COUNTY BOARD OF COMMISSIONERS

Thursday, January 10, 2019 9:00 a.m.  Chairman: Ed Boettcher, III
County Clerk: Sheryl Guy

* REVISED AGENDA*

Call to Order
Pledge of Allegiance
Invocation/Moment of Silence
Public Comment:

Members of the public are encouraged to speak during the public comment agenda items which are placed at the beginning and end of meetings. Any member of the public speaking under the privilege of “Public Comment” may speak no longer than three (3) minutes. A group of individuals who wish to present a specific point of view may designate a spokesperson who the Board will allow additional time; however, this is not a requirement. All individuals who wish to speak during public comment will be allowed to do so. Members of the public with questions, concerns, or comments regarding their topic addressed during public comment may request additional information and/or referral from the County Administrator’s Office during normal business hours or call 231-533-6265.

Approval of Agenda (Page 1)
Minutes of previous meeting – December 13, 2018 & January 2, 2019 (Pages 2-23)
Closed Session Minutes - December 13, 2018 (2) Sessions & January 2, 2019 – (Handout at meeting)
Standing Committee Reports: If needed
Building, Lands & Infrastructure – Special Meeting 12/18/2018 (Pages 24-25)
Health & Public Safety
Administration & County Services
Liaison and Special Committee Reports as needed
Consent Agenda (Pages 26-29)
Finance, Ways and Means Committee of a Whole

Unfinished Business:
Zelenak/Bargy: Tabled – Sheriff Mobile Terminals (MCT) No firm quotes available
Smith/Zelenak: Tabled – Mr. Rossiter’s requested the Board to indicate their willingness to negotiate with Elected Officials and P.A. Unrepresented staff – Not picked up from table as indicated in motion.

New Business:
Board of Commissioners Procedures – Proposed Amendments (Pages 30-43)
Policy Updates – Travel, Per Diem, Hiring *(Pages 62-73)*

APPOINTMENTS

Board of Commissioners Resolution –Honoring Mike Hayes 12:30 (Page 44)
*Peter Garwood, County Administrator Various Matters 12:45 *(Pages 45-52/53&54-55) duplicates - See 56

Network Northwest -Antrim County Facilities
Dialogue Proposed Scope of Work/2%Tribual Grant Special Olympics/Airport Contracting vs. Hiring Employees/Wages & Benefits page 56

*Compensation Increases – Unpresented- Co. Administrator/Suggested BOC minute changes/handouts. Pages 57,58,59,60,61

Public Comment.

Adjourn.

If you wish to attend this meeting and require special assistance, please contact the Administration Office by writing PO Box 187, Bellaire, MI 49615 or by emailing countyadmin@antrimcounty.org or calling 231-533-6265. Thank you.
The meeting was called to order by the Chairman at 9:00 a.m.


Absent: None.

The Pledge of Allegiance to the U.S. flag.
Invocation offered by Brad Klooster.

The Chairman requested Public Comment. David Schulz thanked the Board for their service and provided a special shout-out to the outgoing members Bryan Smith and Melissa Zelenak. He spoke of the Antrim County Facilities Master Plan and municipality collaboration. Mike Allison spoke in support of community assistance and collaboration. Gary Lockwood spoke to the Board in support of his letter of interest for appointment consideration of several committees. Cheryl Patton spoke of concerns of future privatization of Antrim County Airport employees. Melissa Zelenak read a letter and email from the Chairman to the Board. Public Comment closed at 9:13 a.m.

It was moved by Marcus, seconded by Heeres to approve the agenda as written. Motion carried all present voting yes.

It was moved by Zelenak, seconded by LaVanway to approve the minutes of November 8, 2018 as corrected. Motion carried all present voting yes.

It was moved by Smith, seconded by LaVanway that the Board direct the Operator of Dams to be a co-investigator in the development of a predictive hydrological model of the Elk River Chain of Lakes Watershed (ERCOL). Motion carried as follows: Yes – Heeres, Zelenak, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

It was moved by Smith, seconded by LaVanway that the Board authorize the Chairman to execute a timber sale agreement with Silverleaf Sawmill on a portion of the County-owned property, marked by the County forester, known as the “Alba Road Forest Area” for $31,200.00 contingent on receiving the proper certificate of insurance. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Smith, seconded by Boettcher that the Board approve an extension of the lease agreement between the County of Antrim and North Country Community Mental Health at the current monthly payment, until April 30, 2019 or until a new lease agreement is approved by both parties, whichever comes first. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Smith, seconded by LaVanway that the Board utilize Networks Northwest as the facilitator for discussions on the facilities master plan. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.
It was moved by Smith, seconded by Zelenak that the Board authorize the Remonumentation Program Administrator to sign the application for the 2019 Survey and Remonumentation Grant totaling $44,800.00 and approve the submission of the application. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Smith, seconded by Zelenak that the Board authorize the Remonumentation Program Administrator to execute the 2019 Survey Remonumentation Grant No. BCC 19-05 Agreement with the State of Michigan Department of Licensing and Regulatory Affairs with a total authorized budget of $44,800.00. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Smith, seconded by LaVanway that the Board authorize the Board Chairman to sign an easement agreement with Consumers Energy to install electric lines for the Dam Beach and Fishing Park Restroom Facilities, contingent upon civil counsel’s review and provided the lines are installed underground. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Zelenak that the Board authorize the Board Chairman to execute, on behalf of the Commission on Aging, Amendment No. 1 to the 2017-2018 Purchase of Service Agreement between MMAP, Inc. (Michigan Medicare/Medicaid Assistance Program) and Antrim County Commission on Aging for the delivery of MIPPA Beneficiary Outreach and Assistance Services. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Zelenak that the Board authorize the Board Chairman to execute a service agreement with Tele-Rad, Inc. to maintain the Antrim County Sheriff Department’s radio system from January 1, 2019 through December 31, 2019 for a monthly payment of $2,520.70. Motion carried as follows: Yes – Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

RESOLUTION #31-2018 By Christian Marcus, seconded by Bryan Smith

MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) OF MICHIGAN
APPLICATION FOR ADDITIONAL CREDITED SERVICE
JONATHAN WHEATLEY

WHEREAS, provided by the MERS Plan, and in accordance with the Employer’s policy there under, the additional credited service of eleven months (11) is hereby granted this member by Resolution of the Governing Body of Antrim County, at its meeting on December 13, 2018;

WHEREAS, the Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any differences between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit program through adoption or transfer of the affected employee to a division with “better” benefits; increase in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional services (increase or decrease);
RESOLUTION 31-2018 continued.

BE IT RESOLVED, thus, actual events and experience may result in changes different than those assumed, and liability different than the estimated.

BE IT FURTHER RESOLVED, the employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Yes – David Heeres, Ed Boettcher, Bryan Smith, Brenda Ricksgers, Jason Helwig, Christian Marcus;
No – Melissa Zelenak, Karen Bargy, Dawn LaVanway;
Absent – None.

RESOLUTION #31-2018 DECLARED ADOPTED.

It was moved by Heeres, seconded by Smith that the Board approve parity increases for the 2019 salary and wage increases for the following department head positions be approved as follows:
- Parks Manager 3%
- Maintenance Director 3%
- Commission on Aging 3%
- Veterans Affairs Director 4%
- Emergency Services Coordinator 6.5%
- IT director 6.5%

The above parity increases to salary and wages be calculated after the addition of the 2019 salary and wage increases for the General non-union employees and that the funding sources be the General Fund, Contingencies (101-895-999.000) and authorize the Finance Director, Chief Administrative Officer, Deb Haydell to make the corresponding 2019 budget amendments. Motion carried as follows: Yes – Heeres, Boettcher, Smith, Ricksgers, Helwig, Marcus; No – Zelenak, Bargy, LaVanway; Absent – None.

The Chairman appointed Jeanette Hayes to the Commission on Aging Advisory Board to fill the 3-year term set to expire December 31, 2021.

It was moved by Smith, seconded by Zelenak that the Chairman’s appointment of Jeannette Hayes to fill the 3-year term set to expire December 31, 2021 to the Commission on Aging Advisory Board be accepted. Motion carried all present voting yes.

The Chairman appointed Ron Grammer to the Construction Code of Appeals Board to fill a 2-year term set to expire December 31, 2020.

It was moved by Zelenak, seconded by Marcus that the Chairman’s appointment of Ron Grammer to fill the 2-year term set to expire December 31, 2020 on the Construction Code Appeals Board be accepted. Motion carried all present voting yes.

The Chairman appointed William Drollinger to the E-911 Board to fill the 3-year term set to expire December 31, 2021.
It was moved by Ricksgers, seconded by Smith that the Chairman’s appointment of William Drollinger to fill the 3-year term on the E-911 Board expiring December 31, 2021 be accepted. Motion carried all present voting yes.

The Chairman appointed Joe Short and Sheridan Rhoads to the Northern Economic Alliance to fill the (2) 2-year term(s) set to expire December 31, 2020.

It was moved by Marcus, seconded by Smith that the Chairman’s appointments of Joe Short and Sheridan Rhoads to the Northern Economic Alliance to fill the (2) 2-year term(s) set to expire December 31, 2020. Motion as follows: Yes – Heeres, Zelenak, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

The Chairman appointed William Bailey, Rick Teague, and Bruce Priemer to the Planning Commission to fill the (3) 3-year term(s) set to expire December 31, 2021 and that the position vacated by the passing of Mike Hayes be filled by Gary Lockwood to expire December 31, 2019.

It was moved by Zelenak, seconded by Ricksgers that the Chairman’s appointments of William Bailey, Rick Teague, and Bruce Priemer to the Planning Commission to fill the (3) 3-year term(s) set to expire December 31, 2021 and that the position of the late Mike Hayes be filled by Gary Lockwood for the remainder of the term set to expire December 31, 2019 be accepted. Motion carried all present voting yes.

The Chairman appointed Dieter Amos to the Antrim County Road Commission to fill the 6-year term set to expire December 31, 2024.

It was moved by Heeres, seconded by Smith that the Chairman’s appointment of Dieter Amos to the Antrim County Road Commission to fill the 6-year term set to expire December 31, 2024 be accepted. Motion carried all present voting yes.

The Chairman TABLED the appointments to the Solid Waste & Recycling Council pending Board action on the proposed Bylaw Changes of the Solid Waste & Recycling Council.

The Chairman appointed Thomas Sandeen to the Veteran’s Affairs Committee to fill the 4-year term set to expire December 31, 2022.

It was moved by Heeres, seconded by Smith that the Chairman’s appointment of Thomas Sandeen to the Veteran’s Affairs Committee to fill the 4-year term set to expire December 31, 2022 be accepted. Motion carried all present voting yes.

It was moved by Smith, seconded by Zelenak that the Board approve an amendment to the Antrim County Solid Waste and Recycling Council’s Procedures for Conducting Council Activity, specifically Article IV Membership and Representation to reduce membership from 9 members to 7 members, and Article V Meeting Section 4. Motion carried as follows: Yes – Heeres, Zelenak, Boettcher, Smith, Ricksgers, Helwig, Marcus; No – Bargy, LaVanway; Absent – None.
The Chairman picked up Tabled action to make appoints of Kathleen Peterson, Joel Fredette, and Melissa Zelenak to the Solid Waste & Recycling Counsel to fill the (3) 3-year term(s) set to expire December 31, 2021. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Abstained – Zelenak; Absent – None.

Liaison and Special Committee Reports as follows:
- Commissioner Marcus – Report Michigan Association of Counties (MAC)
- Commissioner Bargy – Report – NW MI Health Department
- Commissioner Heeres – Economic Development Corporation
- Commissioner Ricksgers – Antrim County Fair Board

It was moved by Heeres, seconded by Smith that the recommendation from the Antrim County Economic Development Corporation to create a Facilities Master Plan, composing at minimum of one appointed official from each village and township be postponed to the regular meeting in January 2019. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – Boettcher; Absent – None.

Consent Agenda

It was moved by Bargy, seconded by Zelenak that the Claims and Accounts in the amount of $386,785.71 be approved and paid. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak that the Finance Director be authorized to increase the budget in the General Fund, Resource Recovery Department, contractual services in the amount of $3,067.26 (101-719-802), funding for this expenditure to come from the General Fund Ending Fund Balance. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak that the Finance Director be authorized to budget and transfer from the General Fund #101-967-999.258 to #258-000-699.101, $14,101.25 and the same amount to the Expenditure Fund #258-426-802 of $14,101.25, with funding to come from the General Fund Ending Fund Balance, contingent on the creation of Fund #258 – Disaster Contingency Fund. Motion carried as follows: Yes- Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak that the Finance Director be authorized to budget and transfer from the General Fund #101-967-999.258 to Fund #260-000-699.101, $14,539.40 and the same amount to the Expenditure Fund #260-131-802 of $14,539.40. Funding to come from the General Fund Ending Fund Balance, contingent on the creation of Fund #260- Indigent Defense Fund. If and when the Indigent Defense Fund contract is approved, the General Fund shall be reimbursed the $14,539.40. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.
It was moved by Bargy, seconded by Zelenak that the Chief Administrative Officer be authorized to, after consultation with the Finance Chairman (or the Board Chairman in the absence of the Finance Chairman) and the County Administrator, make any necessary amendments to avoid negative department expenditure balances and negative fund balances in the General and Other Funds at year end and present the results at the next Finance Committee meeting. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak that the Finance Director be authorized to sign the Engagement letter from Thomas R. Zick COA PC for consulting with Chart of Account Conversion and other accounting assistance deemed necessary from January 1, 2019 through December 31, 2019. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak to approve the moving of the Grass River Center gutter project from 2018 to 2019 and authorize the Finance Director to make the appropriate budget amendments to Fund #468 to allow for the completion of the Grass River Center gutter project in the 2019 budget year in the total amount of $4,581.28. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak that the Finance Director be authorized to create Fund #258 – Disaster Contingency Fund. Motion carried as follows: Yes - Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak that the Finance Director be authorized to create Fund #260 – Indigent Defense Fund. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Smith that the Board extends the contract for services at the Antrim County Airport with Gaylord ARFF, Inc. for a period of 90 calendar days. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Boettcher, Helwig, Marcus; No – Ricksgers, LaVanway; Absent – None.

