.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the tax bill process as suggested by the Treasurer (flow chart) but that for the summer tax billing the tax bill will continue to be printed by the BCC (to be re-evaluated for the winter tax bill and into the future). Motion Carried – Unanimous.**

## **6. SB 1103 and 1104 - Corrections/Mental Health Reimbursement**

Alexis Kaczynski, North Country Community Mental Health (CMH) Director, and Dan Bean, Sheriff, joined the meeting. Ms. Kaczynski outlined the problem. The Attorney General came out with an opinion that the County and the Sheriff were responsible for all health cost of jail inmates including behavioral health. Ms. Kaczynski indicated that up to the time of the Attorney General's opinion CMH had been picking up most of the costs related to behavioral health issues. Ms. Kaczynski indicated she feels she can no longer pick up those cost because she will likely get an audit exception.

Senate Bills 1103 and 1104 addressed the issue by indicating that Community Mental Health will be responsible for all mental health costs in the jails. However, the word on the street is the two bills do not stand a good chance of being approved.

## **7. Resolution in Opposition of the State of Michigan Reduction of Secondary Road Patrol Funding**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a resolution similar to the Oakland County resolution in opposition of a reduction of the Secondary Road Patrol Funding by the State of Michigan. Motion Carried – Unanimous.**

## **8. Geographical Information System (GIS)**

Bob Englebrecht was present for this discussion. The Committee reviewed a communication from the Coordinator/Planner Office regarding the GIS Program. The Committee will review the program and recommendations again in 30 days.

## **9. Departmental Evaluations**

The Committee reviewed a communication from Mr. Garwood regarding the issue of departmental evaluations. The Committee requested that Mr. Garwood pick a few counties of like size and SEV and survey them to find out the number of employees they have in each department.

## **10. Housing Committee Notice of Interest**

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Janice Olach to the Antrim County Housing Committee. Motion Carried – Unanimous.**

The Coordinator/Planner Office will advertise for the two remaining positions on the Housing Committee

## **11. Drug and Alcohol Policy**

Mr. Garwood informed the Committee that we are very close to having a contract signed with East Bay Medical Clinic to begin the Drug and Alcohol Testing Program for the Unrepresented Employees and the General Unit.

Mr. Garwood also indicated it will cost approximately \$4,300 to train the department heads and employees for the Drug and Alcohol Testing Program if we use trainers through the East Bay Medical Clinic. He indicated he will check with the County's worker's compensation insurance carriers and the Michigan Municipal Risk Management Association (MMRMA) for some lower cost or free training.

## **12. Broadband Letter**

**Motion by Michael Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve sending letters to Merit Network, Inc., the State and Federal legislators and the Governor expressing our displeasure regarding the fact that the majority of Antrim County is bypassed by the broadband installation program funded by the stimulus money, and asking for their assistance to get the current planned installation re-routed through Bellaire and Central Lake and possibly Ellsworth instead of the currently planned route straight from Mancelona to East Jordan via M-66. Motion Carried – Unanimous.**

## **13. Kalkaska County Collaboration**

Mr. Garwood informed the Committee he had a discussion with Alan McCullen, Kalkaska County Board of Commissioners, in which they talked about shared services and programs between the two counties. Information Technology (IT) was one area that Mr. McCullen was very interested in exploring. The Committee was intrigued, but no action was taken.

The meeting was adjourned at 3:15 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## **June 3, 2010 Minutes**

Members Present: Mike Crawford, Jerroll Drenth, and Laura Stanek

Members Absent: None

Others Present: Joe Meyers

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

### **2. Public Comment**

None.

### **3. GIS Department Issue**

Bob Englebrecht, Equalization Director, entered the meeting to discuss the GIS Department as requested at last month's meeting.

The Committee asked if Mr. Englebrecht had any recommendations and he informed them that he had received a letter of resignation from the GIS Technician, Julie Weston. Mr. Englebrecht also indicated that he would recommend that the County GIS Department could be evolved into its own department. The Committee asked if they could talk to the GIS Technician during the meeting. Ms. Weston entered the meeting and spoke about the GIS Department. The Committee gave Ms. Weston until Monday to reconsider her resignation.

### **4. Vandermark Road Property Issue**

Mike Crawford informed the Committee of some issues at the Vandermark Road Property that the Sheriff's department has been using for a shooting range. The Committee asked the Coordinator/Planner office to locate the rules for the property.

