

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes January 25, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman

Members absent: None

Others present: Pete Garwood

1. Meeting called to order at 9:05 a.m.

2. Public Comment

None

3. Septic Ordinance

Scott Kendzierski from the Northwest Community Health Agency joined the meeting. Chair Karen Bargy informed all in attendance that the reason for requesting Mr. Kendzierski's presence is to discuss the County's options regarding the safety of septic systems in the County as it relates to public health, well water and surface water. Options run the spectrum from the adoption of an ordinance, like the proposed Milton Township point of sale ordinance, to the initiation of a simpler program to better educate homeowners.

Mr. Kendzierski gave a sample of current education efforts by the department. He also gave a projection of what a program of evaluating septic systems at the point of sale would likely cost the County as well as a document weighing the pros and cons of implementing such a program (attached).

4. Courthouse Security

Sheriff Dan Bean and Officer Todd Johnson joined the meeting. Officer Johnson presented a quote for installing a card entry system for the south entrance of the 1905 Courthouse. The cost of the entry system would be \$2,675.00. The entry system would only be used for getting prisoners in and out of the Courthouse. The card entry system would take the place of a proposal from last year to install a new sidewalk that would allow easier escort of prisoners to the north entrance of the 1905 Courthouse. He also gave a short update on the Courthouse security program.

The Committee directed Sheriff Bean and Officer Johnson to get two (2) more quotes and take it to the Finance Committee. The Committee also indicated the Sheriff will have to figure out how to pay for it out of his budget.

5. Emergency Services Update

Carl Goeman, Emergency Services Coordinator, gave an update on costs related to replacing the vehicle currently used for pulling the various emergency services related trailers owned by the County. Mr. Goeman informed the Committee of three options: 1. Utilize the old Antrim County Transportation (ACT) pick-up truck (quite rusted out and would need trailer hitch installed). 2. Utilize the Expedition the Sheriff is replacing (138,000 miles, body in good shape). 3. Purchase a new stripped down pick-up truck for \$17,895.00 plus a towing package for \$515.00 (quote attached).

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve assigning to the Emergency Services Department the Expedition soon to be replaced by the Sheriff Department.

Motion carried – unanimous.

6. Sheriff Department Update

Sheriff Bean gave a written (attached) and a verbal report on the general activities of the Sheriff Department. The Committee reviewed a 911 report (attached). He also informed the Committee that of the thirty six (36) applications received for the two (2) vacant dispatcher positions, eleven (11) have been chosen for interviews.

7. Circuit Court Document Imaging Project

Laurie Sexton, County Clerk, gave an update on the progress on the Circuit Court Document Imaging Project. Ms. Sexton spoke on how the Judge has targeted February 1 as the official start date for the imaging program, yet the Clerk's office has received no training. Ms. Sexton indicated the Circuit Court will be starting with the civil cases for the paperless system.

8. Various Matters

Brenda Ricksgers asked the Committee if they were interested in a "hoop house" (like a greenhouse). Chair Bargy indicated she thinks it would be a great project for one of the many non-governmental organizations in the County.

Discussion ensued over agriculture.

Discussion ensued over the septic disposal system options. The Committee was leaning toward the simpler water testing program approach coupled with additional education.

The Committee discussed the TCE plume that is moving from Mancelona toward the Shanty Creek water supply. Peter Garwood, County Administrator, informed the Committee he will be attending a meeting in Lansing sponsored by Senator Howard Walker on the subject. Chair Bargy requested Mr. Garwood to see if Scott Kendzierski could attend the meeting.

Chair Bargy indicated the County vehicle inventory will be on the next Committee meeting agenda.

The Committee discussed the next meeting date and changed it to Tuesday, April 3, 2012 at 1:00 p.m.

Meeting adjourned at 12:30 a.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes March 6, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman

Members absent: None

Others present: Pete Garwood

1. Meeting called to order at 1:05 p.m.

2. Public Comment

None

3. Emergency Services

Carl Goeman, Emergency Services Coordinator, indicated the Hazardous Materials Emergency Planning (HMEP) grant agreement will be arriving soon and, when it does, signature by the Board Chair will be required.

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Board of Commissioners approve the HMEP grant for signature by the Board Chair. Motion carried – unanimous.

Mr. Goeman indicated the repairs to the mobile generator are complete. He supplied a copy of the invoice for the repairs.

Mr. Goeman informed the Committee the grant funds from the Grand Traverse Band of Ottawa and Chippewa Indians for house numbering placards have all been expended. In total 1,787 placards were provided free of charge to Antrim County citizens.

The Committee and Mr. Goeman discussed the recent snow storm as a result of the power outages, along with the emergency measures taken such as opening the Senior Center as a shelter.

4. Sheriff Department Update

Sheriff Dan Bean, Undersheriff Dean Pratt and Steve Bratschi, 911 Dispatch Sergeant joined the meeting.

911

Sergeant Bratschi distributed the draft E-911 Board meeting minutes from February 29, 2012. The 911 Board recommends the County Board of Commissioners approve putting a request for additional 911 funding on the ballot.

Sergeant Bratschi also distributed and explained financial data that illustrates funding 911 through a millage request compared to funding 911 through a surcharge on each phone device.

It was the consensus of the Committee that a millage would be preferable to a surcharge. The Committee directed the 911 Board to bring back the maximum and minimum they could operate with and to prioritize the capital outlay list and bring it back to the next meeting.