It was moved by Zelenak, seconded by Bargy that the Sheriff Mobile Computer Terminals (MCTs) Project be TABLED to the January 10, 2019 Board meeting to allow time to receive additional vendor quotes. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Mr. Rossiter addressed the Board to present proposals for wage and salary increases for both Elected Officials and the Prosecuting Attorney’s Unrepresented Employees. He asked the Board to indicate their willingness or not to have negotiations with these groups.
It was moved by Smith, seconded by Zelenak to TABLE Mr. Rossiter’s request for the Board to indicate their willingness or not to have negotiations with the Elected Officials and the Prosecuting Attorney’s Unrepresented Employees to be addressed after the Board has reconvened from closed session. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Zelenak, seconded by Helwig that the Board go into closed session to discuss the collective bargaining agreements with the Sheriff Departments Bargaining Units POAM Deputies/Dispatchers and Corrections/Cooks/Clerical; General/Probate/Sheriff and Prosecuting Attorney Unrepresented Staff; All unrepresented part-time and seasonal employees (COA, Veterans, Maintenance, ACT, Parks, Cooks, Zero Tolerance, Civil Process Servers, Court Officers, County Security, Marine and Snowmobile employees) and Elected Officials and that the County Administrator, Peter Garwood, County Clerk, Sheryl Guy and Human Services Director, Stephanie Murray remain in Closed Session. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Closed session began at 11:42 a.m.

Returned to open session at 12:25 p.m.

It was moved by Zelenak, seconded by Helwig to re-convene to the regular Board meeting at 12:30 a.m. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Harold “Buck” Love of Northern Lakes Economic Alliance Broadband Consortium (NLEABC) presented a presentation to the Board on the Regional Consortium and encouraged the County to support and join consortium.

Commissioner Boettcher left the meeting at 1:01 p.m. returned at 1:03 p.m.

It was moved by Smith, seconded by Helwig that the Board approve the Grant between the State of Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) and Antrim County. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood presented his monthly report.

It was moved by Bargy, seconded by Zelenak that the Board approve to engage with Byce and Associates to create proposal of the Village and Community Group Option WW which will be the County Option I, to include construction cost pending the results of the Geotechnical Study findings and that Option I not to exceed $4,000.00. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Helwig, Marcus; No – Ricksgers, LaVanway; Absent – None.
RESOLUTION #32-2018 By Karen Bargy, seconded by Bryan Smith

Resolution of Appreciation to Melissa Zelenak

WHEREAS, Melissa Zelenak was elected to the Antrim County Board of Commissioners serving from January 1, 2017 through December 31, 2018; and

WHEREAS, during her term Melissa Zelenak served as a member of the Health and Public Safety Committee, and as a member of the Finance Committee of the Whole; and

WHEREAS, Melissa Zelenak served as a member of the Human Resources ad hoc Committee;

WHEREAS, Melissa Zelenak represented the Board of Commissioners as vice-chair of the Solid Waste and Recycling Council; and

WHEREAS, Melissa Zelenak served as a liaison to the Antrim County Human Services Governing Board, and as a liaison to the Health Department of Northwest Michigan; and

WHEREAS, Melissa Zelenak always served as a key member during her service on the Board with honesty and a thoughtful consideration to each issue; and

WHEREAS, all of us at Antrim County have come to appreciate Melissa Zelenak for her integrity and loyalty to Antrim County.

NOW, THEREFORE, BE IT RESOLVED, that the Antrim County Board of Commissioners on behalf of the citizens and employees of Antrim County, expresses sincere appreciation to Melissa Zelenak for outstanding, dedicated service to the citizens of Antrim County.

PASSED AND ADOPTED, this thirteenth day of December, two thousand and eighteen, by unanimous vote of the Antrim County Board of Commissioners.

RESOLUTION #32-2018 DECLARED ADOPTED.
RESOLUTION #33-2018 By Melissa Zelenak, seconded Karen Bargy

Resolution of Appreciation to Bryan Smith

WHEREAS, Bryan Smith was elected to the Antrim County Board of Commissioners serving from January 1, 2015 through December 31, 2018; and

WHEREAS, during his term Bryan Smith served as the Chairman of the Buildings, Lands, and Infrastructure Committee, as a member of the Administration and County Services Committee, and as a member of the Finance Committee of the Whole; and

WHEREAS, Bryan Smith served as a member of the Housing Committee;

WHEREAS, Bryan Smith represented the Board of Commissioners as a member of the Community Collaborative Board, as a member of the Glacial Hills Joint Recreation Board, and as a member of the Petoskey Stone Festival Board; and

WHEREAS, Bryan Smith served as a liaison to the Antrim Conservation District Board; and

WHEREAS, Bryan Smith always served as a key member during his service on the Board with honesty and a thoughtful consideration to each issue; and

WHEREAS, all of us at Antrim County have come to appreciate Bryan Smith for his integrity and loyalty to Antrim County.

NOW, THEREFORE, BE IT RESOLVED, that the Antrim County Board of Commissioners on behalf of the citizens and employees of Antrim County, expresses sincere appreciation to BRYAN SMITH for outstanding, dedicated service to the citizens of Antrim County.

PASSED AND ADOPTED, this thirteenth day of December, two thousand and eighteen, by unanimous vote of the Antrim County Board of Commissioners.

RESOLUTION #33-2018 DECLARED ADOPTED.

RESOLUTION #34-2018 By Bryan Smith, seconded by Jason Helwig

Resolution of Appreciation to Scott Kruger

WHEREAS, Scott Kruger was elected to the Antrim County Board of Commissioners serving from January 1, 2017 through October 11, 2018; and

WHEREAS, during his term Scott Kruger served as a member of the Buildings, Lands, and Infrastructure Committee, and as a member of the Finance Committee of the Whole; and

WHEREAS, Scott Kruger served as a member of the Capital Improvement Committee; and

WHEREAS, Scott Kruger served as a member of the Housing Committee; and

...
RESOLUTION #34-2018 Continued.

WHEREAS, Scott Kruger served as chairman of the Human Resources ad hoc Committee; and

WHEREAS, Scott Kruger served as a liaison to the North Country Community Mental Health Board; and

WHEREAS, Scott Kruger always served as a key member during his service on the Board with honesty and a thoughtful consideration to each issue; and

WHEREAS, all of us at Antrim County have come to appreciate Scott Kruger for his integrity and loyalty to Antrim County.

NOW, THEREFORE, BE IT RESOLVED, that the Antrim County Board of Commissioners on behalf of the citizens and employees of Antrim County, expresses sincere appreciation to SCOTT KRUGER for outstanding, dedicated service to the citizens of Antrim County.

PASSED AND ADOPTED, this thirteenth day of December, two thousand and eighteen, by unanimous vote of the Antrim County Board of Commissioners.

RESOLUTION #34-2018 DECLARED ADOPTED.

Commissioner Zelenak addressed the Board with concerns of availability and timing of Committee Meeting Minutes, Meeting Postings and Notices. Discussion followed.

It was moved by Zelenak, seconded by Bargy that the Board go into closed session to discuss the collective bargaining agreements with the Sheriff Departments Bargaining Units POAM Deputies/Dispatchers and Corrections/Cooks/Clerical; and that the County Administrator, Peter Garwood, County Clerk, Sheryl Guy, Human Services Director, Stephanie Murray and Sheriff, Dan Bean remain in Closed Session. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, LaVanway, Helwig, Marcus; No – Ricksgers; Absent – None.

The Board retired to Closed Session at 2:42 p.m.

The Board returned to Open Session at 3:44 p.m.
Commissioner Heeres left the meeting at 3:45 p.m.

It was moved by Smith, seconded by Zelenak that the Board approve a 2.9% increase in wage and salary for the 2019 calendar year for the General/Probate/Sheriff, Prosecuting Attorney staff, Finance Director, and County Administrator and staff that are Unrepresented; Staff; All unrepresented part-time and seasonal employees (COA, Veterans, Maintenance, ACT, Parks, Cooks, Zero Tolerance, Civil Process Servers, Court Officers, Court Security, Marine and Snowmobile employees) and Elected Officials, Administrator, and that the Finance Director be authorized to make all budget amendments to General Fund and Other Funds associated with listed employees and the Funding source be the 2019 General Fund, Contingencies (101-895-999.000). Motion carried as follows: Yes- Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – Heeres.

It was moved by Ricksgers, seconded by Zelenak to approve that the Human Resources Director continue to terms through the mediator discussed in closed session with the POAM – Deputies/Dispatchers Bargaining Unit in the Sheriff Office. Motion carried as follows: Yes- Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – Heeres.

The Chairman requested Public Comment: Jim Rossiter addressed the Board on their lack of negotiating. Commissioner Zelenak addressed the Board on her appreciation to members and experiences as Board member. It was a consensus of all Board members that they appreciated all the hard work, dedication and accomplishments of Commissioner Zelenak, Commissioner Smith and Commissioners Kruger during their term in office.

The meeting adjourned at 3:55 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy
ORGANIZATIONAL MEETING

Sheryl Guy, County Clerk, called the meeting to order at 9:02 a.m.

Present: District #1  David Heeres
          District #2  Joshua Watrous
          District #3  Karen Bargy
          District #4  Ed Boettcher
          District #5  Terry VanAlstine
          District #6  Brenda Ricksgers
          District #7  Dawn LaVanway
          District #9  Christian Marcus

Absent: District #8  Vacant

Pledge of Allegiance to the U.S. flag.

Invocation offered by Commissioner Marcus.

The County Clerk administered the Oath of Office to the following members of the Board of Commissioners as follows:

District #1  David Heeres
District #2  Joshua Watrous
District #3  Karen Bargy
District #4  Ed Boettcher
District #5  Terry VanAlstine
District #6  Brenda Ricksgers
District #7  Dawn LaVanway
District #9  Christian Marcus

The County Clerk requested Public Comment. David Schulz addressed the Board by reading a poem. Public comment closed.

The County Clerk appointed Peter Garwood, County Administrator teller of the election for Chairman of the Board. County Administrator accepted the appointment.

The County Clerk requested nominations for Antrim County Board Chairman/Chairperson. Commissioner Marcus nominated Commissioner Boettcher. Commissioner VanAlstine nominated Commissioner LaVanway. Commissioner Bargy nominated Commissioner Bargy.

It was moved by Ricksgers to close the nominations for Antrim County Chairman/Chairperson and that a secret ballot be cast.

The teller presented the secret ballot tally to the County Clerk and the County Clerk read the results as follows:

Votes cast for Ed Boettcher for Chairman: 4
Votes cast for Dawn LaVanway for Chairperson: 3
Votes cast for Karen Bargy for Chairperson: 1
Commissioner Ed Boettcher Declared Chairman.

The County Clerk requested that Chairman, Ed Boettcher conduct the remainder of the meeting.

The Chairman requested nominations for the Vice-Chairman/Chairperson.

Commissioner Marcus nominated Commissioner Bargy for the Vice-Chairperson.

It was moved by Marcus, seconded by Ricksgers that the nominations be closed and vote be cast for Commissioner Bargy for Vice-Chairperson of the Antrim County Board of Commissioners. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent - Unseated Commissioner District #8.

Commissioner Karen Bargy Declared Vice-Chairperson.

RESOLUTION #01-2019 By Terry VanAlstine, seconded by Dawn LaVanway

REGULAR BOARD MEETING DAYS AND TIMES

BE IT RESOLVED the 2019 regular meetings of the Antrim County Board of Commissioners be held on the 1st Thursday at 9:00 a.m. and the 3rd Thursday at 7:00 pm of each month; and

BE IT HEREBY RESOLVED that the following Standing Committees be eliminated: Administration & County Services, Finance, Ways & Means (Committee of the Whole), Building, Lands & Infrastructure and Health & Public Safety; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that Antrim County Board of Commissioners shall hold meetings in the Antrim County Commissioners’ Room on the second floor of the County Building.

Yes – Joshua Watrous, Karen Bargy, Terry VanAlstine, Dawn LaVanway; No – David Heeres, Ed Boettcher, Brenda Ricksgers, Christian Marcus; Absent – District #8 – Commissioner unseated.

RESOLUTION #01-2019 DECLARED NOT ADOPTED TIE/FAILS

Discussion followed:
RESOLUTION #02-2019 By David Heeres, seconded by Christian Marcus

REGULAR BOARD MEETING DAYS AND TIMES

BE IT HEREBY RESOLVED the 2019 regular meeting of the Antrim County Board of Commissioners be held on the 2nd Thursday of each month at 9:00 a.m. in the Commissioners’ Room of the Antrim County Building.


RESOLUTION #02-2019 DECLARED NOT ADOPTED TIE/FAILS

The Chairman requested that the Boards Organizational meeting agenda be amended to move the various matter issue concerning the unseated position for Commissioner District #8 to make a Board decision to take action of the vacant position, options available to the Board - 1. Make an appointment for the remainder of term of office which expires December 31, 2020. -2. Call for a Special Election to fill the partisan position which will require a primary election and a general election.

It was moved by VanAlstine, seconded by Ricksgers that the Boards Organizational meeting agenda be amended to move the various matter issue concerning the unseated position for Commissioner District #8 to allow the Board to address options at this time being an appointment for the remainder of term of office which expires December 31, 2020 or to call for a Special Election to fill the partisan position which will require a primary election and general election. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargy; Absent – District #8 Commissioner unseated.

Discussion followed.

It was moved by Heeres, seconded by Ricksgers that the Board approve the appointment of Jason Helwig to the Commissioner District #8 position for the term of office which will expire December 31, 2020 and that the constituves in District #8 have Board representation immediately. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargy; Absent – District #8.

The County Clerk informed the Board that if Jason Helwig accepts the appointment he is required to be sworn into office.

Jason Helwig was in the audience and accepted the appointment of Commissioner District #8.

The County Clerk administered the Oath of Office to Mr. Helwig and he was seated.
RESOLUTION #03-2019 By Terry VanAlstine, seconded by Dawn LaVanway be reconsidered.

REGULAR BOARD MEETING DAYS AND TIMES

BE IT RESOLVED the 2019 regular meetings of the Antrim County Board of Commissioners be held on the 1st Thursday at 9:00 a.m. and the 3rd Thursday at 7:00 pm of each month; and

BE IT RESOLVED that the Antrim County Board of Commissioners meeting dates be in effect as of February 1, 2019; and

BE IT HEREBY RESOLVED that the following Standing Committees be eliminated: Administration & County Services, Finance, Ways & Means (Committee of the Whole), Building, Lands & Infrastructure and Health & Public Safety; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that Antrim County Board of Commissioners shall hold their meetings in the Antrim County Commissioners’ Room on the second floor of the County Building.

Yes – Joshua Watrous, Karen Bargy, Terry VanAlstine, Dawn LaVanway, Jason Helwig; No – David Heeres, Ed Boettcher, Brenda Ricksgers, Christian Marcus; Absent – None.