### **5. Intercounty District Agreement**

The Committee reviewed the Intercounty District Court Agreement. They discussed an issue with the agreement that indicated that it would be retroactive to 2000 and there was no spot for a revision date. The Committee tabled the agreement until next month to get all questions answered.

### **6. Airport**

Mike Crawford informed the Committee that John Strehl is asking to hire a summer intern at the airport for \$1,500.

Discussion ensued over the airport budget.

The Committee took no action on this item.

### **7. Abstract Department Personnel**

Peggy Kole, Administrative Assistant for the Coordinator/Planner Office, entered the meeting to discuss a personnel request from the Abstract Department. Ms. Kole indicated that the Abstract Department is requesting a seasonal employee from June until September to help with vacations and higher work load due to the recent oil and gas activity in the area. Ms. Kole also described that this person would need to know property descriptions. Discussion ensued over the wage for the temporary position. Ms. Kole also discussed that Theresa Kent, County Abstractor, has indicated that her daughter has expressed interest in the position.

The Committee recommended posting the position internally and on the website for one week.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend to the Board of Commissioners that a seasonal temporary employee be hired in the Abstract Department for not more than three months at a rate of \$10.68 per hour. If a family member applies for this position, the hiring would be done by the Coordinator/Planner Office and the Chair of the Administration Committee. Motion carried – unanimous.**

### **8. I.T. Department Personnel**

Valerie Craft, I.T. Department, entered the meeting to discuss the potential for contracting with Common Sense Computing to hire their intern to help get ready for the auction (attached). Ms. Craft indicated that this person would work 2 to 3 days a week for the month of July.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the I.T. Department contract with Common Sense Computing to hire their intern to help get ready for the auction. Motion carried – unanimous.**

### **9. Departmental Evaluations**

The Committee reviewed the communication from Mr. Garwood regarding departmental evaluations. The Committee will review the issue over the next month.

### **10. Housing Committee Notice of Interest**

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Laura Sexton to the Antrim County Housing Committee. Motion Carried – Unanimous.**

## **11. GIS Department**

Discussion ensued over the GIS Department and the Equilization Department.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners remove the GIS Department from the Equilization Department and move it to the Coordinator/Planner Office with Supervision by the Associate Planner. Motion carried –unanimous.**

## **12. NACO Prescription Drug Card**

Mike Crawford presented information on the NACO Prescription Drug Card to the Committee.

The meeting was adjourned at 3:45 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**July 1, 2010  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek (in at 12:45 p.m.)

Members Absent: None

Others Present: Pete Garwood

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

### **2. Public Comment**

None.

### **3. Abstract Office Budget Request**

Theresa Kent, Abstractor, presented the Abstract Office budget.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the 2011 Abstract Department budget request for submittal to the Finance Committee. Motion carried – Unanimous.**

### **4. Coordinator/Planner Budget Request**

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the 2011 Coordinator/Planner budget and Capital Outlay request for submittal to the Finance Committee. Motion carried – Unanimous.**

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

Matt McCauley joined the meeting and requested the annual Appropriation to the NWMCOG.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the 2011 Appropriation request for the NWMCOG for submittal to the Finance Committee. Motion carried – Unanimous.**

### **6. Information Technology (I.T.) Budget Request**

Valerie Craft, I.T. Director, presented the budget request for the I.T. Department.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the 2011 I.T. Capital Outlay request for submission to the Finance Committee. Motion carried – Unanimous.**

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the 2011 I.T. Budget request for submission to the Finance Committee. Motion carried – Unanimous.**

Training for Employees on Word and Excel

Ms. Craft requested the Committee add a \$4,800 line item for two full days of training on Microsoft Word and Excel. The instructor would come to the County to conduct the training.

The Committee agreed to add the \$4,800 line item to the I.T. budget.

**7. Equalization Department – GIS Department**

Bob Englebrecht, Equalization Director, addressed the Committee on their recommendation to move the GIS program out of the Equalization Department into the Coordinator/Planner Office.

**8. Resolutions**

Huron County Opposing HB 5882

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve a resolution similar to the Huron County resolution opposing HB 5882 which would raise the payments to residential facilities for the Juvenile Justice Residential Program for which the County would be responsible for half. Motion carried - Unanimous.**

**9. Various Issues**

None.

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

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**July 26, 2010  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood

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

## **2. Public Comment**

None.

