

This meeting due to COVID-19 (Coronavirus) Pandemic was held as a virtual meeting. Adhering to Governor Gretchen Whitmer's executive orders during the COVID-19 (Coronavirus) Pandemic.

The Chairman called the meeting to order at 7:00 p.m.

Present Remote: 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.

The Chairman requested Invocation: Moment of Silence.

The Chairman addressed the Board and public attending the Zoom virtual meeting by video and/or phone. Deputy Administrator, Jeremy Scott will assist with public comment by screening the public in order of attendance by calling out phone numbers and addressing those in attendance. Deputy Administrator, Jeremy Scott will assist Board members that experience technical difficulties.

The Chairman requested Public comment. County Administrator, Peter Garwood addressed the Board on the many letters and/or emails received concerning the proposed Milton Township Torch River RV Park. He informed all in attendance that Antrim County has no County-Wide Ordinance, Milton Township has a Zoning Ordinance and the authority, the Antrim County Road Commission, is run by their Board and that the County contracts the Soil Erosion program to the Antrim Conservation District. Deputy Administrator, Jeremy Scott called on all public via video and phone in order by attendance. Chris Bott, Project Manager, Gosling Czubak on behalf of The Sands of Elk Rapids in support of a permanent drainage easement and a temporary construction easement at the Dam Beach parking lot in Elk Rapids. Randy Bishop addressed the Board strongly suggesting that this be the last Zoom meeting and that the Board return to holding meetings in person as leadership requires leaders. Brenda Hasso addressed the Board to thank them for taking the time to read the emails and/or letters concerning the proposed RV Park. Micki Hocking addressed the Board in support of the proposed County Policy: Temporary Remote Work from Home Policy – COVID 19. She compared Antrim County employees/work- force to Grand Traverse County, State Court Administrators Office, Google, Facebook, Ford and General Motors. She implied that some department heads appear to distrust their employees and have a lack empathy. Commissioner LaVanway read a letter from Troy Toelle, President of Crown Construction Services working for The Overland Group the developer that develops properties and leases buildings to Dollar General. Public Comment closed at 9:20 a.m.

Moved by VanAlstine, seconded by LaVanway, that the Board approve the revised agenda. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Moved by VanAlstine, seconded by Watrous, that the Board approve the 2021 Budget Work Session minutes of August 24, 2020 as revised. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Moved by Heeres, seconded by Ricksgers, that the Board approve the 2021 Budget Work Session minutes of August 27, 2020 as revised. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Moved by VanAlstine, seconded by Marcus, that the Board approve the meeting minutes of September 3, 2020 as corrected. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

COMMUNICATIONS:

Village of Bellaire email from Bradley Keiser, DPW Director

Discussion followed.

Northern Lakes Economic Alliance – Announces new President- David Emmel

LIAISON REPORTS:

Commissioner VanAlstine – Grass River Natural Area update

Commissioner LaVanway – Antrim County Road Commission and NLEA updates

Commissioner Helwig – Antrim Conservation update

Commissioner Marcus – North Country Community Mental Health Board update

Kenneth Talsma, Anderson, Tackman and Company, PLC Certified Public Accountant presented the 2019 Antrim County Audit Report.

Moved by LaVanway, seconded by VanAlstine, that the Board accept the 2019 Antrim County Audit Report. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

COMMITTEE REPORTS:

Commissioner Bargy - Parks and Recreation meeting scheduled

Moved by Bargy, seconded by Ricksgers, that the Board approve the Temporary Remote Work Policy and Agreement as revised.

Discussion followed. Board members, County Administrator and Human Services Director.

County Clerk, Sheryl Guy asked to address the Board prior to the vote on the proposed Temporary Remote Work Policy and Agreement to address her employee – Micki Hocking’s public comment. It appears that her statement was in part directed at myself and department heads indicating a lack of empathy and trust. Please note that I did approve Ms. Hocking to work from home for more than three (3) months during the onset of the public emergency of COVID 19. The County Building re-opened June 15 after safety glass was installed at each service counter on the first floor and the public immediately began entering our building to do their business in person with an estimated 80% of the public entering the building actually came to the County Clerk’s office. There is no comparison between Antrim County work-force/employees to Grand Traverse County, State Court Administrator Office, Google, Facebook, Ford and General Motors. Antrim County work-force/employees are public servants, working for and paid by the taxpayers of Antrim County. Thank you.