RESOLUTION #03-2019 DECLARED ADOPTED

RESOLUTION #04-2019 By Karen Bargy, seconded by Christian Marcus

CIVIL RIGHTS ACT/AMERICANS WITH DISABILITIES ACT
AND
FAMILY MEDICAL & FAMILY LEAVE ACT

WHEREAS, Antrim County desires to comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in all entities:

BE IT THEREFORE RESOLVED that, Antrim County shall comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in the employment and retention of personnel, and all other phases pursuant to these Acts, and affirms its policy prohibiting discriminatory practices, policies, and customs that violate the rights of any citizen or lawful permanent resident of the United States on the basis of race, color, national origin, religion, creed, sex, age, weight, height, marital status, or physical disability and/or ability and hereby adopts a broadened policy encouraging participation of minorities, the handicapped, and the disabled.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus; No – None; Absent – None.

RESOLUTION #04-2019 DECLARED ADOPTED.
RESOLUTION #05-2019 By Terry VanAlstine, seconded by Dawn LaVanway

Revised: 1/04/2012
Amended: 1/03/2013

DISTRIBUTION OF MINUTES

WHEREAS, Public Act #344 of 1982 changes and extends the procedures under which the Board of Commissioners must make the report of its meetings available to the public, and,

WHEREAS, the Antrim County Board of Commissioners intends to continue the procedure under which it is currently making the report of its meetings available to the public;

BE IT THEREFORE RESOLVED that, pursuant to P.A. #344 of 1982, the Antrim County Board of Commissioners will direct the County Clerk to make a report of session of the Board available as soon as possible after each session in the Office of the County Clerk for public inspection and copying without charge, and

BE IT FURTHER RESOLVED, that, pursuant to P.A. 344 of 1982, sec. 9c, copies of the report of each session will be mailed or e-mailed upon request without charge, and

BE IT ALSO FURTHER RESOLVED that, it be advertised in the County newspapers that the report of each open session is available from the Office of the County Clerk without charge.

BE IT ALSO FURTHER RESOLVED that, the County Board of Commissioners minutes be posted on the Antrim County web site when available and approved.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;
No – None;
Absent – None.

RESOLUTION #05-2019 DECLARED ADOPTED.

RESOLUTION #06-2019 By Karen Bargy, seconded by David Heeres

ANNUAL REPORTS

WHEREAS, Michigan P.A. 156 of 1851, as amended, confers on Boards of Commissioners the following power “...require a county officer whose salary or compensation is paid by the County to make a report under oath to the County Board of Commissioners on a subject connected with the duties of that office...”; 

BE IT THEREFORE RESOLVED that, the following county officers be required to make a 2018 Annual Report in the form stipulated by the Board of Commissioners by the second Thursday, in July 2019: Prosecuting Attorney, Sheriff, County Clerk, County Treasurer, Register of Deeds, Drain Commissioner, Dam Operator, County Surveyor, Probate Judge, District Court, Circuit Court, Abstractor, County Administrator, Planning Director, County Accountant, Building Official, Animal Control Officer,
RESOLUTION #06-2019 continued.

ACT Director, Airport Manager, Housing Director, Information Technology Coordinator, Commission on Aging Director, Medical Examiner, Emergency Services Coordinator, and Veterans’ Counselor, and also the following Agencies: North Country Community Mental Health, Meadow Brook Medical Care Facility, and Department of Human Services, MSU Extension, Antrim Conservation District (County Forester, Soil Erosion Control), Antrim County Community Collaborative, Road Commission, Northern Lakes Economic Alliance, Grass River Natural Area, Inc., Meadowview Apartments, the Antrim County Fair Board and Other Agencies contractually and/or receiving funds through an appropriation are required to report to the County.

BE IT ALSO RESOLVED that, each report last not more than fifteen (15) minutes.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Terry VanAlstine, Jason Helwig;
No – Ed Boettcher, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;
Absent – None.

RESOLUTION #06-2019 DECLARED ADOPTED. Rescinded see next motion.

Discussion followed.

It was moved by VanAlstine, seconded by Helwig that the Board RESCINDS the ANNUAL REPORTS - RESOLUTION #06-2019. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

Discussion followed.

RESOLUTION #07-2019 By Christian Marcus, seconded by Dawn LaVanway

ANNUAL REPORTS

WHEREAS, Michigan P.A. 156 of 1851, as amended, confers on Boards of Commissioners the following power “…require a county officer whose salary or compensation is paid by the County to make a report under oath to the County Board of Commissioners on a subject connected with the duties of that office…”;

BE IT THEREFORE RESOLVED that, the following county officers be required to submit their written 2018 Annual Report in the form stipulated by the Board of Commissioners by the second Thursday, in July 2019: Prosecuting Attorney, Sheriff, County Clerk, County Treasurer, Register of Deeds, Drain Commissioner, Dam Operator, County Surveyor, Probate Judge, District Court, Circuit Court, Abstractor, County Administrator, Planning Director, County Accountant, Building Official, Animal Control Officer, ACT Director, Airport Manager, Housing Director, Information Technology Coordinator, Commission on Aging Director, Medical Examiner, Emergency Services Coordinator, and Veterans’ Counselor. The following agencies are required to provide their Annual Reports in person at a meeting of the full Board: North Country Community Mental Health, Meadow Brook Medical Care Facility, and Department of Human Services, MSU Extension, Antrim Conservation District (County Forester, Soil Erosion Control), Antrim County Community Collaborative, Road Commission, Northern Lakes Economic Alliance, Grass River Natural Area, Inc., Meadowview Apartments, the Antrim County Fair Board and Other Agencies contractually and/or receiving funds through an appropriation are required to report to the County.

BE IT ALSO RESOLVED that, each report last not more than fifteen (15) minutes.
RESOLUTION #07-2019 continued.

Alliance, Grass River Natural Area, Inc., Meadowview Apartments, the Antrim County Fair Board and other Agencies contractually and/or receiving funds through an appropriation are required to report to the County.

BE IT ALSO RESOLVED that, each report last not more than fifteen (15) minutes.

Yes – David Heeres, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;
No – Karen Bargy;
Absent – None.

RESOLUTION #07-2019 DECLARED ADOPTED.

Discussion followed.

It was moved by Bargy, seconded by Heeres that the Board Rules and Procedures be removed from the Organizational Board Meeting Agenda and be placed on the February 7, 2019 Board Agenda due to the 2019 meeting structure change and elimination of Standing Committees. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Discussion followed.

RESOLUTION: #08-2019 By Karen Bargy, seconded by Terry VanAlstine

DEPOSITORIES

BE IT HEREBY RESOLVED, the Antrim County Board of Commissioners hereby adopts the following institutions and their subsidiaries as depositaries of Antrim County funds for the year 2019:

Alden State Bank
Bank of America
Charlevoix State Bank
Chemical Bank
Comerica
Fifth Third Bank
First Federal of Northern Michigan
Flagstar Bank
Huntington Bank *Main Depository
PNC Bank
Lyon Capital/Pershing
Morgan Stanley
Multibank Securities
Fifth Third Securities, Inc.
J.P. Morgan Chase & Co
RESOLUTION #08-2019 continued.

Michigan CLASS
UBS Financial Service Inc.
4-Front Credit Union

NOW THEREFORE BE IT RESOLVED, that the County Treasurer be authorized to use these designated institutions.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;
No – None;
Absent – None.

RESOLUTION #08-2019 DECLARED ADOPTED.

RESOLUTION #09-2019 By Karen Bargy, seconded by David Heeres

TAX WAIVERS

BE IT HEREBY RESOLVED that the Antrim County Board of Commissioners provides all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled, or blind person, as those persons are defined in Chapter 9 of the Income Tax Act of 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by Chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for the credit to the county treasurer, and if that claimant has not received the credit before March 1:

a. Any interest, fee, or penalty in excess of the interest, fee or penalty that would have been added if the tax had been paid before February 15 is waived.
b. Interest paid under subsection (1) of section 89 (1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
c. The county property tax administration fee is waived.

BE IT FURTHER RESOLVED that the Antrim County Board of Commissioners approves the following:

a. The treasurer of the local tax collecting shall indicate on the delinquent tax roll if a 1% property tax administration fee was added to taxes collected before February 15.
b. The fees authorized and collected under this section and credited to the delinquent property tax administration fund shall be used by the department of treasury to pay expenses incurred in the administration of this act.
RESOLUTION #09-2019 continued.

c. The county property tax administration fee shall be used by the county to offset the costs incurred in and ancillary to collecting delinquent property taxes and for purposes authorized by sections 87b and 87d.

Yes- David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;
No- None;
Absent – None.

RESOLUTION #09-2019 DECLARED ADOPTED.

RESOLUTION #10-2019 By Karen Bargy, seconded by David Heeres

COUNTY TREASURER’S INVESTMENT AUTHORITY 2019 – 2020

WHEREAS, pursuant to the provisions of Act No 20 of the Public Acts of Michigan of 1943, as amended (“Act 20”) the Board of Commissioners of the County of Antrim may authorize the County Treasurer to invest County funds in certain investments; and

WHEREAS, this Board wishes to authorize such investments as are permitted by Act 20; and

WHEREAS, section 5, of Act 20 required this Board of Commissioners in conjunction with the County Treasurer to adopt an investment policy which complies with the provisions of Act 20; and

WHEREAS, the County Treasurer has submitted a proposed Investment Policy which complies with provisions of Act 20;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF ANTRIM as follows:

1. The County Treasurer is authorized to invest funds of the County of Antrim in investments authorized by Act 20.
2. The Investment Policy attached hereto as Appendix 1 is approved and shall take effect on January 1, 2019 through December 31, 2020 (see pages).
3. Before executing an order to purchase or trade the funds of the County of Antrim a financial intermediary, broker, or dealer shall be provided with a copy of the County’s Investment Policy and shall acknowledge receipt of the Investment Policy and agree to comply with the terms of the Investment Policy regarding the buying or selling of securities by executing the form as Appendix 2.
4. The County Treasurer is authorized to rely on the continuing effect of this resolution until and unless it is specifically amended or rescinded by a future resolution of the Board of Commissioners.
RESOLUTION #10-2019 continued.

5. This resolution shall take effect on Tuesday, January 1, 2019.

Yes- David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;
No- None;
Absent – None.

RESOLUTION #10-2019 DECLARED ADOPTED.

Commissioner Bargy addressed the LARA - Medical Marijuana Grant Fund Application as listed on the agenda. The NW Michigan Health Department reached out seeking support from Antrim County. The NW Michigan Health Department partners with the counties in the district and has an educational outreach program identified as “Safe” in which funds would be used. The deadline to apply was January 1, 2019 and the NW Michigan Health Department will be requesting an extension and would request approval to apply for Grant funds in the amount of $8,824.00 pending LARA approval for extension.

It was moved by Bargy, seconded by Ricksgers that the Board approve and authorize the application to LARA – Medical Marijuana Grant Funds pending the approval of the application extension deadline being requested by the NW Michigan Health Department. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Watrous, Marcus; Absent – None.

It was moved by Bargy, seconded by Marcus that the Board AMEND RESOLUTION #07-2019 Regular Meeting Dates and Times to reconsider the 7:00 p.m. set start time of the 2nd meeting of each month being held on the 3rd Thursday of each month to start at 9:00 a.m. or allow for flexibility to the evening meeting time. Motion as follows: Yes – Bargy, Marcus; No – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; Absent – None. MOTION/FAILED

It was moved by Heeres, seconded by Bargy to go into closed session to discuss the ongoing strategy and/or tentative collective bargaining agreements with the Sheriff Department Units, Police Officers Association of Michigan (POAM) – Deputies/Dispatchers and Corrections/Cooks/Clerical and the Command Unit - (Fraternal Order of Police Labor Council) and that the County Administrator, Human Resource Director, County Clerk and Sheriff remain in Closed Session. Motion carried as follows: Yes = Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board retired to Closed Session at 11:00 a.m.

The Board returned to Open Session at 11:24 a.m.

It was moved by Heeres, seconded by Marcus that the Union Contract with the Sheriff Department Unit, Deputies and Dispatchers represented by Police Officers Association of Michigan (POAM) be ratified for three (3) years 2019, 2020 and 2021 and that the Chairman be authorized to execute the contracts. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.
It was moved by Heeres, seconded by Marcus that the Union Contract with the Sheriff Department Unit, Corrections/Cooks/Clerical represented by Police Officers Association of Michigan (POAM) be ratified for three (3) years 2019, 2020 and 2021 and that the Chairman be authorized to execute the contracts. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Bargy to go into closed session under Section 8(h) of the Open Meeting Act, to consider material exempt from discussion or disclosure by state or federal statute, specifically exempt through Section 13 (1) (g) information or records subject to the attorney-client privilege and that the County Administrator, Human Resource Director and County Clerk remain in Closed Session. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board retired to Closed Session at 11:26 p.m.

The Board returned to Open Session at 11:56 a.m.

The Chairman requested Public Comment. David Hill addressed the Board on the new meeting structure and elimination of standing committees.

The Chairman appointed Bargy, VanAlstine and Ricksgers to review the claims and accounts after orientation on Monday, January 7, 2019 and that Board members currently appointed as a liaison to various Boards or Commissions continue attending those meetings until the Board meeting dated Thursday, February 7, 2019.

The meeting adjourned at 12:00 noon.

____________________________________________
Chairman, Ed Boettcher, III

_______________________________________
County Clerk, Sheryl Guy
Buildings, Lands & Infrastructure Committee

Special Meeting Minutes
December 18, 2018

Members: Bryan Smith, Dawn LaVanway, Jason Helwig
Members absent:
Staff present: Mathew Cooke, Ed Boettcher, David Schulz, Sheriff Dan Bean, Ed Niepoth, Mark Haynes

1. The meeting was called to order at 4:01 a.m. by Chairman Bryan Smith.

2. Public Comment

None.

3. Geotechnical Services Proposal (see attached pg. 2)

Ed Boettcher, Chairman of the Board of Commissioners, noted the proposals are similarly priced. He suggested that the decision to be based on the number and depth of borings. Mark Haynes, Building Official, indicated that the deeper the boring, the more thorough the data will be. He added depending on the soil and results of the borings, the deeper footings may need to be for a foundation. Mr. Haynes said that he believed eight (8) borings at 20’ in depth would be the most preferable option. Mathew Cooke, Deputy County Administrator, stated no borings were done when Animal Control was constructed.

David Schulz, Village of Bellaire President, said that sheets were inserted into the footings to keep water back when Meadowbrook Medical Care Facility was constructed. Mr. Schulz thought that doing the project would provide valuable information, especially with some residents of the community wanting to see facilities out at the Animal Control site. He added this would provide good information for inclusion at the community discussions facilitated by Networks Northwest.

