ANTRIM COUNTY BOARD OF COMMISSIONERS **Thursday November 6th, 2025**

MEETING MINUTES

The Chair William Hefferan called the meeting to order at 10:00 a.m.

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

Commissioner Bill Hefferan gave the invocation

The Chair called Roll Call: Commissioner Jason Helwig
Commissioner Ray Scola
Commissioner Terry VanAlstine
Commissioner Jarris Rubingh
Commissioner Bill Hefferan

PUBLIC COMMENT:

5 Citizen's spoke during Public Comment

Approval of the Agenda:

Motion to accept the Agenda made by Commissioner Terry VanAlstine, seconded by Commissioner Jason Helwig.
Motion carried as follows: Yes – Unanimous; No – None; Absent – None
Motion Passed 5 - 0

Approval of the Minutes:

Approval of the October 16th, 2025 Public Hearing minutes motion made by Commissioner Jason Helwig seconded by Commissioner Terry VanAlstine.
Motion carried as follows: Yes – Unanimous; No – None; Absent – None
Motion Passed 5 – 0

Approval to accept October 16th, 2025 Budget Regular Meeting minutes motion made by Jason Helwig seconded by Commissioner Jarris Rubingh.
Motion carried as follows: Yes – Unanimous; No – None; Absent – None
Motion Passed 5 – 0

LIAISON REPORTS/COMMITTEE REPORTS:

Commissioner Terry VanAlstine Board of Health letter regarding change to the Sanitation Ordinance with more substantial instructions and language directions to be presented.
Commissioner Jarris Rubingh AC Natural Area talked about preliminary diagnosis of hemlock.
No other reports.

Claims and Accounts

Motion to accept Claims & Accounts in the amount of $177,137.83 made by Commissioner Jarris Rubingh seconded by Commissioner Terry VanAlstine.
Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

DRAFT

Action Request: Resolution #20-2025
2026 Expenditure Approval Resolution

Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Roll Call: Commissioner Helwig - Yes
Commissioner Terry VanAlstine – Yes
Commissioner Ray Scola – No
Commissioner Jarris Rubingh – No
Commissioner Bill Hefferan – Yes
Motion Passed 3 – 2

Action Request: Resolution #21-2025
Resolution to Adopt the 2026 Antrim County Budget, General Appropriations Act, and Millage's

Motion made by Commissioner Ray Scola seconded by Commissioner Jason Helwig
Roll Call: Commissioner Ray Scola – Yes
Commissioner Jarris Rubingh – Yes
Commissioner Jason Helwig – Yes
Commissioner Bill Hefferan – Yes
Commissioner Terry VanAlstine – Yes
Motion Passed 5 – 0

Action Request: Resolution #22-2025
Resolution to approve the Motorola Solutions Municipal Lease Agreement

Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Roll Call: Commissioner Terry VanAlstine - Yes
Commissioner Jarris Rubingh – Yes
Commissioner Jason Helwig – Yes
Commissioner Ray Scola – Yes
Commissioner Bill Hefferan – Yes
Motion Passed 5 - 0

Antrim County Airport

Motion made to select Mead & Hunt as the Professional Airport Consulting firm for the years 2026 – 2031 and authorize the chair to execute the agreement with Mead & Hunt for consultation services.
Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Motion to Authorize the Chair to execute as agreement with Mead & Hunt for the acquisition of Avigation Easement.
Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

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Commission on Aging

Motion to authorize the Chair to execute the FY2026-FY2028 Area Agency on Aging of Northwest Michigan (AAANM) Provider Agreement and Addendums for the purchase of services from the Commission on Aging (COA) for Personal Care, Homemaker, Chore Service (snow) and Respite for seniors being provided by AAANM

Motion made by Commissioners Terry VanAlstine seconded by Commissioner Jason Helwig

