

The Chairman called the meeting to order at 9:00 a.m.

Members present: David Heeres, Melissa Zelenak, Karen Bary, Edgar Boettcher, Brenda Ricksgers, Dawn LaVanway, Christian Marcus.

Absent: Bryan Smith.

Pledge of Allegiance to the U.S. flag.

Moment of Silence

The Chairman requested Public Comment. Commissioner Bary spoke on a comment made by the Chairman at the last Board meeting in reference to the 911 Board by passes the Health and Public Safety Committee, and all the committees' reporting practices be addressed the same. Public comment closed at 9:05 a.m.

It was moved by Bary, seconded by LaVanway that the agenda be amended to add Human Resources and the functions handled by the County Administration, County Clerk and other departments that engage in functions of Human Resources. Motion carried as follows: Yes- Heeres, Zelenak, Bary, Boettcher, Ricksgers, LaVanway, Kruger, Marcus; No – None; Absent – Smith.

Commissioner Bryan Smith arrived to meeting at 9:07 a.m.

It was moved by Lavanway, seconded by Kruger that the minutes of December 14, 2017 be corrected with the motions that had been rescinded be indented to stand out. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by Kruger that the minutes of the Organizational meeting of January 3, 2018 be corrected. Motion carried – all present voting yes.

Peter Garwood, County Administrator spoke to the Board addressing Human Resource functions as requested from the December 14, 2017 meeting of the Board and an update for the American Waste Transfer Station Lease Agreement Summary.

The report included the Human Resource duties of the Administration Office, a survey was conducted of Commission on Aging, Antrim County Transportation, Register of Deeds Office, Prosecuting Attorney Office, Sheriff Office and the County Treasurer Office and that the report generated for the Clerk Office was from the prior information submitted and that she requested that she provide the Board with her detail separately.

Discussion followed: Regarding the purpose of creating a Human Resource Department and the goals of the Board. With the current processes being shared by the Administration Office, the Clerk's Office and other county departments engaged in Human Resource activity and functions for their departments. It was requested that an Ad Hoc Committee be formed to study the current processes, identify needs and recommend options for an ideal Human Resource job description and/or option for the future needs of the county.

The Chairman announced that he would make a recommendation later in the meeting.

It was moved by Marcus, seconded by Boettcher that the Chairman be authorized to execute the Property Lease Agreement between Antrim County and American Waste for the construction and operation of a solid waste transfer station on County Property, located at the intersection of US 131 and M-32 in Warner Township (Parcel #05-15-023-011-30). Motion carried as follows: Yes – Heeres, Zelenak, Boettcher, Smith, Ricksgers, Marcus; No – Bargy, LaVanway, Kruger; Absent – None.

Peter Garwood, County Administrator provided an update on the following issues:

- A hearing is scheduled in District Court - Small Claims Division for the unpaid tuition reimbursement of former employee Casey Guthrie on January 29th, 2018.
- The Parity study for the Probate/Family Court Reporter was postponed at the request of Judge Hayes as he was unable to attend meeting.
- County Building Security Issue – Continues to work with the Maintenance Director regarding the ability to transfer door openers or replace and working with the Sheriff to estimate cost for building security.
- Bank building rental agreement negotiations with the Realtor to be increased to \$320.00 and that a temporary wall be erected that will close off 66% of building.
- Antrim County Facilities Master Plan – Byce & Associates Inc. and Securitecture Engineers/Architects performed a walk through Campus and their Facilities Master Plan Questionnaires have been sent to all Campus departments.
- Correspondence from Smith & Johnson, Attorneys, P.C. request to provide Board with Opioid Litigation update.
- Building Department Official announced that Dawn Fant will be retiring and requested Board action to release funds and authorize hiring process.
- Master Plan next step is to set Public Hearing.

It was moved by Heeres, seconded by Zelenak that funds be released and the hiring process be authorized to fill the Secretary position due to the retirement of Dawn Fant on March 22, 2018, and the position be filled with a start date of March 1, 2018, allowing for an overlap for training purposes and that the Antrim County Hiring Policy be waived to fill the position and grant hiring authority to the Department Head with assistance from the County Administrator.