Mr. Smith mentioned that there is property for sale by the Rotary Soccer Fields that could be considered. Mr. Schulz noted that the property is out of the Village limits, but if the County purchased the property, they could ask for it to be annexed by the Village.

Dawn LaVanway thought this project was being pushed too fast and that the County should not be spending money on it.

Motion by Bryan Smith, seconded by Jason Helwig, to recommend the Board of Commissioners authorize the Chairman to execute a geotechnical services proposal with Gosling Czubak at a cost of $5,300, and to direct the Chief Administrative Officer/Finance Director to review the information and suggest the general ledger account to be used.

Motion Carries
Yes: Smith, Helwig
No: LaVanway

4. Various Matters

None.

5. Public Comment

Ed Niepoth, Bellaire resident, thought that doing this project was beneficial to making a ruling on the property in question so we can move forward.

Meeting adjourned at 4:25 p.m.
December 18, 2018

TO:    Buildings, Lands & Infrastructure Committee

FR:    Mathew Cooke, Deputy County Administrator

RE:    Geotechnical Services Quotes

At the December 13, 2018 Board of Commissioners meeting, commissioners discussed geotechnical services being conducted at the animal shelter site. It was sent to the BLI Committee to recommend one of the quotes to the Board of Commissioners for final decision. Since the meeting, an additional quote was received, bringing the total to four.

A brief summarization of the quotes received:

<table>
<thead>
<tr>
<th>Company</th>
<th>Cost</th>
<th>Number of Borings</th>
<th>Depth of Borings</th>
<th>Begin work</th>
<th>Receive report</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEI Consultants</td>
<td>$9,800.00</td>
<td>9</td>
<td>7 at 20'; 2 at 5'</td>
<td>Two weeks after authorization</td>
<td>Ten business days of fieldwork</td>
</tr>
<tr>
<td>Otwell Mawby</td>
<td>$3,200.00</td>
<td>4</td>
<td>15'</td>
<td>Not provided</td>
<td>Not provided</td>
</tr>
<tr>
<td>Gosling Czubak</td>
<td>$5,300.00</td>
<td>8</td>
<td>20'</td>
<td>Four weeks after authorization</td>
<td>Three weeks after drilling</td>
</tr>
<tr>
<td>SME</td>
<td>$6,300.00</td>
<td>8</td>
<td>15'</td>
<td>Two to three weeks after authorization</td>
<td>Two weeks after field exploration</td>
</tr>
</tbody>
</table>

Whichever company is selected, the reports will generally include the same information such as summarization of soil logs, laboratory reports, and findings and recommendations such as construction and foundation considerations. These reports should give us an idea on the feasibility of building at the site.

The following motion is presented for your consideration:

Motion by ____________, seconded by ____________, to recommend the Board of Commissioners authorize the Chairman to execute a geotechnical services proposal with ____________ at a cost of ____________, and to direct the Chief Administrative Officer/Finance Director to review the information and suggest general ledger account to be used.
ANTRIM COUNTY CLAIMS AND ACCOUNTS:

JANUARY 7, 2019

TO: Board of Commissioners
FROM: County Clerk

CLAIMS AND ACCOUNTS: Proposed Motion

It was moved by ____________________, seconded by ____________________, that the Claims and Accounts in the amount of $277,886.09 be approved and paid. Motion carried as follows:
<table>
<thead>
<tr>
<th>Claimant</th>
<th>Amount Claimed</th>
<th>Amount Owed</th>
<th>Amount Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MICHIGAN OFFICEWAYS</td>
<td>77.69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. AUTO VALUE BELLAIRE</td>
<td>655.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. BELLAIRE PHARMACY</td>
<td>393.34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ANTRIM COUNTY TRANSPORTATION</td>
<td>5,950.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. NORTHERN MI JUVENILE OFF ASSOC.</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. ELK RAPIDS NEWS LLC</td>
<td>199.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. REDWOOD TOXICOLOGY LABORATORY</td>
<td>1,347.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. PATRICIA K SULLIVAN</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. MI SHERIFFS' ASSOC.</td>
<td>750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. MICHIGAN PATHOLOGY SPECIALISTS</td>
<td>4,433.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. NORTHERN TREE TRANS. &amp; LAND.</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. ARNDT ELECTRIC SER</td>
<td>514.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. MATTHEW CONNOLLY</td>
<td>160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. CDM MOBILE SHREDDING</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. JOHN STREHL</td>
<td>231.62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. NYE UNIFORM COMPANY</td>
<td>16.66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. STATE OF MICHIGAN</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. SPARTAN STORES LLC</td>
<td>784.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. THOMSON REUTERS</td>
<td>864.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. SCUBA NORTH</td>
<td>138.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. BILL'S AUTO AND TOWING</td>
<td>530.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. GRAND TRAVERSE INDUSTRIES</td>
<td>275.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. MAE</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. LYNETTE S DERROR</td>
<td>249.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. ICLE</td>
<td>138.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. PRESIDIO INFRASTRUCTURE SOLUTIONS</td>
<td>2,106.49</td>
<td></td>
<td></td>
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***TOTAL ALL CLAIMS***

277,886.09
January 4, 2019

TO:   Board of Commissioners

FR: Peter Garwood
County Administrator

RE: Board Procedures – Proposed Amendment and Policy Updates

Board Procedures
The following is an excerpt from the Health and Public Safety Committee meeting of November 28, 2018:

*It was the consensus of the Committee to direct the County Administrator to prepare a draft preamble Code of Ethics in the Board of Commissioners Rules and Procedures for board review, to be acted on at the Board’s organization meeting.*

You received a draft of the Board of Commissioner Procedures at the organizational meeting that included draft language that conformed to the above consensus item. However, since that time action was taken to eliminate the standing committees and hold two Board meetings per month. At the organizational meeting, I indicated I could have the draft changes to the Procedures completed in time for the first regular Board meeting in February. Once we thought about it further, it became apparent that if we waited until February the Board would be operating without any adopted procedures.

It is my plan to complete the draft amendment to the Procedures by the end of the day on Monday, January 7, at which time we will make sure a copy of the draft is sent to each of you for your review in anticipation of possible action on Thursday, January 10.

Policy Updates
Staff has begun work on policy changes that are necessary as a result of both the elimination of standing committees as well as the changes in the per diem structure for the Board of Commissioners and other Committees and Commissions statutorily tied to the Board’s per diem schedule. The drafts of the amended policies will be sent to you along with the draft of the amended procedures by the end of the day on Monday. Thank you.
January 10, 2019

TO:   Board of Commissioners
FR: Peter Garwood, Administrator
RE: Board of Commissioners Procedures

Enclosed is a draft amended copy of the Antrim County Board of Commissioners Procedures. I have amended the procedures to reflect your decision to hold two full Board meetings per month and eliminate all standing committees. However, instead of completely removing language associated with standing committees, I inserted qualifying language that indicates it only applies, "if applicable".

I am also advocating to assign the formulation of the Board agenda to the County Administrator. Especially with the elimination of standing committees it will be imperative that each issue scheduled to come before the Board is first submitted and vetted by the Administration Office so that you as a Board have all the information available to make a sound decision. As we seek to streamline the process it feels like a procedure that requires the agenda to go through two different offices is cumbersome, wastes staff time and can create more opportunity for mistakes to be made.

According to civil counsel the minutes for the Board are the statutory duty of the County Clerk, but the agendas are not and can be done by the Administration Office. Additionally, I have conducted a survey of other Counties, the results of which indicate a large majority of the responding counties have assigned the agenda formulation responsibility to the Administration Office.

Please review the draft Board Procedures and be ready to discuss any and all proposed amendments. It is simply a draft and there may be a better way for handling some of the proposed changes. I would hope that, by the end of the time slot for the Board Procedures agenda item, a final amended version can be adopted so that a procedure is in place for the following meetings.

Please consider the following addition to the recommended motion.

**Motion:** __________________, seconded by __________________ to approve the Antrim County Board of Commissioners Procedures, as amended.
ANTRIM COUNTY BOARD OF COMMISSIONERS PROCEDURES

I hope my achievements in life shall be these: that I have fought for what is right and fair, that I will have risked for that which mattered, that I will have given help to those who were in need, that I will have left the earth a better place for what I’ve done and who I’ve been.

—Attributed to Carl Thomas Hoppe, contributed by Commissioner Gene Dawson

PREAMBLE

The citizens of Antrim County are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity. Furthermore, the effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

As a member of the Antrim County Board of Commissioners, I agree to conduct myself by the following model of excellence. I will:

• Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
• Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
• Respect the dignity and privacy of individuals and organizations;
• Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;
• Conduct my public affairs with honesty, integrity, fairness and respect for others;
• Avoid and discourage conduct that is divisive or harmful to the best interests of Antrim County; and
• Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.

INTRODUCTION

Every deliberative body needs an agreed upon procedure by which the behavior of the body and of individual members is to be governed. An orderly process is necessary not only for the deliberative body but also for those who are associated with it in a tangential way whether they be members of the staff and general public or persons doing business with the body.

Thus, Boards of County Commissioners, which are deliberative bodies, need such agreed upon procedures. The mechanism used for this purpose is a set of board rules; rules which often are included as part of county directories. Board of County Commissioners are authorized to adopt such rules by a law which states that Board of Commissioners shall have the power to: “Establish rules and regulations in reference to the management of the interest and business concerns of the county as the board considers necessary and proper in all matters not especially provided for in this act or under the laws of this state.” (Public Act 156 of 1851 as amended, 46.11 Sec. 11(m)). Although there are several Michigan statutes which, in effect, specify certain rules, many of the rules of a County Board are not necessarily required by specific statute. The result is that the rules vary from county to county, as perhaps they should. After all, rules should reflect needs of individual counties. As needs vary, so should the rules.
COUNTY BOARD RULES

1. Meetings

1.1 Regular Schedule. The regular meetings of the Board of Commissioners are held on
the first and third Thursday of each month.

Any regular or adjourned meeting of the Board which falls upon a legal or county designated
holiday shall automatically be rescheduled for the next secular day following, provided that
day is not a legal or designated holiday. The rescheduled meeting shall be at the same time
and place indicated for the regularly scheduled meeting, unless the Board in session
determines otherwise as set forth in 1.5.

1.2 Time. The regular meetings of the Board of Commissioners each month shall begin at:

- 9:00 a.m. for the meeting on the first Thursday of the month.
- 7:00 p.m. for the meeting on the third Thursday of the month. If a second monthly meeting is
  scheduled, it shall normally be scheduled as an evening meeting to begin at 7:00 p.m. unless
  the Board in session determines otherwise.

1.3 Place. The Board shall meet in the County Board chambers in the County Building.

1.4 Organization meeting. The Organization meeting shall be held preceding the first meeting
in January at a day and time to be determined by the County Clerk.

1.5 Changes in Schedule. Changes in the meeting schedule, including time and place,
additional meetings, and meetings adjourned or recessed to the specific time and place, may
be made by majority vote of the Board of Commissioners, such change to be recorded in the
minutes of meeting in which the change is made. Regular meetings shall be adjourned “to
the Call of the Chair.”

Meetings adjourned or recessed for more than 48 hours “to the Call of the Chair” unless the
Board provides otherwise, may be reconvened upon telephone, email, or other
communication at least twenty-four (24) hours before the time of the reconvening and upon
giving of public notice in accordance with Rule 1.7.

1.6 Special Meetings.

1.61 Petition and Notice. Normally, a special meeting of the Board of Commissioners
shall be held only when requested by one-third of the members, which request shall
be in writing, addressed to the County Clerk and specifying the time, place, and
purpose of the meeting. Upon receipt of the request the Clerk shall immediately give
notice in writing to each of the members personally by leaving the notice at the
residence of the Commissioners or by certified mail at least 10 days before the time
of such meeting.

1.62 Emergency. The Chairperson, at any time upon finding and proclamation of a
peacetime or civil disaster or an attack by a foreign enemy, may call a special
meeting of the Board at a time and place designated by the Chairperson and give
notice to the members by the best available means of communication.

In event of the Chairperson’s incapacity or absence from the County, the Vice-
Chairperson may call such a meeting.

In event of the Vice-Chairperson’s incapacity or absence from the County, the
Chairperson of the Health & Public Safety Committee may call such a meeting.

1.63 In the event a legal matter arises that requires immediate attention, the Chairperson
or Vice-Chairperson (if the Chairperson is not available), in consultation with the
county’s legal counsel, may authorize immediate legal action on behalf of the County
which they deem to be in the best interest of the County.

1.7 **Public Notice of Meetings.** The Clerk of the Board of Commissioners each year shall give public notice of the regular schedule of time and place in one or more newspapers circulated in the County, by informing the news media in the County, and by posting the schedule in two conspicuous places in the County Building, at least three days prior to the time of the first regular meeting. Public notice of special or rescheduled meetings, and reconvening of meetings which have been adjourned or recessed for more than 48 hours “to the Call of the Chair” and not to “a time certain” shall be given according to the Open Meetings Act.

1.8 **Public Meeting.** The Board of County Commissioners shall sit with open doors, and all persons may attend its meetings, subject only to closed meetings as may be allowed under the Open Meetings Act.

2. **QUORUM**

2.1 **Quorum.** A majority of Commissioners elected and serving shall constitute a quorum for transaction of the ordinary business of the County.

2.2 **Absence of Quorum.** Upon the absence of a quorum, the members present may adjourn from time to time or, to a time certain. Public notice shall be given as required by the Open Meetings Act.

3. **VOTING**

3.1 **Majority Votes.**

3.11 The final adoption of any measure or Resolution, or the allowance of any question or measure which designates or represents a claim against the county, shall be determined by a majority of all the members elected and serving.

3.12 Any matters which by statute require a greater majority vote, shall be adopted in accordance with the statutory requirements.

3.13 All parliamentary questions which shall arise at the meetings of the Board of Commissioner shall be determined by the votes of a majority of the members present.

3.2 **Roll Call Votes.** Unless otherwise required by law a roll call vote is not required. A unanimous voice vote upon any action shall be recorded as an unanimous roll call vote. When a voice vote reveals a divided vote on the Board (i.e. more than one “no” vote) the yeas and nays shall be recorded.

When there is a divided vote a roll call may be conducted upon the request of any member. The names and votes of members shall be recorded in the minutes on any action which is taken by the Board of Commissioners or a committee.

3.3 **Secret Ballot Voting.** No vote may be taken by secret ballot on any matter except on the question of electing the Chairperson of the Board or in cases specifically required by statute.

