

**ORGANIZATIONAL MEETING**

Sheryl Guy, County Clerk, called the meeting to order at 9:02 a.m.

Present:        District #1        David Heeres  
                  District #2        Joshua Watrous  
                  District #3        Karen Bargy  
                  District #4        Ed Boettcher  
                  District #5        Terry VanAlstine  
                  District #6        Brenda Ricksgers  
                  District #7        Dawn LaVanway  
                  District #9        Christian Marcus  
Absent:        District #8        Vacant

Pledge of Allegiance to the U.S. flag.

Invocation offered by Commissioner Marcus.

The County Clerk administered the Oath of Office to the following members of the Board of Commissioners as follows:

District #1        David Heeres  
District #2        Joshua Watrous  
District #3        Karen Bargy  
District #4        Ed Boettcher  
District #5        Terry VanAlstine  
District #6        Brenda Ricksgers  
District #7        Dawn LaVanway  
District #9        Christian Marcus

The County Clerk requested Public Comment. David Schulz addressed the Board by reading a poem. Public comment closed.

The County Clerk appointed Peter Garwood, County Administrator teller of the election for Chairman of the Board. County Administrator accepted the appointment.

The County Clerk requested nominations for Antrim County Board Chairman/Chairperson.

Commissioner Marcus nominated Commissioner Boettcher.

Commissioner VanAlstine nominated Commissioner LaVanway.

Commissioner Bargy nominated Commissioner Bargy.

It was moved by Ricksgers to close the nominations for Antrim County Chairman/Chairperson and that a secret ballot be cast.

The teller presented the secret ballot tally to the County Clerk and the County Clerk read the results as follows:

Votes cast for Ed Boettcher for Chairman:        4  
Votes cast for Dawn LaVanway for Chairperson: 3  
Votes cast for Karen Bargy for Chairperson:        1

**Commissioner Ed Boettcher Declared Chairman.**

The County Clerk requested that Chairman, Ed Boettcher conduct the remainder of the meeting.

The Chairman requested nominations for the Vice-Chairman/Chairperson.

Commissioner Marcus nominated Commissioner Bargy for the Vice-Chairperson.

It was moved by Marcus, seconded by Ricksgers that the nominations be closed and vote be cast for Commissioner Bargy for Vice-Chairperson of the Antrim County Board of Commissioners. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent - Unseated Commissioner District #8.

**Commissioner Karen Bargy Declared Vice-Chairperson.**

**RESOLUTION #01-2019** By Terry VanAlstine, seconded by Dawn LaVanway

**REGULAR BOARD MEETING DAYS AND TIMES**

**BE IT RESOLVED** the 2019 regular meetings of the Antrim County Board of Commissioners be held on the 1st Thursday at 9:00 a.m. and the 3<sup>rd</sup> Thursday at 7:00 pm of each month; and

**BE IT HEREBY RESOLVED** that the following Standing Committees be eliminated: Administration & County Services, Finance, Ways & Means (Committee of the Whole), Building, Lands & Infrastructure and Health & Public Safety; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED,** that **Antrim County Board of Commissioners** shall hold meetings in the Antrim County Commissioners' Room on the second floor of the County Building.

Yes – Joshua Watrous, Karen Bargy, Terry VanAlstine, Dawn LaVanway;  
No – David Heeres, Ed Boettcher, Brenda Ricksgers, Christian Marcus;  
Absent – District #8 – Commissioner unseated.

**RESOLUTION #01-2019 DECLARED NOT ADOPTED TIE/FAILS**

**Discussion followed:**

**RESOLUTION #02-2019** By David Heeres, seconded by Christian Marcus

**REGULAR BOARD MEETING DAYS AND TIMES**

**BE IT HEREBY RESOLVED** the 2019 regular meeting of the Antrim County Board of Commissioners be held on the 2<sup>nd</sup> Thursday of each month at 9:00 a.m. in the Commissioners' Room of the Antrim County Building.

Yes – David Heeres, Ed Boettcher, Brenda Ricksgers, Christian Marcus;  
No – Joshua Watrous, Karen Bargy, Terry VanAlstine, Dawn LaVanway;  
Absent – District #8 Commissioner unseated.

**RESOLUTION #02-2019 DECLARED NOT ADOPTED TIE/FAILS**

The Chairman requested that the Boards Organizational meeting agenda be amended to move the various matter issue concerning the unseated position for Commissioner District #8 to make a Board decision to take action of the vacant position, options available to the Board -1. Make an appointment for the remainder of term of office which expires December 31, 2020, -2. Call for a Special Election to fill the partisan position which will require a primary election and a general election.

It was moved by VanAlstine, seconded by Ricksgers that the Boards Organizational meeting agenda be amended to move the various matter issue concerning the unseated position for Commissioner District #8 to allow the Board to address options at this time being an appointment for the remainder of term of office which expires December 31, 2020 or to call for a Special Election to fill the partisan position which will require a primary election and general election. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargy; Absent – District #8 Commissioner unseated.

Discussion followed.

It was moved by Heeres, seconded by Ricksgers that the Board approve the appointment of Jason Helwig to the Commissioner District #8 position for the term of office which will expire December 31, 2020 and that the constitutes in District #8 have Board representation immediately. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargy; Absent – District #8.

The County Clerk informed the Board that if Jason Helwig accepts the appointment he is required to be sworn into office.

Jason Helwig was in the audience and accepted the appointment of Commissioner District #8.

The County Clerk administered the Oath of Office to Mr. Helwig and he was seated.

**RESOLUTION #03-2019** By Terry VanAlstine, seconded by Dawn LaVanway be reconsidered.

**REGULAR BOARD MEETING DAYS AND TIMES**

**BE IT RESOLVED** the 2019 regular meetings of the Antrim County Board of Commissioners be held on the 1st Thursday at 9:00 a.m. and the 3<sup>rd</sup> Thursday at 7:00 pm of each month; and

**BE IT RESOLVED** that the **Antrim County Board of Commissioners** meeting dates be in effect as of February 1, 2019; and

**BE IT HEREBY RESOLVED** that the following Standing Committees be eliminated: Administration & County Services, Finance, Ways & Means (Committee of the Whole), Building, Lands & Infrastructure and Health & Public Safety; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that **Antrim County Board of Commissioners** shall hold their meetings in the Antrim County Commissioners' Room on the second floor of the County Building.

Yes – Joshua Watrous, Karen Bargy, Terry VanAlstine, Dawn LaVanway, Jason Helwig;  
No – David Heeres, Ed Boettcher, Brenda Ricksgers, Christian Marcus;  
Absent – None.

**RESOLUTION #03-2019 DECLARED ADOPTED**

**RESOLUTION #04-2019** By Karen Bargy, seconded by Christian Marcus

**CIVIL RIGHTS ACT/AMERICANS WITH DISABILITIES ACT  
AND  
FAMILY MEDICAL & FAMILY LEAVE ACT**

**WHEREAS**, Antrim County desires to comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in all entities:

**BE IT THEREFORE RESOLVED** that, Antrim County shall comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in the employment and retention of personnel, and all other phases pursuant to these Acts, and affirms its policy prohibiting discriminatory practices, policies, and customs that violate the rights of any citizen or lawful permanent resident of the United States on the basis of race, color, national origin, religion, creed, sex, age, weight, height, marital status, or physical disability and/or ability and hereby adopts a broadened policy encouraging participation of minorities, the handicapped, and the disabled.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;  
No – None;  
Absent – None.

**RESOLUTION #04-2019 DECLARED ADOPTED.**

**RESOLUTION #05-2019** By Terry VanAlstine, seconded by Dawn LaVanway

**Revised: 1/04/2012**

**Amended: 1/03/2013**

### **DISTRIBUTION OF MINUTES**

**WHEREAS**, Public Act #344 of 1982 changes and extends the procedures under which the Board of Commissioners must make the report of its meetings available to the public, and,

**WHEREAS**, the Antrim County Board of Commissioners intends to continue the procedure under which it is currently making the report of its meetings available to the public;

**BE IT THEREFORE RESOLVED** that, pursuant to P.A. #344 of 1982, the Antrim County Board of Commissioners will direct the County Clerk to make a report of session of the Board available as soon as possible after each session in the Office of the County Clerk for public inspection and copying without charge, and

**BE IT FURTHER RESOLVED**, that, pursuant to P.A. 344 of 1982, sec. 9c, copies of the report of each session will be mailed or e-mailed upon request without charge, and

**BE IT ALSO FURTHER RESOLVED** that, it be advertised in the County newspapers that the report of each open session is available from the Office of the County Clerk without charge.

**BE IT ALSO FURTHER RESOLVED** that, the County Board of Commissioners minutes be posted on the Antrim County web site when available and approved.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,

Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #05-2019 DECLARED ADOPTED.**

**RESOLUTION #06-2019** By Karen Bargy, seconded by David Heeres

### **ANNUAL REPORTS**

**WHEREAS**, Michigan P.A. 156 of 1851, as amended, confers on Boards of Commissioners the following power "...require a county officer whose salary or compensation is paid by the County to make a report under oath to the County Board of Commissioners on a subject connected with the duties of that office...";

**BE IT THEREFORE RESOLVED** that, the following county officers be required to make a 2018 Annual Report in the form stipulated by the Board of Commissioners by the second Thursday, in July 2019: Prosecuting Attorney, Sheriff, County Clerk, County Treasurer, Register of Deeds, Drain Commissioner, Dam Operator, County Surveyor, Probate Judge, District Court, Circuit Court, Abstractor, County Administrator, Planning Director, County Accountant, Building Official, Animal Control Officer,

**RESOLUTION #06-2019 continued.**

ACT Director, Airport Manager, Housing Director, Information Technology Coordinator, Commission on Aging Director, Medical Examiner, Emergency Services Coordinator, and Veterans' Counselor, and also the following Agencies: North Country Community Mental Health, Meadow Brook Medical Care Facility, and Department of Human Services, MSU Extension, Antrim Conservation District (County Forester, Soil Erosion Control), Antrim County Community Collaborative, Road Commission, Northern Lakes Economic Alliance, Grass River Natural Area, Inc., Meadowview Apartments, the Antrim County Fair Board and Other Agencies contractually and/or receiving funds through an appropriation are required to report to the County.

**BE IT ALSO RESOLVED** that, each report last not more than fifteen (15) minutes.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Terry VanAlstine, Jason Helwig;

No – Ed Boettcher, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

Absent – None.

**RESOLUTION #06-2019 DECLARED ADOPTED. Rescinded see next motion.**

Discussion followed.

It was moved by VanAlstine, seconded by Helwig that the Board **RESCINDS** the **ANNUAL REPORTS - RESOLUTION #06-2019**. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

Discussion followed.

**RESOLUTION #07-2019** By Christian Marcus, seconded by Dawn LaVanway

**ANNUAL REPORTS**

**WHEREAS**, Michigan P.A. 156 of 1851, as amended, confers on Boards of Commissioners the following power "...require a county officer whose salary or compensation is paid by the County to make a report under oath to the County Board of Commissioners on a subject connected with the duties of that office...";

**BE IT THEREFORE RESOLVED** that, the following county officers be required to submit their written 2018 Annual Report in the form stipulated by the Board of Commissioners by the second Thursday, in July 2019: Prosecuting Attorney, Sheriff, County Clerk, County Treasurer, Register of Deeds, Drain Commissioner, Dam Operator, County Surveyor, Probate Judge, District Court, Circuit Court, Abstractor, County Administrator, Planning Director, County Accountant, Building Official, Animal Control Officer, ACT Director, Airport Manager, Housing Director, Information Technology Coordinator, Commission on Aging Director, Medical Examiner, Emergency Services Coordinator, and Veterans' Counselor. The following agencies are required to provide their Annual Reports in person at a meeting of the full Board: North Country Community Mental Health, Meadow Brook Medical Care Facility, and Department of Human Services, MSU Extension, Antrim Conservation District (County Forester, Soil Erosion Control), Antrim County Community Collaborative, Road Commission, Northern Lakes Economic

**RESOLUTION #07-2019 continued.**

Alliance, Grass River Natural Area, Inc., Meadowview Apartments, the Antrim County Fair Board and other Agencies contractually and/or receiving funds through an appropriation are required to report to the County.

**BE IT ALSO RESOLVED** that, each report last not more than fifteen (15) minutes.

Yes – David Heeres, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – Karen Bargy;

Absent – None.

**RESOLUTION #07-2019 DECLARED ADOPTED.**

Discussion followed.

It was moved by Bargy, seconded by Heeres that the Board Rules and Procedures be removed from the Organizational Board Meeting Agenda and be placed on the February 7, 2019 Board Agenda due to the 2019 meeting structure change and elimination of Standing Committees. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Discussion followed.

**RESOLUTION: #08-2019** By Karen Bargy, seconded by Terry VanAlstine

**DEPOSITORIES**

**BE IT HEREBY RESOLVED**, the Antrim County Board of Commissioners hereby adopts the following institutions and their subsidiaries as depositories of Antrim County funds for the year 2019:

Alden State Bank  
Bank of America  
Charlevoix State bank  
Chemical Bank  
Comerica  
Fifth Third Bank  
First Federal of Northern Michigan  
Flagstar Bank  
Huntington Bank      \*Main Depository  
PNC Bank  
Lyon Capital/Pershing  
Morgan Stanley  
Multibank Securities  
Fifth Third Securities, Inc.  
J.P. Morgan Chase & Co

**RESOLUTION #08-2019 continued.**

Michigan CLASS  
UBS Financial Service Inc.  
4-Front Credit Union

**NOW THEREFORE BE IT RESOLVED**, that the County Treasurer be authorized to use these designated institutions.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #08-2019 DECLARED ADOPTED.**

**RESOLUTION #09-2019** By Karen Bargy, seconded by David Heeres

**TAX WAIVERS**

**BE IT HEREBY RESOLVED** that the Antrim County Board of Commissioners provides all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled, or blind person, as those persons are defined in Chapter 9 of the Income Tax Act of 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by Chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for the credit to the county treasurer, and if that claimant has not received the credit before March 1:

- a. Any interest, fee, or penalty in excess of the interest, fee or penalty that would have been added if the tax had been paid before February 15 is waived.
- b. Interest paid under subsection (1) of section 89 (1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- c. The county property tax administration fee is waived.

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners approves the following:

- a. The treasurer of the local tax collecting shall indicate on the delinquent tax roll if a 1% property tax administration fee was added to taxes collected before February 15.
- b. The fees authorized and collected under this section and credited to the delinquent property tax administration fund shall be used by the department of treasury to pay expenses incurred in the administration of this act.



**RESOLUTION #09-2019 continued.**

- c. The county property tax administration fee shall be used by the county to offset the costs incurred in and ancillary to collecting delinquent property taxes and for purposes authorized by sections 87b and 87d.

Yes- David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No- None;

Absent – None.

**RESOLUTION #09-2019 DECLARED ADOPTED.**

**RESOLUTION #10-2019** By Karen Bargy, seconded by David Heeres

**COUNTY TREASURER'S INVESTMENT AUTHORITY 2019 - 2020**

**WHEREAS**, pursuant to the provisions of Act No 20 of the Public Acts of Michigan of 1943, as amended ("Act 20") the Board of Commissioners of the County of Antrim may authorize the County Treasurer to invest County funds in certain investments; and

**WHEREAS**, this Board wishes to authorize such investments as are permitted by Act 20; and

**WHEREAS**, section 5, of Act 20 required this Board of Commissioners in conjunction with the County Treasurer to adopt an investment policy which complies with the provisions of Act 20; and

**WHEREAS**, the County Treasurer has submitted a proposed Investment Policy which complies with provisions of Act 20;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF ANTRIM as follows:**

1. The County Treasurer is authorized to invest funds of the County of Antrim in investments authorized by Act 20.
2. The Investment Policy attached hereto as Appendix 1 is approved and shall take effect on January 1, 2019 through December 31, 2020 (see pages).
3. Before executing an order to purchase or trade the funds of the County of Antrim a financial intermediary, broker, or dealer shall be provided with a copy of the County's Investment Policy and shall acknowledge receipt of the Investment Policy and agree to comply with the terms of the Investment Policy regarding the buying or selling of securities by executing the form as Appendix 2.
4. The County Treasurer is authorized to rely on the continuing effect of this resolution until and unless it is specifically amended or rescinded by a future resolution of the Board of Commissioners.

**RESOLUTION #10-2019 continued.**

5. This resolution shall take effect on Tuesday, January 1, 2019.

Yes- David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No- None;

Absent – None.

**RESOLUTION #10-2019 DECLARED ADOPTED.**

Commissioner Bargy addressed the LARA - Medical Marijuana Grant Fund Application as listed on the agenda. The NW Michigan Health Department reached out seeking support from Antrim County. The NW Michigan Health Department partners with the counties in the district and has an educational outreach program identified as “Safe” in which funds would be used. The deadline to apply was January 1, 2019 and the NW Michigan Health Department will be requesting an extension and would request approval to apply for Grant funds in the amount of \$8,824.00 pending LARA approval for extension.

It was moved by Bargy, seconded by Ricksgers that the Board approve and authorize the application to LARA – Medical Marijuana Grant Funds pending the approval of the application extension deadline being requested by the NW Michigan Health Department. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Watrous, Marcus; Absent – None.

It was moved by Bargy, seconded by Marcus that the Board **AMEND RESOLUTION #07-2019 Regular Meeting Dates and Times** to reconsider the 7:00 p.m. set start time of the 2<sup>nd</sup> meeting of each month being held on the 3<sup>rd</sup> Thursday of each month to start at 9:00 a.m. or allow for flexibility to the evening meeting time. Motion as follows: Yes – Bargy, Marcus; No – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; Absent – None. **MOTION/FAILED**

It was moved by Heeres, seconded by Bargy to go into closed session to discuss the ongoing strategy and/or tentative collective bargaining agreements with the Sheriff Department Units, Police Officers Association of Michigan (POAM) – Deputies/Dispatchers and Corrections/Cooks/Clerical and the Command Unit - (Fraternal Order of Police Labor Council) and that the County Administrator, Human Resource Director, County Clerk and Sheriff remain in Closed Session. Motion carried as follows: Yes = Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board retired to Closed Session at 11:00 a.m.

The Board returned to Open Session at 11:24 a.m.

It was moved by Heeres, seconded by Marcus that the Union Contract with the Sheriff Department Unit, Deputies and Dispatchers represented by Police Officers Association of Michigan (POAM) be ratified for three (3) years 2019, 2020 and 2021 and that the Chairman be authorized to execute the contracts. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Marcus that the Union Contract with the Sheriff Department Unit, Corrections/Cooks/Clerical represented by Police Officers Association of Michigan (POAM) be ratified for three (3) years 2019, 2020 and 2021 and that the Chairman be authorized to execute the contracts. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Bargy to go into closed session under Section 8(h) of the Open Meeting Act, to consider material exempt from discussion or disclosure by state or federal statute, specifically exempt through Section 13 (1) (g) information or records subject to the attorney-client privilege and that the County Administrator, Human Resource Director and County Clerk remain in Closed Session. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board retired to Closed Session at 11:26 p.m.