## **3. Drug and Alcohol Testing Policy**

The Committee reviewed a memorandum from Peter Garwood, Coordinator/Planner regarding training for the Drug and Alcohol Testing Policy enforcement (attached). Mr. Garwood informed the Committee he submitted grant applications to the County's liability insurance company and the Michigan Association of Counties Worker's Compensation Board for possible funding to offset the cost of the training.

**Motion by Jerroll Drenth, supported by Laura Stanek to recommend the Finance Committee find the funding and the Board of Commissioners approve funding up to \$4,200 for the County Drug and Alcohol Policy training. Motion carried – unanimous.**

## **4. Personnel Issue**

The Committee reviewed a survey conducted by the Coordinator/Planner Office regarding the number of employees in each department of other counties with approximately the same population and taxable value.

## **5. Municipal Employee's Retirement system (MERS)**

The Committee reviewed a communication from MERS which indicated that if the County would like to approve a one time cost of living adjustment for the current county retirees it would have to be indicated by the end of July. The Committee indicated that making such a move in this economic climate would not be a good idea.

**Motion by Jerroll Drenth, supported by Laura Stanek, to take no action on the request from MERS regarding the implementation of the "E" pension rider. Motion carried – Unanimous.**

## **6. Resolution**

Jackson County Support for Adoption of SB 449

Under previous action by Michigan Commission on Law Enforcement Standards (MCOLES), starting in 2012, an officer will have to work 520 hours per year in order to keep their law enforcement certification. The Jackson County Resolution supports SB 449 which would require an officer to work a lesser amount of 120 hours per year to keep their certification. No action was taken.

## **7. Jail Doctor**

Sheriff Dan Bean informed the Committee that Dr. Wilcox will be retiring soon. The Sheriff informed the Committee that Dr. May has expressed an interest in the position. The Committee requested the Sheriff come back with a proposal for the provision of medical service for the next Committee meeting.

## **8. Sheriff Department Update**

The Sheriff and Undersheriff Dean Pratt updated the Committee on personnel issues in the Sheriff Department.

## **9. Union Negotiations**

Four Union contracts expire at the end of 2010. Mr. Garwood indicated that he and Mike Crawford need direction as they prepare to enter into negotiations with each of the bargaining units.

**Motion by Laura Stanek, supported by Jerroll Drenth to go into closed session to discuss union negotiations for the three bargaining units in the Sheriff Department (Command Unit, Corrections/Cooks/Clerical, and Deputies/Dispatchers) and the Antrim County Transportation (ACT) bargaining unit. Motion carried – unanimous.**

Closed session began at 1:05 p.m.

The Committee was back into open session at 1:20 p.m.

## **10. Geographical Information System (GIS) Layer Request**

Bob Englebrecht, Equalization Director brought in a request for the County's parcel layer from a private company, CoreLogic Spatial Solutions, (see attachment).

**Motion by Jerroll Drenth, supported by Laura Stanek to recommend the Board of Commissioners approve selling the GIS parcel layer to CoreLogic Spatial Solutions for \$3,500. Motion carried – unanimous.**

## **11. GIS Department**

Mr. Englebrecht also distributed a document with his ideas for how to improve the GIS Department. He asked the Committee to review the document and he would be back to discuss it at the next Committee meeting.

**Register of Deeds (ROD)**

Patty Niepoth, Register of Deeds and Bonnie Homan, Chief Deputy joined the meeting. Ms. Niepoth requested the part-time position in the ROD department be made full-time. Ms. Niepoth gave an update on the increasing business in her office due to the natural gas activity in the Utica Layer. The Committee indicated if they recommend the Board of Commissioners increase the position from part-time to full-time it will only be for the time in which the increased activity is taking place.

**Motion by Laura Stanek, supported by Jerroll Drenth to recommend the Board of Commissioners approve increasing the part-time position to a full-time position in the ROD Department. Motion carried – unanimous.**

Ms. Niepoth indicated there is an additional need for public computers in the ROD Office due to the gas exploration in the Utica Formation. The Committee indicated they would support an additional computer in the ROD Office (the network drop is already in place). The Committee requested Ms. Niepoth find out if the gas and oil companies are interested in paying for a dedicated computer in the County Building in order to access ROD data.

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

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**August 31, 2010  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Jack White

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

### **2. Public Comment**

None.

