

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargy, Chairman*

*Don Schuiteman*

## **Minutes**

**March 1, 2001 – 1:30 p.m.**

Members present: Larry Bargy, Bob Wilson and Don Schuiteman

Members absent: None

Others present: Pete Garwood

**1. Meeting called to order** at 1:30 p.m.

### **2. Sheriff Department**

New Position Proposal – Detective Sergeant

Sheriff Terry Johnson presented a request for a new position of Detective Sergeant. Currently, all Detectives are paid the same as the Road Patrol Deputies. The difference would result in an additional \$1,860 including benefits (approximately).

**Motion by Don Schuiteman, supported by Bob Wilson to recommend to the Administration and County Services Committee and the County Board of Commissioners approve changing one Detective position into a Detective Sergeant position. Motion carried – unanimous.**

Lakes of the North Contract

Sheriff Johnson informed the Committee he has been approached and written to by the Lakes of the North people to explore contracting with the County Sheriff Department for additional coverage. Sheriff Johnson was asked to discuss the details of the request further with the Lakes of the North representatives as well as with other Counties that are providing additional services.

### **3. Animal Control Privatization**

Mr. Garwood informed the Committee on the status of the animal shelter privatization initiative. Interested parties have until April 5<sup>th</sup> to respond with a sealed bid.

Sheriff Johnson updated the Committee on the status of the Animal Control Department.

### **4. Village of Bellaire – Siren Tower Lease**

Mr. Garwood had received a letter from the Village of Bellaire indicating they are not interested in continuing their lease agreement with Antrim County for the tower and siren on the file storage building.

**Motion by Don Schuiteman, supported by Bob Wilson to recommend the Board of Commissioners agree to release the Village of Bellaire from the lease agreement for the siren tower on the file storage building, upon review by legal counsel. Motion carried – unanimous.**

**5. Various Matters**

Committee discussed progress by the townships on the conversion of the provision of ambulance service.

Meeting adjourned at 2:50 p.m.

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargy, Chairman*

*Don Schuiteman*

## **Minutes April 5, 2001 – 1:30 p.m.**

Members present: Larry Bargy, Bob Wilson and Don Schuiteman

Members absent: None

Others present: Pete Garwood

### **1. Meeting called to order** at 1:30 p.m.

### **2. Animal Shelter Bid Opening**

No bids were received for the construction and operation of the Animal Shelter.

### **3. Animal Shelter Issues**

The Committee and the Sheriff met with a group of citizens interested in the future of the Animal Shelter and the Animal Control Program.

### **4. Sheriff Department Zero Tolerance/Circuit Court**

Sheriff Johnson and Phyllis Bertram, Jail Nurse presented a report and an explanation on why the Zero Tolerance program had not been properly budgeted for the year 2001. Sheriff Johnson informed the Committee they had also discussed this concern with the Finance Committee and the budget adjustments will be proposed to the full Board of Commissioners.

**Motion by Don Schuiteman, supported, by Bob Wilson to recommend the Finance Committee and the Board of Commissioners make budget adjustments to give the Zero Tolerance program appropriate operating funds. Motion carried – unanimous.**

Sheriff Johnson and Ms. Bertram requested \$3,376.12 for furniture for the soon to be constructed jail nurse office.

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Finance Committee find the funds and the Board of Commissioners approve the purchase of furniture for the soon to be constructed jail nurse office. Motion carried – unanimous.**

Sheriff Johnson also updated the Committee on the status of the Marine Patrol boats.

Sheriff Johnson informed the Committee he has negotiated a solution to a grievance which included a request by the Union for arbitration.

**Motion by Bob Wilson, supported by Don Schuiteman to recommend the Board of Commissioners approve a Letter of Understanding with the Sheriff Department Road Patrol Unit of the POAM that if the current Detective Sergeant, who is currently in the Administrative Sergeant classification, leaves the position, the position will immediately go to the same pay grade as the Road Patrol Sergeants, which would make it subject to the pre-hiring "Testing" procedure. Motion carried – unanimous.**

**5. 911 Action**

Mr. Garwood explained the procedure necessary for amending the 911 Plan to include a provision that will allow the County to continue to collect cell phone revenues.