The Board returned to Open Session at 11:56 a.m.

The Chairman requested Public Comment. David Hill addressed the Board on the new meeting structure and elimination of standing committees.

The Chairman appointed Bargy, VanAlstine and Ricksgers to review the claims and accounts after orientation on Monday, January 7, 2019 and that Board members currently appointed as a liaison to various Boards or Commissions continue attending those meetings until the Board meeting dated Thursday, February 7, 2019.

The meeting adjourned at 12:00 noon.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None

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

Moment of Silence.

The Chairman requested Public Comment. There was none.

It was moved by Heeres, seconded by Ricksgers to approve the agenda with the addition to various matters adding Finance Director, Deb Haydell. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by Ricksgers that the meeting minutes of December 13, 2018 be approved as corrected. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by LaVanway that the meeting minutes of January 2, 2019 be approved as corrected. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by LaVanway that the **First Closed Session** minutes of December 13, 2018 be approved as written. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, LaVanway, Helwig, Marcus; No – None; Abstain – Watrous, VanAlstine; Absent – None.

It was moved by VanAlstine, seconded by Helwig that the **First Closed Session** minutes of January 2, 2019 be approved as written. Motion carried – all present voting yes.

It was moved by Bargy, seconded by Heeres that the **Second Closed Session** minutes of January 2, 2019 be approved as written. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by VanAlstine to **AMEND** the following motion from December 13, 2018 as follows:

It was moved by Smith, seconded by Zelenak that the Board approve a 2.9% increase in wages and salaries for the 2019 calendar year for the Unrepresented Officials (General, Probate, Sheriff, Prosecuting Attorney, Finance Director, and County Administrator) and staff that are unrepresented; All unrepresented part-time and seasonal employees (COA, Veterans Affairs, Maintenance, ACT, Parks, Cooks, Zero Tolerance, Civil Process Servers, Court Officers, Court Security, Marine and Snowmobile employees), ~~and~~ Elected Officials, **and that the Board of Commissioners be excluded from this salary increase.** ~~and~~ **That the** Finance Director be authorized to make all budget amendments to the General Fund and Other Funds associated with the listed employees and the Fund source be the 2019 General Fund, Contingencies (101-895-999.000).

Motion carried as follows: Yes – VanAlstine, Bargy, Boettcher, Watrous, Ricksgers, LaVanway, Helwig; No – Bargy, Marcus; Absent – None.

It was moved by Boettcher, seconded by Heeres that the Board authorize the Chairman to execute a geotechnical services proposal with Gosling Czubak at a cost of \$5,300.00 and that the Finance Director review the information and recommend the general ledger account to be used at the next Board meeting. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Commissioner Ricksgers provided a Liaison Report for the Antrim County Fair Board announcing that an appropriation from the State of Michigan was received in the amount of \$150,000.00 for the large animal barn and a big thank you to Tristen Cole and Mike Bertram for their support.

It was moved by VanAlstine, seconded by LaVanway that the Claims and Accounts in the amount of \$277,886.09 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargo; Absent – None.

It was moved by Heeres, seconded by Boettcher to pick-up the **TABLED** item from the December 13, 2018 Board meeting the Mobile Computer Terminal (MCT) Project and to authorize the Sheriff with the assistance of the Information Technology Director to proceed with the project and that the Bid Policy requiring three (3) bids be waived. Motion as follows: Yes- Heeres, Boettcher, Ricksgers, Marcus; No – Watrous, Bargo, VanAlstine, LaVanway, Helwig; Absent – None. **MOTION FAILED**

The Chairman picked up the **TABLED** item from the December 13, 2018 meeting in which Mr. Rossiter requested the Board indicate their willingness to negotiate with Elected Officials and the Unrepresented Prosecuting Attorney staff. Discussion followed. No action taken.

The Board reviewed the draft proposal of amendments to the Antrim County Board of Commissioners Procedures provided by the County Administrator to address the Board meeting structure changes adopted at the January 2, 2019 Organizational Board meeting.

Discussion followed.

Board members reviewed each page and section with suggestions and language modifications. The County Administrator will provide a second draft for the next Board meeting.

Sarah Lucas, of Networks Northwest provided the Board with the Antrim County Facilities Dialogue Proposed Scope of Work Plan and broke down three (3) groups: Task/Objectives/Timing.

**RESOLUTION #11- 2019** By Ed Boettcher, seconded by Karen Bargy

**Resolution of Appreciation to Mike Hayes**

**WHEREAS, Mike Hayes** was appointed to the Antrim County Board of Commissioners serving from April 8, 2010 through December 31, 2010; and

**WHEREAS,** during his many years of service **Mike Hayes** served as a member of the Antrim County Housing Committee from January 2011 through November 2018; and

**WHEREAS, Mike Hayes** served as a member of the Brownfield Redevelopment Authority from January 2011 through December 2013; and

**WHEREAS, Mike Hayes** served as a member of the Antrim County Economic Development Corporation January 2011 through December 2013; and

**WHEREAS, Mike Hayes** served as a member of the Antrim County Planning Commission from January 2011 through November 2018; and

**WHEREAS, Mike Hayes** served as a member to the Antrim County Veterans Affairs Committee January 2012 through November 2018; and

**WHEREAS, Mike Hayes** served as a member of the Antrim County Capital Improvement Plan Committee from January 2013 through November 2018; and

**WHEREAS, Mike Hayes** always served as a key member during his service on the Board and Committees with honesty and a thoughtful consideration to each issue and the ability to convey his ideas and concerns in a respectful manner; and

**WHEREAS, Mike Hayes** served as a model for us all as he demonstrated his love for Antrim County and the Mancelona area through countless hours of community service; and

**WHEREAS,** all of us at Antrim County have come to appreciate **Mike Hayes** for his integrity and loyalty to Antrim County; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Antrim County Board of Commissioners on behalf of the citizens and employees of Antrim County, expresses sincere appreciation to **Mike Hayes** for outstanding, dedicated service to the citizens of Antrim County.

**PASSED AND ADOPTED,** this tenth day of January, two thousand and nineteen, by unanimous vote of the Antrim County Board of Commissioners.

**RESOLUTION #11-2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Ricksgers that Antrim County be the recipient of a 2% Grant awarded by the Grand Traverse Tribe of Ottawa and Chippewa Indians in the amount of \$5,400.00 for the Special Olympics of Michigan 2019 winter games. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood addressed the Board with his report on the advantages and disadvantages of both contracting out the staffing at the airport and continuing to simply hire staff as county employees. Interviews scheduled for the position.

Teri Quinn, Circuit Court Administrator, Carol Stocking, District Court Administrator and Bill Hefferan, Family/Probate Court Administrator each addressed the Board on the functions of their Court.

It was moved by Heeres, seconded by Helwig that the Antrim County Travel Policy adopted November 8, 2018 be amended to accommodate the adopted 2019 Board structure. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargo, seconded by Heeres that the Antrim County Per Diem Policy amended October 11, 2018 be amended to accommodate the adopted 2019 Board structure. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Ricksgers that the Antrim County Hiring and Employment Policy adopted May 10, 2018 be amended to accommodate the adopted 2019 Board structure. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Commissioner Helwig left meeting at 2:07 p.m.

**It was moved by Bargo, seconded by Marcus that the following motion of December 13, 2018 be AMENDED.**

It was moved by Bargo, seconded by Zelenak that the Chief Administrative Officer be authorized to, after consultation with the Finance Chairman (or the Board Chairman in the absence of the Finance Chairman) and the County Administrator, make any necessary amendments to avoid negative department expenditure balances and negative fund balances in the General and Other Funds at year end and present the results at the next Finance Committee meeting. Motion carried as follows: Yes – Heeres, Zelenak, Bargo, Boettcher, Smith, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**That with the Board action at the Board Organizational Meeting on January 2, 2019, to adopt new meeting structure and dissolving standing committees, that the Chief Administrative Officer present the results from the 2018 budget amendments at the Full Board meeting February 7, 2019.**

**Motion carried as follows: Yes – Heeres, VanAlstine, Bargo, Boettcher, Watrous, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.**

Chief Administrative Officer, Deb Haydell provided the Board with information regarding questions from Board members during the Orientation Training Sessions. Ms. Haydell also spoke of the recent adoption of the Board meeting structure, with elimination of standing committees it is important that she be able to attend all Board meetings. There was discussion regarding her request to be seated at the Board table to address matters affecting all County financials, with members in support during meeting schedule transition.

County Administrator, Peter Garwood presented his monthly report.

Commissioner Marcus spoke of the Antrim County Web-site and the need to keep it up to date.

The Chairman requested Public Comment at 2:47 p.m. David Hill addressed the Board.

It was moved by VanAlstine, seconded by Ricksgers to go into Closed Session to discuss and clarify the Closed Session minutes of December 13, 2018 Second Session and that the County Administrator and County Clerk remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Closed Session began at 3:04 p.m.

Returned to Open Session at 3:10 p.m.

It was moved by Ricksgers, seconded by Marcus that the **Second Closed Session** minutes of December 13, 2018 be approved as corrected. Motion carried as follows: Yes – Heeres, Bargo, Boettcher, Ricksgers, LaVanway, Marcus; No – None; Abstain – Watrous, VanAlstine; Absent – Helwig.

The Chairman made the following appointment to Various Boards and Commissions.

Antrim County Road Commission	Dawn LaVanway
Antrim Conservation District – Liaison	Jason Helwig
Antrim Creek Natural Area	David Heeres
Antrim Fair Board – Liaison	Brenda Ricksgers
Area Agency on Aging	Karen Bargo
Capital Improvement Committee	Karen Bargo, Christian Marcus, Terry VanAlstine
Commission on Aging	Brenda Ricksgers
Community Corrections	Christian Marcus
Community Collaborative Board	Dawn LaVanway
E-911 Board	Brenda Ricksgers, Alternate Christian Marcus
EDC/BRA Board	David Heeres
Grass River Natural Area – Liaison	Terry VanAlstine
Glacial Hills Joint Recreation Board	Joshua Watrous
Health Department Appeals Board	Ed Boettcher, Karen Bargo, David Heeres, Joshua Watrous, Terry VanAlstine
Housing Committee	Jason Helwig, Brenda Ricksgers



Chairman appointments – continued.

Meadow Brook – Liaison	Joshua Watrous
North Country Community Mental Health	Christian Marcus
NW MI Community	Karen Bargy, David Heeres
Networks Northwest	Ed Boettcher
Northern Lakes Economic Alliance	Dawn LaVanway
Northern MI Counties Association	Christian Marcus
Northern MI Community Action Agency	Ed Boettcher
Petoskey Stone Festival	Brenda Ricksgers
Planning Commission	Dawn LaVanway, Jason Helwig
Solid Waste/Recycling	Terry VanAlstine
Veteran's Affairs	Joshua Watrous

Circuit Court and District Court Liaisons:

Ed Boettcher (Board Chairman), Debra Haydell (Chief Administrative Fiscal Officer), Karen Bargy (Vice-Chairwomen) and Peter Garwood (Administrator)

Capital Improvement Committee additional appointments:

Bill Bailey  
Peter Garwood  
Debra Haydell  
Valerie Craft  
David Vitale

It was moved by VanAlstine, seconded by Marcus that the 2019 Various Boards and Commissions appointed by the Chairman be accepted. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The meeting adjourned at 3:20 p.m.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

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

Invocation offered by Commissioner Ricksgers.

The Chairman requested Public Comment. There was none.

It was moved by VanAlstine, seconded by Heeres to approve the agenda with action on Board minutes to be addressed at the end of meeting. Motion carried – all present voting yes.

#### LIAISON REPORTS

Commissioner Bargy – Area Agency on Aging and NW MI Community Health Department

Commissioner VanAlstine – Grass River Natural Area

Commissioner LaVanway – Antrim County Road Commission

Commissioner Ricksgers – Antrim County Fair Board

Commissioner Marcus – Michigan Association of Counties

It was moved by Marcus, seconded by Ricksgers, to adopt the proposed Antrim County Board of Commissioner Procedures, as amended with revisions to the following sections:

Section 1: 1.2 - 7:00 PM Board meeting time - retain language previously crossed out to allow start time flexibility if the Board chooses to do so;

Section 4: 4.126 Reorder the sentence to make clear that the Chair appointments are – subject to full Board approval;

Section 4: 4.127 Insert at the beginning of the first sentence language that indicates it is, consistent with State statute;

Section 4: 4.71 Antrim County Road Commission – Liaison, and add an asterisk next to Antrim County Fair Board Liaison and add an asterisk next to the Veteran's Affairs to indicate both are non-voting appointments.

Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None. **EXHIBIT "A"**

It was moved by Heeres, seconded by Helwig, to adopt the proposed Antrim County Per Diem Policy amendments with additional revision to Section 2: 2.23 one (1) hour gap between meetings and to rescind the Antrim County Per Diem Policy #2002-2 adopted on February 14, 2002. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None. **EXHIBIT "B"**

**RESOLUTION #12-2019** by Terry VanAlstine, seconded by Dawn LaVanway

**ANTRIM COUNTY JOIN THE NORTHERN LAKES ECONOMIC ALLIANCE BROADBAND CONSORTIUM (NLEABC) 2019 Consortium Agreement**

**WHEREAS**, Antrim County supports the proliferation of High-Speed internet access throughout the County; and

**WHEREAS**, Antrim County supports and recognizes the role of High-Speed internet access (wired or wireless) in economic development throughout the County and the surrounding region; and

**WHEREAS**, Antrim County is a partner/member in the Northern Lakes Economic Alliance and recognizes an opportunity to proliferate High-Speed internet access for the purpose of economic development in the County and the surrounding region;

**NOW THEREFORE BE IT RESOLVED** that the Antrim County Board of Commissioners is in support of the NLEABC through the Northern Lakes Economic Alliance and approves the 2019 Northern Lakes Economic Alliance Broadband Consortium Agreement and By-Laws and Rules of Procedure and authorizes the Chair of the Board to execute the Agreement.

Yes – David Heeres, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – Karen Bargy, Christian Marcus;

Absent – None.

**RESOLUTION #12-2019 DECLARED ADOPTED.**

It was moved by Bargy, seconded by Marcus to authorize the purchase of Mobile Computer Terminals (MCTs) hardware and installation equipment for the local unit police departments and emergency medical service (EMS) in the amount of \$67,788.89 (\$60,268.89 for equipment, \$2,520.00 for antennas, and \$5,000.00 for labor) with funding source Fund E-911 #261, Capital Outlay #901, Equipment E-911 #980.348. (261-901-980.348). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Marcus to approve the Bellaire Chamber of Commerce's request for use of the Courthouse lawn during the annual Rubber Ducky Festival to take place August 17, 2019; that lawn sprinklers be turned off on August 16 and 17; that an extra trash container be placed in front of the Courthouse; and allow the use of an electrical outlet by "Great Lakes Bounce" Inflatable Company to plug in a "bouncer" (large inflatable toy that kids can enter and bounce around in ) subject to receipt of an appropriate certificate of insurance. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Marcus, to approve the Bellaire Chamber of Commerce's request that lawn sprinklers be turned off on September 27 and 28 and to use the Courthouse parking lot and grassy area west of the lot for kids' bouncers to be provided by "Great Lakes Bounce" Inflatable Company and New Hope Community Church and the parking lot adjacent to the Food Pantry during the annual Harvest Festival to take place September 28, 2019 subject to receipt of an appropriate certificate of insurance. Motion carried – all present voting yes.

**RESOLUTION #13-2019** By David Heeres, seconded by Terry VanAlstine

**Regarding Michigan Department of Natural Resources  
(DNR), Common Merganser Control Program (The Program)**

**WHEREAS**, the Antrim County Board of Commissioners has knowledge of swimmer's itch in the County's inland lakes; and

**WHEREAS**, The Common Merganser Control Program (the Program) has been shown to be an effective and environmentally conscious solution for the control of site specific swimmer's itch problems for our residents; and

**WHEREAS**, the lake association intend to apply for a permit for trapping and relocating the Common Merganser on Elk Lake and Lake Skegemog, and

**WHEREAS**, it is understood that, although it is very rare, some Common Merganser chicks may be accidentally killed by the activities of the Program which will be reported to the DNR; and

**WHEREAS**, lake associations desiring to implement The Program are required to obtain a DNR Permit annually, inform affected riparians of the planned activity and adhere to the requirements of their permit;

**NOW, THEREFORE LET IT BE RESOLVED** that the Antrim County Board of Commissioners, on behalf of all property owners in Antrim County on Elk Lake and Skegemog Lake, hereby formally requests the assistance of the DNR in the implementation of The Program for a six (6) year period from 2019 through 2025, provided that DNR permit requirements are adhered to, and with the understanding that there shall be no cost to the Antrim County government for these programs.

Yes- David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #13-2019 DECLARED ADOPTED.**

It was moved by Heeres, seconded by Helwig, to authorize the Board Chairman to execute a one (1) year agreement from 10/01/2018 through 9/30/2019 with the Michigan Department of Environmental Quality (MDEQ) and the United States Geological Survey (USGS) for a lake level gauge on the Upper Chain of Lakes (in Central Lake). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Leslie Meyers, Emergency Coordinator addressed the Board to update them on an incident causing an emergency evacuation and removal of pets from an apartment building in Mancelona due to flowing water. She also spoke of her GIS map request.