### **3. Broadband Issue**

Valerie Craft, Information Technology (IT) Director, and Fred Trimble, Consultant, joined the meeting. Within this next year, Broadband fiber optics will be installed up Darragh Road into Mancelona and north up M-66 into East Jordan. Peter Garwood, Coordinator/Planner, and Mr. Trimble updated the Committee on recent efforts to get broadband into the interior of Antrim County. The consensus of the Committee was to continue efforts to get broadband into other parts of Antrim County.

Mr. Garwood will check with rural development for funding availability for broadband.

### **4. 911 Server/Phone**

Ms. Craft and Mr. Trimble updated the Committee on hooking up the Sheriff Department, Jail and 911 Dispatch to the County phone system. The cut-over from the old phone system to the new phone system went very well. There has been a power outage since, which exposed some changes that need to be made to keep the system running properly during any future outage. Ms. Craft and Mr. Trimble are working with Dave Vitale, Maintenance Supervisor to address this issue.

### **5. Sheriff Department Grievance Issue**

Sheriff Bean and Undersheriff Pratt gave the background regarding the grievance filed on behalf of a deputy in the Sheriff Department.

Officer Todd Rubin, Mike Gank, Alternate Steward, and Pat Spidell, POAM Business Agent, joined the meeting. The Union representatives gave their reasons for filing Grievance 10-235.

**Motion by Laura Stanek, supported by Jerroll Drenth, to support the Sheriff's disciplinary action regarding grievance 10-235 filed by the Deputies/Dispatchers Bargaining Unit. Motion carried – Unanimous.**

Sheriff Bean informed the Committee of the shuffling of employees in the Sheriff Department.

Sheriff Bean requested authority to hire a part-time temporary corrections officer in the jail while an employee is on disability leave.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners authorize a part-time temporary corrections officer position in the jail, to be discontinued upon the return of personnel currently out on disability leave. Motion carried - Unanimous.**

Sheriff Bean requested authority to fill the soon to be vacated dispatcher position held by Michael Ann Chellis. Her last day will be September 7, 2010

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners release the funds and authorize the filling of the soon to be vacant position of dispatcher. Motion carried – Unanimous.**

## **6. Resolutions**

### Pure Michigan Resolution

No action was taken as the Board of Commissioners has previously approved a resolution on this issue.

### United Way Day of Caring Resolution

No action was taken as it was handled last month.

### State Revenue Sharing Letter

It was brought to the Committee's attention that the Michigan Association of Counties is requesting that individual Commissioners and Counties send letters to their legislators urging that the State not discontinue revenue sharing to the counties (sample letter attached).

## **7. Equalization Department Update**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht gave an update on activities in his office.

The meeting was adjourned at 3:20 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

## **October 5, 2010 Minutes**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Jack White

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

### **2. Public Comment**

None.

### **3. Commissioner Workshops**

Peter Garwood, Coordinator/Planner, distributed a notice for the “New Commissioner Workshop” series put on by MSU Extension.

### **4. Fraud Policy**

The Committee requested that Mr. Garwood tailor the sample Fraud Policy to Antrim County. In general, fraud cases will be reported to the Coordinator/Planner. Mr. Garwood will also add language for how an employee can report the suspected fraud if it is one of the Commissioners or the Coordinator/Planner.

Patty Niepoth, Register of Deeds, joined the meeting.

### **5. Conflict of Interest Policy**

The Committee directed Mr. Garwood to see that the Conflict of Interest Policy includes a “Declaration of a Conflict of Interest” if a Board member knows she/he has a conflict of interest and wants to declare it publicly. Mr. Garwood will make sure the Conflict of Interest Policy is tailored to the needs of Antrim County.

Sherry Comben, Treasurer joined the meeting.

### **6. Resolutions**

#### **312 Arbitration**

The Committee reviewed the communication Mr. Garwood sent to Representative Kevin Elsenheimer expressing opposition to a House Bill that would provide the ability for municipal and county corrections officers to have mandatory (Act 312) arbitration when the union and the employer have bargained to impasse (attached).

#### **Midland County – Opposition of a Public Per Diem Rate for Foster Care**

The legislature has proposed a per diem rate for foster care cases administered by the Department of Human Services (DHS). The new fee would be funded by the Child Care Fund

which is partially funded at the county level. This would be an obvious violation of the Headley Amendment. The proposed legislation was not approved by the legislature, thus, the subject of the resolution is a moot issue.