**Motion by Bob Wilson, supported by Don Schuiteman to recommend the Board of Commissioners approve the resolutions to adopt the Tentative 911 Plan Amendments to facilitate the collection of revenues for and the implementation of Wireless Emergency Services. Motion carried – unanimous.**

Meeting adjourned at 3:30 p.m.

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargy, Chairman*

*Don Schuiteman*

## **Minutes June 7, 2001 – 1:30 p.m.**

Members present: Larry Bargy and Don Schuiteman

Members absent: Bob Wilson

Others present: Pete Garwood and Jack White

### **1. Meeting called to order** at 1:35 p.m.

### **2. Sheriff Department – Terry Johnson**

- Sheriff Johnson indicated the temporary employee that was previously authorized is now needed to take the place (temporarily) while two other road patrol officers are on leave due to accidents. The Committee agreed with the Administration Committee.

**Motion by Don Schuiteman, supported by Larry Bargy to approve the Sheriff to continue employing the temporary employee until the road officers are back (for about six more weeks). Motion carried – unanimous.**

- Sheriff Johnson informed the Committee that individuals are dropping dogs off at the Animal Shelter for the sole reason to get the animals euthanized at no cost. The practice is getting expensive. Sheriff Johnson is seeking direction regarding a policy to address this situation.

The Committee agreed the Sheriff should draft a policy to address the issue and bring it back for approval.

- Animal Shelter inspection – The Department of Agriculture did an inspection and sited the Animal Shelter with four violations. The communication stated the violations need to be taken care of or we will “be invited to a hearing at which continued or future shelter registration eligibility will be discussed.” Sheriff Johnson said that most of the issues are presently being taken care of. He has a call in to the Department of Agriculture to discuss the others.
- Mr. Garwood shared a map which indicates a parcel of property that could be a good location for an animal shelter. The Committee was in favor of pursuing the property as a possibility. The Sheriff will contact the realtor.
- Jail inspection by the Department of Corrections. Sheriff Johnson reported that the Department of Corrections indicated the jail is in great condition, clean and well kept. There were a few violations which have been taken care of.
- A dog trained for police work has been donated by the Residents of Antrim County.

- Sheriff Johnson inquired if the County would sponsor one of the deputies to attend the Police Academy. The County is not asking the deputy to attend, he is going on his own and paying his own way, but needs a sponsor. The Committee decided not to provide sponsorship.
- Union – arbitration hearing, possibly in August.

### **3. Animal Control Shelter Program with Kalkaska County**

Discussion took place regarding the possibility of a two-county animal shelter. The Committee was not interested at this time.

### **4. Emergency Coordinator**

The Committee discussed cellular phone bills in the Emergency Coordinator office.

### **5. Dog License**

Ms. Sherry Comben, Treasurer came in to the meeting with a survey from other counties regarding animal license rates. Mr. Schuiteman suggested a letter be sent to all Antrim County residents stating that the County will begin to take more stringent action regarding licensing dogs.

Ms. Comben stated that 970 dog licenses were purchased between December 2000 through May 2001.

Mr. Schuiteman stated that it might be wise to hire a part-time person to take a dog census. Mr. Bargy said they should keep it with the township supervisor but to give them more money (suggested \$1.50 per household where dogs are reported).

Discussion took place regarding increasing the the dog license rates in Antrim County.

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners increase the dog license rate to \$5.00 (unsexed); \$8.00 (male or female); doubled after March first. Also, to make the ferret license fee be \$15.00; doubled after March first. Motion carried – unanimous. (Resolution attached).**

The Committee directed Charlie Koop, Legal Counsel to rewrite the ordinance to include large cats and wolf dogs.

**Motion by Larry Bargy, supported by Don Schuiteman to recommend to the Board of Commissioners that the County contact the Townships to survey the households regarding dog census and to pay \$1.50 per household where dogs are reported. Motion carried – unanimous.**

### **6. Siren Tower – Village of Bellaire**

The Committee looked over the Resolution provided by the Prosecutor.

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners pass the siren tower Resolution (attached). Motion carried – unanimous.**

Meeting adjourned at 3:45 p.m.