Sergeant Bratschi reviewed the monthly 911 Dispatch report with the Committee (attached).

Sheriff Bean gave a written (attached) and verbal report regarding the general activities of the Sheriff Department.

Truck Lease (from DNR)

Undersheriff Pratt explained that since the first of the year the State changed the way leased vehicles are handled in regards to the State lease reimbursement program. They now require the vehicles be issued an orange title (salvage title), which increases the monthly lease amount for a new truck from \$300 (previously approved by the Board of Commissioners) to \$502. The DNR will only reimburse \$300 per month for such a vehicle. The additional \$202 per month would have to be paid by the County but is not in the budget. The Sheriff has cancelled the lease, and Undersheriff Pratt is investigating alternatives.

The Sheriff Department will have to keep the Ford Expedition that was previously scheduled to go to the Emergency Services Coordinator.

5. Vehicle Inventory

The Committee discussed the vehicle inventory.

6. Various Matters

Mr. Garwood informed the Committee he had a conversation with Dewey Benson, the Medical Examiner. Dr. Benson inquired about the possibility of getting a Sheriff Department hand-me-down 4 wheel drive. After some investigation, it turns out there are none available. They also discussed the issue of communications. Mr. Garwood and Sheriff Bean will meet to discuss this issue.

Meeting adjourned at 4:00 p.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

AMENDED – April 9, 2012

Minutes April 3, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman

Members absent: None

Others present: Pete Garwood, Laura Stanek, Carl Goeman

1. Meeting called to order at 1:05 p.m.

2. Public Comment

None

3. Emergency Services

Carl Goeman, Emergency Services Coordinator, informed the Committee the mobile generator has been repaired again (as a result of problems that surfaced during the March snow and ice storm). We have not yet received the invoice.

Mr. Goeman informed the Committee he will be booking four (4) rooms for the Homeland Security Conference in May. The cost will be reimbursed by the Homeland Security Grant.

4. 911 Update

Steve Bratschi, Dispatch Sergeant and Deb Haydell, County Accountant, joined the meeting. Sergeant Bratschi gave a written (attached) and verbal report on the monthly activities of the 911 Dispatch Center.

Sergeant Bratschi reviewed the recommendations from the 911 Board minutes (attached) for placing a millage on the ballot in the upcoming election. Sergeant Bratschi and Ms. Haydell created spreadsheets and a capital outlay projection forecast to illustrate how the millage, if passed, would pan out in regards to income and expenditures (attached).

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve a millage proposal for funding the 911 program on the November 2012 ballot at .5 mills for a six (6) year period.

Motion carried – unanimous.

If the millage proposal is approved by the voters the County will notify the phone companies to discontinue the current collection of the \$1.97 per month surcharge on each individual phone device.

5. Medical Examiner Communications

Dr. Dewey Benson, Medical Examiner, addressed the Committee on a request for a radio so he can be in touch with dispatch in case he was to get stuck while out on the job. The Committee reviewed a quote from TeleRad of \$580.00 for a high band radio that could be installed in Dr. Dewey's car.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Finance Committee and the Board of Commissioners approve the purchase of a high band radio to be installed in the car of the Medical Examiner to be paid from the Medical Examiner budget. Motion carried – unanimous.

6. Sheriff Department Update

Sheriff Dan Bean gave a verbal and written (attached) report regarding the activities of the Sheriff Department for the past month.

Sheriff Bean requested authority to purchase two (2) defibrillators from budgeted funds. The Committee agreed this should be sent to the Finance Committee for approval.

Sheriff Bean indicated a deputy that had been previously called to duty with the National Guard will be honorably discharged soon. The employee that was hired to fill in for the deputy has almost completed the training required for a road patrol officer. If he doesn't complete the training before he is let go, and if we need him in the future, he will need to start the training all over again (a four month process). During the training the officer cannot act as an officer and must be with a trainer at all times. Sheriff Bean gave two scenarios in which he may need to fill a road patrol position within the next 6 months.

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Finance Committee and the Board of Commissioners approve allowing the deputy in training (Mark McCool) to complete his training (about 4 weeks left) to be paid for out of the Sheriff Department's budget at a cost of approximately \$3,050.00. Motion carried – unanimous.

Sheriff Bean requested approval for the installation of 11' x 12' fenced in area in the evidence room to be paid for out of his budget.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the installation of an 11' x 12' fenced in area in the evidence storage room at a cost of \$984.00 from Apple Fence Company be approved. Motion carried – unanimous.

7. Vehicle Inventory

The Committee reviewed the vehicle inventory compiled by Ms. Haydell.

The Committee directed the Administrator and the Accountant to develop an outline for a policy to manage the vehicle inventory.

Chair Bargy would like each committee to review the vehicles in the departments under their oversight and forecast the life cycle and review the conditions under which the departments have those vehicles.

Meeting adjourned at 3:26 p.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes April 25, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman

Members absent: None

Others present: Pete Garwood, Laura Stanek, Carl Goeman

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

2. Public Comment

None

3. Address Changes

Greg Payne and Peter Eckardt joined the meeting. Mr. Payne and Mr. Eckardt had a concern about the recent changing of their address by the County from S. West Torch Lake Drive to Wall Street. Mr. Payne gave a presentation.