#### **7. Retroactive Pay of Department of Human Services Administration Charge**

**It was the consensus of the Committee that the Board of Commissioners stand behind the Probate Court regarding their intention not to pay any retroactive DHS administration charge.**

#### **8. Bond Counsel**

The Committee expressed concern regarding the use of Miller, Canfield, Paddock and Stone as bond counsel for the Meadow Brook Medical Care Facility project, given they have two (2) conflicts of interest: 1) Miller, Canfield, Paddock and Stone represents CMS Lands in the Alba Injection Well case; and 2) They also represent the Village of Elk Rapids in their intention to start a new Downtown Development Plan and Tax Increment Financing Plan.

The Committee requested that Mr. Garwood investigate alternative bond counsel to handle the Meadow Brook Medical Care Facility bond project and have a recommendation ready for the Board of Commissioner meeting.

#### **9. Equalization Department Certification**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht informed the Committee the County has been notified by the State, that Antrim County will now be required to employ a Level 4 Assessing Officer. Mr. Englebrecht indicated the County can apply for a waiver one year at a time. Mr. Englebrecht also informed the Committee that the State has changed the threshold for when a county needs a Level 4 Assessing Officer from a static State Equalized Value (SEV) to one that floats based on a Statewide average. Thus, Antrim County will never be exempt from the Level 4 requirement regardless of how low the SEV gets. The Committee expressed concern that this seemed like an unfunded mandate and a violation of the Headley Act.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners authorize the Chairman to sign the waiver for a Level 4 Assessor, but accompany it with a resolution of protest. Motion carried – Unanimous.**

Mr. Englebrecht informed the Committee that an employee in his office is off on disability leave. He would like to hire Crystal Howes (an employee who has been working in the Abstract Office) on a temporary basis until the full-time employee is back. Theresa Kent, Abstractor joined the meeting and indicated she would also like to keep Crystal in her office on a part-time basis.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the hiring of Crystal Howes on a temporary full-time basis for a month (part-time in the Abstract Office and part-time in the Equalization Office) beginning October 15, 2010. Motion carried – Unanimous.**

#### **10. Sheriff Department Personnel Issue**

Sheriff Dan Bean joined the meeting and distributed a written departmental report (attached). Sheriff Bean also invited the Committee to the retirement party for Lou Basso.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners release the funding for and authorize the filling of a jail sergeant and two road sergeant positions. No additional deputies or correction officers are to be hired. Motion carried – Unanimous.**

Sheriff Bean informed the Committee that the Transcriptionist in his office has applied and tested for a corrections position, and passed. He intends to hire her for an open position that was approved last month.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the release of funds and authorize the Sheriff to fill the position of transcriptionist. Motion carried – Unanimous.**

#### **11. Veteran Affairs Personnel Issue**

Deb Peters, Veterans Counselor, joined the meeting. Ms. Peters requested that the part-time irregular employee in her office be authorized for an additional five (5) hours per week, which would bring the position up to fifteen (15) hours per week. Ms. Peters gave an overview of the increase in work for the office over the past couple of years.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Finance Committee and the Board of Commissioners approve an additional 5 hours per week for the part-time assistant in the Veteran Affairs office beginning October 15, 2010 and continuing for the rest of the year (an amount not to exceed \$628.00). To be reviewed in January 2011. Motion carried – Unanimous.**

Ms. Peters also reminded the Committee they had indicated last year that she get half of a wage adjustment, but would have to come back to the Committee this year for consideration of the other half. The Committee took no action.

Ms. Peters requested an additional two (2) hours per week for her position which would bring her total hours to 32 hours. Ms. Peters was told the Committee wanted to see how things were working out with the additional hours granted to the assistant before granting her any additional hours.

#### **12. Prosecuting Attorney Personnel Issue**

Charlie Koop, Prosecuting Attorney gave his proposal for compensation changes/increases for the two assistant prosecuting attorneys.

**Mr. Koop also indicated that the two assistant prosecuting Attorneys are currently paying a higher payroll deduction for health insurance than all the other employees. He requested they get the same payroll deduction as the Unrepresented.**

#### **13. Unrepresented Group**

Deb Peters and Theresa Kent representing the Unrepresented Group gave their proposal for compensation increases. The Committee indicated they will meet with the two representatives again at the next regularly scheduled Committee meeting with a response.

#### **14. Tax Bill Issue**

Sherry Comben, Treasurer, joined the meeting and presented options for a cost to print the tax bills for the local units of government.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve charging the local units of government \$ .15 a page for the printing of tax bills for the winter taxes. Motion carried – Unanimous.**

#### **15. Computer Services**

Valerie Craft, IT Director, and Fred Trimble, Consultant, joined the meeting to discuss the future direction for computers and technology in the County.