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargy, Chairman*

*Don Schuiteman*

## **Minutes July 5, 2001 – 1:30 p.m.**

Members present: Larry Bargy, Bob Wilson and Don Schuiteman

Members absent: None

Others present: Pete Garwood, Terry Johnson, Sherry Comben, Leah Nicholson and Heather Knust

**1. Meeting called to order** at 1:35 p.m.

### **2. Animal Control**

The Committee discussed the issue of what guidelines to set for the dog census. The Committee directed Sheriff Terry Johnson to get together with the group interested in the Animal Control Program along with the Animal Control Officers and put a dog census program together for review by the Committee.

Sheriff Johnson updated the Committee on the search for property for a new animal shelter.

### **3. Sanitary Code – Possible Amendment**

Bob Wilson stated the Committee should review the current sanitary code and consider similar changes to the changes being implemented by Emmet County. Mr. Wilson stated Emmet County will be holding a hearing on the new amendments on July 17, 2001.

Meeting adjourned at 2:45 p.m.

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargy, Chairman*

*Don Schuiteman*

## Minutes August 2, 2001 – 1:30 p.m.

Members present: Larry Bargy and Don Schuiteman

Members absent: Bob Wilson

Others present: Pete Garwood

### **1. Meeting called to order** at 1:35 p.m.

### **2. District Court Budget**

Carol Stocking, Court Administrator for 86<sup>th</sup> District Court presented a year to date expenditure report for the first five months of 2001.

Ms. Stocking submitted a budget projection for 2002 for the District Court.

**Motion by Don Schuiteman, supported by Larry Bargy to approve the District Court operating and capital outlay budget of \$465,200 (including \$11,900 for capital outlay). Motion carried – unanimous.**

### **3. Animal Control**

Sheriff Terry Johnson presented a proposal for a Dog Census Program.

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve an amendment, contingent on legal review, to the Animal Control Ordinance as follows:**

#### **Section 400.1 – i**

**The Animal Control Officer shall make diligent inquiry as to the number of dogs and ferrets owned, harbored, or kept by all persons in the County. The County shall, on or before June 1 of the year commencing 2002, followed by another census in 2005 and every fifth year thereafter, make a complete report to the County Treasurer on a blank form furnished by the Director of Agriculture, setting forth the name of every owner, or keeper, of any dog/ferret subject to license under this Ordinance. The County shall also record how many of each sex are owned by that person, and note if a kennel license is maintained. Motion carried – unanimous.**

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve the Dog Census Proposal as submitted, with the addition of allowing the veterinarians to sell licenses and amend the Animal Control Department budget request with a \$10,000 increase for the 2002 budget year for a Dog/Ferret Census. Motion carried – unanimous. (see attached)**

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve a stipened of \$1.00 for every license sold by Veterinarians and Township personnel. Motion carried – unanimous.**

**4. Various Matters**

Mr. Garwood informed the Committee about a discount health program for the hospitalization/prescription/health services. Sheriff Johnson will look into the program further.

Meeting adjourned at 3:10 p.m.

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargo, Chairman*

*Don Schuiteman*

## **Minutes**

**September 7, 2001 – 9:00 a.m.**

Members present: Larry Bargo Bob Wilson and Don Schuiteman

Members absent: None

Others present: Charlie Koop and Joel Dye

### **1. Meeting called to order** at 9:00 a.m.

### **2. Animal Control Ordinance**

Charlie Koop distributed the revised draft of the Antrim County Animal Control Ordinance and informed the Committee of the changes in the new state law. The Committee discussed the frequency necessary to license the dog within the County's Animal Control Ordinance. Charlie Koop recommended that the County require the pet owner's renew their license every three years, to be in step with vaccinations. The Committee discussed at length the revised draft. Charlie Koop also updated the Committee that the new state law allows that the licensing fee may be set higher for a delinquent application, and that the Animal Control Ordinance gives the Board of Commissioners the authority to require the Animal Control Officer to do a dog census.

The Committee discussed the potential entities that could be approached to sell and distribute the dog license. The Committee came to a consensus to have Charlie Koop revise Section 500 of the Antrim Control Ordinance

**Motion by Bob Wilson, supported by Don Schuiteman, to direct County Legal Counsel to revise the Animal Control Ordinance, Section 500, to state that the county will issue Dog Licenses every three years in accordance with the animal's vaccination schedule. Motion carried – Unanimous.**

### **3. Road Endings**

Terry Johnson informed the committee that he has been approached by some townships in regard to enforcing their Road Ending ordinances. The Committee discussed the responsibilities of the Sheriff's department and the possibility of contracting with the Townships. The Committee came to a consensus to have the Sheriff's Department contact the townships informing them that a reasonable fee would apply if the Sheriff's Department were to enforce such ordinances.