It was moved by Ricksgers, seconded by VanAlstine, to authorize the Local Emergency Planning Committee (LEPC) Chairman to execute the FY 2018-2019 Hazardous Materials Emergency Preparedness (HMEP) Grant Application and to submit to the Emergency Management and Homeland Security Division of the Michigan State Police. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Heeres, to authorize the Board Chairman to execute, on behalf of the Antrim County Commission on Aging, the FY 2019 Medicare Improvement for Patients and Providers Act (MAPPA), Adult Disabilities Resource Collaborative (ADRC), a Beneficiary Outreach and Assistance Services Sub-Contract Agreement with the Area Agency on Aging of Northwest Michigan (AAANM) and the Antrim County Commission on Aging. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Watrous, seconded by Bargy, to **POSTPONE** the request of the Commission on Aging Director to create an irregular part-time custodial/maintenance worker position in the Commission on Aging department due to additional research to be completed and submitted. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by VanAlstine, to amend the motion previously adopted on December 13, 2018 to now read, that the Board authorize the Board Chairman to sign an easement agreement with Consumers Energy to install electric lines for the Dam Beach and Fishing Park Restroom Facilities. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Watrous, to authorize the Board Chairman to sign an easement agreement with Great Lakes Energy Cooperative to install electric lines at 327 South Intermediate Lake Road, **as revised by legal counsel**. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – None. **BOC - Amendment 2/21/2019**

It was moved by LaVanway, seconded by Heeres, to approve selling the countywide parcel layer for \$3,500.00, the countywide road centerlines for \$1,500.00, and the situs address points, railroad lines, water features, trails and areas and points of interest for an additional \$3,500.00 to Apple, Inc. subject to signature by company representatives on the data sharing agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Boettcher, to approve waiving the fee for the provision of the GIS parcel layer to The Watershed Center at no cost subject to signature by an authorized agency representative on the data sharing agreement. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

It was moved by VanAlstine, seconded by Bargo, to approve acceptance of up to \$3,250.00 of grant funding for technology investment from the Michigan Veterans Affairs Agency and authorize the Board Chair to sign a letter of acceptance. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargo, seconded by Ricksgers, to direct Deb Haydell, Finance Director to make a 2019 budget amendment to increase the General Fund, Veterans Affairs, equipment line item (101-682-980) in the amount not to exceed \$3,250.00 from the General Fund Revenue, reimbursement/miscellaneous (101-000-676) for the actual cost of the equipment invoice. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by VanAlstine, to approve the Appointment Process for Boards, Commissions and Committees in the Antrim County Policy, as amended with the added revisions to item #1: that the list of board, commissions and committees will be posted on the Antrim County Website and to item #4: The interest notifications will be provided to Board members two weeks prior to the Board meeting in which the appointments are scheduled to be made. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**EXHIBIT “C”**

It was moved by Heeres, seconded by Marcus, to approve the Antrim County Construction Project Change Order Policy as amended with the added revision to address the addition in #2. And #3, of a third person to be included in the decision making process, identified as the Vice-Chairperson. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**EXHIBIT “D”**

It was moved by VanAlstine, seconded by Watrous, to approve the Antrim County County-Owned Vehicle Policy as amended. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**EXHIBIT “E”**

It was moved by Bargo, seconded by Helwig, to authorize the purchase of fiduciary liability insurance coverage through Travelers Casualty and Surety Company of America through Lighthouse Group to provide fiduciary insurance for the Finance Director with the first year cost of \$1,887.00. Motion carried as follows: Yes – Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by Bargo, seconded by Ricksgers, to authorize the Board Chairman to sign a communication of indemnification addressed to Debra Haydell, Finance Director, in regards to her duties as an authorized official for financial reporting. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by Ricksgers, to authorize the Board Chairman to execute the Fiscal Year 2020 Contract Clauses Certification from the Michigan Department of Transportation for Antrim County Transportation. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**RESOLUTION #14-2019** By Terry VanAlstine, seconded by Christian Marcus

**FISCAL YEAR 2020 RESOLUTION OF INTENT**

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Antrim County Board of Commissioners, (hereby known as THE APPLICANT) established under Act 941-933 to provide a local transportation program for the state fiscal year of 2020 and, therefore, apply for state financial assistance under provisions of Act 51; and

**WHEREAS**, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

**WHEREAS**, the performance indicators have been reviewed and approved by the governing body.

**WHEREAS**, THE APPLICANT, has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$158,400, estimated state funds \$340,560, estimated local funds \$175,000, with total estimated expenses of \$880,000.

**NOW THEREFORE**, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

**HEREBY**, appoints Alan Meacham, ACT Executive Director as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2020.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #14 - 2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Watrous, that the Board approve a “Non-Commercial Sale” harvest of forest products from county-owned Grass River Natural Area to be negotiated by the County Forester in conjunction with the Administration Department, Antrim County Road Commission, and Grass River Natural Area, Inc. and authorize the Chair to execute the agreement once negotiated. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None. **2/21/2019 BOC MOTION AMENDED**

It was moved by Ricksgers, seconded by Marcus, to authorize the Board Chairman to execute an airport land lease with Glenn A. Loy effective January 1, 2019 through December 31, 2039. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by VanAlstine, seconded by Ricksgers, that the Claims and Accounts in the amount totaling \$235,924.00 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood addressed the Board with his report:

- 2019-2024 Parks and Recreation Plan Update (Board sent to Planning Commission)
- Building Security Update and Status
- Department Heads New Process Guidance – Board structure
- Upcoming MAC Conference

Deb Haydell, Chief Administrative Officer presented finance reports:

- December 2018 General Fund Revenue and Expenditure Report
- 2018 Quarterly Amendment Report & Year End Budget Amendments
- Budget Amendments (Gosling Czubak/Special Olympics of MI/MCTs/Dispatch)
- 2018 Transfer Correction
- Resolution Amendment #25-2018
- Purchasing & Bid Policy Amendment
- Announced vacation planned from October 11 through 22 (2020 budget planning)

Commissioner Helwig left the meeting at 1:45 p.m.

It was moved by Bargy, seconded by VanAlstine, to authorize the Chief Administrative Officer of the Budget to make a 2019 Budget Amendment to increase the budget for the General Fund, Capital Outlay, County Building, (101-901-980.265) ~~for~~ **in the amount of** \$5,300.00 for the geotechnical services proposal with Gosling Czuback. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – **LaVanway**; Absent – Helwig. **BOC - CORRECTION 2/21/2019**

It was moved by Bargy, seconded by Marcus, to authorize the Chief Administration Officer of the Budget to make a 2019 Budget Amendment to increase the budget for Fund #280, 2% Grand Traverse Tribe of Ottawa and Chippewa Indians, Revenue (#280-000-587.003) ~~by~~ **in the amount of** \$5,400.00 and increase expenditure in Fund #280, Special Projects, Contractual, (280-895-802) ~~for~~ **in the amount of** \$5,400.00 grant awarded to the Special Olympics of Michigan winter games. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig. **BOC – Correction 2/21/2019**

It was moved by Bargy, seconded by LaVanway, to authorize the Chief Administrative Officer of the Budget to make a 2019 Budget Amendment to increase the budget for Fund #261, E-911 Operating, to increase the Expenditure, Capital Outlay, Equipment – Mobile Computer Terminals (MCT) project, (261-901-980.348) in the amount of \$316,563.79. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.



It was moved by Bargy, seconded by VanAlstine, to authorize the Chief Administrative Officer of the Budget to make a 2019 Budget Amendment to increase the budget for the Fund #262, E-911 Wireless, Capital Outlay, equipment (Dispatch Furniture, UPS, NG 911, and carpeting) project not completed in 2018, (262-901-980.348) in the amount of \$167,492.73. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Ricksgers, to authorize the Antrim County Treasurer to correct the transfer to the true costs, by posting the following Journal Entry for 2018:

101-000-699.516	Transfer in from General Fund	Debit	\$75,860.00
516-000-999.101	Transfer out from General Fund	Credit	\$75,860.00

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

It was moved by Ricksgers, seconded by Marcus, to approve the Antrim County Purchasing and Bid Policy as amended. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig. **EXHIBIT “F”**

It was moved by Marcus, seconded by LaVanway, to approve to amend the Antrim County Resolution #25-2018 Resolution to adopt the 2019 Antrim County Budget, General Appropriation Act and Millages to remove policy #8, of the policies for implementation of the 2019 General Fund budget, and reorder the remaining policies accordingly. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**RESOLUTION #15-2019** By Christian Marcus, seconded by Dawn LaVanway

**RESOLUTION TO AMEND POLICIES FOR IMPLEMENTATION OF THE APPROVED 2019 GENERAL FUND BUDGET AS ADOPTED IN RESOLUTION #25-2018 ON OCTOBER 11, 2018**

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners adopt the following **policies for implementation of the 2019 General Fund budget:**

1. That any increase in Total Receipts or Total Expenditures shall be approved by action of the Board of Commissioners.
2. That any increase of the total budget of any General Fund Cost Center must be accompanied by a proposed budget amendment and must be approved by the Board of Commissioners.
3. That any position or supplement adopted for 2019 which is reimbursed by grants or other monies from an outside unit may be terminated if the grant and/or other reimbursements are discontinued.
4. That any Capital Outlay and Equipment purchases are consistent with the Antrim County Purchasing and Bid Policy.
5. Computers shall be grouped together, when possible, and purchased through a competitive quote process. Computers will be treated as a depreciating capital outlay through the fixed asset program.

**RESOLUTION #15-2019 Continued.**

6. That no appropriation be paid to a non-profit Organization not affiliated with Antrim County as a governmental entity until a contract between Antrim County and the non-profit organization in question is approved.
7. That the Chief Administrative Officer of the Budget is authorized to make transfers between line items (excluding salaries, wages, overtime, all fringe benefit line items, capital outlay, and specific appropriations) within the Cost Center provided sufficient data is provided by the Department Head definitely showing that the Cost Center's total budget will not at any time during the budget year be increased as a result of the transfer.
8. That any question concerning assignment of GL account to any purchase will be decided by the Chief Administrative Officer of the Budget.
9. That if the CIP has not been approved prior to the submission of departmental Budgets the department heads are authorized to include all requested in Capital Outlay.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

No - None;

Absent – Jason Helwig.

**RESOLUTION #15-2019 DECLARED ADOPTED.**

Chair Ed Boettcher addressed the Board to provide updates on the following:

- Agenda meeting
- Appointments to various boards and commissioners with vacant positions
- Negotiations remaining with one (1) Bargaining Unit - Command Bargaining Unit
- Will be on vacation and will miss the next two (2) Board meetings

It was moved by Heeres, seconded by VanAlstine to approve the **Second Closed Session** minutes of December 13, 2018 as corrected. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by ~~Bargy~~ **VanAlstine**, seconded by ~~Heeres~~, **LaVanway**, to approve the minutes of January 10, 2019 as corrected. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig. **BOC – CORRECTION 2/21/2019**

Commissioner Bargy spoke of the recent extreme weather conditions of polar vortex hitting Michigan with strong gusts of wind and ice causing the Governor to close government offices and the Antrim County 911 posting that travel be for emergency only. She requested that the County Administrator review the Antrim County Inclement Weather Policy and the language in County Contracts and provide an estimate of cost to the Board for a County day of wages.

The Chairman requested Public Comment. Patty Niepoth spoke to the Board informing them that local stores have announced closure due to weather. Public comment closed.

The Chairman adjourned to the meeting at 2:49 p.m.

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Chairman, Ed Boettcher

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County Clerk, Sheryl Guy



# **ANTRIM COUNTY BOARD OF COMMISSIONERS PROCEDURES**

**Amended February 7, 2019**

*I hope my achievements in life shall be these: that I have fought for what is right and fair, that I will have risked for that which mattered, that I will have given help to those who were in need, that I will have left the earth a better place for what I've done and who I've been.*

*—Attributed to Carl Thomas Hoppe, contributed by Commissioner Gene Dawson*

## **PREAMBLE**

The citizens of Antrim County are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity. Furthermore, the effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

As a member of the Antrim County Board of Commissioners, I agree to conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of individuals and organizations;
- Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;
- Conduct my public affairs with honesty, integrity, fairness and respect for others;
- Avoid and discourage conduct that is divisive or harmful to the best interests of Antrim County; and
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.

## **INTRODUCTION**

Every deliberative body needs an agreed upon procedure by which the behavior of the body and of individual members is to be governed. An orderly process is necessary not only for the deliberative body but also for those who are associated with it in a tangential way whether they be members of the staff and general public or persons doing business with the body.

Thus, Boards of County Commissioners, which are deliberative bodies, need such agreed upon procedures. The mechanism used for this purpose is a set of board rules; rules which often are included as part of county directories. Board of County Commissioners are authorized to adopt such rules by a law which states that Board of Commissioners shall have the power to: "Establish rules and regulations in reference to the management of the interest and business concerns of the county as the board considers necessary and proper in all matters not especially provided for in this act or under the laws of this state." (Public Act 156 of 1851 as amended, 46.11 Sec. 11(m)). Although there are several Michigan statutes which, in effect, specify certain rules, many of the rules of a

County Board are not necessarily required by specific statute. The result is that the rules vary from county to county, as perhaps they should. After all, rules should reflect needs of individual counties. As needs vary, so should the rules.

## **COUNTY BOARD RULES**

### **1. MEETINGS**

- 1.1 Regular Schedule.** The regular meetings of the Board of Commissioners are held on the first and third Thursday of each month.

Any regular or adjourned meeting of the Board which falls upon a legal or county designated holiday shall automatically be rescheduled for the next secular day following, provided that day is not a legal or designated holiday. The rescheduled meeting shall be at the same time and place indicated for the regularly scheduled meeting, unless the Board in session determines otherwise as set forth in 1.5.

- 1.2 Time.** The regular meetings of the Board of Commissioners each month shall begin at:

- 9:00 a.m. for the meeting on the first Thursday of the month.
- 7:00 p.m. for the meeting on the third Thursday of the month unless the Board in session determines otherwise.

- 1.3 Place.** The Board shall meet in the County Board chambers in the County Building.

- 1.4 Organization meeting.** The Organization meeting shall be held preceding the first meeting in January at a day and time to be determined by the County Clerk.

- 1.5 Changes in Schedule.** Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to the specific time and place, may be made by majority vote of the Board of Commissioners, such change to be recorded in the minutes of meeting in which the change is made. Regular meetings shall be adjourned “to the Call of the Chair.”

Meetings adjourned or recessed for more than 48 hours “to the Call of the Chair” unless the Board provides otherwise, may be reconvened upon telephone, email, or other communication at least twenty-four (24) hours before the time of the reconvening and upon giving of public notice in accordance with Rule 1.7.

**1.6 Special Meetings.**

- 1.61 Petition and Notice.** Normally, a special meeting of the Board of Commissioners shall be held only when requested by one-third of the members, which request shall be in writing, addressed to the County Clerk and specifying the time, place, and purpose of the meeting. Upon receipt of the request the Clerk shall immediately give notice in writing to each of the members personally by leaving the notice at the residence of the Commissioners or by certified mail at least 10 days before the time of such meeting.

- 1.62 Emergency.** The Chairperson, at any time upon finding and proclamation of a peacetime or civil disaster or an attack by a foreign enemy, may call a special meeting of the Board at a time and place designated by the Chairperson and give notice to the members by the best available means of communication.

In event of the Chairperson’s incapacity or absence from the County, the Vice-Chairperson may call such a meeting.

In event of the Vice-Chairperson’s incapacity or absence from the County, the member appointed to the 911 Board may call such a meeting.

- 1.63** In the event a legal matter arises that requires immediate attention, the Chairperson

or Vice-Chairperson (if the Chairperson is not available), in consultation with the county's legal counsel, may authorize immediate legal action on behalf of the County which they deem to be in the best interest of the County.

**1.7 Public Notice of Meetings.** The Clerk of the Board of Commissioners each year shall give public notice of the regular schedule of time and place in one or more newspapers circulated in the County, by informing the news media in the County, and by posting the schedule in two conspicuous places in the County Building, at least three days prior to the time of the first regular meeting. Public notice of special or rescheduled meetings, and reconvening of meetings which have been adjourned or recessed for more than 48 hours "to the Call of the Chair" and not to "a time certain" shall be given according to the Open Meetings Act.

**1.8 Public Meeting.** The Board of County Commissioners shall sit with open doors, and all persons may attend its meetings, subject only to closed meetings as may be allowed under the Open Meetings Act.

## **2. QUORUM**

**2.1 Quorum.** A majority of Commissioners elected and serving shall constitute a quorum for transaction of the ordinary business of the County.

**2.2 Absence of Quorum.** Upon the absence of a quorum, the members present may adjourn from time to time or, to a time certain. Public notice shall be given as required by the Open Meetings Act.

## **3. VOTING**

### **3.1 Majority Votes.**

3.11 The final adoption of any measure or Resolution, or the allowance of any question or measure which designates or represents a claim against the county, shall be determined by a majority of all the members elected and serving.

3.12 Any matters which by statute require a greater majority vote, shall be adopted in accordance with the statutory requirements.

3.13 All parliamentary questions which shall arise at the meetings of the Board of Commissioner shall be determined by the votes of a majority of the members present.

**3.2 Roll Call Votes.** Unless otherwise required by law a roll call vote is not required. A unanimous voice vote upon any action shall be recorded as an unanimous roll call vote. When a voice vote reveals a divided vote on the Board (i.e. more than one "no" vote) the yeas and nays shall be recorded.

When there is a divided vote a roll call may be conducted upon the request of any member. The names and votes of members shall be recorded in the minutes on any action which is taken by the Board of Commissioners or a committee.

**3.3 Secret Ballot Voting.** No vote may be taken by secret ballot on any matter except on the question of electing the Chairperson of the Board or in cases specifically required by statute.

**3.4 Voting Mandatory.** Each member present shall be required to vote on every question unless excused by the Chairperson.

**3.5 Reconsideration of Vote.** When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for reconsideration. A motion for the reconsideration of any action shall be in order if made in the same meeting or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made. No matter may be twice reconsidered. For purposes of this rule, the term

“meeting” shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.

- 3.6 Local government issues.** Any issues that affect/impact subordinate levels of government must be addressed at those levels before being considered by the Board of Commissioners.

#### **4. ORGANIZATION**

##### **4.1 Chairperson**

- 4.11 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all elected members, one of its members to serve as Chairperson of the Board. The vote shall be by secret ballot unless there is only one candidate, in which case the vote may be by voice. He/she shall take office and assume the duties immediately upon election.

4.12 Duties.

- 4.121 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions or order subject to appeal to the Board.
- 4.122 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board and in the certification of the tax rolls.
- 4.123 The Chairperson shall serve in such capacities and make appointments as the law shall require.
- 4.124 The Chairperson shall serve as an “ex officio” member on all committees. He/she may act as a member of the committee when the committee lacks a quorum.
- 4.125 The Chairperson, for purposes of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County.
- 4.126 Upon election, the Chairperson of the Board shall proceed to appoint individuals to all committees, commissions and boards, subject to the approval of a majority of all members of the Board.
- 4.127 Consistent with MCL 46.3 (5), the Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses, and to compel their attendance in the same manner as courts of law.
- 4.128 The Chairperson shall be the approving authority for use of the county credit card by any commissioner.

##### **4.2 Vice-Chairperson**

- 4.21 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of the elected members, one of its members to serve as Vice-Chairperson of the Board. He/she shall take office and assume the duties immediately upon election.

4.22 Duties.

- 4.221 The Vice-Chairperson shall, in the event of the incapacity or absence of the Chairperson, assume the duties of the Chairperson.

- 4.222 The Vice-Chairperson shall preside over meetings called to address the preparation of the annual budget.
- 4.223 The Vice-Chairperson or other designated commissioner, along with two other commissioners, shall review the claims and accounts for presentation and recommendation to the Board.