The Committee listened to Bob Englebrecht, Equalization Director and administrator of the Street and Road Numbering Ordinance. Charlie Koop, Civil Counsel, suggested an ordinance change to allow an appeal process to the 911 Board. The Committee was in favor of this possibility. The notification process for when a home owner is notified that their address must be changed was also identified as a section that needs to be amended.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve directing Civil Counsel to draft an amendment to the Street and Road Numbering Ordinance amending the notification process and adding an appeal process. Motion carried – unanimous.

If the Board of Commissioners approves the amendment process it will take approximately 60 days, during which time no enforcement action will be taken.

4. Emergency Services

The Committee discussed vehicle distribution amongst the County departments. The Committee also read and discussed the communication from Carl Goeman, Emergency Management Coordinator, requesting the soon to be retired Ford Expedition in the Sheriff Department be assigned to his department. The consensus of the Committee is to wait and see what comes back from the other committees regarding vehicles under their oversight prior to making any changes in vehicle assignments.

5. Sheriff Department Update

Sheriff Dan Bean gave a verbal and written report (attached) of the past month's activities.

6. 911 Update

Sergeant Steve Bratschi gave a verbal report on the past month's activities in the 911 Center. Sergeant Bratschi indicated he is getting complaints regarding the air quality in the 911 Center. **The issue was forwarded to the Building and Grounds Committee.**

7. County Owned Vehicle Policy

The Committee reviewed the County Owned Vehicle Policy outline drafted by the County Administrator and County Accountant. Sheriff Bean indicated that when one of their vehicles are still under warranty they take it into the dealership for repair. Undersheriff Dean Pratt indicated that the bargaining units in the Sheriff Department are currently not covered under the Safe Driver Program (it must be negotiated).

The Committee requested that, once adopted, reference to the County Owned Vehicle Policy be inserted in the Safe Driver Policy. The Committee also asked that once the County Owned Vehicle Policy is adopted, a vehicle safety check list be drafted to coincide with the policy requirements. The Committee made some recommendations for amendments and requested the policy outline be put in the Board of Commissioners packet. Mr. Garwood indicated he will also be sending it to the department heads.

The Committee and Mr. Garwood outlined some questions for the other oversight committees to be used when they review the vehicles used by the departments under their direction.

Meeting adjourned at 11:40 a.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes May 30, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman

Members absent: None

Others present: Pete Garwood, Laura Stanek, Carl Goeman

1. Meeting called to order at 9:05 a.m.

2. Public Comment

None

3. Emergency Services

Carl Goeman, Emergency Services Coordinator, gave an update on his activities in the past month.

4. Vehicle Survey Report

The Committee reviewed the vehicle survey report compiled by the Administration Office. Mr. Goeman requested the soon to be retired Ford Expedition in the Sheriff Department be assigned to his department. The consensus of the Committee is to wait until the Board of Commissioners has a chance to look at the vehicle survey report prior to making any changes in vehicle assignments.

5. Sheriff Department Update

911 Dispatch Center

Sheriff Dan Bean gave a verbal and a written (attached) report for the dispatch center.

Michigan Public Service Commission (MPSC) Co-Location License Agreement

The Committee reviewed the MPSC Co-Location License Agreement.

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Board of Commissioners approve by resolution the MPSC Co-Location License Agreement with Antrim County. Motion carried – unanimous.

Geographical Information System (GIS) Sub-Grant

The Committee felt uncomfortable with accepting the grant due to the requirements associated with the grant. No action was taken.

Sheriff Bean distributed a monthly report for the Sheriff Department (attached).

Sheriff Bean proposed patrol car 517 be sold to the Ellsworth Police Department. The car would be sold for \$500 which is the same amount that has been offered to the County on trade-in.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve selling patrol car 517 to the Ellsworth Police Department for \$500.00. Motion carried – unanimous.

**Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Board of Commissioners approve handing down patrol car 518 from the Sheriff Department to replace the Impala used by the Prosecutors Office/Probate Court. The Impala would be traded in by the Sheriff Department.
Motion carried – unanimous.**

Sheriff Bean informed the Committee the walk-through metal detector used in the 1905 Courthouse is wearing out and is not always functioning properly. A grant has been identified that would allow for the purchase of a replacement on a 50-50 cost basis. Sheriff Bean indicated he would have the funds available for the match, which would be around \$2,000, in the jail building maintenance fund. The Committee was in favor of the grant and the plan to purchase the new unit and Sheriff Bean will take the request to the Finance Committee when appropriate.

Sheriff Department Shooting Range

Sheriff Bean expressed his concern about the possibility of losing the Sheriff Department shooting range on Vandermark Road. Forest Home Township has requested permission to construct a part of a non-motorized trail close to the range. The Committee agreed with the Sheriff, and thought that working with the Township arrangements could be made to diminish any conflict such as moving the trail, and/or posting the part of the trail that is closest to the shooting range. Sheriff Bean and the Committee discussed the possibility of identifying a backup shooting range, if ever needed.

It was the Consensus of the Committee to relay the message to the Parks and Lands Committee that the Sheriff Department shooting range should remain intact.

6. Video Arraignment/Polycom System

Teri Quinn, Circuit Court Administrator joined the meeting through speakerphone. Ms. Quinn indicated the project is not being directed by the Circuit Court, but is a project of the State. Ms. Quinn indicated that she thought that she had notified Antrim County of the project. Mr. Garwood indicated the first he knew about the project was Ms. Quinn's email indicating the equipment was to arrive within the next few days. Mr. Garwood informed Ms. Quinn in order to notify the County she must contact the Administration Office.