### **4. County Compliance Bureau**

Discussion took place regarding the County's ability to collect fines from the public for noncompliance of county ordinances.

**Motion by Don Schuiteman, supported by Bob Wilson to direct the County Legal Counsel to look into the establishment of a County Compliance Bureau. Motion carried – Unanimous.**

**5. Consent Agenda**

It was the consensus of the Committee to place the entire Health, Animal Control and Public Safety Committee minutes on the consent agenda.

Meeting adjourned at 10:05 a.m.

**HEALTH, ANIMAL CONTROL AND PUBLIC SAFETY COMMITTEE  
MINUTES**

**September 30, 1997, 8:00 a.m.**

---

Members present: Bob Wilson, Larry Bargy, Steve Roote

Staff present: Pete Garwood

1. Vehicle Evidence Storage: Possible locations – Airport; Dial-A-Ride. Serious consideration about the southeast corner of the Airport.

Bill Drollinger came in and gave input on storing vehicles (evidence) in the southeast corner of the airport.

The Committee also considered a 32'X40' pole barn. \$11,000 to \$12,000 estimate for the building. Block or pole?

Sheriff Roggenbeck came into the meeting. There was discussion of the possibility of adding an evidence room either now or later.

**Motion by Steve Roote, supported by Larry Bargy to request the Airport Committee begin the decommissioning process for the property from the EOC south. In exchange, the property the animal shelter currently occupies will be vacated. Motion carried by unanimous vote.**

Sheriff Roggenbeck and Bill Drollinger were asked to put together their space needs for an evidence storage and vehicle storage (Mobile Command Unit and vehicles that are evidence).

Garwood was directed to write the Transportation (Aviation) Committee requesting the decommissioning of the above property.

Steve Roote left the meeting at 9:14 a.m.

2. Animal Control Ordinance  
**Motion by Bob Wilson, supported by Larry Bargy to recommend amendment of the Animal Control Ordinance to place the enforcement responsibility within the incorporated areas of the County with the jurisdiction involved. Motion carried by unanimous vote.**

Steve Roote returned to the meeting at 9:21 a.m.

2. Gasoline Spill at Antrim County Transportation  
Discussion about adding a safety system to contain the fuel or a key system rather than a card system.

Also, the possibility of getting a list of clean-up companies and choosing one to respond to spill emergencies.

**Motion by Larry Bargy, supported by Steve Roote to recommend ACT pursues the construction of a canopy over the fuel pumps, and a key safety system for the pumps. Motion carried by unanimous vote.**

Meeting adjourned at 10:05 a.m.

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargy, Chairman*

*Don Schuiteman*

## **Minutes**

**November 1, 2001 – 1:30 p.m.**

Members present: Larry Bargy and Don Schuiteman

Members absent: Bob Wilson

Others present: Pete Garwood

**1. Meeting called to order** at 1:55 p.m.

### **2. Anti-Terrorism Update**

Don Schuiteman and Pete Garwood updated the Committee on the workshop they went to titled Terrorism 101. Sheriff Johnson has also met with the FBI and had a meeting on current events. The Committee was informed of a communication with procedures on what to do in the case of a threat that was distributed to all departments.

### **3. County Compliance Bureau**

Charlie Koop, Prosecuting Attorney informed the Committee that the creation of a County Compliance Bureau would allow the County to collect all fines for the violation of any County Ordinance. Without the Compliance Bureau, fines would be paid to the District Court and the County would get only a small portion of the fine.

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners direct Charles Koop to write the necessary ordinance to create a Compliance Bureau. Motion carried – unanimous.**

Mr. Koop will have a copy of the ordinance required to implement the Compliance Bureau to be mailed with the next meeting notice for the Health, Animal Control and Public Safety Committee meeting (which will meet on December 6, with notices being mailed out on November 29).

### **4. Law Enforcement Sub-Station**

Sheriff Johnson informed the Committee that the Law Enforcement Sub-Station, which will be located on the other side of Torch Lake, is almost complete.

