

The Chairman called the meeting to order at 7:00 P.M.

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Brenda Ricksgers, Jason Helwig, Christian Marcus.

Absent: Terry VanAlstine, Dawn LaVanway.

Pledge of Allegiance to the U.S. flag.

The Chairman offered a moment of silence.

The Chairman requested Public Comment. Barbara Bradford and Jeannette Hayes both addressed the Board on the process in which the Board makes appointments to County Boards and Commissions. Libby Hiser introduced herself to the Board and spoke of her application and letter of interest to seek appointment to become a member of the Veterans Affairs Board. Dave Christian announced to the Board that the various lake associations have agreed to form a sub-committee named Lake Level Committee to address the need of a hydrology study and that Janet Hickman can provide the Board with information and address the Boards questions. Public Comment closed.

It was moved by Ricksgers, seconded by Bargy, that the Board approve the agenda as written. Motion carried – all present voting yes.

It was moved by Helwig, seconded by Heeres, to approve the minutes of March 7, 2019 meeting as corrected. Motion carried – all present voting yes.

Communications and Notices: There was none.

Liaisons Reports: There was none.

It was moved by Bargy, seconded by Helwig, to adjust the Household Hazardous Waste Fee Schedule to allow up to 100 pounds free of charge, \$1.00 per pound over 100 pounds, and \$1.00 per gallon of latex paint. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

Antrim County 911 Board Recommendation: County Number Ordinance recommended change to Section V: Regulation. Vacant parcels may be assigned a number based on a clearly defined access point from a County or Private Road. Access points must be a driveway or parking area with signage posted as defined in Section C paragraph 2 for driveways. Discussion followed.

The County Administrator, Peter Garwood was asked to review the process in which an Ordinance can be amended and if the proposed recommendation by the Antrim County 911 Board for the County Number Ordinance in Section V: Regulation will effect and/or have a negative impact on other local processes in place. The County Administrator to provide the Board with a report in the near future.

The County Administrator, Peter Garwood spoke on his written report on the Board action taken to “expedite” the issue is problematic. He referred to the following:

- The County Clerk occupies the back office spaces for the storage of court files and financial files. Have not addressed the Clerk to discuss an alternative location for her storage needs.
- The timing is of concern due to upcoming busy period of the Building Department.
- Remodeling and possible construction of space.
- Cost of project and budget amendments.

The County Administrator respectfully asked that the Board simply let staff continue to address this issue without mandates as this project is on his “to do” list.

Discussion followed. The County Administrator will continue to update the Board on progress, project cost and impact to departments.

Antrim County Prosecuting Attorney, Jim Rossiter provided the Board with an update for the Victims Rights Reimbursement Grant.  
Discussion followed.

It was moved by Heeres, seconded by Helwig, that the Antrim County Treasurer 2018 Annual Report be accepted. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, that the Antrim County Operator of Dams and Drain Commissioner 2018 Annual Reports be accepted. Motion carried – All present voting yes.

Antrim County Dam Operator, Mark Stone addressed the Board for support and recommendations for 2019 to begin the process to undertake a hydrology study on the Antrim Chain of Lakes.

It was moved by Heeres, seconded by Ricksgers, that the Board authorize the Board Chairman to sign a letter of interest to the US Corps of Engineers in order to begin the process of applying for a Corps program to undertake a hydrology study on the Antrim Chain of Lakes and at no cost to Antrim County. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, Ricksgers, Helwig, Marcus; No – Bary; Absent – VanAlstine, LaVanway.

It was moved by Bary, seconded by Ricksgers, that the Claims and Accounts totaling \$115,185.08 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bary, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

It was moved by Ricksgers, seconded by Watrous, to authorize the Board Chairman to execute an agreement with Roger Pritchard for services as an Electrical Inspector to be used on an as needed basis for the following per inspection payment schedule:

- \$150.00 for a single inspection
- \$200.00 for two (2) to four (4) inspections
- When there are five (5) or more inspections, the payment will be consistent with the above stated \$50.00 per inspection

Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

It was moved by Heeres, seconded by Ricksgers, to authorize the new position of Plan Reviewer/Building Inspector in the Building Department to be paid a rate consistent with the Building Inspector in the General Unit Collective Bargaining Agreement and authorize Deb Haydell, Finance Director, Chief Administrative Officer of the of the Budget to make the appropriate amendments in the Construction Code Enforcement Fund #249. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig; No – Marcus; Absent – VanAlstine, LaVanway.