7. E-Filing

Karen Bargy, Committee Chair, expressed a concern that the Prosecuting Attorney has been charged for e-filing court actions. Ms. Quinn indicated that because the filings in this case were in a civil case as opposed to a criminal case, i.e. he is not acting as the Prosecutor in this instance and he will be charged.

Ms. Quinn also expressed concern that the Antrim County Clerk's Office is not using the e-filing system and is still doing everything on paper. Laurie Stanek, Board Chair, indicated the reason for the Clerk's Office still using paper is because the e-filing system is not working.

Mr. Garwood will discuss the problems regarding e-filing with Laurie Sexton. Mr. Garwood will draft a letter regarding the e-filing as well as the proper channels for communicating with the County.

8. Various Matters

The Committee inquired about and Mr. Garwood will follow up on; 1. Amendments to the Street and Road Numbering Ordinance, and 2. Department head feedback on the Vehicle Policy Outline.

The June meeting will be on Thursday, June 28 at 9:00 a.m.

Meeting adjourned at 10:50 a.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes June 28, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman

Members absent: None

Others present: Pete Garwood, Carl Goeman

1. Meeting called to order at 9:05 a.m.

2. Public Comment

None

3. Emergency Services

Carl Goeman, Emergency Service Coordinator, informed the Committee his department and other emergency service organizations held a mock emergency exercise yesterday. He indicated it went very well.

Mr. Goeman inquired about the retired Expedition.

Benzie County is the fiduciary for the 2010 Homeland Security Grant for the region that includes Antrim County. Antrim County has been approved for two items; a Global Positioning System (GPS) for the 911 Dispatch Center and a Fit Tester for the Fire Departments which allows them to test the breathing apparatus worn by the firefighters during a fire.

4. 911 Update

Steve Bratschi, Dispatch Sergeant, gave a verbal and a written (attached) report of the activities in the 911 Dispatch Center for the past month. Sergeant Bratschi informed the Committee a bill has been introduced to amend Act 32 of 1986. The amendments would extend the sunset on the surcharge that counties can assess on the phone bills in their perspective county and would require retail outlets to pay the surcharge on prepaid cellular phones.

5. Sheriff Department Update

Sheriff Dan Bean provided a verbal and written (attached) report for activities in the Sheriff Department for the past month. Sheriff Bean indicated the Department is gearing up for the 4th of July holiday, particularly for the Torch Lake sandbar patrol.

6. Sheriff Shooting Range

The Sheriff requested clarification on what the Committee would like him to do regarding the shooting range. Sheriff Bean has been working with Forest Home Township regarding any potential conflict between the trail and the shooting range. Sheriff Bean will check with Elk Rapids Township regarding their experience after the closing of the Sportsman Club Shooting Range, and will also make contact with the Chain of Lakes Shooting Range to inquire about using the range as a backup range for the Department.

7. Vehicle Policy

Peter Garwood, County Administrator, informed the Committee the Commissioners and the department heads have had a chance to review the Vehicle Policy outline, and all comments have been sent to Legal Counsel for consideration in the final formulation of the policy.

Current Vehicle Use – Review

Emergency Services

It was the consensus of the Committee that the Ford Expedition recently retired from the Sheriff Department, be shared for towing purposes between the Emergency Services Department and the Sheriff Department and the Emergency Services Coordinator continue to use the 2001 Crown Victoria for transportation back and forth between work and home.

Conservation District Vehicles

The Committee would like to transfer the title of the 1998 Ford pickup truck to the Conservation District or if they do not want to own it, sell it.

Park Vehicles

The Committee had a number of questions regarding the use of vehicles for the parks. Mr. Garwood will investigate and provide his findings at the next Committee meeting.

Airport Vehicles

It was noted that the Building Department will likely be asking for the return of their pickup truck that has been on loan to the airport since the slowdown in requests for building permits. Thus, it will be necessary for the airport to keep the remaining vehicle which is also a pickup truck.

Chair Karen Bary postulated that a more appropriate vehicle for the airport might be a minivan with a tow package. If a minivan were purchased for the airport the pickup can be used at the parks or other departments. This will be considered during the 2013 budget preparation.

COA

The Committee reviewed the COA vehicle fleet. Mr. Garwood informed the Committee that many of the COA vehicles are purchased with donations, grants or millage funds.

Probate Court/Prosecutor Office

At the last Board of Commissioners meeting, action was taken to give the retired Sheriff Department car 518 to the Probate Court/Prosecutor Office in place of the Impala they currently have. Mr. Garwood will follow up on the repair history of car 518.

Maintenance

It was determined that the truck used by the Maintenance Department appeared to be a good vehicle to fit the department's needs.

Sheriff Department

The Committee was satisfied with the uses of the Sheriff Department vehicles. It was noted that if the County does not purchase an appropriate number of vehicles per year, we may end up with too many miles on the vehicles to properly meet the required use (especially patrol cars).

Animal Control

Mr. Garwood will find out what the mileage is on the Animal Control truck, as it is not noted on the spreadsheet.

Antrim County Transportation (ACT)

The Committee had no recommendations for changes in the ACT fleet of vehicles.

Meadow Brook Medical Care Facility (MCF)

The County does not control nor have the titles for the MCF vehicles. However, discussions between the MCF and ACT have led to an agreement to phase out transportation vans owned by the MCF and use ACT for transporting the residents of the MCF when needed.