#### **4.3 Selection of a Temporary Chairperson**

- 4.31 Selection Process. In the absence of the Chairperson and Vice-Chairperson the Clerk of the Board will call the meeting to order. Once called to order, the membership will elect a member to preside over the meeting. He/she shall assume the duties immediately upon election.

#### **4.4 Removal of Chairpersons**

Any chairperson designated as such by the Board of Commissioners may be removed from that position for cause by 2/3 vote of the elected members.

#### **4.5 Clerk**

- 4.51 Designation. The Clerk of the County shall be, by statute, Clerk of the Board. The County Clerk or the Clerk's appointed deputy shall perform all duties pertaining to such office.
- 4.52 Duties. The Clerk's statutory duties include the following:
  - 4.521 To record all the proceedings of the Board in a book provided for that purpose.
  - 4.522 To make regular entries of all the Board's resolutions and decisions upon all questions.
  - 4.523 To record the vote of each Commissioner on any question submitted to the Board, if required by any member present.
  - 4.524 To preserve and file all accounts acted upon by the Board and for no reason allow such accounts to be taken from his/her office.
  - 4.525 To certify, under Seal of the Circuit Court, the Official Seal of the County, without charge, copies of any and all resolutions or decisions or any of the proceedings of the Board of Commissioners, when required by the Board or any of its members or when required by any other person upon payment.
  - 4.526 To preside, until a chairperson or temporary chair is elected during the first meeting of the Board of Commissioners in each calendar year.
  - 4.527 To preside over any Board of Commissioner meeting, in the absence of the Chairperson and Vice-Chairperson until a temporary chairperson is elected.
  - 4.528 To give such notice of Board of Commissioner meetings and committee meetings as required by the Open Meetings Act.
  - 4.529 To perform any other duties of the Board of Commissioners as required by statute.
  - 4.530 To notify the Board Chairperson of all committee meetings, if applicable.
- 4.53 Absence. In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Chairperson, with approval of a majority of the Commissioners present and voting, shall appoint another person to act as temporary clerk until the Clerk or duly appointed deputy arrives.



**4.6 Parliamentary.** The County Clerk and in her/his absence the Deputy Administrator shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.

**4.7 Committees.**

4.71 Boards, Commissions, and Committee Appointments. Each Board member that is appointed to, or acts as a liaison between the Board of Commissioners and the several boards, commissions, committees and agencies shall report to the Board on matters of interest and potential consequence to the County. The list of boards, commissions and committees is as follows (an asterisk indicates it is a non-voting appointment):

Antrim County Road Commission Liaison\*  
Antrim Conservation District Liaison\*  
Antrim Creek Natural Area  
Antrim Fair Board Liaison\*  
Area Agency on Aging  
Capital Improvement Committee – 3 Members  
Commission on Aging  
Community Corrections  
Community Collaborative Board  
Construction Code Board of Appeals (as needed)  
E-911 Board  
EDC/BRA Board  
Grass River Natural Area Liaison\*  
Glacial Hills Joint Recreation Board  
Health Department Appeals Board (as needed) – 5 Members  
Housing Committee  
Meadow Brook Liaison\*  
No. Country Community Mental Health  
Northwest Michigan Community Health Dept. – 2 Members  
Networks Northwest  
Northern Lakes Economic Alliance  
Northern Michigan Counties Association  
Northern Michigan Community Action Agency  
Petoskey Stone Festival Planning Commission – 2 Members  
Solid Waste/Recycling  
Veteran's Affairs\*  
13th Circuit Court (Liaison) – 2 Members  
86th District Court (Liaison) – 2 Members

4.72 Special or Ad Hoc Committees. Subject to the approval of the Board of Commissioners, the Chairperson of the Board may establish special or ad hoc committees and designate Commissioners or other interested persons to serve thereon, and shall designate the Chairperson of each committee. The membership of Special Committees shall automatically be terminated upon completion of specific duties or the succession to office of a new Chairperson of the Board.

4.73 Meetings. Meetings of a Committee may be convened by its Chairperson or by a majority of its members at any time upon reasonable written, telephone, or email notice to its members and to the Chairperson of the Board of Commissioners. Notification and public notice will be in accordance with the Open Meetings Act. A

quorum for the transaction of business shall consist of a majority of its voting members.

- 4.74 Committee Minutes. Minutes of each Committee meeting shall be kept and filed in the office of the Clerk of the Board.

## **5. CONDUCT OF MEETINGS**

### **5.1 Order of business**

- 5.11 Regular Order. Normally, the regular order shall be as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Public Comment
- Approval of Agenda
- Approval of Minutes
- Communications/Notices
- Reports of Special Committees
- Reports of Committee, Board, or Commission Liaisons
- Old/Unfinished Business
- New Business
- Agenda Appointments
- Administrator Report
- Finance Director Report
- Chairperson Report
- Various Matters
- Public Comment
- Adjournment

- 5.2 **Agenda.** The County Administrator shall provide to each member an electronic copy of the agenda for each regular and adjourned regular meeting of the Board by the Friday prior to the meeting. For members who request a paper copy, the Clerk shall mail a copy by the Friday prior to the meeting. Contained therewith shall be copies of whatever supplemental materials have been submitted with the agenda items. These materials should be arranged in the order indicated on the agenda.

- 5.21 Agenda Committee. Prior to each regularly scheduled meeting the Chairperson of the Board, the County Clerk and the County Administrator will convene to decide which matters will be placed on the agenda. The Finance Director will be included on matters that include a financial or budget component. Any item submitted after the meeting will be addressed at a subsequent Board meeting.
- 5.22 Agenda Priorities. All matters to be placed on the agenda under one of the specific categories above shall be given priority of order on the basis of date and time received by the Administrator or when scheduling annual reports by the Clerk of the Board.
- 5.23 Non Agenda Items. Any non-agenda item introduced by a Board member or a non-member may be tabled to the following meeting at the request of one Board member.
- 5.24 Deferred action. Any Commissioner may demand deferral of an issue until the following Board meeting if he/she has not had sufficient time (2 business days) to consider the issue.

## **6. RIGHTS AND DUTIES OF MEMBERS**

### **6.1 Speaking Priorities and Limits**

- 6.11 Each member desiring to speak shall address the Chairperson and, when recognized, speak from his place. If two or more members desire to speak, the Chairperson shall designate the order in which they shall speak.
- 6.12 No member, while addressing the Board, shall be interrupted, except to be called to order by the Chairperson; and thereupon he shall immediately cease speaking.
- 6.13 The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, not appearing on the agenda for the meeting, shall have the right to speak for a time not longer than five minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine which person shall first speak under this rule.
- 6.14 No member shall speak more than twice on the same question in the same meeting without the consent of the Board; provided, however, that a special or ad hoc committee chair shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committees activities and recommendations.

## **7. NON-MEMBER ADDRESSES TO COMMISSION**

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting except;

- 7.1 County officials, who may speak with the consent of the Chair of the Board.
- 7.2 Any person who, with the consent of the Chair of the Board has been given permission to be listed in an appropriate place on the agenda for the purpose of addressing the Board.
- 7.3. Public Comment. Members of the public are encouraged to speak during the public comment agenda items which are placed at the beginning and end of meetings. Any member of the public speaking under the privilege of public comment may speak no longer than three minutes.

A group of individuals who wish to present a specific point of view may designate a spokesperson who the Board will allow additional time; however, this is not a requirement. All individuals who wish to speak during public comment will be allowed to do so.

Members of the public with questions, concerns, or comments regarding their topic addressed during public comment may request additional information and/or referral from the County Administrator's Office during normal business hours or call 231-533-6265.

## **8. PARLIAMENTARY AUTHORITY AND PROCEDURE**

Roberts Rules of Order

### **9. ADOPTION AND AMENDMENT OF RULES**

- 9.1 These rules having been adopted by not less than a majority of all the members of the Board of Commissioners, may be amended or rescinded by majority vote of all the members of the Board. These rules shall be reviewed yearly preceding the Organizational Meeting and shall be re-adopted (with revisions) at that meeting. Any proposed

amendment to these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption, stipulates otherwise.

- 9.2. Suspension of Rules. A two thirds (2/3) voted of elected and serving members is required to suspend these procedures.

#### References

Public Act 156 as amended, County Boards of Commissioners. (1851). Michigan Compiled Laws Complete Through PA 563 of 2016. Retrieved from <http://www.legislature.mi.gov/>

Public Act 267 as amended, Open Meetings Act. (1976). Michigan Compiled Laws Complete Through PA 563 of 2016. Retrieved from <http://www.legislature.mi.gov/>

## INDEX

Adoption and Amendment of Rules, 8  
Agenda, 7  
    Agenda Priorities, 7  
    Deferred action, 7  
    Non Agenda Items, 7  
Chairperson, 4  
    Duties, 4  
    Election, 4  
Chairpersons, Removal of, 5  
Clerk, 5  
    Absence, 5  
    Designation, 5  
    Duties, 5  
**Committees, 6**  
    Committee Minutes, 7  
    Meetings, 6  
    Special Committees, 6  
Local government issues, 4  
**Meetings, 2**  
    **Changes in Schedule, 2**  
    Emergency, 2  
    **Organization meeting, 2**  
    **Place, 2**  
    Public Meeting, 3  
    Public Notice, 3

**Regular Schedule, 2**  
    Special Meetings, 2  
    **Time, 2**  
Non-Member Addresses to Commission, 8  
Order of business, 7  
Parliamentarian, 6  
Parliamentary Authority and Procedure, 8  
**Public Comment, 8**  
Public Notice, 3  
Quorum, 3  
Reconsideration of Vote, 3  
**References, 9**  
Removal of Chairpersons, 5  
Rights and Duties of Members, 8  
Speaking Priorities and Limits, 8  
Vice-Chairperson, 4  
    Duties, 4  
    Election, 4  
Voting, 3  
    Local government issues, 4  
    Majority Votes, 3  
    Reconsideration of Vote, 3  
    Roll Call Votes, 3  
    Secret Ballot Voting, 3  
    Voting Mandatory, 3

# **Antrim County Per Diem Policy**

## **Purpose**

Through this policy the Antrim County Board of Commissioners has approved a per diem be paid to members of the Board of Commissioners and other individuals who have been appointed to a committee, commission or board by the Chair of the Board of Commissioners and confirmed by a majority of the Board of Commissioners elected and serving. This policy also provides guidelines for the payment of per diem to all who qualify to receive a per diem from Antrim County.

## **1. Definitions**

Per Diem – A Two (2) hour, four (4) hour, or more than four (4) hour allowance for meetings attended by members of the Board of Commissioners or individuals appointed to a committee, commission or board.

Two (2) Hour Meeting – One or more meetings with a duration of two (2) hours or less.

Four (4) Hour Meeting – One or more meetings with a duration of four (4) hours.

Full Day Meeting – One or more meetings with a duration of more than four (4) hours.

## **2. Board of Commissioners**

**2.1** The per diem for members of the Board of Commissioners shall be \$55 for a meeting of two (2) hours or less, \$75 for a meeting of (4) hours or less, and \$100 for a meeting exceeding four (4) hours. If there is no quorum present, the per diem will still be paid to those in attendance.

**2.2** Per diem can only be claimed for a meeting of a committee, commission or board to which a Commissioner has been appointed.

2.21 If two meetings are attended within a period of two (2) hours or less, only one two (2) hour-per diem may be claimed.

2.22 If two meetings are attended within a period of four (4) hours or less, only one four (4) hour meeting per diem may be claimed.

2.23 If two meetings are attended within one day, only a full day per diem may be claimed. The exception to this sub-section is if there exists a minimum of a one (1) hour gap between the first and the second meeting. In the event of a one (1) hour gap between meetings per diem may be claimed consistent with section 2.1.

**2.3** Along with the Commissioner salary and benefits, the per diem will be the only additional compensation received for any meeting attended by a Commissioner of the full Board of Commissioners or a standing committee of the Board of Commissioners or any other meeting that takes place in a County facility in the County seat (they are not eligible for mileage reimbursement).

- 2.4 In addition to a per diem, the members of the Board of Commissioners are eligible for mileage reimbursement for meetings of a committee, commission or board they have been appointed to by the Chair of the Board of Commissioners and confirmed by a majority of a quorum of the Board of Commissioners, as long as the meeting is not held in a County facility in the County seat of Bellaire, Michigan.
  - 2.5 A Commissioner shall be eligible for per diem for any meeting the Chair of the Board of Commissioners has requested or approved him/her attend.
  - 2.6 A member of the Board of Commissioners is not eligible for per diem when attending a training workshop or a conference, but remains eligible for mileage reimbursement subject to the County travel policy adopted November 28, 2018, as amended.
- 3. Individuals Appointed to a Committee, Commission, or Board who are not County Commissioners**
- 3.1 Unless the committee, commission or board has an underlying statute that entitles the members to receive the same per diem and/or mileage for attending meetings as members of the Board of Commissioners, the per diem shall be \$35 for a half day and \$55 for a full day meeting.
    - 3.11 Individuals appointed to and serving on a committee, commission or board that does not have an underlying statute that entitles the member to receive the same per diem as a member of the Board of Commissioners shall be eligible for mileage reimbursement.
    - 3.12 Individuals appointed to and serving on a committee, commission or board that has an underlying statute that entitles the member to receive the same per diem as a member of the Board of Commissioners shall not receive mileage reimbursement for meetings that takes place in a County facility in the County seat.
  - 3.2 Individuals appointed to and serving on a committee, commission or board shall not receive per diem for attending workshops, conferences and other training sessions but remain eligible for mileage reimbursement subject to the County Travel Policy adopted November 28, 2018, as amended.
  - 3.3 Individuals appointed to a committee, commissioner or board shall receive per diem for official meetings of the committee, commission or board only and shall not be eligible for per diem for sub-committees or other special committees that are created by or are an extension of the committee, commission or board unless this payment of per diem is approved by the Board of Commissioners.
- 4. Salaried employees and elected officials/department heads**
- 4.1 A \$35.00 per diem shall be approved for salaried employees and elected officials/department heads when attending meetings after hours if directed to attend. The per diem is to be paid from the department of the employee involved, and the budget of that department is to be increased at the time the expense is incurred.

**4.2** In general, the following meetings and events qualify:

Board of Commissioner meetings.

Meetings of boards, commissions, authorities or councils created by the Board of Commissioners.

Meeting with other units of government to further a project of the Board of Commissioners (the Board of Commissioners must be aware of and have approved the project).

If it is not clear whether a meeting qualifies for per diem an interpretation by the Administrator must be obtained in advance of the meeting.

Adopted: September 14, 2006

Amended: April 11, 2013

Amended: May 11, 2017

Amended: October 11, 2018

Rescind Policy #2002-2 Antrim County Per Diem Policy

Amended February 7, 2019



# **Appointment Process for Boards, Commissions and Committees In Antrim County**

**Amended: February 7, 2019**

1. A list of vacancies on the various boards, commissions, and committees will be noticed in the Antrim Review and Elk Rapids News, sent to each of the local units of governments, and posted on the Antrim County website in October of every year. The notice will encourage interested Antrim County residents to apply for the open positions. For boards, commissions and committees in which terms expire in the middle of the year or when a position becomes vacant in the middle of the year a notice will be published in the above reference publications and sent to the local units of government (if time permits) at the appropriate time. If a board, commission, or committee has a specific category of the community they must attract to fill a seat on their board, direct request to community members or groups of community members who fit the requirements can be used in lieu of advertising the position.
2. Interest notification forms will be available at the Administration Office as well as the Antrim County web-site for downloading ([www.antrimcounty.org](http://www.antrimcounty.org)). An interested Antrim County resident shall complete the form and submit it to the Administration Office prior to the deadline.
3. The interest notification form for each open position will be submitted to the Board of Commissioners two (2) weeks prior to the meeting in which the appointments are scheduled to be made. The Chair of the Board of Commissioners will appoint individuals to the open positions on the boards, commissions and committees. The appointments will be final upon approval by a majority of the Board of Commissioners in attendance.
4. The successful applicant will be notified in a letter from the County Clerk. Unsuccessful applicants will also be notified and told their credentials will be kept on file for one (1) year. The unsuccessful applicants will also be informed that if they are interested in a future position it will be their responsibility to request their interest notification form be pulled from the file and submitted to the Board of Commissioners for review each time a position they are interested in is advertised. The applicant shall make this request in writing.
5. Appointments will be made at the last Board of Commissioners meeting of the year as appropriate.
6. Preference will be given to individuals who reside in Antrim County.
7. Members of boards, commissions and committees are representatives of the County Board of Commissioners. Regular attendance is expected; three consecutive unexcused absences shall be reported to the Board of Commissioners and a replacement appointment may be considered. A board, commission or committee shall make regular reports to the Board of Commissioners of its activities and seek its advice, guidance and consent.
8. County Commissioners may be appointed to serve on boards, commissions and committees when such service is not prohibited by law. A member of the Board of Commissioners appointed to any other board, commission or committee shall cease to be a member of such board, commission or committee at any time he/she ceases to be a member of the Antrim County Board of Commissioners.

## **Conflict**

If any provision of this policy is in conflict with state or federal law, with respect to terms, qualifications, method of appointment, or any other factor relative to the appointment, said provision shall be deemed repealed, and the remainder of the policy shall continue in force.

Adopted: April 12, 2012

Amended: September 10, 2015

Amended: February 7, 2019

# Antrim County Construction Project Change Order Policy

Amended: February 7, 2019

Purpose: Antrim County engages in construction projects regularly. From time to time the need for a change order becomes necessary. In some cases approval of a change order can wait until the next regularly scheduled meeting of the Board of Commissioners. In other cases a change order is of an immediate nature and cannot be put off until the next Board of Commissioners' meeting. This policy will address the latter case when an immediate decision is necessary.

1. The need for a change order will be brought to the attention of the Administrator. The Administrator or his/her designee will work with the contractor, engineer or architect to determine if the change order needs immediate action.
2. Once it is determined the change order needs immediate action, the Administrator or his/her designee will contact the Chair and the Vice Chair of the Board of Commissioners to inform each of them of the needed change order.
3. If both the Chair and the Vice Chair of the Board of Commissioners agree that the change order needs immediate action, approval will be granted to begin implementation of the change order.
4. Although work can begin immediately, a change order will be prepared by the contractor, engineer or architect and submitted for formal approval at the next Board of Commissioners' meeting. Appropriate budget adjustments shall be approved at the same meeting, as necessary.
5. The approved change order document shall be filed with the plans and contract for the project.

# COUNTY-OWNED VEHICLE POLICY

Amended: February 7, 2019

**PURPOSE:** To streamline the process for all departments, for purchase or transferring of vehicles within the overall county fleet, and for the sale of vehicles that no longer meet the needs of the County. Use as a means to provide a tracking method and an overall view of the county fleet at any given time, and a method to evaluate and determine the vehicle need in each department.