Laura Stanek, Finance Committee Chair, and Mr. Garwood will meet with Steve Groll of the Bellaire Computer Center in the near future.

#### **16. Negotiations**

**Motion by Jerroll Drenth, supported by Laura Stanek, to go into closed session to discuss negotiations (wage reopener) with the General Unit and the Probate Court Unit. Motion carried – Unanimous.**

Closed session 3:05 p.m.

Out of closed session 3:20 p.m.

#### **17. Pitney Bowes Postage Meter**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a five (5) year contract with Pitney Bowes for a postage machine for the second floor of the County Building at \$175 per month. Motion carried – Unanimous.**

The meeting was adjourned at 3:30 p.m.

# Administration and County Services Committee

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**November 4, 2010  
Minutes**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Jack White

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

## **2. Public Comment**

Mike Neubecker, Commission on Aging (COA) Director, informed the Committee he was contacted by the Grand Traverse Regional Foundation and informed they have a fund called the Elk Rapids Community Fund. He would like the COA to apply for a grant from that fund for a program that would help with transportation for seniors for medical issues. It would be limited to the provision of service for the western side of the County.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve that the COA Director apply for a grant to provide transportation services, as long as it is made clear to residents that the service can only be provided to the western side of the County because of the restrictions dictated by the funding source. Motion Carried – Unanimous.**

## **3. North Country Community Mental Health (NCCMH) Contract for Services in the Jail**

Charlie Koop, Prosecuting Attorney, and Dan Bean, Sheriff, joined the meeting to address the draft contract for CMH Jail Services in the Antrim County Jail. The Prosecutor and Sheriff will work on a revision of the agreement and negotiate it with NCCMH representatives.

## **4. Unrepresented Group Negotiations**

Theresa Kent, Abstractor, and Deborah Peters, Veteran's Counselor, joined the meeting as representatives of the Unrepresented Group. The Committee informed the two representatives that they will go into closed session (closer to the end of the meeting) to discuss questions brought up about their proposal, after which they will call them back into the meeting.

## **5. Equalization and Abstract Department Personnel Issue**

Bob Englebrecht, Equalization Director, indicated that his department no longer required the services of Crystal Howes (the temporary employee working part-time in both his office and the Abstract Office). However, Theresa Kent requested that Crystal Howes be able to work on a temporary basis when needed until the money she has budgeted is exhausted, or until the end of the year, whichever comes first.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve allowing the Abstractor to hire Crystal Howes on an intermittent basis, when needed for the rest of 2010. Motion carried – Unanimous.**

## **6. Transfer of Personal Time Hours**

Bill Hefferan, Probate Court Administrator, joined the meeting. The Committee reviewed a communication from Patricia Theobald, Probate Court Register, indicating she would like to give 30 hours of her paid personal time to Penelope Thompson in the Prosecuting Attorney's office.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners grant the request from Patricia Theobald to allow her to give 30 hours of paid personal time to Penelope Thompson. Motion carried – Unanimous.**

## **7. Sheriff Department Grievances**

The Committee heard from Bob Daunter, President and Mike Gank, Vice President of the Deputies/Dispatcher Bargaining Unit about Grievance #10-479 regarding the health insurance payroll deduction. The Committee also discussed Grievance #10-553 from the CCC Unit regarding the same issue. The Committee asked questions of both the Deputies/Dispatchers Representatives and the County Administration regarding the grievances.

**Motion by Laura Stanek, supported by Jerroll Drenth, to support the Sheriff in his denial of Grievance #10-479 and #10-553 regarding the health insurance payroll deduction for employees. Motion Carried – Unanimous.**

## **8. Homeland Security Grant - 2008**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve a Preferred Vendor purchase of a generator for the Communications Tower on Orchard Hill from Cummins Bridgeway, along with allowing Arndt Electric (on a preferred vendor basis) to install the generator as well as wire a shelter in the County to accept the mobile generator. Motion carried – unanimous.**

## **9. Department Head Issue**

Mr. Garwood informed the Committee that he has had conversations with the Department Heads who missed the mandatory meeting for the Workers' Compensation Claim Training. Mr. Garwood indicated he has scheduled a make-up training session for those Department Heads.