3.4 **Voting Mandatory.** Each member present shall be required to vote on every question unless excused by the Chairperson.

3.5 **Reconsideration of Vote.** When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for reconsideration. However, a motion for the reconsideration of any action shall be in order unless it is if made in the same meeting or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made. the meeting in which the vote was taken. No matter may be twice reconsidered. For purposes of this rule, the term “meeting” shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.
3.6 Local government issues. Any issues that affect/impact subordinate levels of government must be addressed at those levels before being considered by the Board of Commissioners.

4. ORGANIZATION

4.1 Chairperson

4.11 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all elected members, one of its members to serve as Chairperson of the Board. The vote shall be by secret ballot unless there is only one candidate, in which case the vote may be by voice. He/she shall take office and assume the duties immediately upon election.

4.12 Duties

4.121 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions or order subject to appeal to the Board.

4.122 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board and in the certification of the tax rolls.

4.123 The Chairperson shall serve in such capacities and make appointments as the law shall require.

4.124 The Chairperson shall serve “ex officio” on all Board committees, if applicable. He/she may act as a member of the committee when the committee lacks a quorum.

4.125 The Chairperson, for purposes of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County.

4.126 Upon election and subject to the approval of a majority of all members of the Board, the Chairperson shall proceed to appoint all committees if applicable, and shall designate the Chairperson of each committee.

4.127 The Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses, and to compel their attendance in the same manner as courts of law.

4.128 The Chairperson of the Board, when appropriate, shall refer matters coming before the Board to one of the Committees of the Board, if applicable, and he/she shall arbitrate all jurisdictional disputes between committees.

4.129 The Chairperson shall be the approving authority for use of the county credit card by any commissioner.

4.2 Vice-Chairperson

4.21 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of the elected members, one of its members to serve as Vice-Chairperson of the Board. He/she shall take office and assume the duties immediately upon election.

4.22 Duties

4.221 The Vice-Chairperson shall, in the event of the incapacity or absence of the Chairperson, assume the duties of the Chairperson.
4.222 The Vice-Chairperson shall preside over meetings of the Finance and Ways & Means Committee.

4.3 **Chairperson of the Administration and County Services Committee**

4.3.1 **Duties**

4.3.1.1 In addition to his/her regular duties as committee chairperson, the Chairperson of the Administration and County Services Committee shall preside over meetings of the Board if both the Chairperson and Vice-Chairperson are absent.

4.3.1.2 The Chairperson of the Administration and County Services Committee shall also preside over meetings of the Finance and Ways & Means Committee if the Vice-Chairperson is absent.

4.4 **Removal of Chairpersons**

Any chairperson designated as such by the Board of Commissioners may be removed from that position for cause by 2/3 vote of the elected members.

4.5 **Clerk**

4.5.1 **Designation.** The Clerk of the County shall be, by statute, Clerk of the Board. The County Clerk or the Clerk’s appointed deputy shall perform all duties pertaining to such office.

4.5.2 **Duties.** The Clerk’s statutory duties include the following:

4.5.2.1 To record all the proceedings of the Board in a book provided for that purpose.

4.5.2.2 To make regular entries of all the Board’s resolutions and decisions upon all questions.

4.5.2.3 To record the vote of each Commissioner on any question submitted to the Board, if required by any member present.

4.5.2.4 To preserve and file all accounts acted upon by the Board and for no reason allow such accounts to be taken from his/her office.

4.5.2.5 To certify, under Seal of the Circuit Court, the Official Seal of the County, without charge, copies of any and all resolutions or decisions or any of the proceedings of the Board of Commissioners, when required by the Board or any of its members or when required by any other person upon payment.

4.5.2.6 To preside, until a chairperson or temporary chair is elected during the first meeting of the Board of Commissioners in each calendar year.

4.5.2.7 To give such notice of Board of Commissioner meetings and committee meetings as required by the Open Meetings Act.

4.5.2.8 To perform any other duties of the Board of Commissioners as required by statute.

4.5.2.9 To notify the Board Chairperson of all committee meetings, if applicable.

4.5.3 **Absence.** In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Chairperson, with approval of a majority of the Commissioners present and voting, shall appoint another person to act as temporary clerk until the Clerk or duly appointed deputy arrives.

4.6 **Parliamentarian.** The County Clerk and/or the Deputy Administrator Associate Planner
shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.

4.7 **Committees.** The Board of Commissioners shall have the following Committees with the following number of members:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration &amp; County Services</td>
<td>3</td>
</tr>
<tr>
<td>Buildings, Lands and Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>Finance and Ways &amp; Means</td>
<td>9</td>
</tr>
<tr>
<td>Health &amp; Public Safety</td>
<td>3</td>
</tr>
</tbody>
</table>

4.71 **Duties**

4.711 Each committee shall report to the Board on all matters considered by the Committee, except those matters expressly referred to the Committee for study only.

4.712 Each committee shall review all budget requests for the areas most related to its own function.

4.713 Each committee may report and recommend allowance or disallowance of any claims relating to the jurisdiction of the committee as prescribed by these rules.

4.714 Each committee shall act as liaison between the Board of Commissioners and the several county officers, boards, commissions and agencies respecting matters under the jurisdiction of the committee as prescribed by these rules, except as the Board shall otherwise direct.

4.715 Each committee shall have and perform such other duties as the Board may direct.

4.72 **Jurisdiction.**

Specific committee duties and jurisdiction are as follows:

<table>
<thead>
<tr>
<th>Administration &amp; County Services</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel issues</td>
<td>Finance</td>
</tr>
<tr>
<td>Legislation</td>
<td>Budgeting</td>
</tr>
<tr>
<td>Advertising</td>
<td>Equalization</td>
</tr>
<tr>
<td>Oversight committee for:</td>
<td>Oversight committee for:</td>
</tr>
<tr>
<td>Abstract Department</td>
<td>Accounting Department</td>
</tr>
<tr>
<td>Administration Department</td>
<td>Equalization Department</td>
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<tr>
<td>Clerk’s Office</td>
<td>Information Technology-Dept.</td>
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<tr>
<td>Register of Deeds Office</td>
<td>Register of Deeds Office</td>
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<tr>
<td>Treasurer’s Office</td>
<td>Treasurer’s Office</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Buildings, Lands &amp; Infrastructure</th>
<th>Health &amp; Public Safety</th>
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<tbody>
<tr>
<td>County Structures</td>
<td>Health</td>
</tr>
<tr>
<td>Upkeep &amp; Maintenance</td>
<td>Animal Control</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>Emergency Services</td>
</tr>
<tr>
<td>Natural Areas as public parks</td>
<td>Courts</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Law Enforcement</td>
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<tr>
<td>Forestry</td>
<td>Dept. of Health and Human Services</td>
</tr>
</tbody>
</table>
BPW Liaison Meadow Brook Medical Care Facility
Hydro Project Meadow View Apartments
Public Works Projects Commission on Aging
Dams Child Care
Other matters involving county lands Mental Health
Oversight committee for: Airport
Maintenance Department Dial-a-Ride
Construction Code Enforcement Dept. Oversight committee for:
Operator of Dams Antrim County Airport
Parks Department Commission on Aging
Planning Department Emergency Services Department
Planning Department Housing Department
Planning Department Probate Court
Planning Department Prosecutor’s Office
Planning Department Sheriff’s Office
Planning Department Antrim County Transportation
Planning Department Veteran’s Affairs

4.73 Meetings. If applicable, meetings of a Committee may be convened by its Chairperson or by a majority of its members at any time upon reasonable written, telephone, or email notice to its members and to the Chairperson of the Board of Commissioners. Notification and public notice will be in accordance with the Open Meetings Act. A quorum for the transaction of business shall consist of a majority of its voting members.

4.74 Committee Minutes. Minutes of each Committee meeting shall be kept and filed in the office of the Clerk of the Board.

4.75 Special or Ad Hoc Committees. Subject to the approval of the Board of Commissioners, the Chairperson of the Board may establish special committees and designate Commissioners or other interested persons to serve thereon, and shall designate the Chairperson of each committee. The membership of Special Committees shall automatically be terminated upon completion of specific duties or the succession to office of a new Chairperson of the Board.

5. CONDUCT OF MEETINGS

5.1 Order of business

5.11 Regular Order. Normally, the regular order shall be as follows:

Call to Order
Roll Call
Pledge of Allegiance
Public Comment
Reading and Correction of Minutes
Consent Agenda
Communications
Reports of Committees
Reports of Special Committees
Unfinished Business
New Business
Commissioner Liaison Reports
Public Comment
5.2 **Agenda.** The County Administrator or Clerk shall provide to each member an agenda for each regular and adjourned regular meeting of the Board 3 days prior to the meeting. Contained therewith shall be copies of whatever supplemental materials have been submitted with the agenda items. These materials should be arranged in the order indicated on the agenda.

All informational items to be placed on the agenda must be received by the County Administrator or Clerk of the Board no later than 10:00 a.m. on the 5th 3rd day preceding the regular meeting. All agenda items that require Board action must be received by the Administration Office thirteen (13) days prior to the Board meeting. Any exception must be approved by the Chairperson.

5.21 **Agenda Priorities.** All matters to be placed on the agenda under one of the specific categories above shall be given priority of order on the basis of date and time received by the Administrator or Clerk of the Board.

5.22 **Consent Agenda.** A consent agenda will be included on the agenda of the Board of Commissioners at the beginning of each meeting. The intent of providing a Consent Agenda is to expedite routine business items so that detailed consideration may be given to the most important public matters. The Consent Agenda shall contain routine and probable non-controversial items. Items may be removed from the consent agenda on the request of any one member. Items not removed will be approved by one motion without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board Chairperson.

Items that may appear on the consent agenda include, but are not limited to:
- Claims and accounts
- Action needed on items recommended by the Finance Committee (Committee of the Whole) through unanimous vote

Motions approved through the consent agenda will appear in detail in the minutes of the Board of Commission.

5.23 **Non Agenda Items.** Any non-agenda item introduced by a Board member or a non-member may be tabled at the request of one Board member.

5.24 **Deferred action.** Any Commissioner may demand deferral of an issue until the following Board meeting if he/she has not had sufficient time (2 business days) to consider the issue.

6. **RIGHTS AND DUTIES OF MEMBERS**

6.1 **Speaking Priorities and Limits**

6.11 Each member desiring to speak shall address the Chairperson and, when recognized, speak from his place. If two or more members desire to speak, the Chairperson shall designate the order in which they shall speak.

6.12 No member, while addressing the Board, shall be interrupted, except to be called to order by the Chairperson; and thereupon he shall immediately cease speaking.

6.13 The sponsor of any properly moved and seconded motion, resolution, ordinance,
or report, not appearing on the agenda for the meeting, shall have the right to speak for a time not longer than five minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine which person shall first speak under this rule.

6.14 No member shall speak more than twice on the same question in the same meeting without the consent of the Board; provided, however, that if applicable, a Committee chair shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committees activities and recommendations.

7. NON-MEMBER ADDRESSES TO COMMISSION

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting except;

7.1 County officials, who may speak with the consent of the Chair of the Board;

7.2 Any person who, with the consent of the Chair of the Board or a majority of any Board Committee, if applicable, has been given permission to be listed in an appropriate place on the agenda for the purpose of addressing the Board.

7.3 Public Comment. Members of the public are encouraged to speak during the public comment agenda items which are placed at the beginning and end of meetings. Any member of the public speaking under the privilege of public comment may speak no longer than three minutes.

A group of individuals who wish to present a specific point of view may designate a spokesperson who the Board will allow additional time; however, this is not a requirement. All individuals who wish to speak during public comment will be allowed to do so.

Members of the public with questions, concerns, or comments regarding their topic addressed during public comment may request additional information and/or referral from the County Administrator’s Office during normal business hours or call 231-533-6265.

8. PARLIAMENTARY AUTHORITY AND PROCEDURE

Roberts Rules of Order

9. ADOPTION AND AMENDMENT OF RULES

9.1 These rules having been adopted by not less than a majority of all the members of the Board of Commissioners, may be amended or rescinded by majority vote of all the members of the Board. These rules shall be reviewed yearly preceding the Organizational Meeting and shall be re-adopted (with revisions) at that meeting. Any proposed amendment to these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption, stipulates otherwise.

9.2 Suspension of Rules. A two thirds (2/3) voted of elected and serving members is required to suspend these procedures.

Adopted: 04/13/2000 Amended: 02/08/2001
Amended: 02/14/2002  Amended: 11/13/2014
Amended: 11/14/2002  Amended: 06/11/2015
Amended: 02/09/2006  Amended: 01/04/2016
Amended: 01/07/2010  Amended: 04/13/2017
Amended: 02/11/2010  Amended: 02/08/2018
Amended: 01/12/2012  Amended: 09/13/2018
Amended: 01/03/2013  Amended: 11/08/2018
Amended: 03/14/2013  Amended: _________
Amended: 10/09/2014

References
Public Act 156 as amended, County Boards of Commissioners. (1851). Michigan Compiled

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2019 DEADLINES FOR SUBMITTING BOARD OF COMMISSIONERS AGENDA ITEMS TO THE ADMINISTRATION OFFICE

1. Submit all agenda items **BY NOON (at the latest)** on the deadline date given. Agenda items received after the deadline will be put on the following meeting’s agenda.

2. There will be NO agenda revisions unless it is an extenuating circumstance. The County Administrator will make the decision at that time.

3. When submitting an agenda item, indicate if you will need more than a 15-minute time slot.

4. **With any agenda item requiring Board action:** A) submit a written summary to include an explanation of the agenda item and the desired action you would like taken by the committee. **B) If the request involves funding,** the department head must indicate that the funds are in the budget and from which budget the funds will be coming. If there are any questions regarding the funding, check with the Finance Director prior to submission to the Administration Office. In addition, **ALL handouts you intend to bring to the Board must be submitted at this time, NOT the day of the meeting.**

5. All written summaries and handouts are to be submitted electronically to the Administration Office at **boydm@antrimcounty.org** and to **schradert@antrimcounty.org**.