Together with the Antrim County Safe Driver Program Policy provide guidelines for all departments for most issues concerning their department and Antrim County vehicles.

The County-Owned Vehicle Policy is administered by the County Administrator.

## **I. Definition of County Owned Vehicle:**

Any County-owned, rented or leased motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q), trailer or any other motorized contrivance now known or invented in the future and used by an employee for County business.

## **II. Vehicle Purchases**

- a. All vehicles being purchased must go through the budget process.
- b. If vehicles are to be purchased through alternative funding sources (other than County funds) or is being donated, the department head must submit a proposal in writing for the Board of Commissioners approval.

## **III. Vehicle Transfers:**

- a. Any vehicle being made available for transfer will be communicated to all department heads, so as to allow equal opportunity for each department head to make a request for the vehicle(s). No vehicle transfers between departments will take place unless approved by the County Administrator.
- b. County Department Heads must inform the County Administrator annually regarding the vehicle identified for replacement in the following year.
- c. Transfer of keys will be handled by County Administrator.  
Transfer of license plates will be handled by County Accountant.

## **IV. Maintenance of Vehicles:**

- a. Maintenance (including preventative maintenance) and repair of all vehicles that are NOT under warranty must be completed by the (Antrim County Transportation) ACT mechanic. If, due to the unusual nature of a repair, the ACT mechanic is unable to perform the repair the vehicle can be taken to a different mechanic shop upon recommendation of the ACT mechanic.

- b. All emergency repairs not to be performed by ACT must be approved by the department head and Administrator prior to completion.
- c. Employees and department heads are subject to the responsibilities listed under the Antrim County Safe Driver Program Policy. The responsibilities in this policy list many of the vehicle maintenance issues.
- d. Department heads are responsible to include vehicle maintenance costs in their budget requests.

**V. Vehicle Sale, Salvage, and Trade In:**

- a. Vehicles that no longer meet the needs of any department in the county will be evaluated by the ACT mechanic.
- b. Department head is responsible to get the vehicle evaluated by the ACT Mechanic and provide written recommendation to the County Administrator.
- c. All vehicles determined to no longer meet the needs of the county will be subject to either the competitive sealed bid process or on-line auction process unless the Board of Commissioners determines another process is more advantageous.
- d. If using the bid process, all bids will remain sealed until opened by the County Administrator or designate in a public meeting.

**VI. Vehicle – Asset Reporting:**

- a. All vehicle purchases, transfers and disposals will be reported to the County Accountant for asset accounting.
- b. All vehicle titles and/or proof of ownership must be provided to the County Accountant.
  - 1. The County Accountant will electronically scan all vehicle titles and provide the original title to the County Treasurer for storage in the Treasurer's vault.

**Approved: Antrim County Board of Commissioners on November 8, 2012**

**Amended: Antrim County Board of Commissioners on February 7, 2019**

# **ANTRIM COUNTY PURCHASING AND BID POLICY**

**Amended: February 7, 2019**

## **PURPOSE**

The purpose of these Purchasing Policies and Procedures is to establish levels of authorization to purchase goods and services within the budget approved by the Board of Commissioners. The Purchasing Policies and Procedures seek to assure that all purchases of the County are conducted in a systematic and proper manner, to establish a process that engenders confidence from the Taxpayers of the County that products and services are purchased at competitive prices, and to establish a clear process for those that are managing the many budgets of the County, which will ultimately result in the efficient operation of County departments and offices.

## **SCOPE**

The Purchasing Policies and Procedures are to be followed by all departments, offices and agencies under the direct budgetary control of the Board of Commissioners. This shall include all County appointed departments, elected offices, Antrim County Probate Court pursuant to Administrative Order #98-5, and Boards and Commissions which receive appropriations from the County Board of Commissioners. This policy does not affect the Antrim County Road Commission, and the Meadow Brook Medical Care Facility.

When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable Federal or State laws and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law. In addition to Federal, State laws and regulation, the Housing Program purchases must also comply with the *Antrim County Housing Department Policies and Procedures*, adopted November 8, 2012.

There will be various purchases that are affected by other policies. Each Budget Administrator should review and familiarize themselves with the list of policies that appear on page 11 of this document.

The bidding portion of this Policy shall not apply to:

- Maintenance agreement billings, utility billings, contracted services, insurance payments, dues and membership in trade or professional organizations, conferences/trainings and related travel and lodging expenses (see the *Travel Policy*), subscriptions for periodicals, real property, books, maps, pamphlets, works of art for public display, advertising, medical, dental, psychological, pharmaceutical, registered nurses, and other medically related professional services; real estate brokering and appraising; abstracts of titles for real property; title insurance for real property and other like services. *The appropriate account number and signature of a*

*Budget Administrator or their designee is required for exempted purchases, and shall appear across the invoice.*

- Procurement contracts between the County and non-profit organizations, other governmental agencies or other public entities.
- Procurement under State purchasing programs such as MIDEAL, Federal, regional or other approved cooperative purchasing programs. A copy of such agreements must be on file with the Finance Director/Purchasing Agent.
- The reauthorization of contracts, which have been previously approved by the Antrim County Board of Commissioners.
- Purchase of buses for Antrim County Transportation (ACT) through Federal and State grant funding.
- Purchase of services for veterans.
- Purchase of improvements at the Antrim County Airport and ACT funded through State and Federal grants.
- Intergovernmental contracts.
- Aircraft fuel purchases.
- Meals on Wheels trucks.
- Purchase of used vehicles.

## **1 DEFINITIONS**

- 1.1 Basic Purchase:** Items valued at over \$250 and up to \$500 are considered basic purchases. Bidding procedures are not required for a basic purchase; however, the purchase order system must be utilized. The Budget Administrator must demonstrate the use of reasonable scrutiny in search of the best quality at the lowest overall cost.
- 1.2 Budget Administrator:** An elected official, department head or other appointed official formally recognized by the Board of Commissioners as a manager of one or more budgetary departments or cost centers.
- 1.3 Capital Assets:** Term used by GASB to include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. A capital asset is an asset whose cost exceeds \$5,000 and useful life is greater than two years. Included in the cost of a capital asset are items such as labor and freight and any other costs associated in bringing the asset into full operation.
- 1.4 Capital Lease:** A lease considered to have the economic characteristics of asset ownership. A capital lease would be considered a purchased asset for accounting purposes. A lease falls into this category if any of the following requirements are met:
1. The life of the lease is 75% or greater of the asset's useful life.

2. The lease contains a purchase agreement for less than market value.
3. The lessee gains ownership at the end of the lease period.
4. The present value of lease payments is greater than 90% of the asset's market value.

**1.5 Capital Outlay:** See Capital Assets

**1.6 Competitive Sealed Bids:** Prices received from vendors on items or services over \$10,000. Competitive bids are received as sealed bids only and are opened at advertised public bid openings. A Sealed Bid is a response from a vendor to a formal request from a department to purchase services, or capital outlay/fixed asset based on the specifications prepared by a Budget Administrator and approved by the County Administrator.

**1.7 Encumbrance:** The estimated amount of purchase orders, contracts, or salary commitments chargeable to an appropriation.

**1.8 Expendable/Recurrent Supplies:** Routine supplies needed to carry on the County's daily business, including but not limited to; food products for the jail or Commission on Aging, medical supplies, tax forms, janitorial supplies, and animal control supplies. Expendable/recurrent supplies are generally acquired using preferred vendors.

**1.9 Equipment:** Tangible items with a value of \$5,000 or less.

**1.10 Final Approver:** Person(s) designated with the authority to award a contract or purchase to a vendor and request a purchase order from the County Finance Director.

**1.11 Formal Bidding:** Formal bidding procedure should be used for purchases over \$5,000 to \$10,000. It includes solicitation of written bids through the mail, e-mail, and facsimile.

**1.12 Informal Bidding:** Purchases of over \$500 to \$5,000 are subject to informal bidding. Informal bids (quotes) includes solicitation of written bids and may be solicited by telephone, personal contact, or in writing.

**1.13 Operating Lease:** A rental-type lease in which the risks and benefits of ownership are substantively retained by the lessor and that does not meet the criteria in applicable accounting and reporting standards of a capital lease. Since the lessee does not assume the risk of ownership, the lease expense is treated as an operating expense.

**1.14 Professional Services:** Professional Services are provided by an outside vendor who has the expertise in a specific discipline by virtue of their education, experience, or both. Such expertise typically requires licensing or certification by a State or Professional organization. Such services would include: Architects, Engineers,

Surveyors, Accounting/Auditors, Planning Consultants, Financial Advisors, and Attorneys.

- 1.15 Professional Service Contract:** A Contract for unique, technical, and/or infrequent functions performed by an independent contractor qualified by education, experience, and/or technical ability to provide services. In most cases, these services are of a specific project nature, and are not a continuing, ongoing responsibility of the institution.
- 1.16 Proposal:** A Proposal is a response from a vendor to a request for proposals (RFP) in lieu of a requirement for a written quote or sealed bid. A proposal is used when it is difficult, too costly, or impractical to develop a detailed set of specifications. A proposal also allows the vendor to propose solutions to problems rather than be confined by the limits of the specifications.
- 1.17 Public Bid Opening:** A place, date and time established to open competitive bids received on items and/or services being procured. Adequate public notice of the invitation for bids shall be given not less than 7 calendar days prior to the date set forth therein for the opening of bids. Such notice will be displayed on the Antrim County website and may include publication in a newspaper of general circulation within the County for a reasonable time prior to the bid opening.
- 1.18 Purchase Order:** The Purchase Order serves as the authorization to purchase and approval of payment for a expendable/recurrent supply, service contract (utilities not included), or capital outlay/fixed asset. A purchase order can only be signed by the Finance Director/Purchasing Agent or, if unavailable, the County Administrator. For technology related purchases, the IT Director may sign purchase orders (see Software and Hardware Purchasing Policy).
- 1.19 Purchasing Agent:** Designated employee who assists in selection and purchase of goods and services by gathering and screening information about products, prices, and suppliers. The Purchasing Agent decides the methods to use to recognize expenditures for governmental funds when inventory is acquired.
- 1.20 Quote:** A quote is a response from a vendor that is received by telephone or personal communication. Also see written quote.
- 1.21 Request for Proposal (RFP):** A document issued by the County Administrator, which contains specifications and County bidding procedures for procurement of items and/or services. An RFP is sent out to vendors as a mechanism to solicit for competitive proposals in which cost is only one of the deciding factors when choosing the appropriate vendor.
- 1.22 Request for Quotation (RFQ):** A document (less formal than an RFP) issued by a Budget Administrator, which contains specifications for the procurement of items



and/or services. An RFQ is sent out to vendors as a mechanism to solicit for competitive quotes.

- 1.23 Routine Purchase:** Items valued from \$0 and up to \$250 are considered routine purchases. Bidding and quote procedures are not required. Generally, a purchase order is not required unless the item is part of a larger capital purchase.
- 1.24 Service Contract:** An agreement whereby a contractor supplies time, effort and/or expertise instead of a good (tangible product).
- 1.25 Written Quote:** A Written Quote is a written response from a vendor to either a verbal or written specification prepared by the department requesting the written quote. Also see quote.

## **2 GENERAL REQUIREMENTS**

The Antrim County Board of Commissioners or authorized agent reserve the right to accept or reject any or all bids, quotes, or proposals, or parts of bids, quotes or proposals with or without cause. The County reserves the right to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. If no acceptable bids or proposals are received, the County may buy in the open market, if appropriate, until a satisfactory bid is received. Bids, Quotes, and Proposals will be evaluated based on the following criteria:

- 2.1** Comparison of unit price and total price.
- 2.2** Delivery date promised and adherence to delivery schedule.
- 2.3** Reputation regarding quality of product or service.
- 2.4** Evaluation of whether minimum requirements have been met.
- 2.5** Past performance of a vendor.
- 2.6** Availability, dependability and experience.
- 2.7** Compatibility with existing equipment or software.
- 2.8** Proposals may include the vendor's/contractor's recommended application of a solution to the stated problem or issue.

## **3 PROCEDURES**

All purchases by contract, or otherwise, as herein authorized, must be included in the departmental budget approved by the Board of Commissioners. Separating the work of vendors into smaller invoices to avoid a more stringent bidding/quote process is a violation of the dollar threshold rules.

It shall be unethical for any County employee or elected official to participate directly or indirectly in a procurement contract when (the County employee/elected official knows that)

the County employee/elected official or any member of the County employee's/elected official's immediate family has a financial interest pertaining to the procurement contract.

**3.1 Basic Purchases:** Items valued at over \$250 to \$500 are considered basic purchases. There are not any bidding requirements for these purchases; however, the purchase order system must be utilized. The Budget Administrator or their designee(s) are authorized to act as the final approver after securing a purchase order through the County Finance Director. The Budget Administrator or their designee(s) shall exercise reasonable scrutiny when expending funds under the \$500 threshold.

**3.2 Informal Bidding:** Purchases of over \$500 to \$5,000 are subject to informal bidding. A Budget Administrator shall solicit informal bids (written quotes) as outlined below:

1. Bid Information: To insure fairness, each vendor solicited shall be given the same information in writing. This information should include:
  - Description of items to be purchased
  - Special terms and/or specifications
  - Desired delivery date
2. Record of Bids: All bids solicitations and responses shall be in writing and are to be submitted to the Finance Director as Purchasing Agent. Each record should contain:
  - Bid Information
  - Record of all bids (at least three or the reason why it wasn't feasible)
  - Budget Administrator's explanation if lowest priced vendor not selected

**3.3 Formal Bidding:** Purchases of over \$5,000 to \$10,000 are subject to the formal bidding procedure and require a written quote from the bidder. However, if determined to be beneficial in a given circumstance, the County Administrator has the discretion to use the sealed bid process. The Budget Administrator must approve the quote, with the County Administrator or designee acting as the final approver. It includes solicitation of written quotations/bids through direct contact, public advertisement or any combination of the same.

1. Solicitation/advertisement must include the following:
  - Identification of item(s) to be bid upon
  - Product specifications
  - Method for which quotes are to be submitted
  - Date and time of quote deadline for submission
  - Contact for further information
  - Statement of County's rights to accept or reject bids/quotes

2. Record of Bids: All bids, solicitations, and responses shall be in writing and are to be submitted to the Finance Director/Purchasing Agent. Each record should contain:
  - Bid Information
  - Record of all bids (at least three or the reason why it wasn't feasible)
  - Budget Administrator's explanation if lowest priced vendor not selected

**3.4 Competitive Sealed Bid:** A competitive sealed bidding process is required for purchases with an anticipated obligation of over \$10,000. A minimum of three (3) bids must be sought.

The requirement for competitive sealed bids shall not apply to:

1. If the County Administrator, along with the Board Chair or Vice Chair in the absence of the Chair, determines that the use of competitive sealed bidding is either not practicable or not advantageous to Antrim County, a contract may be entered into either by competitive sealed proposals or through sole source negotiations.
2. A contract may be awarded for goods or services without competitive bids when the Budget Administrator, with concurrence by the County Administrator, determines in writing that there is only one source for the required item. The Budget Administrator shall take all reasonable steps to insure that the specifications for an item to be procured are developed to permit competition among businesses whenever practicable.
3. In the procurement of architectural, engineering, landscape architectural, or land surveying services.
4. In the procurement of services of an independent certified public Finance Director selected to audit the County's operation.
5. In the procurement of consultant, advisory, or study activities by professionals other than those identified above.
6. Purchase of computers and computer related equipment are subject to the informal bidding process and the *Software and Hardware Purchasing Policy*.
7. Emergency repairs.

The inability to obtain no more than one (1) bid, upon due diligence, shall not prevent the County from awarding the bid. A copy of all draft bid document materials must be provided to the Administration Department. The Budget Administrator shall work with the County Administration Office to finalize the bid documents prior to the bid release date.

1. If a bid document must be prepared (over \$10,000), it shall include:
  - Bid Reference Number as assigned by the Administration Department
  - Bid advertisement
  - Bid preparation instructions
  - Contract compliance terms
  - General conditions
  - Special conditions
  - General specifications
  - Detailed specifications
  - State or Federal guidelines (if necessary)
  - Statement of County's rights to accept or reject bids
  - Bid deadline for submission
  - Location, date and time for public bid opening
2. All bids shall be opened at the time, date and place specified, and the opening and inspection of all bids shall be made by the County Administrator. A complete summary of the bids, including the bidding firm's name, cost, qualifying data, and any other relevant information, shall be kept on file. Final approval, acceptance and selection of bids that are low bid and meet specifications shall be recommended by the County Administrator to the Board of Commissioners
3. A Budget Administrator may request the Board of Commissioners to waive the Sealed Bid Process. Such request must be in writing, submitted to the County Administrator, stating the reasons that it is to the advantage of the County to waive the Sealed Bid Process or that it is impractical to have a competitive bid process. The request will be submitted to the Board of Commissioners.

**3.5 Expendable/Recurrent Supplies:** For each expendable/recurrent category of purchases, the Budget Administrator will compile and maintain a list of preferred suppliers. Such lists will be provided to the County Administrator and the County Finance Director. The lists will be reviewed and updated periodically. Typically one to three vendors will be listed to provide comparison pricing and selection options. However, all budget administrators should continually seek competitive pricing. Questions regarding whether or not an item is an expendable/recurrent supply will be decided by the County Finance Director. If further questions arise, County Finance Director will seek clarification from the County Administrator or his/her designate. Regular day to day office supplies, such as copier paper, notepads, paper clips, etc. are not to be purchased by individual offices but will be ordered by the Finance Director/Purchasing Agent. (See Exhibit 1.)

**3.6 Emergency Purchases:** For emergency purchases up to \$10,000; Budget Administrators, with concurrence of the County Administrator may declare the existence of an emergency procurement condition provided there is adequate funding in the departmental budget.

For emergency purchases of over \$10,000, or a lower amount for which there is not adequate funding in the departmental budget, a Budget Administrator with concurrence of the County Administrator, and the Chair or Vice Chair of the Board of Commissioners may declare the existence of an emergency procurement condition.

For emergency purchases for which there are not adequate funds, a Budget Administrator with concurrence of the County Administrator, and the Chair or Vice Chair of the Board of Commissioners may declare the existence of an emergency procurement condition. In the case of insufficient funds in the departmental budget, the budget amendment must be approved by the Board of Commissioners retroactively.

In any of the above cases, the provisions of this Policy shall be suspended and an emergency procurement will be considered authorized; provided that such emergency procurement shall be made with such competition as is practicable under the circumstance. When an emergency procurement is authorized, the factual basis for the emergency and the selection of the particular contractor shall be documented in a file maintained by the Finance Director/Purchasing Agent.