8. Street Number Ordinance

The Committee has not received the draft amendment to the Street and Road Numbering Ordinance from legal counsel – no action taken. **The Committee asked that a draft be ready for the Board of Commissioners meeting on July 12, 2012.** Mr. Garwood will relay their request to legal counsel.

Meeting adjourned at 11:50 a.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes July 25, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman

Members absent: None

Others present: Pete Garwood, Laura Sexton, Deb Haydell

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

2. Public Comment

None

3. Probate and Family Court

Judge Norman Hayes and Bill Hefferan, Probate Court Administrator, joined the meeting and presented the 2013 budget request for the Probate Court and the Family Court as well as the capital outlay request.

The Committee had questions that Mr. Hefferan will provide answers to them at next month's meeting. The Committee will consider taking action at that time.

4. District Court

Carol Stocking, District Court Administrator, presented the 2013 budget request for the District Court. Ms. Stocking indicated for the shared services part of the budget between the three counties that make up the 86th District, Antrim County's portion has gone up from 15% to 20% of the total budget (based on caseload).

The Committee asked for an accounting of exactly how much in dollar figures is associated with the change in the shared portion of the budget. The Committee also asked for an accounting of what is included in the increase in the contractual services line item. Ms. Stocking will also provide an explanation of the computer request for the next meeting.

Ms. Stocking also presented a request to purchase necessary hardware and software for the e-Filing or document imaging program at a cost of \$26,507. Linda McGuire, from Grand Traverse County IT and Val Craft, Director of Antrim County IT indicated that the bandwidth issue has been addressed.

5. Community Corrections

Greg Somers, from Community Corrections, joined the meeting and presented the Community Corrections appropriation request for 2013 of \$15,180.00. He also indicated Community Corrections will pay the Sheriff Department a statutory amount of \$1,500.00 in 2012. The amount of the appropriation request is based on caseload in the three county Circuit. Antrim County's portion for 2013 is 16.7%.

The Committee requested a breakdown of the overall budget for the Community Corrections program for the next Committee meeting.

6. Health Department

Christie Vogelheim, Finance Director of the Northern Michigan Community Health Department, joined the meeting and presented the health department appropriation request. Chair Karen Bargo indicated to Ms. Vogelheim the Committee will hold off with approval until the next meeting when they can see the full line item budget.

7. Friend of the Court (FOC)

Dawn Rodgers, Director of the Friend of the Court joined the meeting and presented the FOC appropriation request based on 18% for Antrim County as a part of the three county Circuit. The original request for 2013 was \$105,000. However, Ms. Rodgers indicated with the carry-over of \$50,000 of the fund balance, split between the three county budgets, the request has decreased to \$90,000. The Committee requested a copy of the entire budget for the three county Circuit before taking action on the request.

8. Emergency Services

Carl Goeman, Emergency Services Coordinator, gave an update on the activities of his department for the past month.

9. Sheriff Department Update

Sheriff Bean and Undersheriff Dean Pratt gave an update on the activities of the Sheriff Department for the past month (attached).

911 and 211 Memorandum of Understanding

The Committee reviewed the Memorandum of Understanding between Community Access Line of the Lakeshore (CALL 2-1-1) and Antrim County on behalf of its Central Dispatch 9-1-1.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve the Memorandum of Understanding between Community Access Line of the Lakeshore (CALL 2-1-1) and Antrim County on behalf of its Central Dispatch 9-1-1 (attached). Motion carried – unanimous.

Reciprocal Law Enforcement Agreement

The Committee reviewed the Northern Michigan Mutual Aid Reciprocal Law Enforcement Agreement.

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Board of Commissioners approve the Northern Michigan Mutual Aid Reciprocal Law Enforcement Agreement (attached). Motion carried – unanimous.

Sheriff Bean gave an update on the shooting range and the marine patrol issues.

10. Street and Road Numbering Ordinance Amendment

The Committee reviewed the proposed amendment to the Street and Road Numbering Ordinance (attached). The amendment allows for an appeal process when a resident doesn't agree with a change in their reassigned address. No action was taken, but the ordinance amendment will be provided to the full Board of Commissioners for review and possible action in September.

11. Vehicle Policy

The Committee reviewed Legal Counsel, Charlie Koop's comments on the County Owned Vehicle Policy outline. The Committee requested Peter Garwood, County Administrator and Debra Haydell, County Accountant revise the policy taking Mr. Koop's comments into consideration. Also, the Committee requested the revised policy include that the Administration Office administers the policy under the oversight of the Finance Committee. They also directed that the policy include consultation and involvement from the Antrim County Transportation (ACT) Mechanic.

12. Various Matter as Appropriate

Indigent Defense Commission

Mr. Garwood informed the Committee of a House Bill introduced by Representative McMillin (Oakland County). The bill, not yet available on the state website, establishes a permanent commission on indigent defense independent of the legislature. Further, it would have the power to put mandates on counties for minimum service levels, and establishes a minimum payment level by each county. If a county refused or could not pay for the minimum payment levels, the commission could order the State Treasurer to hold the equivalent amount from other state payments to counties for use by the state to run indigent defense in the county.

The Bill was introduced as a result of recommendations from a commission appointed by Governor Snyder.

Motion by Dave Howelman, supported by Brenda Ricksgers, to approve a resolution in opposition to a House Bill introduced by Representative McMillin that would establish a permanent indigent defense commission.

