

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

The Pledge of Allegiance to the U.S. flag.

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board on the matter of climate change, advances in science and technology to end dependence on fossil fuels. Public comment closed.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Watrous, to approve the minutes of June 6, 2019 meeting as corrected. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by VanAlstine, to approve the minutes of the June 6, 2019 closed session as written. Motion carried – all present voting yes.

COMMUNICATIONS/NOTICES: There was none.

LIAISON REPORTS:

Commissioner Bargy – Paddle Antrim/Milton Township “Policy no sponsorships”

Commissioner VanAlstine – Grass River Natural Area “Open House”

Commissioner LaVanway – Antrim County Road Commission – summer road projects

Commissioner Boettcher – Antrim County, Central Lake active shooter training exercise

Commissioner Heeres- Antrim Creek Natural Area – summer help: Intern Conservation District

Commissioner Marcus – Reported that he had was appointed to replace Dennis Priest on the Northern Michigan Regional Entity Board.

It was moved by VanAlstine, seconded by LaVanway, that the Claims and Accounts in the amount totaling \$172,570.83 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Antrim County Conservation District, Heidi Shafer, Soil Erosion Officer addressed the Board on a particular homeowner’s site concerns and suggested that the Board consider strengthening the Soil Erosion, Sedimentation, and Storm water Runoff Control Ordinance. She also suggested a tour be scheduled for the Board members and Representative, Triston Cole to showcase concerns and opportunities we have to protect our county’s natural resources and tax base. She will work with County Administrator’s to schedule a tour.

Sara Lucas, formerly of Networks Northwest presented the Board with the Antrim County Facilities Master Plan Survey Results representing 183 responses.

Antrim County Facilities Master Plan Survey results recommendations:

- Take advantage of information and studies gathered from other resources
- Community engagement by providing additional forums
- Outside – neutral facilitator
- Communications/Envisioning – create Antrim County Facilities Master Plan Website/Social Media platform and local governmental involvement
- Administration Office point of contact
- Narrow options to two (2)

Discussion followed.

Commissioner LaVanway requested a 2005 report. The report was an evaluation and assessment of property occupied by the Antrim County Animal Control.

Commissioner Boettcher announced that he and the County Administrator plan to meet with a representative of the Village of Bellaire and the Downtown Development Authority.

Commissioner Bargy: Vice-Chair be included in future gatherings and meetings.

Chairman Boettcher: Update and continue to discuss next Board meeting.

Discussion followed.

It was moved by Bargy, seconded by VanAlstine, to approve the proposed amendment to the Antrim County Easement Policy as presented. Motion carried – all present voting yes. **EXHIBIT “A”**

It was moved by Bargy, seconded by Helwig, to approve the Credit Card Acceptance Procedure & Policy as presented. Motion carried – all present voting yes. **EXHIBIT “B”**

It was moved by Bargy, seconded by Helwig, to authorize the Commission on Aging Director to apply for Congregate Meal and Meals-On-Wheels grant funding, and authorize the Board Chair to execute the Department of Health & Human Services (DHHS) and Area Agency on Aging of Northwest Michigan (AAANM) Assurance of Compliance documents which are attached with the RFP Application to Area Agency on Aging of Northwest Michigan (AAANM) for Congregate and Home Delivered Meal funding through a Fiscal Year 2020-2022 Multi-Year Services Contract. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Watrous, to authorize the Board Chair to execute the National Association of County Officials (NACo) 2019 Credentials Voting Form, which will authorize Commissioner Christian Marcus to be the voting delegate representing Antrim County at the National Association of County Officials (NACo) Annual Conference. 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 Watrous, to accept the Antrim County Department of Veterans Affairs 2018 Annual Report as written. Motion carried – all present voting.

Deputy Administrator, Travis Youatt addressed the Board to present the Administrator's report.

Board members Questions/Input:

Commissioner Bary:

- Comprehensive Wage Study by independent contractor status. (information & cost)
- Building Department - Emergency Inspections – “considerations” are all treated the same in written “policy”.
- Open House: Elk Rapids Hydroelectric Dam – Press release should be reviewed and released by County Administrator.
- Cairn Monument Agreement Status: Be expedited between Milton Township, Antrim County and the Antrim County Road Commission.

Commissioner VanAlstine:

- Antrim County Transportation Building – Who is responsible for maintenance of building? (Water damage and block deterioration) photos provided.
- County Building Security – Request for proposals – deadline passed & status of bids submitted.

Commissioner LaVanway:

- Employee Performance Reviews – Is Human Resource Director handling this project?
- Outside entrance motion light – which entrance?
- Antrim County Transportation funding for building repair.

Commissioner Watrous:

- Construction Code Policy – status of draft clarifying standards and requirements.

Monthly Report submission:

Building Department, Commission on Aging, Antrim County Transportation, Emergency Services, Airport, and the Sheriff's reports for Animal Control and Township statistics.

The Chairman, Ed Boettcher had nothing to report.

Deb Haydell, Finance Director, Chief Administrative Officer of the Budget:

- No printed report.
- Answered various questions the Board members asked regarding claims and accounts.

VARIOUS MATTERS:

Commissioner Bary asked why the Animal Control complaints are up. It was reported that the department is short staffed and currently filling the open positions.

Discussion followed.

The Chairman requested Public Comment. Jennifer Hodges, Gourdie Frasier Engineering introduced herself to inform the Board that she currently works with local communities such as Central Lake, Ellsworth and the Bellaire DDA and offered assistance in customizing a website for the Antrim County Facility Master Plan Project providing local input and back logging data. Public Comment closed.

The meeting adjourned at 9:15 p.m.

Chairman, Ed Boettcher, III

County Clerk, Sheryl Guy

ANTRIM COUNTY EASEMENT POLICY

No easement shall be granted across County property, unless there is a direct benefit to the County of Antrim as determined by the Board of Commissioners.

ATTACHMENT A

Passed: 11/13/1997
Updated: 06/20/2019

CREDIT CARD ACCEPTANCE PROCEDURES & POLICY

Amended: June 20, 2019

Pursuant to Michigan Public Act 280 of 1995, as amended the Antrim County Board of Commissioners may authorize the acceptance of payment by financial transaction devices in designated county offices. Section 3 of the Act requires that the County Treasurer determine the types of financial transaction devices that may be accepted.

It is the responsibility of the County Board of Commissioners to establish the policy to accept credit cards within the county and to authorize the budget to cover the service fees. The contract with the credit card service center is authorized and signed by the County Board of Commissioners. Credit cards are a form of payment the same as checks or cash. Issues of standardization of the process, internal control, security, timelines and equipment are the concern of the County Treasurer. It is the responsibility of the County Treasurer and the staff of the County Treasurer to approve and supervise the implementation of credit card stations in a timely manner as possible to meet the needs of the department requesting this service. The County Treasurer or his/her designee is the county contact for the merchant credit card service provider.

Procedures to implement a department's acceptance of credit cards:

1. The department head sends a written request to the County Treasurer outlining the scope of the service desired.
2. The County Treasurer arranges a meeting with the department head requesting the service to cover the implementation, office policies and procedures for accepting credit cards.
3. The department head will make arrangements with the Finance Director for a budget adjustment if fees are being charged to the County.
4. Approval shall be in writing and specify the bills, goods or services for which payment by credit card is permitted.
5. The County Treasurer with the department head will make all necessary arrangements with the credit card vendor to establish a credit card station within the department.
6. Periodically, the County Treasurer may organize a user group meeting of county departments re review areas of mutual concern and to share ideas of general benefits.