It was moved by Bargy, seconded by Helwig, to approve the Non-Discrimination and Anti-Harassment Policy as amended. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway. **EXHIBIT "A"**

It was moved by Marcus, seconded by Helwig, to approve the purchase of a 2018 Chevrolet 1500 Silverado from Berger Chevrolet (with conversion 8 Series – K0810 to be completed by Delivery Concepts, Inc.) at a cost of \$52,630.00 and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make the appropriate budget amendments to Commission on Aging fund #297 and expenditure capital Outlay (297-901-980.686) to cover the \$52,630.00 plus the cost of adding Commission on Aging lettering, title and registration fees at total cost of \$53,330.00. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

It was moved by Bargy, seconded by Helwig, to approve the Veterans Affairs Director to apply to the Michigan Veterans Affairs Agency's County Training Reimbursement Program for reimbursement of applicable expenses associated with the MACVC 2019 Spring Training Conference at an approximate amount of \$1,253.34 and authorize the Board Chairman and Deborah Peters, Veterans Affairs Director, to sign the Michigan Veterans Affairs Agency's County Training Reimbursement Program application. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

It was moved by Bargy, seconded by Watrous, that the Board approve Dr. David May to attend Medical Examiner training at the Medicolegal Conference, and authorize Deb Haydell, Finance Director, Chief Administrative Officer to post the following budget amendments:

- Increase the General Fund, Medical Examiner, Travel – General Ledger (#101-648-861) in the amount of \$1,019.82; and
- Increase the General Fund, Medical Examiner, Conference - General Ledger (#101-648-862) in the amount of \$495.00; and
- Decrease the General Fund, Special Projects, Contingencies – General Ledger (#101-895-999) in the amount of \$1,514.82.

Contingent upon an agreement with language addressing cost reimbursement standards to be negotiated and executed by Dr. David May prior to attending training. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

Discussion followed. **No Action taken:** On contract with Dr. David May for services related to Deputy Medical Examiner at \$250.00 per case.

County Administrator, Peter Garwood addressed the Board with his report:

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|--|----------------------------------|
| • Zettle vs. Antrim County                         | Update                           |
| • Northern Lakes Economic Alliance (NLEA) Formula: | Agreement to be worked out       |
| • Airport Grievance Mediation:                     | Agreement reached                |
| • Farmland and Open Space Preservation             | Co. Ordinance Section #4         |
| • Bank Building Flood                              | Seek Insurance options & cost    |
| • Facility Master Plan Update                      | Report – Gosling Czuback         |
|  | April 23 Forum at 5:30 – 8:00 PM |
| • Cairn Monument                                   | Update                           |

Commissioner Bargy requested an update on the following:

- Michigan Indigent Defense Commission - Reporting & Working through standards
- Debt Set-off - Some interest
- Cairn Monument – Time capsule local interest
- Elk Rapids Day Park – Fence clarification ownership
- Sheriff – Boat Storage MOU forthcoming

**MONTHLY REPORTS- Submission:**

Emergency Services Coordinator, Building Department Income/Inspections, Commission on Aging Financials, Antrim County Transportation Financials, Antrim Conservation District and Soil Erosion Control.

Finance Director, Chief Administrative Officer, Deb Haydell addressed the Board with her report:

- Standards and Poor Report
- Auditors- Anderson Tackman to begin audit May 27<sup>th</sup>
- IRS letter L226J in comparison to the 2015 IRS letter
- Stored furniture at the Bank Building – 80% donated to Good Samaritan of Ellsworth to pickup
- State of Michigan has canceled Chart of Accounts Project

It was moved by Bargy, seconded by Heeres, to authorize Deb Haydell, Finance Director, Chief Administrative Officer to make the appropriate Budget Amendments increasing the General Fund, Budget Accounting Service, Professional Fee (#101-212-802.213) in the amount of \$895.00 for services provided by BASIC to respond to IRS Letter L226J – Affordable Care Act and the funding to come from the General Fund, Special Projects, Contingencies (#101-895-999.000). Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

Vice Chairperson – Commissioner Bargy reported that she did not officially make the appointment of Calvin Shooks to the Veterans Affairs Board for the members to accept or deny. Commissioner Heeres made the motion to appoint Mr. Shooks and seconded by LaVanway with a vote. Therefore, the ratification process was not properly conducted.

The Vice-Chair appointed Calvin Shooks to the Antrim County Veterans Affairs Board to fill the vacant partial term set to expire December 31, 2019.