Motion carried – unanimous.

Meeting adjourned at 3:13 p.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes August 29, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman
Members absent: None
Others present: Pete Garwood, Laura Sexton and Deb Haydell during budget discussion

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

2. Public Comment

Brenda Ricksgers informed the Committee she had received questions from Custer Township regarding the Antrim/Kalkaska Landfill that has been closed for some time. The landfill is on State land and staff from the Department of Environmental Quality (DEQ) is supposed to be monitoring it regularly. Ms. Ricksgers contacted the appropriate person from the DEQ who indicated she has not been monitored the landfill recently but plans to begin regular monitoring in the near future.

3. Sheriff Department Budget

Dan Bean - Sheriff, Dean Pratt - Undersheriff, and Steve Bratschi - Dispatch Sergeant joined the meeting and presented the budgets under the administration of the Sheriff.

Sheriff Department Budget, 101-000-301

Sheriff Bean presented the 2013 proposed budget for the Sheriff Department.

The Sheriff and Undersheriff brought up a concern about the current method for storage of old Sheriff Department cases. For the past five years the cases have been stored on an IBM AS400 mainframe at Grand Traverse County utilizing software called FSG. However, for the past five years all new cases have been stored on the Antrim County server through a program called OSSI. Sheriff Bean indicated a decision will have to be made soon whether to continue to store the files on the AS400 or find a new method of storage.

Sheriff Bean informed the Committee that unbeknownst to him (until recently) the new patrol cars (Dodge Chargers) take a mid-grade fuel with 89 octane instead of regular unleaded, 87 octane. This means they can no longer refuel at ACT. The issue will be brought up at the next Transportation Committee meeting, as there may be a possibility of ACT switching to 89 octane.

Jail Budget 101-000-351

The Sheriff presented the 2013 proposed budget for the jail.

The Sheriff inquired about establishing a separate cost center for the Zero Tolerance Program. Laurie Sexton, Clerk, indicated it could be done in the General Fund.

The jail budget includes \$12,000 for a part-time nurse. Sheriff Bean explained the need for a part-time nurse, as there is only one full-time nurse. It is a real problem when she needs time off.

The Sheriff presented, and the Committee reviewed, the following additional 2013 budget requests; some in the general fund (101 designation) and others are in separate funds.

- Marine Patrol Budget 101-000-331
- Secondary Road Patrol 101-000-334
- Animal Control Budget 101-000-430
- Snowmobile Grant Fund 279
- Local Corrections Officer Training Fund 264
- ORV Ordinance Training Fund 266
- Jail Inmate Proceeds Fund 267
- Michigan Justice Training Fund 268

Motion by Brenda Ricksgers, supported by Dave Howelman, to approve the following proposed 2013 Sheriff Department budgets: Sheriff Department Budget 101-000-30 with capital outlay, Jail Budget 101-000-351 with capital outlay, Marine Patrol Budget 101-000-331, Secondary Road Patrol 101-000-334, and Animal Control Budget 101-000-430 with capital outlay, and the proposed 2013 fund budgets: Snowmobile Grant Fund 279, Local Corrections Officer Training Fund 264, ORV Ordinance Training Fund 266, Jail Inmate Proceeds Fund 267 and Michigan Justice Training Fund 268, as amended for submittal to the Finance Committee. Motion carried – unanimous.

E-911 Operating, Fund 261

Sergeant Bratschi presented the 2013 E-911 Operating Fund budget request.

E-911 Wireless Fund 262

Sergeant Bratschi presented the 2013 E-911 Wireless Fund budget and capital outlay request.

E-911 Training Fund 259

Sergeant Bratschi presented the 2013 E-911 Training Fund budget request.

Motion by Brenda Ricksgers, supported by Dave Howelman, to approve the 2013 E-911 Operating Fund budget request, the E-911 Wireless Fund budget and capital outlay request, and the E-911 Training Fund budget request for 2013 for submittal to the Finance Committee. Motion carried – unanimous.

4. Medical Examiner Budget

Dr. Dewey Benson presented the Medical Examiner budget request for 2013.

Motion by Dave Howelman, supported by Brenda Ricksgers, to approve the 2013 Medical Examiner budget request as amended for submittal to the Finance Committee. Motion carried – unanimous.

5. Prosecuting Attorney Budget

Charles Koop, Prosecuting Attorney, joined the meeting and presented the 2013 budget request for the Prosecuting Attorney Office.

Victims' Rights Budget

Mr. Koop presented the Victims' Rights budget request for 2013.

Child Support Budget

Mr. Koop presented the Child Support Fund budget request for 2013.

Victims' Rights Reserve Fund Budget

Mr. Koop presented the Victims' Rights Reserve Fund budget request for 2013.

Prosecuting Attorney Legal Fund 217 Budget

This Fund contains \$137.

Prosecuting Attorney - Capital Outlay

Mr. Koop presented his 2013 capital outlay request. Mr. Koop distributed a document with an explanation of the request for a paperless file system.

Motion by Dave Howelman, supported by Brenda Ricksgers, to approve the Prosecuting Attorney 2013 budget requests and capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

6. Circuit Court Budget

Teri Quinn, Circuit Court Administrator, presented the 2013 Circuit Court budget request.