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

FISCAL YEAR 2021 BUDGET:

Final Discussion followed:

- Commissioner Bargy addressed the Final draft of the 2021 Antrim County Budgets provided by the Finance Director, Brad Rizzo and asked members to review draft carefully. The public hearing will be at the October 1 Board meeting.
- Finance Director, Brad Rizzo answered Board questions. The 2021 Antrim County Budgets as proposed reflects an expenditure over revenues difference of (1,581,846.00) and that the 2021 budget be balanced with funding source General Fund, Fund Balance.
- Commissioner Bargy added that after the public hearing the Board will take action to approve proposed Resolution to adopt the 2021 Antrim County Budget, General Appropriations Act and Millages.

Moved by VanAlstine, seconded by Watrous, that the Board approve and pay the Claims and Accounts totaling \$56,109.81. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Commissioner LaVanway – Permitting concerns and procedures: Antrim County Construction Code and Health Department.

Lisa Peacock and Scott Kendzierski representatives of the Health Department of Northwest Michigan addressed the Board on permitting processes and what occurred with the application for Dollar General submitted by The Overland Group. The application process took three weeks due to having to send the application back and forth, because the application was incomplete. Ms. Peacock added that the Health Department always looks to improve their processes. Discussion followed.

County Administrator, Peter Garwood reported that he is working on setting up a joint meeting with the Health Department and Constructions Code to review the processes of each entity. Several Board members stated that they were interested in attending the meeting.

Moved by Bargy, seconded by VanAlstine, that the Board authorize the Chairman to execute the agreement between Havel and Antrim County for furnishing and installation of a building automation system (BAS) upgrade which will continue to enable a direct digital system of automatic temperature control for the County Building and the 1905 Courthouse and approve the release of funds totaling \$34,986.00 from the General Fund, Capital Outlay, County Building and Courthouse, and to approve a budget amendment for \$1,493.00 as follows:

- 101000-901-980.265 Capital Outlay County Building (\$1,493.00)
- 101000-901-980.264 Capital Outlay Courthouse Building \$1,493.00

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

Moved by VanAlstine, seconded by Helwig, that the Board authorize the Chairman to execute a permanent easement agreement at the Dam Beach parking lot in Elk Rapids for the installation of a storm sewer and a temporary easement agreement to complete the construction of the storm sewer contingent on legal review. Roll call as follows: Yes – Heeres, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Watrous; Absent –None.

Moved by Bargy, seconded by VanAlstine, that the Board authorize the Chairman to execute the business associate agreement between Protected Trust, LLC and Antrim County for email encryption software effective September 18, 2020 and continuing on a month-to-month basis as needed at the cost of \$7.20 per month and per user. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Moved by Marcus, seconded by Bargy, that the Board approve the following schedule for the County Administrator performance evaluation:

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|------------|----------------------|--|
| 11/05/2020 | 6:00 p.m. | County Administrator receives self-evaluation form. |
| 11/05/2020 | 6:00 p.m. | Each of the Commissioners receive an Individual Board Member Input form. |
| 11/19/2020 | 6:00 p.m. | Board goes into closed session at the request of the Administrator to discuss the performance of the Administrator, receives results of the self-evaluation completed by the Administrator and jointly complete the final evaluation form. |
| 12/03/2020 | | Board goes into closed session one more time to review the compilation of the individually completed evaluations, Administrator self-evaluation and the collectively completed evaluation prior to signature by the Board Chair. |

The final evaluation packet will be placed in the personnel file of the County Administrator.