6. Keep in mind for those agenda items requiring action, the Administration Office will be preparing a recommended motion for the Board’s consideration. **It will be important that your written summary of the issue is clear and understandable. If it is a complex issue, contact the Administration Office staff well in advance of the deadline.**

7. If the agenda item does not require Board action, it is not necessary to submit a written report. However, you are welcome to submit a report by the deadline date.
Resolution of Appreciation to Mike Hayes

WHEREAS, Mike Hayes was appointed to the Antrim County Board of Commissioners serving from April 8, 2010 through December 31, 2010; and

WHEREAS, during his many years of service Mike Hayes served as a member of the Antrim County Housing Committee from January 2011 through November 2018; and

WHEREAS, Mike Hayes served as a member of the Brownfield Redevelopment Authority from January 2011 through December 2013; and

WHEREAS, Mike Hayes served as a member of the Antrim County Economic Development Corporation January 2011 through December 2013; and

WHEREAS, Mike Hayes served as a member of the Antrim County Planning Commission from January 2011 through November 2018; and

WHEREAS, Mike Hayes served as a member to the Antrim County Veterans Affairs Committee January 2013 through November 2018; and

WHEREAS, Mike Hayes served as a member of the Antrim County Capital Improvement Plan Committee from January 2013 through November 2018; and

WHEREAS, Mike Hayes always served as a key member during his service on the Board and Committees with honesty and a thoughtful consideration to each issue and the ability to convey his ideas and concerns in a respectful manner; and

WHEREAS, Mike Hayes served as a model for us all as he demonstrated his love for Antrim County and the Mancelona area through countless hours of community service; and

WHEREAS, all of us at Antrim County have come to appreciate Mike Hayes for his integrity and loyalty to Antrim County; and

NOW, THEREFORE, BE IT RESOLVED, that the Antrim County Board of Commissioners on behalf of the citizens and employees of Antrim County, expresses sincere appreciation to Mike Hayes for outstanding, dedicated service to the citizens of Antrim County.

PASSED AND ADOPTED, this tenth day of January, two thousand and nineteen, by unanimous vote of the Antrim County Board of Commissioners.

___________________________
Edgar Boettcher III, Chairman
MEMO

January 3, 2019

To: Antrim County Board of Commissioners Northwest Board

From: Sarah Lucas, Community Development Director

Re: County Facilities Dialogue - Proposed Scope of Work

Per the Antrim County Board of Commissioners discussion and motion at their December 13, 2018 meeting, Networks Northwest is pleased to present the attached scope of work for consideration by the County Board at their January 10 meeting.

We very much appreciate the Board’s consideration and the opportunity to work with Antrim County. Please feel free to contact me at 231-929-5034 or via email at sarahlucas@networksnorthwest.org if you have any questions or need any additional information before the meeting.
## Antrim County Facilities Dialogue
### Proposed Scope of Work

<table>
<thead>
<tr>
<th>TASK</th>
<th>OBJECTIVES</th>
<th>TIMING</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Board Discussion</td>
<td>- Identify process goals and desired outcomes</td>
<td>Month 1</td>
</tr>
<tr>
<td></td>
<td>- Identify stakeholders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Plan Focus Group – agenda, date, venue, communications/promotions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Plan Community Dialogue – agenda, date, venue, communications/promotions</td>
<td></td>
</tr>
<tr>
<td>Community Dialogue</td>
<td>- Engage the public in a presentation/open house format</td>
<td>Month 2</td>
</tr>
<tr>
<td></td>
<td>- Provide information on facilities options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Request input on options</td>
<td></td>
</tr>
<tr>
<td>Develop and present to the County Board (and other County groups such as the EDC) a report on input and potential next steps</td>
<td>- Review feedback and draft report</td>
<td>Month 3</td>
</tr>
<tr>
<td></td>
<td>- Identify priority/desired options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Identify ‘next steps’ for planning and community participation on priority options</td>
<td></td>
</tr>
</tbody>
</table>
2% AWARD NOTICE!!

To: Recipient of 2% Grant from the Grand Traverse Band of Ottawa and Chippewa Indians
Edgar Boettcher, III, Commissioner Chair, Antrim County,
BoettcherE@antrimcounty.org ; Fax #: 231-533-8111
Mathew Cook, Mathewjcooke@gmail.com

From: Mary J. Kelley, Legal Affairs Administrator/2% Coordinator
Date: January 4, 2019
Re: Confirmation of 2% award and details of check presentation/Media Event

CONGRATULATIONS! Antrim County will be receiving a 2% award from the Grand Traverse Band of Ottawa & Chippewa Indians (GTB) for the 2nd half 2018 2% cycle in the amount of $5,400 for the Special Olympics of Michigan's 2019 winter games, as outlined in your 2% application.

Under the terms of the consent decree settling Tribes v. Engler (Case No. 1:90 CV 611 U.S. Dist. Ct. West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians agreed to pay 2% of its video gaming revenue as defined in the stipulation, no later than 60 days after October 1st and March 31st of each year. This payment schedule was modified with the consent of the State of Michigan to July 31st and January 31st of each year because the fiscal year of the Grand Traverse Band gaming operation is calendar-based.

The Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians will be hosting a check presentation/Media Event:

When: THURSDAY, January 17, 2019
Time: 9:30 a.m. – 11:30 a.m.
Where: Grand Traverse Resort, 17TH FLOOR, Acme, Michigan,

PLEASE CONFIRM your attendance at this event by calling 231-534-7601 (leave a message if I am not in), or by sending me an e-mail at Mary.Kelley@gtbindians.com

We look forward to seeing a representative from your organization at this event.

Please provide a short report one year from the date of completion of the 2% grant expenditure to:

Attention: 2%
GTB of Ottawa and Chippewa Indians
2605 N.W. Bayshore Drive
Peshawbestown, MI 49682

Thank you and we will see you at the Media Event!
January 6, 2019

TO: Board of Commissioners

FR: Peter Garwood
 County Administrator

RE: Airport Contracting vs. Hiring Employees

Below are advantages and disadvantages of both contracting out the staffing at the airport and continuing to simply hire staff as county employees. Additionally, we have received and attached a copy of a 2017 "Letter of Justification for Alpena Ground Services bid acceptance" for your review. The communication from the Alpena Airport Manager may give you some additional insight into other potential benefits of contracting the service.

Additionally, it is important to for you to know that Friday December 11, 2019 we will be interviewing three qualified candidates for the airport field operator position.

The below advantages and disadvantages assumes that if the Board were to contract for the required services it would be for all positions aside from the manager position. Legal counsel has advised against contacting for only one position while the other two remain bargaining unit employees, on a long term basis.

Advantages of Employees at the Airport:

- If the workers are County residents, funding spent on their paychecks would be more likely to be spent in the County. If the workers are County residents all dollars paid out for staffing the airport will be circulated in the local economy.
- If a hired employee turns out to have the aptitude for management, he/she could be groomed for succeeding the airport manager upon his retirement.
- Avoids a grievance and potential arbitration, which can be costly.
- Less stress for current employees and their family members.

Disadvantages of Employees at the Airport:

- Has been hard to find someone who has all qualifications needed.
- May have to train someone, and with a small staff at the airport and the seasonality of the business at the airport it can take a long time and be awkward.
- May have to spend additional funds to train someone.
Advantages of Contracting:

- Don’t have to worry about hiring employees. An airport worker leaves, it is up to the contractor to fill the position immediately with qualified individuals.
- It may be less expensive as the County does not have to pay a wage and benefits. Current quote is the same annual dollar amount for each of the five years, and does not have a cost of living escalator on a 5 year contract ($198,744 per year).
- The contractor may be able to be a resource with various situations that will come up at the airport due to their experience at other airports, and may be able to bring other staff in when/if needed.

Disadvantages of Contracting:

- Workers may not have as much “buy-in” to the airport and the County as they are not employees of the County.
- There will potentially be a disagreement with the Union which will likely end up in a grievance followed by arbitration. For arbitration hearing we will get labor counsel involved. The arbitration fee along with legal representation will result in a cost to the County of a few thousand dollars.
- The company the County will contract with is not based in Antrim County, thus we would be sending county dollars outside of the County. If the workers are not County residents their paycheck would be less likely to be spent in Antrim County (however, there is no way to know if the employees will be County residents or not at this time).
- Will cause a moral problem with the current employees at least initially.
- If the County is not satisfied with the contractor’s services, would have to woo the contract workers away from the contractor or find three employees on short notice. We likely would have the same problem finding individuals with the appropriate skills, and training three greenhorns at the same time could be problematic.
- I noticed in the attached "Letter of Justification for Alpena Ground Services bid acceptance" dated March 8, 2017 the contract amount for three employee is about $80,000 per year more. Hopefully, the five year contract offered to Antrim County isn't simply an initial discount rate, with the intention that it will increase substantially once the decision is made.

This communication is meant to provide you all a basis for beginning the discussion with a similar background of information. There may be addition benefits and disadvantages that are not reflected here. Those can be brought up and discussed as you make your way to a decision on the issue.
8 March, 2017

Letter of Justification for Alpena Ground Services bid acceptance

On 8 March, 2017 interviews were conducted with the four bidding entities that submitted proposals for the contract for ground services at the Alpena County Regional Airport. Present and participating in the interviews were:

Robert Adrian, Airport Committee Chairman
Ronald McDonald, Airport Committee member
Bradley McRoberts, Airport Committee member
Cameron Habermehl, Finance Committee Chairman
Tammy Bates, Executive Manager
Steven Smigelski, Airport Manager

The contract is of a five year duration and the following annual proposals were presented:

Aviation Express, $198,000.00 with a 3% annual increase

Aviation North, $220,000.00 with a 2 ½% annual increase

Freedom Transportation, $249,355.00 fixed price

Alpena Ground Services (AGS), Bid Option 1, $242,220.00 fixed price (AGS holds the contract currently and this bid would make 2 part time employees full time employees)

Alpena Ground Services (AGS), Bid Option 2, $277,164.00 fixed price (this bid would make 2 part time employees full time employees and would add another full time employee)

After all interviews were conducted, discussion was held on the merits, capabilities, and costs of each bidding entity. Of the four bidding entities Alpena Ground Services (AGS), Bid Option 1 was selected as the best value to the County of Alpena for the following reasons:

1. AGS was the only bidder with extensive knowledge and experience with Part 139 airport operations.
2. AGS was the only bidder with extensive knowledge and experience with Federal Aviation Administration Annual Airport Certification Inspections

3. AGS was the only bidder that had fully trained, vetted, and knowledgeable personnel with experience in Part 139 airport operations

Other value added considerations were:

A. AGS personnel are fully trained on repairing the airfield lighting and they routinely perform such repairs. Previously airfield lighting repairs, specifically in pavement lights, were done by R.S. Wallace of Traverse City at a cost of $2,000.00 per repair.

B. AGS personnel are intimately familiar with the heavy and light equipment owned by the Airport. In the last 2 years alone they have performed two major repairs to the Runway Sweeper, repaired and replaced the 600 pound clutch assembly for the SnoGo loader mounted snow blower, repaired the sand spreader on the OshKosh plow truck twice, and repaired the entire belt assembly for the Autocar sand spreader. These repairs alone would have cost the County in excess of $30,000.00.

C. In 2015 the trifold snow plow on Plow Truck 1 became worn to the point of being beyond economic repair. A new 16 foot heavy duty plow for the truck would have cost $30,000.00. AGS personnel conceived of a plan to remove the 16 foot plow blade from the 1975 OshKosh plow, re-engineer the mounting plates on Plow 1, and performed all the mechanical and hydraulic system modifications to transfer the plow from the older truck to the newer truck, extending the life of both vehicles.

D. In 2014 a large fuel spill was detected by the airports above ground diesel fuel storage tank. AGS took the lead and performed all the services needed to clean up the spill, remove, properly dispose of, and replace the contaminated soil, and re-site the storage tank. During this incident AGS contributed $20,000.00 toward the insurance deductibles and other costs.

E. When the CRTC lost half of its personnel due to federal sequestration, many services that used to be performed by the military (snow removal, grounds maintenance, lighting repairs, etc.) now became the responsibility of AGS. Although funding for additional personnel was unavailable, AGS still assumed these dramatically expanded duties.

F. When Delta Airlines changed the flight schedule in 2016 for Alpena the duty day for AGS went from 10 hours to 21, with no additional cost to the County.

G. When needed, AGS dispatches a fully trained mechanic from their operation in Pellston to support repair efforts at Alpena.

H. AGS provides ground services at Gaylord Regional Airport and Pellston Regional Airport, which allows for a wide pool of personnel to be utilized if necessary.
I. AGS has purchased equipment to improve personnel efficiency (specifically a zero turn mower) without being asked by the County.

For these reasons alone Alpena Ground Services has proven, through their willingness to support extreme changes and assume a much wider mission set, that they represent the best value to Alpena County.

The lowest bid does not necessarily mean the best value for tax payer dollars.

The considerable sum of money Alpena Ground Services has already saved the County, and the potential to do even more in the next 5 years, justifies the acceptance of Bid Proposal 1.

Respectfully

Steven P. Smigelski
Airport Manager
Alpena County Regional Airport
### Airport (Full - Time Personnel)-ANNUAL WAGES & BENEFITS

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<tr>
<th>40 hour week</th>
<th>3 employees (2@18.93 and 1@16.95/hour)</th>
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**CALCULATION EXPLANATIONS**

**BI-WEEKLY CALCULATION ESTIMATES**

- **WAGES**: Hourly rate (Start pay for 2018)x (hours in two week pay period)x3 employees
- **FICA**: Employer percentage x total taxable gross
- **Health**: Dental $114.65 Health $1560.23-Month/2 to get estimated bi-weekly rate (family)x3
- **Life & Dis**: Premium / 2 to get estimated bi-weekly rate x3
- **Work Comp**: is $2.68 x $100 earned x3
- **MERS- Per pay period Employer Cost is a % of Employee Wages**: x3

**TOTAL-BI-WEEKLY ESTIMATE**: 10,106.78

**ESTIMATED total-Wages & Benefits**: 262,776.39
January 8, 2019

TO: Board of Commissioners

FR: Peter Garwood, Administrator

RE: Compensation Increases – Unrepresented Employees and Elected Officials

In reviewing the motion that pertains to salary increases, I noticed that Bryan Smith, who served as a commissioner until December 31, 2019, made the motion to approve the compensation increases for the unrepresented employees and elected officials at the December 13 Board of Commissioner meeting.

I called Mr. Smith and read the motion to him, and I asked him, “What did you have in mind when you included elected officials in the motion?”

Mr. Smith responded, “All elected officials except the commissioners.”

The following changes to the motion in the minutes is presented for your consideration.