The Committee requested the following additional information:

- The line item budget for the entire three county Circuit Court
- a recommendation for how to streamline the budget process in the three county Circuit (as offered by Ms. Quinn)
- The indirect cost for 2012 (it was missing from the budget request sheet)
- An outline of which costs are specific to Antrim County and which costs are shared between the three counties.

The Committee discussed the True Filing system with Ms. Quinn.

7. Old Business – Budget Requests from last month

District Court

Carol Stocking, District Court Administrator, joined the meeting and presented the additional information requested last month for the District Court budget request.

Motion by Brenda Ricksgers, supported by Dave Howelman, to approve the District Court 2013 budget and capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

Friend of the Court

Dawn Rodgers, Friend of the Court, submitted additional information as requested at the last month meeting.

Motion by Brenda Ricksgers, supported by Dave Howelman, to approve the Friend of the Court 2013 budget requests, as amended and capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

8. 911 Dispatch Center

Sergeant Bratschi gave the activity report for 911 Dispatch (attached).

Communication Tower Agreements

Central Lake Tower Lease Agreement & Elmira Tower Lease Agreement

The Committee discussed the tower lease agreements.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve the Central Lake Tower Lease Agreement & Elmira Tower Lease Agreement with amendments as recommended by legal counsel. Motion carried – unanimous.

9. Emergency Services

Carl Goeman, Emergency Services Coordinator, presented the Emergency Services 2013 budget request.

The Committee directed that operating supplies and office supplies be reduced to \$750 in each line item.

Motion by Brenda Ricksgers, supported by Dave Howelman, to approve the Emergency Services 2013 budget requests (as amended) and capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

Emergency Management Performance Grant (EMPG)

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Board of Commissioners approve the 2012 EMPG agreement.

Motion carried – unanimous.

MEMAC Agreement Proposed House Bill

Mr. Goeman gave a summary of how the House Bill will affect the local units of government and the County when they are called to assist another community.

10. Sheriff Department Update

Sheriff Bean gave an update of activities in the Sheriff Department for the past month.

Motion by Dave Howelman, supported by Brenda Ricksgers, to go into closed session to discuss an employee discipline issue in the Sheriff Department.

Motion carried – unanimous.

Closed session at 2:20 p.m.

Open session at 2:45 p.m.

11. Health Department

Chair Bargy circulated the overall budget for the Health Department of Northwest Michigan.

Motion by Brenda Ricksgers, supported by Dave Howelman, to approve the 2013 Health Department of Northwest Michigan appropriation request for submittal to the Finance Committee. Motion carried – unanimous.

12. Community Corrections

Motion by Dave Howelman, supported by Brenda Ricksgers, to approve the 2013 Community Corrections appropriation request for submittal to the Finance Committee. Motion carried – unanimous.

13. Street and Road Numbering Ordinance

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Board of Commissioners approve the amended Street and Road Numbering Ordinance (attached). Motion carried – unanimous.

14. County Owned Vehicle Policy

Mr. Garwood distributed the latest draft of the County Owned Vehicle Policy (attached). The Committee will be reviewing the draft between now and the next meeting. Ms. Haydell informed the Committee of the total amount spent on mileage reimbursement to County employees in the past year. Mr. Garwood distributed a document with the vehicle lease rates for daily use (attached).

Meeting adjourned at 3:40 p.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes October 31, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman
Members absent: None
Others present: Pete Garwood

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

2. Public Comment

None.

3. Emergency Services Update

Carl Goeman, Emergency Services Coordinator was unable to be in attendance due to a family matter.

4. 911 Dispatch Update

Steve Bratschi, Dispatch Sergeant, joined the meeting and presented a verbal and written (attached) report on the past months activities.

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting.

Sergeant Bratschi gave an update on the how the dispatch operation functioned during a planned power outage.

Discussion took place about the 911 millage. A communication from Mr. Jarris Rubingh, a farmer in the northwest part of Antrim County, was distributed.

November 27, 2012 is the tentative date set for change over to the narrowband system. The narrowband system was a \$360,000 project the County had to fund from the 911 funds so that Antrim County can continue to provide good 911 dispatch service for the entire county.

5. Sheriff Department Update

Sheriff Bean distributed a written report (attached) and provided a verbal report of the past months' activities in the Sheriff Department.

Karen Bargy, Chairwoman, reminded Sheriff Bean that he was going to get information on how much Elk Rapids Township has spent on clean up at the old Elk Rapids Sportsman's Club. Sheriff Bean indicated he will bring the information to the next meeting.

The Committee and the Sheriff discussed the Zero Tolerance Program and changes in funding for the program.

Sheriff Bean informed the Committee that working with Carl Goeman, Emergency Services Coordinator, the Sheriff Office was able to get a Range 3000 (firearm simulator) through the Homeland Security Grant.

Ms. Bargy inquired if there would be any positive or negative impacts to the Sheriff Office operations if the Board of Commissioners adopted a different committee structure. Ms. Bargy offered a short description of the possibilities. The Sheriff indicated he will consider the question and comment at the next meeting.

6. County Owned Vehicle Policy

Mr. Garwood read the comments received by the department heads regarding the County Owned Vehicle Policy. The Committee and Mr. Garwood made amendments to the policy in response to the department head comments.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve the County Owned Vehicle Policy, as amended, with concurrence by legal counsel. Motion carried – unanimous.