Commissioner Bargy requested that the Building Department Official request be **TABLED**.

It was moved by Heeres, seconded by Zelenak that the funds be that the funds be released and the hiring process be authorized to fill the Secretary position due to the retirement of Dawn Fant on March 22, 2018, and the position be filled with a start date of March 26, 2018, and that the Antrim County Hiring Policy be waived to fill position and grant the hiring authority to the Department Head with assistance of the County Administrator.

Commissioner Bargy requested that the Building Department Official request be **TABLED**.

It was moved by Kruger, seconded by Marcus that the County enter into litigation to pursue an Opioid Lawsuit to take action against the pharmaceutical companies joining the growing number of States and Municipalities already involved.

Commissioner Bargy requested that the Opioid Lawsuit action be **TABLED**.

Commissioner Bargy requested an update from the County Administrator on the following:

- GIS Technician relocation to the Building Department
- Equalization Directors attendance per contract
- Employee Handbook
- Medical Investigator meeting

County Administrator spoke of all the County projects and assignments his office has. What they are currently working on is being tracked, prioritized and is available for review.

The Chairman made the following appointments:

STANDING COMMITTEES

ADMINISTRATION & COUNTY SERVICES

Christian Marcus, Chairman
Dave Heeres
Bryan Smith

BUILDINGS, LANDS & INFRASTRUCTURE

Bryan Smith, Chairman
Dawn LaVanway
Scott Kruger

**FINANCE, WAYS & MEANS
(Committee of the Whole)**

Karen Bargy, Chairman
Ed Boettcher, first alternate
Christian Marcus, second alternate

HEALTH & PUBLIC SAFETY

Brenda Ricksgers, Chairman
Karen Bargy
Melissa Zelenak

VARIOUS BOARDS AND COMMISSIONS

Antrim County Road Commission
Antrim Conservation District Liaison
Antrim Creek Natural Area
Antrim Fair Board Liaison
Area Agency on Aging
Capital Improvement Committee
Commission on Aging
Community Corrections
Community Collaborative Board
E-911 Board
EDC/BRA Board
Grass River Natural Area Liaison
Glacial Hills Joint Recreation Board
Housing Committee
Meadow Brook Liaison
No. Country Community Mental Health
Northwest Michigan Community Health Dept.

Dawn LaVanway
Bryan Smith
Dave Heeres
Brenda Ricksgers
Karen Bargy
Karen Bargy, Scott Kruger, Christian Marcus
Brenda Ricksgers
Ed Boettcher
Bryan Smith
Brenda Ricksgers
Dave Heeres
Christian Marcus
Bryan Smith
Scott Kruger, Bryan Smith
Melissa Zelenak
Christian Marcus
Karen Bargy, Melissa Zelenak

VARIOUS BOARDS AND COMMISSIONERS – CONTINUED.

Networks Northwest	Ed Boettcher, Melissa Zelenak
Northern Lakes Economic Alliance	Dawn LaVanway
Northern Michigan Counties Association	Christian Marcus
Petoskey Stone Festival	Bryan Smith
Planning Commission	Dawn LaVanway, Christian Marcus
Solid Waste/Recycling	Melissa Zelenak
Veteran’s Affairs	Dave Heeres

Circuit Court and District Court Liaisons:

Ed Boettcher (Chairman, Board of Commissioners), Debra Haydell (Chief Administrative Fiscal Officer), Karen Bary (Chairman, Finance, Ways & Means Committee), Peter Garwood (Administrator)

Additional Appointments

Capital Improvement:

Mike Hayes, Pete Garwood, Debra Haydell, Valerie Craft, David Vitale

It was moved by Zelenak, seconded by Smith all of the named appointments be approved. Motion carried as follows: Yes – Heeres, Zelenak, Bary, Boettcher, Smith, Ricksgers, LaVanway, Kruger, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Kruger that the claims and accounts totaling \$355,403.57 be approved and paid. Motion carried as follows: Yes – Heeres, Zelenak, Bary, Boettcher, Smith, Ricksgers, LaVanway, Kruger, Marcus; No – None; Absent – None.