- 3.7 Capital Leases:** The process for bidding capital leases shall be similar to other purchases. Depending on the item to be leased the County Administrator will work with the Budget Administrator to use either the bid/quote process or the RFP process.
- 3.8 Purchase of Used Vehicles and Related Equipment:** For the purchase of used vehicles and related equipment; Budget Administrators, with concurrence of the County Administrator and the Chair or Vice Chair of the Board of Commissioners can purchase a used vehicle with a positive recommendation by the Antrim County Transportation mechanic.
- 3.9 Bid Specification Changes:** All changes in bid specifications shall be reported to all known potential bidders. Such notification shall provide appropriate time for all such potential bidders to have adequate time to make adjustments to their bids.
- 3.10 Demo Models:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by purchasing a demonstration model.
- 3.11 Rebidding:** Should it become necessary to rebid a project/purchase, the County Administrator may waive the newspaper posting requirement for competitive sealed bids, with notification being given to the Board of Commissioners.
- 3.12 Purchases on Behalf of Other Agencies:** For purchases made by Antrim County while acting as a grant fiduciary on behalf of other agencies, Antrim County will allow preferred vendors at the written request of an authorized representative from the requesting agency.

**3.13 Nepotism:** The Budget Administrator may not hire a person related to him/her to do contractual work until approved by the County Board of Commissioners for compliance with the spirit of the County's Purchasing Policy. For the purposes of this policy, "related" shall cover the following relationships:

1. Parent (natural, step, or in-law)
2. Child (natural or step)
3. Brother/sister (natural, step, or in-law)
4. Spouse
5. Grandparent
6. Legal Guardian

**3.14 Payment Procedure:** The respective Budget Administrator will be responsible for inspection of all orders upon receipt of the order and prior to the acceptance of the delivery. Upon acceptance of items, verification that the packing slip matches the purchase order must accompany the invoice in order to obtain payment. Whenever a department rejects any orders, the County Finance Director shall be notified immediately and given the reason for the rejection. If for any reason the purchase order must be cancelled, contact the Finance Director/Purchasing Agent.

The County of Antrim will accept delivery of and authorize payment of only those services, supplies, merchandise or articles authorized for purchase, and acceptable under terms of the purchase agreement, in accordance with the procedures stated herein.

Payment for any services, supplies, merchandise or articles not authorized in accordance with the policies and procedures stated herein becomes the responsibility of the person or persons requesting such service, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein, shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service.

Payment in full for any service, supplies, merchandise or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service, supplies, merchandise or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

**3.15 Insufficient Appropriations.** In the event that a cost center or departmental balance is insufficient, the Finance Director/Purchasing Agent will reject the purchase request. To request an increase in funds, the Budget Administrator should proceed as follows:

1. Contact the Administrator to get on the agenda for the Board of Commissioner meeting.
2. All requests for additional funds must be in writing and must include a justification of need.
3. If the Budget Administrator has a suggestion for where the additional funds can be transferred from, include it in the request.
4. If there are any questions regarding the funding, check with the County Finance Director.
5. Once the County Administrator determines the request is complete and the Finance Director confirms the funding source the request will be submitted for final approval by the Board of Commissioners.
6. Once the funds are approved the Budget Administrator must follow this policy to initiate the purchase.

**Related Policies:**

- Credit Card Policy
- Construction Project Change Order Policy
- Housing Department Policy and Procedures
- Software and Hardware Purchasing Policy
- Training Meal Expenses (Sheriff Dept.) Policy
- Travel Policy
- County-Owned Vehicle Policy
- Fixed Asset Policy

**Policies Rescinded Upon Adoption of this Policy:**

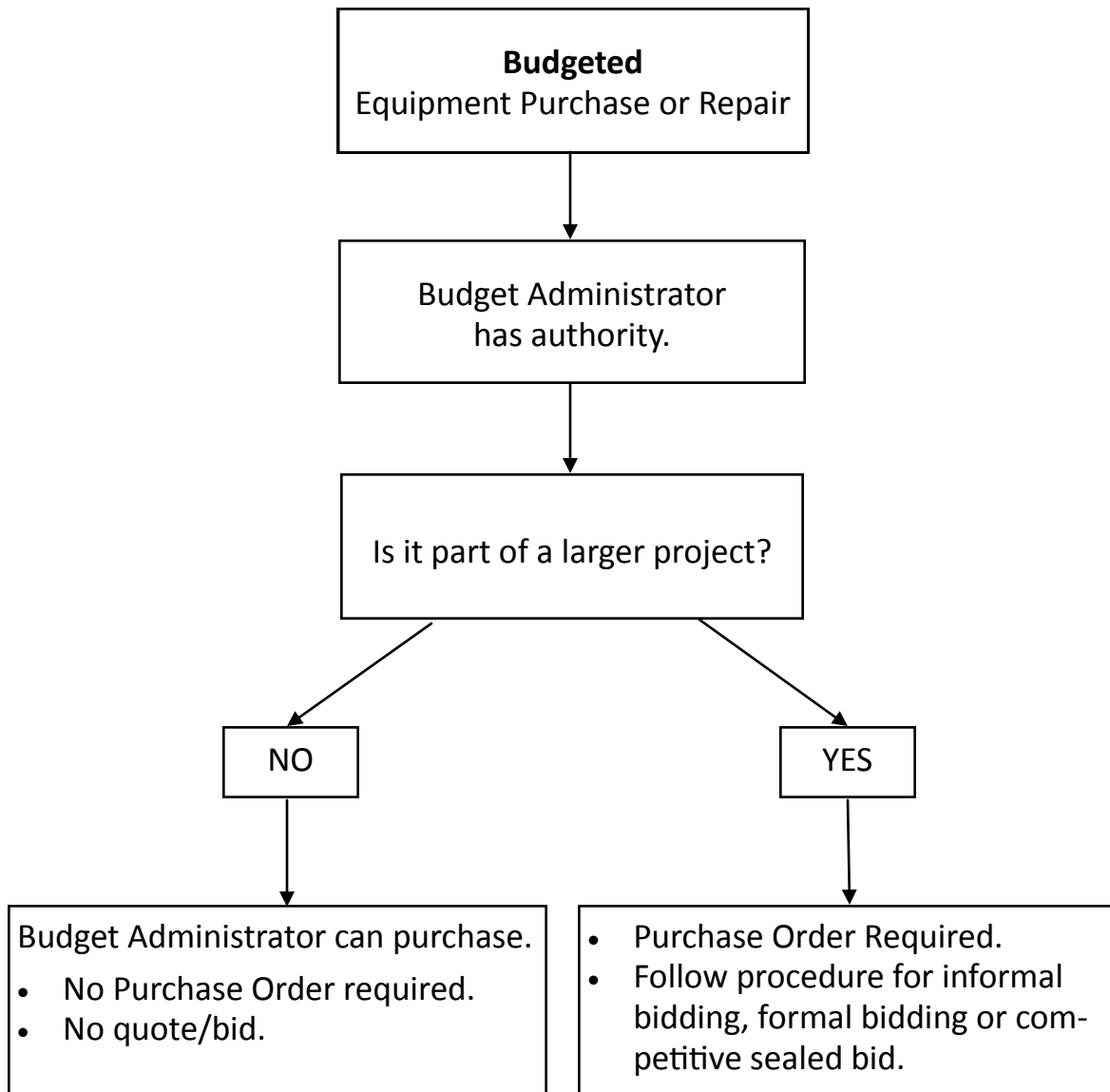
- Purchasing Policy – Phase One
- Antrim County Bid Policy