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

BOC CORRECTION 10/01/2020

Moved by Helwig, seconded by Marcus, that the Board appoint Stephanie Murray as the Officer Delegate representing administration and Pete Garwood as the Officer Alternate representing administration to the Virtual Municipal Employee’s Retirement System (MERS) Annual Conference to be held September 21-24, 2020. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Moved by Marcus, seconded by Ricksgers, that the Board approve the addition to the 2021 E-911 operating budget of a new dispatch emergency communicator position for the 9-1-1 Dispatch Center, bringing the total dispatcher positions from ten to eleven starting on January 1, 2021. Roll call vote as follows: Yes – Heeres, Bargy, Ricksgers, LaVanway, Helwig, Marcus; No – Watrous, Boettcher, VanAlstine; Absent – None.

Moved by VanAlstine, seconded by Ricksgers, that the Board approve and authorize the Chairman to execute the Memorandum of Agreement between Antrim County and member agencies for the use of MPSCS 800 Mobile Radio Equipment. Roll call as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Moved by Marcus, seconded by Ricksgers, that the Board authorize the County Administrator to negotiate an amendment to the contract with Jamie Houserman and Allison Thompson, to continue to perform the duties of Antrim County Equalization Director and Assistant Equalization Director, and add the requirements for a County Designated Assessor in compliance with PA 660 of 2018 for the statutorily required period of five (5) years for presentation at the October 1 Board meeting. Roll call as follows: Yes – Heeres, Watrous, Bary, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Discussion followed. October 1 presentation maybe difficult due to obtaining the townships agreements.

Moved by VanAlstine, seconded by Ricksgers, that the Board accept the 13th Circuit Court 2019 Annual Report as written. Roll call as follows: Yes – Heeres, Watrous, Bary, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

REPORTS:

County Administrator, Peter Garwood addressed the Board with his report. Discussion followed. Board member's questions and input.

- Building Department Report – August 2020
- Antrim County Transportation Report – July 2020
- Antrim County Airport Report – August 9, 2020
- Soil Erosion Report – August 2020

County Finance Director, Brad Rizzo addressed the Board with his report.

- Revenue and Expenditure Report August 31, 2020
- Budget Amendment – Coronavirus Relief Local Government Grant
- Budget Amendment – First Responder Hazard Pay Premiums Program

Discussion followed.

Moved by VanAlstine, seconded by Helwig, that the Board approve a budget amendment and the application for, and acceptance of the Coronavirus Relief for Local Government Grant (CRLGG) increasing general fund balance by \$113,827.00 as follows:

- 101000-000-574.000 State Revenue Sharing (82,688.00)
- 101000-000-528.000 Federal Grants – Other 196,515.00

Pending notification of grant award and that all reporting deadlines be met through September 30, 2020.

Roll call as follows: Yes – Heeres, Watrous, Bary, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent –None.

Moved by VanAlstine, seconded by Helwig, that the Board accept the First Responders Hazard Pay Premiums Program grant funds when offered and authorize the Chairman to sign the agreement pending legal review, and authorize a budget amendment as follows:

- 101000-000-528.000 Federal Grants \$48,000.00
- 101000-301-707.007 Other Premiums \$48,000.00
- 101000-301-715.000 FICA \$ 3,672.00
- 259000-000-528.000 Federal Grants \$ 9,000.00
- 259000-348-707.007 Other Premiums \$ 9,000.00
- 259000-348-715.000 FICA \$ 689.00

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

SHERIFF REPORTS:

- Township Statistics
- Animal Control Statistics

Chairman Report – Commissioner Boettcher:

- Next meeting October 1, 2020: Hybrid format, held remotely online utilizing Zoom Webinar and in-person in the Board of Commissioners Room. Adhering to Governor Gretchen Whitmer’s executive orders during the COVID-19 (Coronavirus) Pandemic by maintaining a six-foot distance from one another while indoors, face covering and limit public in person attendance according to space available in the Board Room.

VARIOUS MATTERS:

Commissioner LaVanway – Requested that the most recently approved BOC minutes be included in Planning Commissions packets as opposed to the current practice of including the unapproved draft minutes from the most recent Board meeting.

The Chairman requested Public Comment. Deputy Administrator, Jeremy Scott called on all public via video and phone in order by attendance. There was no public comment. Public comment closed at 11:09 p.m.

The meeting adjourned at 11:09 p.m.

Chair, Edgar Boettcher, III

County Clerk, Sheryl Guy

Troy A. Toelle, President Crown Construction Services - Letter