It was the consensus of the Committee that the following take place in regards to County owned vehicles:

The Building Department pickup currently utilized by the airport should go from the airport to the Antrim Conservation District (ACD). The 1991 GMC pickup currently utilized by the ACD should go from ACD to the Parks Department. The 1994 GMC pickup (with a slipping transmission) currently utilized by the Park should be removed and put out for bid (after evaluation by the Antrim County Transportation [ACT] mechanic). The Committee indicated they wanted the Building Department truck that is being used by the ACD to be used for work related reasons and not to be used for travel from work to home and back.

7. Closed Session Minutes

The Committee reviewed the closed session minutes from August 29, 2012.

Motion by Brenda Ricksgers, supported by Dave Howelman, to approve the closed session minutes from August 29, 2012, as amended. Motion carried – unanimous.

8. Various Matters

Discussion took place regarding concerns to be brought up to the Administration and County Services Committee. Mr. Garwood will relay the concerns.

Meeting adjourned at 12:55 p.m.

Health, Animal Control and Public Safety

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

Minutes November 28, 2012

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman
Members absent: None
Others present: Laura Stanek, Joe Meyers (until 10:00 a.m.), Pete Garwood (after 10:00 a.m.), Steve Bratschi, Carl Goeman, Dan Bean

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

2. Public Comment

None.

3. Emergency Services Update

Carl Goeman spoke on the Hazardous Mitigation Emergency Planning (HMEP) Grant Application and how the Local Emergency Planning Committee (LEPC) Chair is required to sign the grant.

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Board of Commissioners approve signature of the HMEP grant by the Chair of the LEPC. Motion carried – unanimous.

Mr. Goeman spoke on the history of the Homeland Security Grant as Federal dollars passed through the State to the counties. Mr. Goeman indicated that, in the future, we might be required to pay for projects upfront and wait to get reimbursed. Mr. Goeman wanted to give a heads up to the Committee of the new change.

Karen Bargy, Chair, recommended he take any issues that needed immediate attention to the Finance Committee.

4. 911 Dispatch Update

Steve Bratschi, Dispatch Sergeant, gave a verbal and written (attached) 911 Dispatch report for the past month.

Sergeant Bratschi spoke on the simulcast project (which is necessary because of the Federal narrow banding requirements) and how they would need to spend \$900 per site for the analysis regarding what modifications are necessary, followed by a required up to \$750 per site to conduct an additional loading scenario analysis. The radio maintenance fund will cover these costs.

Sergeant Bratschi also spoke on the issues with the narrow banding project. The good news is the County is now compliant with the FCC requirements.

5. Sheriff Department Update

Sheriff Dan Bean distributed a report for the past month activity in the Sheriff Department (attached). Sheriff Bean presented four months of animal control statistics (July – October attached).

Sheriff Bean presented an Inmate Health Service Contract renewal with Dr. David May for the year 2013. 2012 was the first year contracting with Dr. May for these services and the Sheriff indicated he was pleased with the arrangement. The contract is the same as the 2012 contract, which is currently going through the contract review process.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve the 2013 Inmate Health Services Contract between the County and Dr. David May for \$1,250.00 per month upon completion of the contract review process. Motion carried – unanimous.

6. Speed Trailer Grant Application

Sheriff Bean requested approval to apply to the Grand Traverse Band of Ottawa and Chippewa Indians (2% Funds) for a grant to purchase a new “speed trailer” (an apparatus that can be located on the side of the road and will display the speed of oncoming vehicles). The grant application would be for \$8,000 and would not require a match from the County.

Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve a grant application to the Grand Traverse Band of Ottawa and Chippewa Indians (2% Funds) to purchase a new “speed trailer”. Motion carried – unanimous.

7. Various Matters

Cost Allocation Plan Certification

The 2011 Cost Allocation Plan has been completed by Maximus just two weeks ago. The Cost Allocation Plan Certification must be signed by the Chair of the County Board of Commissioners as a requirement by the Federal Government. The deadline for submittal of the plan, complete with a signed certification, is November 30th, which is before the Finance Committee and the Board of Commissioners meetings. Since the Health, Animal Control and Public Safety Committee are the only committee that meets prior to November 30th, the certificate is on the agenda for review and recommendation. The Committee discussed the certification and the reasons for the Cost Allocation Plan.

Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Chair of the Board of Commissioners sign the County-Wide Cost Allocation Plan Certification and recommend ultimate approval by the Board of Commissioners. Motion carried – unanimous.

County Vehicle Re-Allocation

Mr. Garwood asked for clarification of Board of Commissioners' action on the recommendations at last month's Health, Animal Control and Public Safety Committee meeting regarding the re-allocation of County vehicles. It was determined that when Committee Chairwoman, Karen Bargy asked at the Commissioners meeting if anyone had objections to the recommended re-allocation of vehicles, there was no comments. Thus, Mr. Garwood will go forward with the recommended re-allocation of vehicles as follows:

The Building Department pickup currently utilized by the airport should go from the airport to the Antrim Conservation District (ACD). The 1991 GMC pickup currently utilized by the ACD should go from ACD to the Parks Department. The 1994 GMC pickup (with a slipping transmission) currently utilized by the Park should be removed and put out for bid (after evaluation by the Antrim County Transportation [ACT] mechanic). The Committee indicated they wanted the Building Department truck that would be used by the ACD, in the above scenario, to be used for work related reasons and not to be used for travel from work to home and back.

Meeting adjourned at 11:30 a.m.