Adopted: August 13, 2015

Amended: June 9, 2016

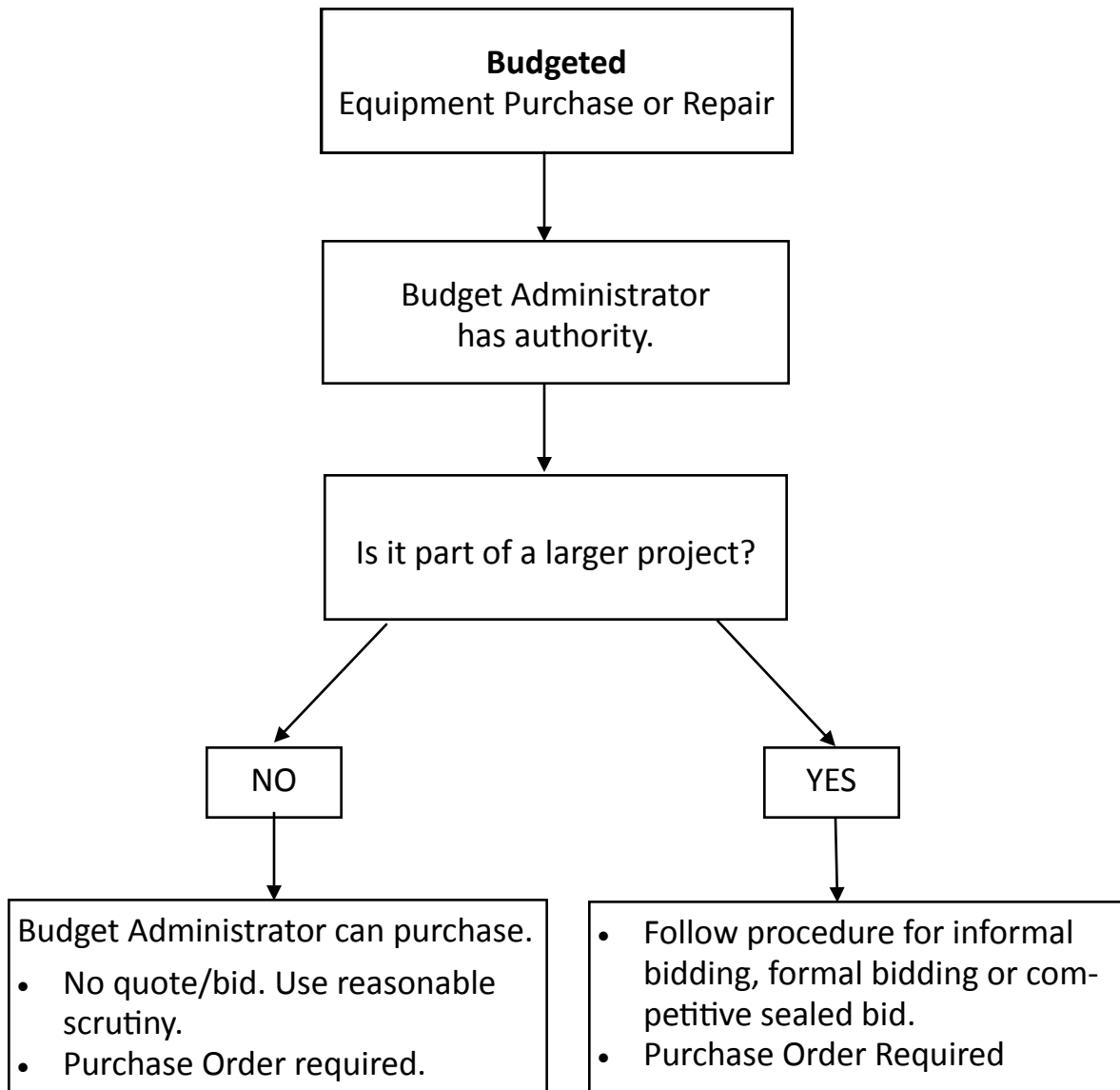
Amended: February 7, 2019

# Routine Purchase under \$250

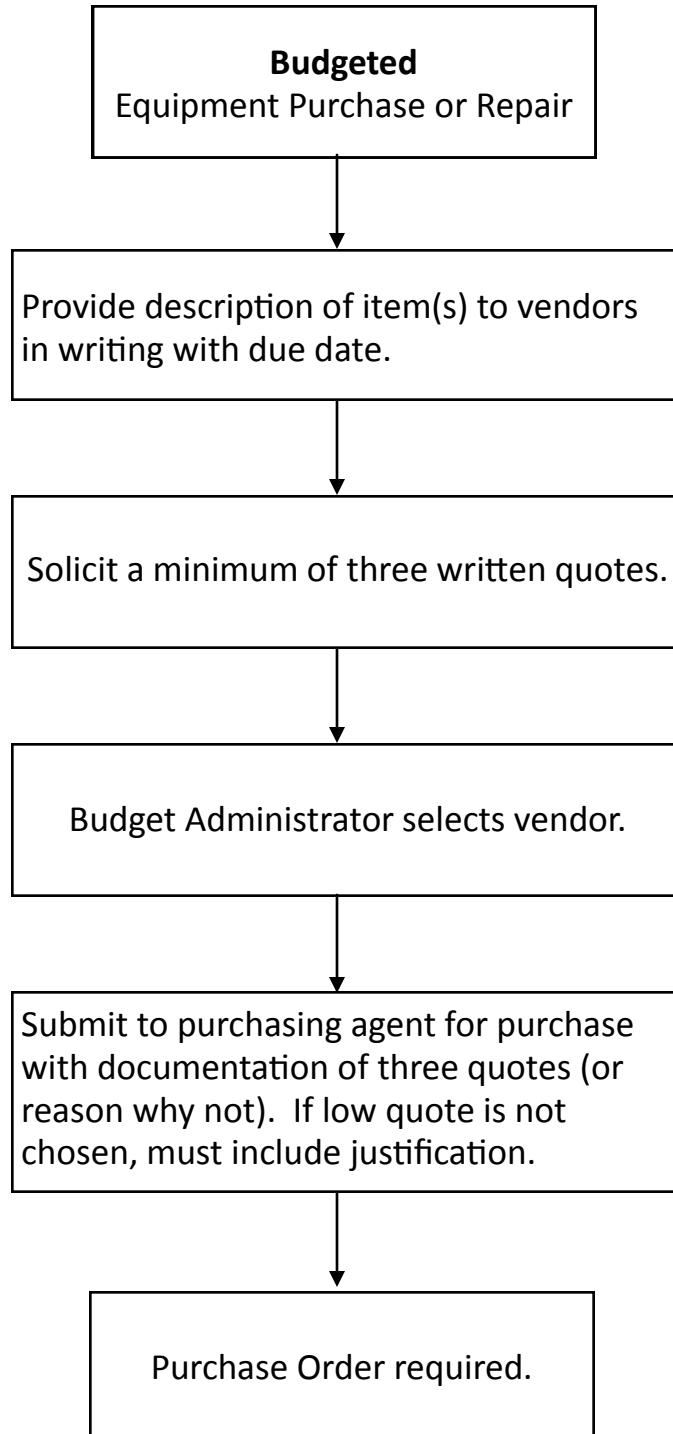




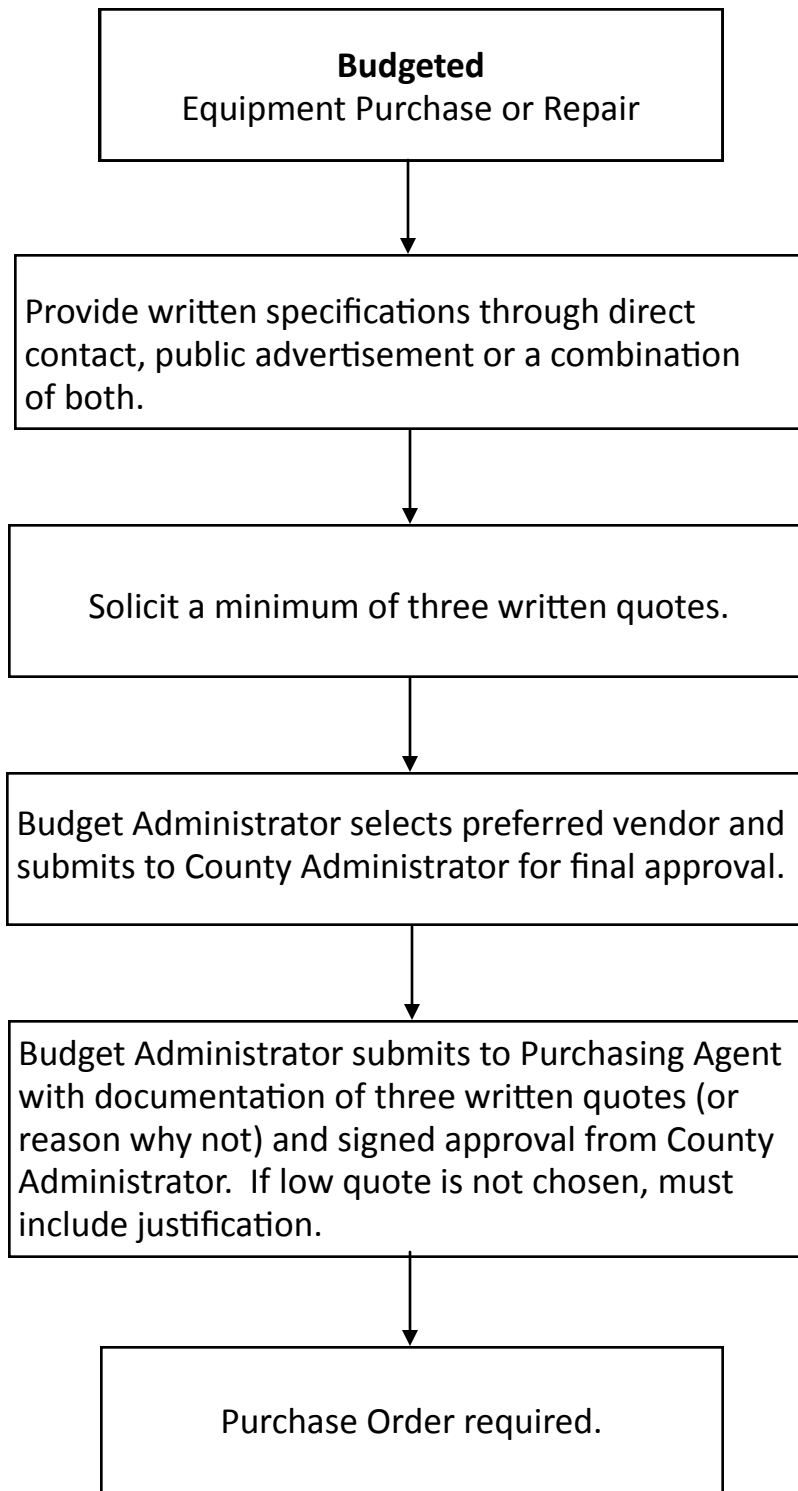
## Basic Purchase over \$250 to \$500



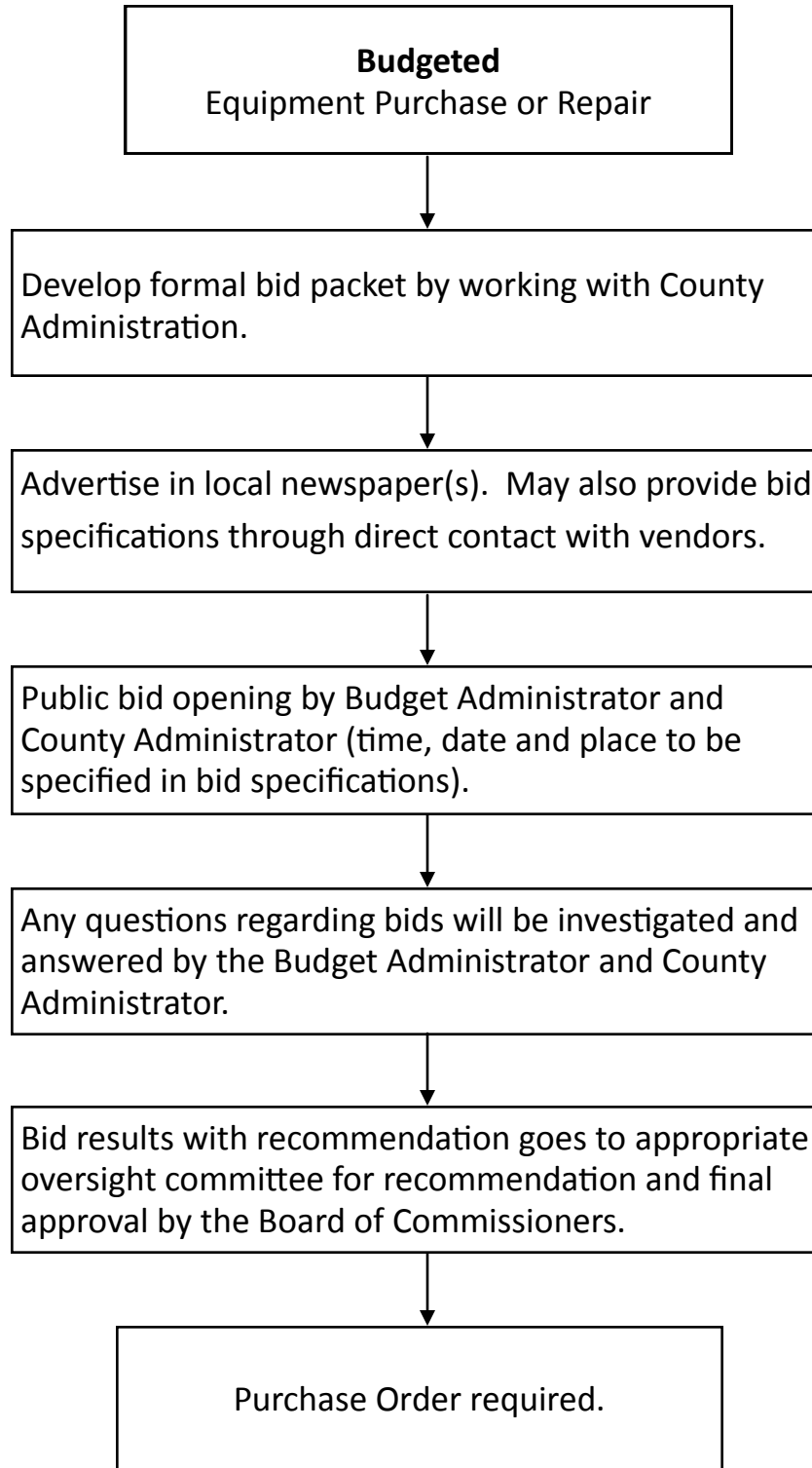
## Informal Bidding over \$500 to \$5,000



## Formal Bidding over \$5,000 to \$10,000



# Competitive Sealed Bid over \$10,000



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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

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

Invocation offered by Commissioner Ricksgers.

The Chairman requested Public Comment. There was none.

It was moved by VanAlstine, seconded by Heeres to approve the agenda with action on Board minutes to be addressed at the end of meeting. Motion carried – all present voting yes.

#### LIAISON REPORTS

Commissioner Bargy – Area Agency on Aging and NW MI Community Health Department

Commissioner VanAlstine – Grass River Natural Area

Commissioner LaVanway – Antrim County Road Commission

Commissioner Ricksgers – Antrim County Fair Board

Commissioner Marcus – Michigan Association of Counties

It was moved by Marcus, seconded by Ricksgers, to adopt the proposed Antrim County Board of Commissioner Procedures, as amended with revisions to the following sections:

Section 1: 1.2 - 7:00 PM Board meeting time to allow start time flexibility;

Section 4: 4.126 Chair appointments – subject to full Board approval;

Section 4: 4.71 Antrim County Road Commission – Liaison;

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

It was moved by Heeres, seconded by Helwig, to adopt the proposed Antrim County Per Diem Policy amendments with additional revision to Section 2: 2.23 one (1) hour gap between meetings and to rescind the Antrim County Per Diem Policy #2002-2 adopted on February 14, 2002. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**RESOLUTION #12-2019** by Terry VanAlstine, seconded by Dawn LaVanway

**ANTRIM COUNTY JOIN THE NORTHERN LAKES ECONOMIC ALLIANCE BROADBAND CONSORTIUM (NLEABC) 2019 Consortium Agreement**

**WHEREAS**, Antrim County supports the proliferation of High-Speed internet access throughout the County; and

**WHEREAS**, Antrim County supports and recognizes the role of High-Speed internet access (wired or wireless) in economic development throughout the County and the surrounding region; and

**WHEREAS**, Antrim County is a partner/member in the Northern Lakes Economic Alliance and recognizes an opportunity to proliferate High-Speed internet access for the purpose of economic development in the County and the surrounding region;

**NOW THEREFORE BE IT RESOLVED** that the Antrim County Board of Commissioners is in support of the NLEABC through the Northern Lakes Economic Alliance and approves the 2019 Northern Lakes Economic Alliance Broadband Consortium Agreement and By-Laws and Rules of Procedure and authorizes the Chair of the Board to execute the Agreement.

Yes – David Heeres, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – Karen Bargy, Christian Marcus;

Absent – None.

**RESOLUTION #12-2019 DECLARED ADOPTED.**

It was moved by Bargy, seconded by Marcus to authorize the purchase of Mobile Computer Terminals (MCTs) hardware and installation equipment for the local unit police departments and emergency medical service (EMS) in the amount of \$67,788.89 (\$60,268.89 for equipment, \$2,520.00 for antennas, and \$5,000.00 for labor) with funding source Fund E-911 #261, Capital Outlay #901, Equipment E-911 #980.348. (261-901-980.348). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Marcus to approve the Bellaire Chamber of Commerce's request for use of the Courthouse lawn during the annual Rubber Ducky Festival to take place August 17, 2019; that lawn sprinklers be turned off on August 16 and 17; that an extra trash container be placed in front of the Courthouse; and allow the use of an electrical outlet by "Great Lakes Bounce" Inflatable Company to plug in a "bouncer" (large inflatable toy that kids can enter and bounce around in ) subject to receipt of an appropriate certificate of insurance. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Marcus, to approve the Bellaire Chamber of Commerce's request that lawn sprinklers be turned off on September 27 and 28 and to use the Courthouse parking lot and grassy area west of the lot for kids' bouncers to be provided by "Great Lakes Bounce" Inflatable Company and New Hope Community Church and the parking lot adjacent to the Food Pantry during the annual Harvest Festival to take place September 28, 2019 subject to receipt of an appropriate certificate of insurance. Motion carried – all present voting yes.

**RESOLUTION #13-2019** By David Heeres, seconded by Terry VanAlstine

**Regarding Michigan Department of Natural Resources  
(DNR), Common Merganser Control Program (The Program)**

**WHEREAS**, the Antrim County Board of Commissioners has knowledge of swimmer's itch in the County's inland lakes; and

**WHEREAS**, The Common Merganser Control Program (the Program) has been shown to be an effective and environmentally conscious solution for the control of site specific swimmer's itch problems for our residents; and

**WHEREAS**, the lake association intend to apply for a permit for trapping and relocating the Common Merganser on Elk Lake and Lake Skegemog, and

**WHEREAS**, it is understood that, although it is very rare, some Common Merganser chicks may be accidentally killed by the activities of the Program which will be reported to the DNR; and

**WHEREAS**, lake associations desiring to implement The Program are required to obtain a DNR Permit annually, inform affected riparians of the planned activity and adhere to the requirements of their permit;

**NOW, THEREFORE LET IT BE RESOLVED** that the Antrim County Board of Commissioners, on behalf of all property owners in Antrim County on Elk Lake and Skegemog Lake, hereby formally requests the assistance of the DNR in the implementation of The Program for a six (6) year period from 2019 through 2025, provided that DNR permit requirements are adhered to, and with the understanding that there shall be no cost to the Antrim County government for these programs.

Yes- David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #13-2019 DECLARED ADOPTED.**

It was moved by Heeres, seconded by Helwig, to authorize the Board Chairman to execute a one (1) year agreement from 10/01/2018 through 9/30/2019 with the Michigan Department of Environmental Quality (MDEQ) and the United States Geological Survey (USGS) for a lake level gauge on the Upper Chain of Lakes (in Central Lake). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Leslie Meyers, Emergency Coordinator addressed the Board to update them on an incident causing an emergency evacuation and removal of pets from an apartment building in Mancelona due to flowing water. She also spoke of her GIS map request.

It was moved by Ricksgers, seconded by VanAlstine, to authorize the Local Emergency Planning Committee (LEPC) Chairman to execute the FY 2018-2019 Hazardous Materials Emergency Preparedness (HMEP) Grant Application and to submit to the Emergency Management and Homeland Security Division of the Michigan State Police. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Heeres, to authorize the Board Chairman to execute, on behalf of the Antrim County Commission on Aging, the FY 2019 Medicare Improvement for Patients and Providers Act (MAPPA), Adult Disabilities Resource Collaborative (ADRC), a Beneficiary Outreach and Assistance Services Sub-Contract Agreement with the Area Agency on Aging of Northwest Michigan (AAANM) and the Antrim County Commission on Aging. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Watrous, seconded by Bargy, to **POSTPONE** the request of the Commission on Aging Director to create an irregular part-time custodial/maintenance worker position in the Commission on Aging department due to additional research to be completed and submitted. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by VanAlstine, to amend the motion previously adopted on December 13, 2018 to now read, that the Board authorize the Board Chairman to sign an easement agreement with Consumers Energy to install electric lines for the Dam Beach and Fishing Park Restroom Facilities, contingent upon civil counsel's review. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Watrous, to authorize the Board Chairman to sign an easement agreement with Great Lakes Energy Cooperative to install electric lines at 327 South Intermediate Lake Road as revised by legal counsel. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – None.

It was moved by LaVanway, seconded by Heeres, to approve selling the countywide parcel layer for \$3,500.00, the countywide road centerlines for \$1,500.00, and the situs address points, railroad lines, water features, trails and areas and points of interest for an additional \$3,500.00 to Apple, Inc. subject to signature by company representatives on the data sharing agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Boettcher, to approve waiving the fee for the provision of the GIS parcel layer to The Watershed Center at no cost subject to signature by an authorized agency representative on the data sharing agreement. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.



It was moved by VanAlstine, seconded by Bargy, to approve acceptance of up to \$3,250.00 of grant funding for technology investment from the Michigan Veterans Affairs Agency and authorize the Board Chair to sign a letter of acceptance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to direct Deb Haydell, Finance Director to make a 2019 budget amendment to increase the General Fund, Veterans Affairs, equipment line item (101-682-980) in the amount not to exceed \$3,250.00 from the General Fund Revenue, reimbursement/miscellaneous (101-000-676) for the actual cost of the equipment invoice. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by VanAlstine, to approve the Appointment Process for Boards, Commissions and Committees in the Antrim County Policy, as amended with the added revision to item #4: The interest notifications will be provided to Board members at a meeting and action occur at the following Board meeting. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Marcus, to approve the Antrim County Construction Project Change Order Policy as amended with the added revision to address a third person identified as the Vice-Chairperson. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Watrous, to approve the Antrim County County-Owned Vehicle Policy as amended. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Helwig, to authorize the purchase of fiduciary liability insurance coverage through Travelers Casualty and Surety Company of America through Lighthouse Group to provide fiduciary insurance for the Finance Director with the first year cost of \$1,887.00. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to authorize the Board Chairman to sign a communication of indemnification addressed to Debra Haydell, Finance Director, in regards to her duties as an authorized official for financial reporting. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by Ricksgers, to authorize the Board Chairman to execute the Fiscal Year 2020 Contract Clauses Certification from the Michigan Department of Transportation for Antrim County Transportation. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**RESOLUTION #14-2019** By Terry VanAlstine, seconded by Christian Marcus

**FISCAL YEAR 2020 RESOLUTION OF INTENT**

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Antrim County Board of Commissioners, (hereby known as THE APPLICANT) established under Act 941-933 to provide a local transportation program for the state fiscal year of 2020 and, therefore, apply for state financial assistance under provisions of Act 51; and

**WHEREAS**, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

**WHEREAS**, the performance indicators have been reviewed and approved by the governing body.

**WHEREAS**, THE APPLICANT, has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$158,400, estimated state funds \$340,560, estimated local funds \$175,000, with total estimated expenses of \$880,000.

**NOW THEREFORE**, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

**HEREBY**, appoints Alan Meacham, ACT Executive Director as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2020.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #14 - 2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Watrous, that the Board approve a “Non-Commercial Sale” harvest of forest products from county-owned Grass River Natural Area to be negotiated by the County Forester in conjunction with the Administration Department, Antrim County Road Commission, and Grass River Natural Area, Inc. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by Ricksgers, seconded by Marcus, to authorize the Board Chairman to execute an airport land lease with Glenn A. Loy effective January 1, 2019 through December 31, 2039. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by VanAlstine, seconded by Ricksgers, that the Claims and Accounts in the amount totaling \$235,924.00 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood addressed the Board with his report:

- 2019-2024 Parks and Recreation Plan Update (Board sent to Planning Commission)
- Building Security Update and Status
- Department Heads New Process Guidance – Board structure
- Upcoming MAC Conference

Deb Haydell, Chief Administrative Officer presented finance reports:

- December 2018 General Fund Revenue and Expenditure Report
- Budget Amendments (Gosling Czubak/Special Olympics of MI/MCTs/Dispatch)
- 2018 Transfer Correction
- Resolution Amendment #25-2018
- Purchasing & Bid Policy Amendment

Commissioner Helwig left the meeting at 1:45 p.m.

It was moved by Bargo, seconded by VanAlstine, to authorize the Chief Administrative Officer to make a 2019 Budget Amendment to increase the budget for the General Fund, Capital Outlay, County Building, (101-901-980.265) for \$5,300.00 for the geotechnical services proposal with Gosling Czuback. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, Marcus; No – LaVanway; Absent – Helwig.

It was moved by Bargo, seconded by Marcus, to authorize the Chief Administration Officer to make a 2019 Budget Amendment to increase the budget for Fund #280, 2% Grand Traverse Tribe of Ottawa and Chippewa Indians, Revenue (#280-000-587.003) by \$5,400.00 and increase expenditure in Fund #280, Special Projects, Contractual, (280-895-802) for \$5,400.00 grant awarded to the Special Olympics of Michigan winter games. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargo, seconded by LaVanway, to authorize the Chief Administrative Officer to make a 2019 Budget Amendment to increase the budget for Fund #261, E-911 Operating, to increase the Expenditure, Capital Outlay, Equipment – Mobile Computer Terminals (MCT) project, (261-901-980.348) in the amount of \$316,563.79. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargo, seconded by VanAlstine, to authorize the Chief Administrative Officer to make a 2019 Budget Amendment to increase the budget for the Fund #262, E-911 Wireless, Capital Outlay, equipment (Dispatch Furniture, UPS, NG 911, and carpeting) project not completed in 2018, (262-901-980.348) in the amount of \$167,492.73. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Ricksgers, to authorize the Antrim County Treasurer to correct the transfer to the true costs, by posting the following Journal Entry for 2018:

101-000-699.516	Transfer in from General Fund	Debit	\$75,860.00
516-000-999.101	Transfer out from General Fund	Credit	\$75,860.00

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

It was moved by Ricksgers, seconded by Marcus, to approve the Antrim County Purchasing and Bid Policy as amended. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by LaVanway, to approve to amend the Antrim County Resolution #25-2018 Resolution to adopt the 2019 Antrim County Budget, General Appropriation Act and Millages to remove policy #8, of the policies for implementation of the 2019 General Fund budget. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**RESOLUTION #15-2019** By Christian Marcus, seconded by Dawn LaVanway

**RESOLUTION TO AMEND POLICIES FOR IMPLEMENTATION OF THE APPROVED 2019 GENERAL FUND BUDGET AS ADOPTED IN RESOLUTION #25-2018 ON OCTOBER 11, 2018**

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners adopt the following **policies for implementation of the 2019 General Fund budget:**

1. That any increase in Total Receipts or Total Expenditures shall be approved by action of the Board of Commissioners.
2. That any increase of the total budget of any General Fund Cost Center must be accompanied by a proposed budget amendment and must be approved by the Board of Commissioners.
3. That any position or supplement adopted for 2019 which is reimbursed by grants or other monies from an outside unit may be terminated if the grant and/or other reimbursements are discontinued.
4. That any Capital Outlay and Equipment purchases are consistent with the Antrim County Purchasing and Bid Policy.
5. Computers shall be grouped together, when possible, and purchased through a competitive quote process. Computers will be treated as a depreciating capital outlay through the fixed asset program.
6. That no appropriation be paid to a non-profit Organization not affiliated with Antrim County as a governmental entity until a contract between Antrim County and the non-profit organization in question is approved.

**RESOLUTION #15-2019 Continued.**

7. That the Chief Administrative Officer of the Budget is authorized to make transfers between line items (excluding salaries, wages, overtime, all fringe benefit line items, capital outlay, and specific appropriations) within the Cost Center provided sufficient data is provided by the Department Head definitely showing that the Cost Center's total budget will not at any time during the budget year be increased as a result of the transfer.
8. That any question concerning assignment of GL account to any purchase will be decided by the Chief Administrative Officer of the Budget.
9. That if the CIP has not been approved prior to the submission of departmental Budgets the department heads are authorized to include all requested in Capital Outlay.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

No - None;

Absent – Jason Helwig.