*It was moved by Smith, seconded by Zelenak that the Board approve a 2.9% increase in wage and salary for the 2019 calendar year for the General/Probate/Sheriff, Prosecuting Attorney staff, Finance Director, and County Administrator and staff that are Unrepresented; Staff; All unrepresented part-time and seasonal employees (COA, Veterans, Maintenance, ACT, Parks, Cooks, Zero Tolerance, Civil Process Servers, Court Officers, Court Security, Marine and Snowmobile employees) and Elected Officials except Commissioners, Administrator, and that the Finance Director be authorized to make all budget amendments to General Fund and Other Funds associated with listed employees and the Funding source be the 2019 General Fund, Contingencies (101-895-999.000). Motion carried as follows: Yes – Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – Heeres.*
Hi Sheryl,

I have the following suggestions for corrections in the minutes. I did not go through the rest of the minutes but wanted to check the motions related to the negotiations and raises. Also, regarding the raises for the unrep., electeds, administrator and part-timers I did not think the Finance Director was included as she specifically asked to be taken off the Administration Committee agenda for their meeting because she didn’t want the Committee addressing her compensation since she could not attend that meeting. I have a call into Karen Bargy to check as I remember her specifically listing off each of the groups the compensation increase applied to – but have not heard from her.

It was moved by Ricksgers, seconded by Heeres that the Board to go into closed session to discuss to the collective bargaining agreements with the Sheriff Departments Bargaining Units POAM Deputies/ Dispatchers and Corrections/Cooks/Clerical and the 2019 compensation of the unrepresented employees and the elected officials that run offices; and that the County Administrator, Peter Garwood, County Clerk, Sheryl Guy, Human Services Director, Stephanie Murray and Sheriff, Dan Bean remain in Closed Session. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Zelenak to approve that the Human Resources Director continue to negotiate terms through the mediator discussed in closed session that the Human Resources Director continues the negotiations as discussed in closed session with both the POAM – Deputies/Dispatchers Sheriff Bargaining Units in the Sheriff Office, Deputies/Dispatchers and Corrections/Cooks and Clerical. Motion carried as follows: Yes- Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – Heeres.

Thanks Sheryl.

Pete
Peter Garwood, Administrator
Antrim County
203 E. Cayuga St.
P.O. Box 187
Bellaire, MI 49615
garwoodp@antrimcounty.org
231.533.6265
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Antrim County
Per Diem Policy

Purpose

Through this policy the Antrim County Board of Commissioners has approved a per diem be paid to members of the Board of Commissioners and other individuals who have been appointed to a committee, commission or board by the Chair of the Board of Commissioners and confirmed by a majority of the Board of Commissioners elected and serving. This policy also provides guidelines for the payment of per diem to all who qualify to receive a per diem from Antrim County.

1. Definitions

Per Diem – A daily or half day Two (2) hour, four (4) hour, or more than four (4) hour allowance for meetings attended by members of the Board of Commissioners or individuals appointed to a committee, commission or board.

Half Day Meeting – One or more meetings with a duration of four (4) hours or less.

Two (2) Hour Meeting – One or more meetings with a duration of two (2) hours or less.

Four (4) Hour Meeting – One or more meetings with a duration of four (4) hours.

Full Day Meeting – One or more meetings with a duration of more than four (4) hours.

2. Board of Commissioners

2.1 The per diem for members of the Board of Commissioners shall be $55 for a half day meeting of two (2) hours or less, $75 for a full day meeting of four (4) hours or less, and $100 for a meeting exceeding four (4) hours.

2.2 Per diem can only be claimed for a meeting of a committee, commission or board to which a Commissioner has been appointed.

2.21 If two meetings are attended within a period of two (2) hours or less half day, only one two (2) hour half day per diem may be claimed.

2.22 If two meetings are attended within a period of four (4) hours or less within one day, only a full day per diem may be claimed (not two half days). One four (4) hour meeting per diem may be claimed.

2.23 If two meetings are attended within one day, only a full day per diem may be claimed. The exception to this sub-section is if there exists a minimum of a two (2) hour gap between the first and the second meeting. In the event of a two (2) hour gap between meetings per diem may be claimed consistent with section 2.1.

2.3 Along with the Commissioner salary and benefits, the per diem will be the only additional compensation received for any meeting attended by a Commissioner
of the full Board of Commissioners or a standing committee of the Board of Commissioners or any other meeting that takes place in a County facility in the County seat (they are not eligible for mileage reimbursement).

2.4 In addition to a per diem, the members of the Board of Commissioners are eligible for mileage reimbursement for meetings of a committee, commission or board they have been appointed to by the Chair of the Board of Commissioners and confirmed by a majority of a quorum of the Board of Commissioners, as long as the meeting is not held in a County facility in the County seat of Bellaire, Michigan.

2.5 A Commissioner shall be eligible for per diem for any meeting the Chair of the Board of Commissioners has requested or approved him/her attend.

2.6 A member of the Board of Commissioners is not eligible for per diem when attending a training workshop or a conference, but remains eligible for mileage reimbursement subject to the County travel policy adopted November 28, 2018 of September 10, 1992, as amended.

3. Individuals Appointed to a Committee, Commission, or Board who are not County Commissioners

3.1 Unless the committee, commission or board has an underlying statute that entitles the members to receive the same per diem and/or mileage for attending meetings as members of the Board of Commissioners, the per diem shall be $35 for a half day and $55 for a full day meeting.

3.11 Individuals appointed to and serving on a committee, commission or board that does not have an underlying statute that entitles the member to receive the same per diem as a member of the Board of Commissioners shall be eligible for mileage reimbursement.

3.12 Individuals appointed to and serving on a committee, commission or board that has an underlying statute that entitles the member to receive the same per diem as a member of the Board of Commissioners shall not receive mileage reimbursement for meetings that takes place in a County facility in the County seat be subject to Section II (3 and 4).

3.2 Individuals appointed to and serving on a committee, commission or board shall not receive per diem for attending workshops, conferences and other training sessions but remain eligible for mileage reimbursement subject to the County Travel Policy adopted November 28, 2018 of September 10, 1992, as amended.

3.3 Individuals appointed to a committee, commissioner or board shall receive per diem for official meetings of the committee, commission or board only and shall not be eligible for per diem for sub-committees or other special committees that are created by or are an extension of the committee, commission or board unless this payment of per diem is approved by the Board of Commissioners.

4. Salaried employees and elected officials/department heads

4.1 A $35.00 per diem shall be approved for salaried employees and elected officials/department heads when attending meetings after hours that directly relate to county business. The per diem is to be paid from the department of the employee involved, and the budget of that department is to be increased
at the time the expense is incurred.

4.2 In general, the following meetings and events qualify:

Meetings of the standing committees of the Board of Commissioners or Board of Commissioner meetings.
Meetings of boards, commissions, authorities or councils created by the Board of Commissioners.
Meeting with other units of government to further a project of the Board of Commissioners (the Board of Commissioners must be aware of and have approved the project).

If it is not clear whether a meeting qualifies for per diem an interpretation by the Administration and Board of Commissioners must be obtained in advance of the meeting.

Adopted: September 14, 2006
Amended: April 11, 2013
Amended: May 11, 2017
Amended: October 11, 2018
Rescind Policy #2002-2 Antrim County Per Diem Policy
On February 14, 2002 the Board of Commissioners approved the following motion:

It was moved by McLeod, seconded by Schuiteman that a $35.00 per diem be approved for salaried employees and elected officials/department heads when attending meetings after hours that directly relate to county business, that the per diem be paid from the department of the employee involved, and that the budget of that department be increased at the time the expenses is incurred. Motion carried by a yea and nay vote as follows: Yes – McLeod, Wilson, Bargy, White, Crawford, Schuiteman, Stanek, Blackmore; No – None; Absent – Conway.

In general, the following meetings and events qualify:

- Meetings of the standing committees of the Board of Commissioners or Board of Commissioner meetings.
- Meetings of boards, commissions, authorities or councils created by the Board of Commissioners.
- Meetings with other units of government to further a project of the Board of Commissioners (the Board of Commissioners must be aware of and have approved the project).

If it is not clear whether a meeting qualifies for per diem an interpretation by the Administration and County Services Committee must be obtained in advance of the meeting.
Antrim County
Travel Policy

Adopted: November 8, 2018

Replaces: Policy 1992-9, Resolution #20-03, Travel Policy Amendment 11-8-01

Purpose
The purpose of this policy is to provide written travel regulations for County employees and elected officials to ensure that reimbursement is for actual and necessary travel and other expenses incurred while on official County business.

Protocol
On occasion, employees may be required to travel on County business or attend professional development and training functions as a part of the job. Employees must always be mindful that they are stewards of the public’s trust and resources. Work-related travel must never be abused. When traveling on County business, including professional development, employees must demonstrate respect for the public’s trust and prudence with their resources.

General
Expenses related to professional conferences, seminars, technical meetings, trainings, or other professional development functions may be paid by the County or reimbursed to the employee if the expense has been adopted in the budget. If federal or state grant funds are being used to travel expenses, guidelines specific to the applicable grant should be reviewed before expenses are incurred.
Budget line item for travel shall be managed by the department head/elected official once the total travel budget has been approved.
Every department head or elected official shall be held accountable for the management of the funds in the travel budget. If additional funds are required and budget amendment is necessary, the matter must be presented to the Finance Committee Board of Commissioners.

Submission of Travel Vouchers
All travel vouchers must be completed and must have all receipts attached and signed by the employee, voucher must be approved by the Department Head or the Elected Official and must include the General Ledger Budget Line Item in which the voucher is to be paid from.

All travel vouchers should be submitted on a timely basis, e.g. quarterly.

The County Clerk or designee (Accounts Payable) is authorized to eliminate items from any submitted travel voucher when any charges are identified clearly that violates the provisions of this policy. The County Clerk or designee (Accounts Payable) will consult the appropriate Department Head or Elected Official for clarification if a violation is identified. The County Clerk or designee (Accounts Payable) will consult with an Elected Official if their travel voucher contains any questionable items. If the County Clerk or designee (Accounts Payable) is unable to agree the voucher item in question will then be directed to the County Administrator.
Transportation Expenses
Employees of Antrim County shall be required as part of the hiring process to complete a form that authorizes the County to check their driving record. Each department head is responsible for making sure the forms are completed and signed by all individuals driving an Antrim County vehicle or collecting reimbursement for driving their private vehicle on behalf of their department.

Mileage:
The County business mileage reimbursement rate will correspond with the standards set by the Internal Revenue Service (IRS).
An individual cannot claim mileage from their home to the first stop of the day (whether it be the office or their first inspection, a home visit, etc.), nor from the last stop of the day to their home. However, if the distance to the first stop from the employee’s home is greater than the distance between their home and the office, the employee may claim mileage reimbursement for the difference. If the distance from the last stop to the employee’s home is greater than the distance between the office and their home the employee may claim mileage reimbursement for the difference. This section does not apply to members of the Board of Commissioners.

Use of Personal Vehicle:
Official travel by privately-owned vehicles shall be reimbursed at the approved rate. Employees traveling on official County business using a personally owned vehicle must ensure that they are properly licensed and are adequately protected by automobile insurance including personal liability and property damage coverage, as the County does not provide coverage for employee-owned vehicles.

Toll and parking fees:
Toll and parking fees shall be reimbursed provided proper receipts are submitted.

Miscellaneous:
It is recommended, but not required that when more than one person attending the same function should utilize the same vehicle. All expenses must be documented using a signed, properly completed expense form.

Out of State Travel:
Any travel outside the state must be approved by the Finance Committee Board of Commissioners or designee at budget time or prior to the travel. Travel, outside the state, utilizing privately owned vehicles shall not exceed the cost of travel using a common carrier. Travel time beyond the time required to travel via common carrier shall be charged to vacation time or taken without pay. Whenever traveling by privately owned vehicle, where travel by common carrier was possible, the person traveling shall submit cost comparison to support any claim made for reimbursement.

Exceptions would include Sheriff Department emergencies, prisoner transport, and other unusual situations.
**Rental Car Usage:**
Employees may rent a vehicle for County travel when deemed necessary and cost efficient. Prior approval from department head or elected official is required. The employee must read and comply with the terms of the rental car contract. The cost of optional rental car insurance is not reimbursable. The employee should waive the rental company’s loss/damage supplemental liability and/or personal accident insurance. It duplicates coverage already carried by the County.

**Meals**
Reimbursement for meals shall be made upon presentation of receipt for anyone on official County business within or outside of the County. Reimbursement will be for the actual amount of the receipt and shall not exceed the schedule amount. Every two (2) years rates will be adjusted using an average of these communities: Ann Arbor, Benton Harbor/St. Joseph/Stevensville, Detroit, Lansing/East Lansing, Grand Rapids, Holland, Kalamazoo/ Battle Creek, Mackinac Island, Midland, Traverse City. Maximum gratuity of 18% is payable in addition to meal schedule.

- Breakfast $ 13.00
- Lunch $ 15.00
- Dinner $ 24.00

Meal reimbursement shall not include alcoholic beverages. Meal reimbursement shall not include “entertaining” other members of a group, i.e. picking up the tab for someone other than the individual requesting personal reimbursement.

When a meal is a part of a conference, seminar or meeting, but the meal is not included in the initial registration fee, the meal will be reimbursed at the conference/seminar or meeting rate, pending proof of payment and conference meal rate attached to voucher of the employee or Elected Official.

For the purpose of meal reimbursement in relation to “Official County Business” within the County, Official County Business shall be defined as:
Meals during a Conference, Seminar or Workshop at a facility within the County.
Meeting with another county or an agency during a meal time, specifically scheduled to discuss business related to county interest.

**Lodging**

**Accommodations:**
Employees should stay in a standard room and should not utilize upgraded accommodations unless it is complimentary. Any additional cost relative to room upgrades will be borne by the employee unless no other option is available. If no other options is available, documentation from the lodging facility will be required in order for the expense to be reimbursable. Lodging receipts are required for reimbursement. The County is a tax exempt entity. As such, a tax exempt form should be used at time of check-in.
Conference Fees

Registration:
The employee shall submit a prepay voucher for conference and training registrations and payment will be sent to the conference coordinator as specified via registration instructions. The County credit card shall be signed out to make room reservations and the confirmation documentation and credit card shall be returned to the County Clerk.
1.0  Application for Position Opening

All applicants seeking employment with the County, including former or current employees, must complete a job application form. The purpose of the application is to obtain pertinent information related to the applicants’ education, training, and qualifications. Applications may be kept on file for one (1) year.

The County considers the accuracy of the information the applicant provides during the employment process to be of utmost importance. The County may reject employment applications or dismiss current employees if it finds inaccuracies in the job application or submitted résumé. Further, applications may be rejected for reasons including, but not limited to, the following:

- The applicant is found to lack any of the established qualifications or requirements for the position.
- The applicant has made a false statement on his/her application or résumé with regard to any material facts.
- The applicant has practiced or attempted to practice deception or fraud in their application or résumé, in his or her examination or interview, or in securing eligibility for appointment.