The Chairman directed the County Administrator to address the Board Room sound system, to contact the provider for maintenance and to evaluate our current setting and adjust setting as appropriate and that additional training for the system be provided to allow best use of equipment.

Commissioner LaVanway addressed the status of the Wind Turbine presentation. County Administrator informed the Board that the presentation had been postponed.

Commissioner Bary reported that the Finance Director, Chief Administrative Officer, Deb Haydell will be presenting the 2017 year end budget amendment report at the Finance, Way & Means Committee in February.

It was moved by Zelenak, seconded by Smith, that the County Clerk, Sheryl Guy be authorized to sign and execute the State of Michigan, Michigan Department of State and Antrim County Help America Vote Act (HAVA) Grant Agreement Voting System Hardware, Firmware and Software RE: Master Contract – Dominion Voting Systems, Inc. pending legal review. Motion carried as follows: Yes – Heeres, Zelenak, Bary, Boettcher, Smith, Ricksgers, LaVanway, Kruger, Marcus; No – None; Absent – None.

It was moved by Smith, seconded by Zelenak, that the funding be released for the purchase of (County Voting System) through the Help America Vote Act (HAVA) Grant Agreement Voting System Hardware, Firmware and Software Re: Master Contract- Dominion Voting System, Inc. and budgeted in the 2018 General Fund, Capital Outlay, Clerk, Equipment (101-901-980.215) in the amount totaling \$20,056.00, pending legal review be approved. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Kruger, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Zelenak, that the County Clerk, Sheryl Guy be authorized to execute the State of Michigan, Michigan Department of State and County of Antrim Grant Agreement for the Qualified Voter File (QVF) Oracle/Equipment Upgrade Project funded by the Help America Vote Act (HAVA), Title II, Section 25, pending legal review. Motion carried as follows: Yes – Heeres, Zelenak, Bargy, Boettcher, Smith, Ricksgers, LaVanway, Kruger, Marcus; No – None; Absent – None.

The Chairman made the following appointments to the Human Resource Ad Hoc Committee for the purpose of identifying the current processes of all those engaging in various duties on behalf of the County, identify the needs of the County, ideal job description of an Human Resource department and director and the options for the County's future needs.

Commissioners- Scott Kruger, Chairman, Melissa Zelenak, Christian Marcus
County Administrator, Peter Garwood
County Clerk – Sheryl Guy
County Treasurer, Sherry Comben

It was moved by Zelenak, seconded by Kruger that the appointments of Kruger, Zelenak, Marcus, Garwood, Guy, and Comben to the Human Resource Ad Hoc Committee be accepted. Motion carried – all present voting yes.

The Chairman requested Public Comment. Commissioner Ricksgers spoke of a complaint regarding incorrect owners and addresses listed on tax bills. County Treasurer, Sherry Comben spoke to the processes for updating information being transferred from the Township Assessors to the Township Treasurers. The processes for townships that are part of the County's agreement and those that are not part of the agreement are different and that there are cut off dates for changes to be processed on tax bills. The Register of Deeds Office provides their updates on a daily basis to the Equalization Department for input. Ms. Comben, also spoke on the contracted Directors of the Equalization Department having requested appropriate staffing of two (2) full time positions and were granted one (1) full time position and one position at 22.5 hours which in this case the Boards decision affects this end result.

Commissioner Marcus expressed his frustration of receiving double emails containing materials such as the agendas, packets, additional and/or late information coming from Clerk and Administration Offices. That the Board moved to be paperless with some members also receiving paper packets, and post packet emails be addressed in Boards rules. That the ability to defer action by any Commissioner of an issue until the following Board meeting if he/she has not had sufficient time (3 days) to consider that issue should be eliminated.

Discussion followed.

The Chairman referred the concerns of Commissioner Marcus to Administration and County Services Committee for further review.

The meeting adjourned at 11: 55 a.m.

Edgar Boettcher, III Chairman

Sheryl Guy, County Clerk

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