### **5. Animal Control Spay/Neuter Program – Policies**

Ms. Sherry Comben, Treasurer came in seeking direction on how the County gets reimbursement for an adopted animal who has gone through the Spay/Neuter Program. (See attached).

Sheriff and Undersheriff will add all their suggested fees to the policy recommendations drafted by the Treasurer and the Committee will review it next month prior to recommending inclusion in a resolution for the Board of Commissioners to approve.

### **6. Consent Agenda Items**

Committee decided to put entire minutes on the Consent Agenda.

Meeting Adjourned at 3:25 p.m.

# *Health, Animal Control & Public Safety Committee*

*Robert Wilson*

*Larry Bargy, Chairman*

*Don Schuiteman*

## **Minutes**

**December 6, 2001 – 1:30 p.m.**

Members present: Larry Bargy and Don Schuiteman

Members absent: Bob Wilson

Others present: Pete Garwood

**1. Meeting called to order** at 1:30 p.m.

**2. Inmate Insurance**

The Committee expressed interest in hearing the presentation on the Inmate Insurance Program. Peter Garwood, Coordinator/Planner will set up a presentation for the next meeting.

**3. Emergency Service Coordinator**

- Public Information Officer – Bill Murphy, Emergency Service Coordinator gave the Committee the background on past Public Information Officers (PIO's). Mr. Murphy also informed the Committee that recently it was decided Sheriff Johnson will be the PIO and Charles Koop, Prosecuting Attorney will be the alternate.
- Grant Update – Mr. Murphy informed the Committee the minimum the County will receive through the Department of Justice – Weapons of Mass Destruction grant is \$15,000. He will be notified in the future of the exact amount.
- Training Opportunities – Mr. Murphy informed the Committee of the following training opportunities:  
Incident Command Training will take place on January 16, 2002.  
An orientation exercise for the Emergency Operations Center will be held 2-5-02.

**4. County Civil Infraction Bureau**

Mr. Koop distributed a draft of an ordinance, which will establish a County Civil Infraction Bureau. The Civil Infraction Bureau would allow the County to set the fine amount, collect the fees and deposit them into the General Fund for any regulatory ordinance adopted by the Board of Commissioners. The alternative is to let the courts collect the fees and distribute a portion of them to state agencies.

**Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners review the draft of the Civil Infraction Bureau Ordinance and pursue the establishment of the Bureau. Motion carried – unanimous.**

Mr. Koop will have a draft for the Board of Commissioners review for the December 13 meeting.

## **5. Sheriff Department**

- Boat Motor – Sheriff Terry Johnson informed the Committee the County owns a 150 horse power long shaft boat motor. A long shaft motor will not work on any of our Marine Patrol Boats. The owner of Captains Choice Marina has stated he will trade \$1000 worth of labor for the motor. The Sheriff has contacted other Marinas asking if they would be interested in purchasing the motor. The answer was negative.

The Committee directed the Sheriff to find out if there is a blue book price on the motor.

- Old Radio Equipment – Sheriff Johnson requested permission to discard old low band radios.

**Motion by Don Schuiteman, supported by Larry Bargy that since the Sheriff has inquired for someone to take the low band radios and has had no takers, that he be able to smash and dispose of the old low band radios. Motion carried – unanimous.**

## **6. Animal Control**

- Flyer – Sheriff Johnson showed the Committee a flyer put out by “A Little Help From Our Friends”. The Committee was very concerned about the wording on the flyer, that it might mislead the public into thinking the County is behind the fundraiser. It also states the County will use the money to purchase a certain brand of dog food. The Sheriff will discuss the County’s concerns with the group.
- Animal Control Policy – Undersheriff Dan Bean presented a “Policy and Procedure” for the adoption of animals and spay and neuter program. Undersheriff Bean will make the amendments suggested by the Committee.

## **7. Jail Inmate Fees**

The Committee and the Sheriff discussed increasing the daily reimbursement from inmates from \$5.00 a day to \$10.00 a day. Sheriff Johnson will look into the fee structure.

## **8. Communications**

A letter from the Bellaire District Fire Department seeking donations for a “fire safety house”. While the Committee was very supportive of the endeavor, they recognized the County is prohibited from making donations to other organizations. Mr. Garwood will send a letter to this effect.

## **9. Consent Agenda**

The Committee decided all items in the minutes will go on the Consent Agenda.

Meeting adjourned at 3:35 p.m.