It was moved by Heeres, seconded by Boettcher, to accept the Vice-Chair's appointment of Calvin Shooks to the Antrim County Veterans Affairs Board to fill the partial term set to expire December 31, 2019. Motion as follows: Yes – Heeres, Bargy, Boettcher, No – Watrous, Ricksgers, Helwig, Marcus; Absent – VanAlstine, LaVanway. **MOTION FAILED**

Chairman Report – addressed the Board on the process in which appointments made by the Chairman and accepted or denied by the Board. He asked the Clerk to hold off on sending a letter to Mr. Shooks at this time. The Board work to improve processes for future appointments and that the recommendations of County Boards and/or Commissions be considered and valued. That the Antrim County Veterans Affairs Board vacant position be put on a future agenda.

The Chairman requested Public Comment. Jeannette Hayes, Barbara Bradford, Gary Lockwood, David Schulz and Libby Hiser all spoke to the Board to announce their support of the Veterans Affairs Committee recommendation and that the Board works with committees and value their input. David Schulz also addressed the Board to report that the Michigan Municipal Retirement System (MERS) forecast rates are available.

It was moved by Bargy, seconded by Helwig, that the Board go into closed session to discuss the Antrim County Airport Grievance Mediation agreement proposal per the Open Meeting Act 267 of 1976, 15.258 Closed Sessions, permissible purposes, Section 8 (a) and that the County Administrator and the County Clerk remain in closed session. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

The Board retired to Closed Session at 10:11 p.m.

The Board returned to Open Session at 10:27 p.m.

The meeting adjourned at 10:28 p.m.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy

# **EXHIBIT A**

## **ANTRIM COUNTY**

### **NONDISCRIMINATION AND ANTI-HARASSMENT POLICY**

Adopted: December 11, 2008

Amended: May 11, 2017

Amended:

Antrim County strives for a work environment in which employees conduct themselves with dignity and treat everyone with respect. It is the policy of Antrim County to ensure Equal Employment Opportunities without discrimination or harassment. Discrimination or harassment of or by any employee because of race, color, religion, national origin, age, sex, (including sexual orientation and transgender identity), height, weight, disability, marital or family status, ancestry, genetic information or any other legally protected category, under state or federal statutes is unlawful and will not be tolerated.

All Antrim County employees are ensured that they can work in an environment free from unlawful harassment, discrimination and retaliation. Antrim County will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any compliant in violation of such policies will be investigated and resolved appropriately.

#### **Harassment**

Under this policy, harassment is defined as verbal, written, and/or physical conduct, use of technology, or dehumanizing gesture, that disparages or shows hostility or abhorrence toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, nation origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by federal or state law is prohibited.

#### **Sexual harassment**

Discrimination because of sex includes sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature under the following conditions:

- Submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of the conduct or communication is used as a factor in decisions affecting an individual's employment; or

- The conduct or communication has the purpose or effect of unreasonably or substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Sexual harassment can occur between members of opposite sex or of the same sex.

No employee or applicant should be subjected to unsolicited and/or unwelcome sexual overtures. Nor should any employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. Other examples of sexual harassment include, but are not limited to: sexually-oriented "kidding", "teasing" or jokes; repeated offensive flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; subtle pressure for sexual activity; and physical contact or a blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Other prohibited forms of harassment include jokes, verbal abuse, slurs, nicknames, degrading comments, the display of objects, pictures and cartoons and other offensive conduct relating to an individual's race, color, religion, national origin, age, sex, height, weight, disability or other protected characteristics that are protected by state or federal statutes.

### **Reports and Complaints of Harassing Conduct**

Any employee who believes he or she has been discriminated against or harassed in connection with his or her employment by any other employee, elected official, customer or anyone else, or who knows of discrimination or harassment perpetrated by an employee, should, if practical, ask the other person to stop their offending behavior and tell them it is unwelcome and also has the obligation to immediately report the matter. Failure to promptly report the matter could result in the discrimination or harassment continuing and could also impede the ability of Antrim County to investigate and remedy the situation.

The report should be made to the employee's immediate supervisor or, if the employee prefers, to the Director of Human Resources. The Director of Human Resources will then promptly conduct an investigation in as confidential a manner as possible. If it is determined that discrimination or harassment occurred, the County will take



appropriate action, which may include termination of employment, depending upon the circumstances.

Antrim County prohibits retaliation against anyone who makes a report of discrimination or harassment, or who takes part in the investigation of the report.

This Discrimination and Harassment Policy replaces the Antrim County Sexual Harassment policy originally adopted on December 10, 1998 and amended on April 8, 1999 and May 11, 2017.