## **10. Committee/Board Notification of Interest**

### Antrim County Road Commission

The Committee reviewed the Notification of Interest for the Road Commission appointment and decided to wait until December when all the other Committees are appointed.

### Michigan Department of Human Services

The seat on the Human Services Board held by Mike Paradis has expired October 1, 2010. A Notification of Interest by Mike Paradis was reviewed by the Committee.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Mike Paradis to the Michigan Department of Human Services for the remainder of the year 2010.**

**16. Negotiations continued**

**Motion by Jerroll Drenth, supported by Laura Stanek, to go into closed session to discuss negotiations (wage reopener) with the General Unit and the Probate Court Unit. Motion carried – Unanimous.**

Closed session 3:05 p.m.

Out of closed session 3:30 p.m.

Deborah Peters and Theresa Kent, Unrepresented representatives, re-joined the meeting. The Committee discussed their proposal with the Unrepresented representatives. The Committee also informed Ms. Peters, Veteran's Counselor they are in the process of considering the Veteran's Counselor compensation issue.

Charlie Koop, Prosecutor, requested the same proposal as the Unrepresented Group. The Committee granted the same proposal to Mr. Koop for his employees, the two Assistant Prosecutors.

**17. Weblink Discussion**

Mr. Garwood informed the Committee that a request has been made to include links to local conservation groups on the Antrim County website. No action was taken.

The meeting was adjourned at 3:45 p.m.

# **Administration and County Services Committee**

*Jerroll Drenth*

*Michael Crawford, Chairman*

*Laura Stanek*

**December 8, 2010**

## **Minutes**

Members Present: Mike Crawford, Jerroll Drenth and Laura Stanek

Members Absent: None

Others Present: Pete Garwood, Laurie Sexton

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

### **2. Public Comment**

Laura Sexton, County Clerk, informed the Committee that two Antrim County employees did an exemplary job assisting another employee yesterday that had a medical emergency. The two quick thinking employees were Sharon Shultz and David Vitale.

### **3. County Forestry Concern**

Mike Meriwether, Antrim Conservation District Forester, joined the meeting and informed the Committee of a problem going on in the County. Some company is contacting Antrim County residents telling them they will pay them for carbon credit if the land owner will allow them to cut the trees on their property for less than \$1,300 per year. In the case of a particular Antrim County resident, for a stand of trees worth approximately \$100,000, she has received \$1,298.99 and all of the trees have been cut. She is scheduled to receive equal annual payments over a 15 year period. The Committee directed Mr. Meriwether to contact the newspaper to see if they would do an article on the problem.

### **4. Fraud Policy, Conflict of Interest Policy, Nepotism Policy**

The Committee reviewed and discussed the draft Fraud Policy. Laurie Sexton, County Clerk, pointed out some concerns with the Fraud Policy. The Committee directed that all three policies be reviewed by Legal Counsel.

### **5. Commission on Aging (COA) Personnel Issue**

To be put on next Administration Committee Agenda.

### **6. Commission and Board Appointments**

Antrim Creek Natural Area (ACNA)

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Betty Hoffman and the appointment of Albert Hurd to the Antrim Creek Natural Area (ACNA) Commission. Motion Carried – Unanimous.**

Road Commission

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Jerry Dobrzelewski to the Road Commission. Motion Carried – Unanimous.**

Commission on Aging

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Mary Kokosky, Beverly McCamman, and Rick Teague and appoint Sally Hannert to the Commission on Aging Board. Motion Carried – Unanimous.**

**7. Equalization Department**

Bob Englebrecht, Equalization Director, joined the meeting. Mr. Englebrecht gave a report on the changes occurring in the Equalization Department (attached).

Mr. Englebrecht and Peter Garwood, Coordinator/Planner, informed the Committee about a denial letter from the State regarding the Antrim County request a “waiver” from the requirement for to have a Level 4 Certification for an Assessing Officer.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners appeal the denial of the State Tax Commission Director regarding the Antrim County request for a waiver from the requirement to have a Level 4 Assessing Officer. Motion Carried – Unanimous.**

**8. MSU Extension Memorandum of Understanding (MOU)**

Laurie Stanek will meet with Stan Moore regarding the MOU.

**9. Antrim County Transportation (ACT)**

**Motion by Jerroll Drenth, supported by Laura Stanek, to go into closed session to discuss a collective bargaining tentative agreement with Antrim County Transportation (ACT). Motion Carried – Unanimous.**

Closed Session started at 10:40 a.m.