2.0  Accommodation of Disabilities

The Michigan Persons with Disabilities Civil Rights Act and the Americans with Disabilities Act (ADA) prohibit discrimination in employment against qualified individuals with a disability. These laws also require employers to reasonably accommodate applicants and employees with a disability so that they may participate in the job application process, perform essential functions of a job, and enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having an impairment. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

Through an interactive process, the County will provide reasonable accommodation to applicants and employees, provided the accommodation does not impose an undue hardship (accommodation is unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the business).

Under Michigan law, employees and applicants requiring a reasonable accommodation should make their request in writing with as much notice as possible, and within one hundred and eighty-two (182) days after the date he/she knows or reasonably should know that an accommodation is needed. Under Michigan law, failure to properly notify the County in writing within the 182 day timeframe will preclude any claim that the County failed to provide accommodation.
Although Michigan law requires an employee to provide a requests for accommodation in writing, the ADA does not include a comparable requirement. Consequently, those in need of accommodation may make oral requests under the ADA. Oral requests for accommodation should be confirmed in writing as soon as possible.

All requests should include the name of the person requesting the accommodation, contact information, date of request, accommodation requested and reason for request (medical condition/disability does NOT need to be identified, rather the activity requiring accommodation should be, for example “to participate in interview”). During the interactive process of reviewing the request and identifying a reasonable accommodation, additional information, including medical verifications, may be sought to clarify the request.

Employees may submit accommodation requests to the Human Resources County Administrator’s office. Job applicants or representatives acting on their behalf may make accommodation requests to any employee of the County who will direct such requests immediately to the Human Resources County Administrator’s Office.

### 3.0 At-Will Employment

The County of Antrim is an “at-will” employer. This means that employees may be terminated at any time for any reason or for no reason at all, with or without notice and with or without cause.

Similarly, any employee may resign his or her employment with the County at any time for any reason or for no reason at all, with or without notice and with or without cause.

This at-will employment relationship with the County exists regardless of any other written statements or policies contained in the Personnel Handbook or any other County document or any verbal statement to the contrary. The at-will employment relationship cannot be changed, except with the written and signed authorization from the Board of Commissioners (such as a collective bargaining agreement).

Nothing in this Handbook should be interpreted as being inconsistent with at-will employment.

### 4.0 Driving Record

For positions required to operate a vehicle in the course of conducting County-related business, even if the vehicle operated is the own employee’s, the County will verify the validity of the employee’s driver’s license and review their driving record to ensure a safe and consistent driving history and insurability.

### 5.0 Equal Employment Opportunity

It is the policy of the County to provide equal opportunity to all qualified individuals in its recruitment, hiring, and employment practices and to prohibit discrimination against any person on the grounds of race, color, sex, age, religion, national origin, marital or veteran status, height, weight, disability, or other protected classes by state or federal statutes.
6.0 Hiring and Selection

Employment decisions shall be based upon job-related factors which subscribe to the principles of equal employment opportunity. This means any employment decision made by the County will be without regard to the factors outlined in section 5, or other factors not pertinent to performance.

All offers of employment are contingent upon successful completion of a pre-employment screening process as described in this document.

Section 6.1 pertains to all departments unless board action has been taken to establish policy for a specific situation or department.

6.1 Hiring of Full-Time and Regular Part-Time Positions

Elected officials shall have authority to fill vacant and new full-time and regular part-time positions (see definition in Sections 1833.1 and 1833.2.1), in accordance with the collective bargaining contract, as long as funding for the position is specifically included in the current fiscal year budget and the position is not targeted to be discontinued by the Board of Commissioners. However, elected officials may request the assistance of the Human Resources Administrator’s Office when hiring an employee for their department.

Appointed department heads, upon authorization from the County Administrator, shall have authority to fill vacant and new full-time and regular part-time positions, in accordance with the collective bargaining contract, as long as funding for the position is specifically included in the current fiscal year budget and the position is not targeted to be discontinued by the Board of Commissioners.

In the departments of appointed department heads, preparation for hiring will be administered through the Human Resources Administrator’s Office. The Human Resources Administrator’s Office will post all full-time and part-time positions, advertise if necessary, accept all applications, assist department heads in the screening process and organize and schedule interviews.

Full-time positions in the office of an appointed department head shall be interviewed by the department head, Director of Human Resources and the County Administrator. The County Administrator will notify the Board of Commissioners of both vacancies and the name of who was hired for each position.

Applicants for any vacant appointed department head position other than County Administrator shall be interviewed by the County Administrator, the Chair of the Board of Commissioners and the Director of Human Resources Chair of the Administration & County Services Committee.

If the County Administrator position is vacant, applicants shall be interviewed by the Board of Commissioners.

6.2 Hiring of Irregular Part-Time Positions

Irregular Part-Time (see definition in Section 3318.2.2)

Prior to hiring an irregular part-time regular employee for any position in any Antrim County Department, the County Administrator and Director of Human
Resources shall be contacted when there is a vacancy and the Finance Director shall confirm that the funding is available.

The hiring process shall be the same as for a full-time position. However, the Commission on Aging Director and the Transportation Director shall have the authority to hire employees for these positions subject the previous paragraph.

7.0 Hiring of Seasonal or Temporary Employees

Seasonal or temporary employees may be scheduled to work on a full- or part-time basis, as dictated by operational needs and statutory requirements, for specific, limited time periods. Seasonal or temporary employees are not eligible for employee benefits.

Temporary employees may be hired in the following situations:

- When an employee goes on a short-term disability leave.
- When an employee goes on FMLA leave.
- When an employee goes on worker's compensation leave.
- When an employee is on an approved unpaid leave of absence.
- When there is a vacancy of a budgeted position, on a temporary basis, until the position can be filled through the hiring process.

A department head shall contact the County Administrator and/or Director of Human Resources to discuss the hiring of a temporary employee. The County Administrator must agree to allow the department head to hire a temporary employee under the following conditions:

- The department must have funds in the budget to support the temporary position; this must be confirmed by the Finance Director.
- The temporary employee is to be paid at the entry rate of the scale for the temporarily vacated position. If the position does not have a scale the County Administrator and the Chair of the Board of Commissioners and Chair of the Administration Committee must agree to a negotiated rate of pay.

The leave must be scheduled for longer than two (2) weeks.

8.0 Criminal History

The County will review criminal conviction records to verify the information provided through the application process.

9.0 Physical Exams, Drug Screening

Upon receiving a conditional offer of employment from the County, applicants and returning temporary/seasonal employees are required to undergo a medical examination including a drug screening. The exam is conducted by a facility designated by the County and is paid for by the County.

In some circumstances and according to strict procedures, an employee may be required to undergo physical or psychological fitness-for-duty exams or submit to drug or alcohol testing.
10.0  Nepotism - Immediate Family

No individual shall be hired in a department if, at the time of their application for employment that potential employee has a member of their immediate family (as an employee, department head, or elected official) working in the same department to which they seek employment. Immediate family shall mean current spouse, child, brother, sister, parents, parents of current spouse, grandparents or grandchildren.

11.0  Nepotism - Commissioner Requirements

No Commissioner shall be employed in any department of the County. No spouse of a Commissioner shall be employed in any department of the County, unless that spouse’s employment date is prior to the date of the election of the Commissioner. If any member of a Commissioner’s immediate family is employed by the County, such Commissioner shall acknowledge same upon the record of the January meeting each year.

12.0  Nepotism - Preferential Consideration

No individual, not covered in Sections 1 and 2 above, seeking employment shall receive any preferential consideration for employment because of the fact that individual has a relative, by blood or marriage, employed or in an elected County position. All such applications shall be considered for employment strictly on the basis of their qualifications.

13.0  Orientation / Probation Period

New employees are provided an orientation period that typically spans six months during which the employee can learn their positional duties and become familiar with the organization as a whole. New employees typically require six months of orientation to fully master their position and learn the processes of the County; however, the County may provide an extension of the orientation period.

During the orientation period, the County may provide formal and informal training, instruction and direction, and employees should actively seek clarification on policies, processes, procedures and performance expectations.

All new full-time and regular part-time employees shall be considered to be on probation for the first nine hundred seventy five (975) straight time hours of employment following their first day of work for Antrim County as a full-time or regular part-time employee. Until an employee has completed the probationary period, he/she may be disciplined, laid off, recalled, terminated or discharged at the County’s discretion and without recourse to the grievance procedure set forth in this handbook.

14.0  Outside Employment

The County has no restrictions on supplemental employment for County employees.

Employees may not wear a County uniform, work shoes/boots, or any other apparel furnished by the County in performing outside work. Outside work may not be performed during regularly scheduled County work hours or at a County facility, and no County resources, equipment, tools or supplies may be used for outside work.
15.0 Personnel Files

Personnel files containing payroll and benefits information, training records, job performance records, and related employment information are maintained on each employee. Employees are required to keep their information updated, including address, telephone numbers, emergency contacts and related information as required for benefits administration.

Personnel files are secured and are considered strictly confidential with access allowed for very limited reasons as specified by federal or state law. Medical information is filed separately in a secure area with access limited to the office(s) directly responsible for human resource functions, and others on a strict, business-need-to-know basis only.

The County complies with the State of Michigan Social Security Number Privacy Act, the Federal Fair Credit Reporting Act (FCRA) and Fair and Accurate Credit Transactions Act (FACTA) and will take reasonable measures to secure and limit access to social security numbers and other consumer information that may be contained within a personnel file, including pre-employment background investigations or inquiries, credit checks and related information.

Personnel records that contain social security numbers or consumer information will be secured and held confidential with strictly limited access and uses. The County prohibits unlawful disclosure of social security numbers and/or consumer information, and will ensure all records are properly destroyed through shredding or other means that renders the information beyond reconstruction, including electronic information. The County will also take affirmative steps to ensure the reliability of any third party vendor used to dispose of this information.

Requests for personnel information are handled by the office(s) directly responsible for human resource functions. The County only releases confirmation of employment, job title, date of hire, and if applicable, date of separation, unless written authorization is provided by the employee or the release of information is required by law. Freedom of Information requests will be handled according to established Freedom of Information Act (FOIA) procedure.

Any employee in violation of this policy will be subject to disciplinary action up to and including discharge and criminal prosecution as may be appropriate.

In accordance with the Bullard-Plawecki Employee Right to Know Act, employees are legally entitled to review their personnel records upon reasonable notice, with a request in writing, generally not more than twice per year. A designee of the office(s) directly responsible for human resources functions will, at all times, observe the review of personnel files to protect against tampering. Copies of file contents may be obtained for a reasonable copy fee.

16.0 References

During the hiring process, the County will verify information provided during the application process through various background and reference checks. The County may utilize the services of professional firms to complete these reviews.
17.0 Vacancies, Recruitment and Employment Postings

In consultation with others as needed, the County Administrator will make a recommendation to the Administration Committee on the need to fill a vacancy—See 6.1

The position will be posted internally. Internal applicants may be required to complete a formal application and undergo the employment process as described herein.

If external recruitment is undertaken, the Human Resources County Administrator’s office will oversee the advertising, receipt of applications, testing (if required), and the employment screening process for all positions not in offices of elected officials. The offices of the elected officials are the Sheriff, Prosecuting Attorney, Clerk, Treasurer, Register of Deeds, County Surveyor, and Drain Commissioner.

Recruitment will be tailored to the various classifications of positions to be filled and will be posted and published in local and regional publications, professional publications specific to the areas of expertise sought, and other venues as appropriate in order to attract an adequate number of candidates.

The County may opt to utilize an existing applicant pool to fill a position, provided that pool was developed through a recruitment effort within the past year. Occasionally, outside experts or consultants may be used to assist the County in recruiting, testing, and evaluating applicants.

The following DEFINITIONS will appear in the Employee Handbook, but in order to understand the hiring section, the pertinent DEFINITIONS are given below:

Classification & Compensation

3318. Employment Definitions

3318.1 Full-Time Employee

Full-time employees are regularly scheduled to work either thirty seven and a half (37.5) hours or forty (40) hours per week. Full-time employees are generally eligible for the following County benefits:

- Health insurance or an annuity*
- Vacation pay (eligible after 9 months of service)
- Paid leave (eligible after 6 month of service)
- Holiday pay
- Sickness and accident insurance
- Bereavement leave
- Pension paid or partially paid by the County based on the wages earned*
- Life insurance

33 18.2 Part-Time Employee

33 18.2.1 Regular Part-time Employee

A regular part-time employee is an employee who is working at least thirty (30) hours per week on a regular schedule. Regular part-time employees are entitled to the following benefits:
• Bereavement leave
• Holiday pay if scheduled to work on that day (pro-rated)
• Health insurance or annuity*
• Pension paid or partially paid by the County based on the wages earned*
• Life insurance

Refer to the pertinent union contract for specifics. Part-time may be covered by certain statutory protections such as Family Medical Leave and workers’ compensation.

### 18.2.2 Irregular Employee

An irregular employee is an employee not included within the above definitions of full-time or regular part-time employees who is working on any other basis. Irregular employees are not eligible for benefits.

#### 18.2.2.1 Irregular Part-time Employee

An irregular part-time employee’s work hours are limited to a maximum of 29.5 hours per week annually.

#### 18.2.2.2 Seasonal or Temporary Employee

A seasonal or temporary employee is an irregular employee and is not limited to a maximum number of hours per week, but cannot work more than six (6) month of any year and cannot exceed a total of 1,560 work hours per year. Seasonal or temporary employees are not eligible for benefits.

### 18.4 Exempt or Non-exempt Employee

Positions that are considered “exempt” are salaried positions that are professional, administrative, or executive in nature which are not entitled to paid overtime, except in special circumstances as approved by the County Administrator

Based on job content, job duties, salary status and other criteria set by the Fair Labor Standards Act, each position within the County is classified as either “exempt” or “non-exempt.” Typically, department heads and the County Administrator are designated as exempt employees, but each job description is carefully assessed to make that determination. Non-exempt positions are legally entitled to overtime pay (time and a half) for any time worked beyond the standard work week, or as otherwise provided by the County.

### 18.5 Contract Workers

A contract employee works under contract with the County. A contract worker is hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the County’s staff and is not considered a permanent employee. Contract workers do not receive County benefits unless otherwise stated by the pertinent contract.
It is expected that contract workers will abide by all County policies and procedures, including the contents of this handbook.

*A new employee will be eligible for these benefits on the 61st day of employment with Antrim County.

Upon adoption, replaces Antrim County Hiring Policy dated April 12, 1994.