Motion carried as follows: Yes – Unanimous; No – None; Absent - None

Motion Passed 5 – 0

Human Resources

Motion to approve the adoption of MERS Hybrid Plan Adoption Agreement, Contribution Addendum for MERS Defined Contribution, and Addendum for Plan Closures, Freezes and Conversions and authorize the HR Director to sign

Motion made by Commissioner Jason Helwig seconded by Commissioner Terry VanAlstine

Motion carried as follows: Yes – Unanimous; No – None; Absent - None

Motion Passed 5 – 0

Administration

Plante Moran Realpoint Services Agreement

Action Request to authorize the County Administrator to sign an agreement with Plant Moran Realpoint (PMR) at an amount not to exceed $35,000 for Public Safety Center consultation services.

Motion made by Commissioner Ray Scola seconded by Commissioner Jarris Rubingh

Motion carried as follows: Yes – 3; No – 2; Absent - None

Motion Passed 3 – 2

Medical Marijuana Operation & Oversight Grant Application

To authorize the County Administrator to submit a FY2026 Medical Marijuana Operation and Oversight Grant application with the Department of Licensing and Regulatory Affairs Marijuana Regulatory agency in sponsorship of the Health Department of Northwest Michigan.

Motion made by Commissioner Jason Helwig seconded by Commissioner Terry VanAlstine

Roll Call: Commissioner Ray Scola – No
Commissioner Jarris Rubingh – No
Commissioner Jason Helwig – Yes
Commissioner Terry VanAlstine – Yes
Commissioner Bill Hefferan – Yes

Motion Passed 3 – 2

Michigan Indigent Defense Commission Agreement

To authorize the Chair to execute Gant #E20260047-00 between the State of Michigan indigent Defense Commission and Antrim County with a grant period of October 1, 2025 to September 3, 2026.

Motion made by Commissioner Jason Helwig seconded by Commissioner Terry VanAlstine

Motion carried as follows: Yes – Unanimous; No – None; Absent - None

Motion Passed 5 – 0

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MIDC Program Administrator Contract for Services

To authorize the Chair to execute the Sixth Amendment to the Antrim County Indigent Defense Attorney Administrator Independent Contractor Agreement between Antrim County and Paul Jarboe of Jarboe & Pfeil at a cost of $60,000 and authorize the Finance Director to make the appropriate budget amendment.

Motion made by Commissioner Jason Helwig and seconded by Commissioner Terry VanAlstine

Motion carried as follows: Yes – Unanimous; No – None; Absent - None

Motion Passed 5 – 0

Administration Office, Jail, Maintenance

To authorize the Chair to sign terms of Service for Summit Fire Protection for the Antrim County Jail –inspection and 3-year renewals for the County Building and Courthouse.

Motion made by Commissioner Jason Helwig seconded by Commissioner Jarris Rubingh

Motion carried as follows: Yes – Unanimous; No – None; Absent - None

Motion Passed 5 – 0

Veterans Affairs

To authorize the Chair to execute the Michigan veterans Affairs Agency FY2026 County Veterans Service Fund Grant Agreement for the grant period of October 1, 2025 to September 30, 2026, and to authorize the Finance Director to make the following budget amendments for FY2026:

Revenue

101.000.000.00-561-010 -MVAA $31,814.29

Expenditure

101.000-682.00-727 – SUPPLIES $20,000.00

Motion made by Commissioner Jason Helwig 2nd by Commissioner Terry VanAlstine

Motion carried as follows: Yes – Unanimous; No – None; Absent - None

Motion Passed 5 – 0

Administrator's Report – October 16th

Discussion

Chairman's Report

Thanked the voters for the vote on Tuesday. We will work to earn everyone's support

Various Matters

Regarding Commissioners being on the Board of Health, Commissioner Jason Helwig feels it is important for the Board to approve and be a part of it in our County.

Commissioner Ray Scola wanted to clarify his position on the Marijuana motion.

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Public Comment: 1 Citizen commented

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CHAIRMAN – WILLIAM HEFFERAN

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CLERK - VICTORIA BISHOP

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