Back in open session at 10:58 a.m.

**10. Unrepresented Group**

Theresa Kent, Representative for the Unrepresented Group, joined the meeting and presented a proposal for compensation for 2010. The Committee accepted the proposal and indicated to Ms. Kent that they would get back to her with a response.

**11. Northwest Michigan Council of Governments (NWMCOG) Issue**

Dave Adams, Chairman of the Workforce Development Board, and Charlie Koop, Legal Counsel, joined the meeting. Mr. Adams gave an overview of the history of the Workforce Development Board and the NWMCOG.

The Committee expressed their concerns to Mr. Adams regarding the increase given to the NWMCOG/Workforce Development Director.

**12. Community Mental Health (CMH) Sheriff Department Update**

Sheriff Dan Bean joined the meeting. Charlie Koop distributed a new proposed draft Agreement between North Country Community Mental Health and the Antrim County Sheriff Department.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the proposed draft Agreement between North Country Community Mental Health and the Antrim County Sheriff Department (as amended) and send it to CMH for review. Motion Carried – Unanimous.**

**13. Personal Hour Transfer Issue**

Employees have come forward to transfer personal time to Pennie Thompson. Transfer of days must be day for day, with no pro-ration, as a straight exchange of time. The Committee decided to allow the transfer of paid personal time only and not vacation time.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the transfer of Paid Personal Time from Debra Ho’On and Robin Sommers to Pennie Thompson. Motion Carried – Unanimous.**

**14. Prosecutor’s Employee Negotiations**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the same health insurance payroll deduction for the two assistant prosecuting attorneys as the other non-union employees. Motion Carried – Unanimous.**

**15. Commission and Board Appointments – Continued**

Construction Code Board of Appeals

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners appoint Amy Russell and Mike Lanning to the Construction Code of Appeals. Motion Carried – Unanimous.**

Discussion ensued regarding there is no mechanical trade represented on the Construction Code Board of Appeals. Charlie Koop, Legal Counsel, indicated he will research the statute as well as the Agreement with the State for whether or not we can appoint someone who doesn’t have a mechanical license to fill this position.

911 Board

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Wendy Dawson and Bill Chapman to the 911 Board. Motion Carried – Unanimous.**

Economic Development Committee (EDC) Board

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners appoint Mike Hayes to the EDC Board. Motion Carried – Unanimous.**

Brownfield Redevelopment Authority (BRA)

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners appoint Mike Hayes to the BRA. Motion Carried – Unanimous.**

Farmland and Open Space Preservation Board

There were no Notification of Interest letters.

Parks and Recreation Advisory Committee

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Mike Meriwether and Jerome Dobrzelewski and appoint David Peterson to the Parks and Recreation Advisory Committee. Motion Carried – Unanimous.**

Planning Commission

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners appoint Mike Hayes to the Planning Commission. Motion Carried – Unanimous.**

Veterans Board

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Raymond Rayl and George Ouvry to the Veterans Affairs Board. Motion Carried – Unanimous.**

North Country CMH

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Chairman of the Board of Commissioners re-appoint Louis Scholl to the North Country CMH Board. Motion Carried – Unanimous.**

Housing Committee

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Chairman of the Board of Commissioners re-appoint Bridget Russell and Jan Olach and appoint Mike Hayes to the Housing Committee. Motion Carried – Unanimous.**

**17. State of Michigan – Sections 1111 and 1113**

The Committee considered a communication from the State regarding an amendment to Sections 1111 and 1113 of the Michigan Liquor Control Code to allow the sale of spirits, mixed spirit drink and beer and wine between the hours of 7:00 a.m. on Sunday and 2:00 a.m. on Monday. The communication indicated each county can decide if they want this provision of the law to take place in their county.

**Motion by Laurie Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners prohibit the new law in Antrim County. Motion Carried - Unanimous.**

Mike Crawford brought up an issue regarding a constituent who is the guardian of an individual who it is believed is being mistreated.

**18. Personnel Policy**

Discussion regarding updating the Personnel Policy that dates back to 1983.

**19. Unrepresented Group**

Theresa Kent and Deb Peters, representing the Unrepresented Group, entered the meeting. It was the consensus of the Committee to offer the Unrepresented Group the same benefit as the General Unit: two extra vacation days for 2011 only. The vacation days will be given at the beginning of the year and will have the same restrictions as the General Unit. The offer was accepted.

The meeting was adjourned at 1:05 p.m.