**RESOLUTION #15-2019 DECLARED ADOPTED.**

Chair Ed Boettcher addressed the Board to provide updates on the following:

- Agenda meeting
- Appointments to various boards and commissioners with vacant positions
- Negotiations remaining with one (1) Bargaining Unit - Command Bargaining Unit
- Will be on vacation and will miss the next two (2) Board meetings

It was moved by Heeres, seconded by VanAlstine to approve the **Second Closed Session** minutes of December 13, 2018 as corrected. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Heeres, to approve the minutes of January 10, 2019 as corrected. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Commissioner Bargy spoke of the recent extreme weather conditions of polar vortex hitting Michigan with strong gusts of wind and ice causing the Governor to close government offices and the Antrim County 911 posting that travel be for emergency only. She requested that the County Administrator review the Antrim County Inclement Weather Policy and the language in County Contracts and provide an estimate of cost to the Board for a County day of wages.

The Chairman requested Public Comment. Patty Niepoth spoke to the Board informing them that local stores have announced closure due to weather. Public comment closed.

The Chairman adjourned to the meeting at 2:49 p.m.

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Chairman, Ed Boettcher

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

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

Invocation offered by Commissioner Ricksgers.

The Chairman requested Public Comment. There was none.

It was moved by VanAlstine, seconded by Heeres to approve the agenda with action on Board minutes to be addressed at the end of meeting. Motion carried – all present voting yes.

#### LIAISON REPORTS

Commissioner Bargy – Area Agency on Aging and NW MI Community Health Department

Commissioner VanAlstine – Grass River Natural Area

Commissioner LaVanway – Antrim County Road Commission

Commissioner Ricksgers – Antrim County Fair Board

Commissioner Marcus – Michigan Association of Counties

It was moved by Marcus, seconded by Ricksgers, to adopt the proposed Antrim County Board of Commissioner Procedures, as amended with revisions to the following sections:

Section 1: 1.2 - 7:00 PM Board meeting time - retain language previously crossed out to allow start time flexibility if the Board chooses to do so;

Section 4: 4.126 Reorder the sentence to make clear that the Chair appointments are – subject to full Board approval;

Section 4: 4.127 Insert at the beginning of the first sentence language that indicates it is, consistent with State statute;

Section 4: 4.71 Antrim County Road Commission – Liaison, and add an asterisk next to Antrim County Fair Board Liaison and add an asterisk next to the Veteran's Affairs to indicate both are non-voting appointments.

Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None. **EXHIBIT "A"**

It was moved by Heeres, seconded by Helwig, to adopt the proposed Antrim County Per Diem Policy amendments with additional revision to Section 2: 2.23 one (1) hour gap between meetings and to rescind the Antrim County Per Diem Policy #2002-2 adopted on February 14, 2002. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None. **EXHIBIT "B"**

**RESOLUTION #12-2019** by Terry VanAlstine, seconded by Dawn LaVanway

**ANTRIM COUNTY JOIN THE NORTHERN LAKES ECONOMIC ALLIANCE BROADBAND CONSORTIUM (NLEABC) 2019 Consortium Agreement**

**WHEREAS**, Antrim County supports the proliferation of High-Speed internet access throughout the County; and

**WHEREAS**, Antrim County supports and recognizes the role of High-Speed internet access (wired or wireless) in economic development throughout the County and the surrounding region; and

**WHEREAS**, Antrim County is a partner/member in the Northern Lakes Economic Alliance and recognizes an opportunity to proliferate High-Speed internet access for the purpose of economic development in the County and the surrounding region;

**NOW THEREFORE BE IT RESOLVED** that the Antrim County Board of Commissioners is in support of the NLEABC through the Northern Lakes Economic Alliance and approves the 2019 Northern Lakes Economic Alliance Broadband Consortium Agreement and By-Laws and Rules of Procedure and authorizes the Chair of the Board to execute the Agreement.

Yes – David Heeres, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – Karen Bargy, Christian Marcus;

Absent – None.

**RESOLUTION #12-2019 DECLARED ADOPTED.**

It was moved by Bargy, seconded by Marcus to authorize the purchase of Mobile Computer Terminals (MCTs) hardware and installation equipment for the local unit police departments and emergency medical service (EMS) in the amount of \$67,788.89 (\$60,268.89 for equipment, \$2,520.00 for antennas, and \$5,000.00 for labor) with funding source Fund E-911 #261, Capital Outlay #901, Equipment E-911 #980.348. (261-901-980.348). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Marcus to approve the Bellaire Chamber of Commerce's request for use of the Courthouse lawn during the annual Rubber Ducky Festival to take place August 17, 2019; that lawn sprinklers be turned off on August 16 and 17; that an extra trash container be placed in front of the Courthouse; and allow the use of an electrical outlet by "Great Lakes Bounce" Inflatable Company to plug in a "bouncer" (large inflatable toy that kids can enter and bounce around in ) subject to receipt of an appropriate certificate of insurance. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Marcus, to approve the Bellaire Chamber of Commerce's request that lawn sprinklers be turned off on September 27 and 28 and to use the Courthouse parking lot and grassy area west of the lot for kids' bouncers to be provided by "Great Lakes Bounce" Inflatable Company and New Hope Community Church and the parking lot adjacent to the Food Pantry during the annual Harvest Festival to take place September 28, 2019 subject to receipt of an appropriate certificate of insurance. Motion carried – all present voting yes.



**RESOLUTION #13-2019** By David Heeres, seconded by Terry VanAlstine

**Regarding Michigan Department of Natural Resources  
(DNR), Common Merganser Control Program (The Program)**

**WHEREAS**, the Antrim County Board of Commissioners has knowledge of swimmer's itch in the County's inland lakes; and

**WHEREAS**, The Common Merganser Control Program (the Program) has been shown to be an effective and environmentally conscious solution for the control of site specific swimmer's itch problems for our residents; and

**WHEREAS**, the lake association intend to apply for a permit for trapping and relocating the Common Merganser on Elk Lake and Lake Skegemog, and

**WHEREAS**, it is understood that, although it is very rare, some Common Merganser chicks may be accidentally killed by the activities of the Program which will be reported to the DNR; and

**WHEREAS**, lake associations desiring to implement The Program are required to obtain a DNR Permit annually, inform affected riparians of the planned activity and adhere to the requirements of their permit;

**NOW, THEREFORE LET IT BE RESOLVED** that the Antrim County Board of Commissioners, on behalf of all property owners in Antrim County on Elk Lake and Skegemog Lake, hereby formally requests the assistance of the DNR in the implementation of The Program for a six (6) year period from 2019 through 2025, provided that DNR permit requirements are adhered to, and with the understanding that there shall be no cost to the Antrim County government for these programs.

Yes- David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #13-2019 DECLARED ADOPTED.**

It was moved by Heeres, seconded by Helwig, to authorize the Board Chairman to execute a one (1) year agreement from 10/01/2018 through 9/30/2019 with the Michigan Department of Environmental Quality (MDEQ) and the United States Geological Survey (USGS) for a lake level gauge on the Upper Chain of Lakes (in Central Lake). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Leslie Meyers, Emergency Coordinator addressed the Board to update them on an incident causing an emergency evacuation and removal of pets from an apartment building in Mancelona due to flowing water. She also spoke of her GIS map request.

It was moved by Ricksgers, seconded by VanAlstine, to authorize the Local Emergency Planning Committee (LEPC) Chairman to execute the FY 2018-2019 Hazardous Materials Emergency Preparedness (HMEP) Grant Application and to submit to the Emergency Management and Homeland Security Division of the Michigan State Police. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Heeres, to authorize the Board Chairman to execute, on behalf of the Antrim County Commission on Aging, the FY 2019 Medicare Improvement for Patients and Providers Act (MAPPA), Adult Disabilities Resource Collaborative (ADRC), a Beneficiary Outreach and Assistance Services Sub-Contract Agreement with the Area Agency on Aging of Northwest Michigan (AAANM) and the Antrim County Commission on Aging. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Watrous, seconded by Bargy, to **POSTPONE** the request of the Commission on Aging Director to create an irregular part-time custodial/maintenance worker position in the Commission on Aging department due to additional research to be completed and submitted. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by VanAlstine, to amend the motion previously adopted on December 13, 2018 to now read, that the Board authorize the Board Chairman to sign an easement agreement with Consumers Energy to install electric lines for the Dam Beach and Fishing Park Restroom Facilities. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Watrous, to authorize the Board Chairman to sign an easement agreement with Great Lakes Energy Cooperative to install electric lines at 327 South Intermediate Lake Road, **as revised by legal counsel**. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – None. **BOC - Amendment 2/21/2019**

It was moved by LaVanway, seconded by Heeres, to approve selling the countywide parcel layer for \$3,500.00, the countywide road centerlines for \$1,500.00, and the situs address points, railroad lines, water features, trails and areas and points of interest for an additional \$3,500.00 to Apple, Inc. subject to signature by company representatives on the data sharing agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Boettcher, to approve waiving the fee for the provision of the GIS parcel layer to The Watershed Center at no cost subject to signature by an authorized agency representative on the data sharing agreement. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

It was moved by VanAlstine, seconded by Bargo, to approve acceptance of up to \$3,250.00 of grant funding for technology investment from the Michigan Veterans Affairs Agency and authorize the Board Chair to sign a letter of acceptance. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargo, seconded by Ricksgers, to direct Deb Haydell, Finance Director to make a 2019 budget amendment to increase the General Fund, Veterans Affairs, equipment line item (101-682-980) in the amount not to exceed \$3,250.00 from the General Fund Revenue, reimbursement/miscellaneous (101-000-676) for the actual cost of the equipment invoice. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by VanAlstine, to approve the Appointment Process for Boards, Commissions and Committees in the Antrim County Policy, as amended with the added revisions to item #1: that the list of board, commissions and committees will be posted on the Antrim County Website and to item #4: The interest notifications will be provided to Board members two weeks prior to the Board meeting in which the appointments are scheduled to be made. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**EXHIBIT “C”**

It was moved by Heeres, seconded by Marcus, to approve the Antrim County Construction Project Change Order Policy as amended with the added revision to address the addition in #2. And #3, of a third person to be included in the decision making process, identified as the Vice-Chairperson. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**EXHIBIT “D”**

It was moved by VanAlstine, seconded by Watrous, to approve the Antrim County County-Owned Vehicle Policy as amended. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**EXHIBIT “E”**

It was moved by Bargo, seconded by Helwig, to authorize the purchase of fiduciary liability insurance coverage through Travelers Casualty and Surety Company of America through Lighthouse Group to provide fiduciary insurance for the Finance Director with the first year cost of \$1,887.00. Motion carried as follows: Yes – Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by Bargo, seconded by Ricksgers, to authorize the Board Chairman to sign a communication of indemnification addressed to Debra Haydell, Finance Director, in regards to her duties as an authorized official for financial reporting. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by Ricksgers, to authorize the Board Chairman to execute the Fiscal Year 2020 Contract Clauses Certification from the Michigan Department of Transportation for Antrim County Transportation. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**RESOLUTION #14-2019** By Terry VanAlstine, seconded by Christian Marcus

**FISCAL YEAR 2020 RESOLUTION OF INTENT**

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Antrim County Board of Commissioners, (hereby known as THE APPLICANT) established under Act 941-933 to provide a local transportation program for the state fiscal year of 2020 and, therefore, apply for state financial assistance under provisions of Act 51; and

**WHEREAS**, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

**WHEREAS**, the performance indicators have been reviewed and approved by the governing body.

**WHEREAS**, THE APPLICANT, has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$158,400, estimated state funds \$340,560, estimated local funds \$175,000, with total estimated expenses of \$880,000.

**NOW THEREFORE**, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

**HEREBY**, appoints Alan Meacham, ACT Executive Director as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2020.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #14 - 2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Watrous, that the Board approve a “Non-Commercial Sale” harvest of forest products from county-owned Grass River Natural Area to be negotiated by the County Forester in conjunction with the Administration Department, Antrim County Road Commission, and Grass River Natural Area, Inc. **and authorize the Chair to execute the agreement once negotiated.** Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None. **2/21/2019 BOC MOTION AMENDED**

It was moved by Ricksgers, seconded by Marcus, to authorize the Board Chairman to execute an airport land lease with Glenn A. Loy effective January 1, 2019 through December 31, 2039. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by VanAlstine, seconded by Ricksgers, that the Claims and Accounts in the amount totaling \$235,924.00 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood addressed the Board with his report:

- 2019-2024 Parks and Recreation Plan Update (Board sent to Planning Commission)
- Building Security Update and Status
- Department Heads New Process Guidance – Board structure
- Upcoming MAC Conference

Deb Haydell, Chief Administrative Officer presented finance reports:

- December 2018 General Fund Revenue and Expenditure Report
- 2018 Quarterly Amendment Report & Year End Budget Amendments
- Budget Amendments (Gosling Czubak/Special Olympics of MI/MCTs/Dispatch)
- 2018 Transfer Correction
- Resolution Amendment #25-2018
- Purchasing & Bid Policy Amendment
- Announced vacation planned from October 11 through 22 (2020 budget planning)

Commissioner Helwig left the meeting at 1:45 p.m.

It was moved by Bargy, seconded by VanAlstine, to authorize the Chief Administrative Officer of the Budget to make a 2019 Budget Amendment to increase the budget for the General Fund, Capital Outlay, County Building, (101-901-980.265) ~~for~~ **in the amount of** \$5,300.00 for the geotechnical services proposal with Gosling Czuback. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – **LaVanway**; Absent – Helwig. **BOC - CORRECTION 2/21/2019**

It was moved by Bargy, seconded by Marcus, to authorize the Chief Administration Officer of the Budget to make a 2019 Budget Amendment to increase the budget for Fund #280, 2% Grand Traverse Tribe of Ottawa and Chippewa Indians, Revenue (#280-000-587.003) ~~by~~ **in the amount of** \$5,400.00 and increase expenditure in Fund #280, Special Projects, Contractual, (280-895-802) ~~for~~ **in the amount of** \$5,400.00 grant awarded to the Special Olympics of Michigan winter games. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig. **BOC – Correction 2/21/2019**

It was moved by Bargy, seconded by LaVanway, to authorize the Chief Administrative Officer of the Budget to make a 2019 Budget Amendment to increase the budget for Fund #261, E-911 Operating, to increase the Expenditure, Capital Outlay, Equipment – Mobile Computer Terminals (MCT) project, (261-901-980.348) in the amount of \$316,563.79. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by VanAlstine, to authorize the Chief Administrative Officer of the Budget to make a 2019 Budget Amendment to increase the budget for the Fund #262, E-911 Wireless, Capital Outlay, equipment (Dispatch Furniture, UPS, NG 911, and carpeting) project not completed in 2018, (262-901-980.348) in the amount of \$167,492.73. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Ricksgers, to authorize the Antrim County Treasurer to correct the transfer to the true costs, by posting the following Journal Entry for 2018:

101-000-699.516	Transfer in from General Fund	Debit	\$75,860.00
516-000-999.101	Transfer out from General Fund	Credit	\$75,860.00

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

It was moved by Ricksgers, seconded by Marcus, to approve the Antrim County Purchasing and Bid Policy as amended. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig. **EXHIBIT “F”**

It was moved by Marcus, seconded by LaVanway, to approve to amend the Antrim County Resolution #25-2018 Resolution to adopt the 2019 Antrim County Budget, General Appropriation Act and Millages to remove policy #8, of the policies for implementation of the 2019 General Fund budget, and reorder the remaining policies accordingly. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**RESOLUTION #15-2019** By Christian Marcus, seconded by Dawn LaVanway

**RESOLUTION TO AMEND POLICIES FOR IMPLEMENTATION OF THE APPROVED 2019 GENERAL FUND BUDGET AS ADOPTED IN RESOLUTION #25-2018 ON OCTOBER 11, 2018**

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners adopt the following **policies for implementation of the 2019 General Fund budget:**

1. That any increase in Total Receipts or Total Expenditures shall be approved by action of the Board of Commissioners.
2. That any increase of the total budget of any General Fund Cost Center must be accompanied by a proposed budget amendment and must be approved by the Board of Commissioners.
3. That any position or supplement adopted for 2019 which is reimbursed by grants or other monies from an outside unit may be terminated if the grant and/or other reimbursements are discontinued.
4. That any Capital Outlay and Equipment purchases are consistent with the Antrim County Purchasing and Bid Policy.
5. Computers shall be grouped together, when possible, and purchased through a competitive quote process. Computers will be treated as a depreciating capital outlay through the fixed asset program.

**RESOLUTION #15-2019 Continued.**

6. That no appropriation be paid to a non-profit Organization not affiliated with Antrim County as a governmental entity until a contract between Antrim County and the non-profit organization in question is approved.
7. That the Chief Administrative Officer of the Budget is authorized to make transfers between line items (excluding salaries, wages, overtime, all fringe benefit line items, capital outlay, and specific appropriations) within the Cost Center provided sufficient data is provided by the Department Head definitely showing that the Cost Center's total budget will not at any time during the budget year be increased as a result of the transfer.
8. That any question concerning assignment of GL account to any purchase will be decided by the Chief Administrative Officer of the Budget.
9. That if the CIP has not been approved prior to the submission of departmental Budgets the department heads are authorized to include all requested in Capital Outlay.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

No - None;

Absent – Jason Helwig.

**RESOLUTION #15-2019 DECLARED ADOPTED.**

Chair Ed Boettcher addressed the Board to provide updates on the following:

- Agenda meeting
- Appointments to various boards and commissioners with vacant positions
- Negotiations remaining with one (1) Bargaining Unit - Command Bargaining Unit
- Will be on vacation and will miss the next two (2) Board meetings

It was moved by Heeres, seconded by VanAlstine to approve the **Second Closed Session** minutes of December 13, 2018 as corrected. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by ~~Bargy~~ **VanAlstine**, seconded by ~~Heeres~~, **LaVanway**, to approve the minutes of January 10, 2019 as corrected. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig. **BOC – CORRECTION 2/21/2019**

Commissioner Bargy spoke of the recent extreme weather conditions of polar vortex hitting Michigan with strong gusts of wind and ice causing the Governor to close government offices and the Antrim County 911 posting that travel be for emergency only. She requested that the County Administrator review the Antrim County Inclement Weather Policy and the language in County Contracts and provide an estimate of cost to the Board for a County day of wages.

The Chairman requested Public Comment. Patty Niepoth spoke to the Board informing them that local stores have announced closure due to weather. Public comment closed.

The Chairman adjourned to the meeting at 2:49 p.m.

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Chairman, Ed Boettcher

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County Clerk, Sheryl Guy



The meeting was called to order by the Vice-Chair at 7:02 p.m.

Members present: David Heeres, Joshua Watrous, Karen Bargy, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: Ed Boettcher.

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

The Vice-Chair requested Public comment. Ed Niepoth, Supervisor, Kearney Township, addressed the Board on the Townships position of the Tax Tribunal case involving airplane hangars on leased land. Sheriff Bean introduced Deputy Skyler Skrobecki, and K-9 Officer Bricko. Public comment closed.

It was moved by Ricksgers, seconded by VanAlstine, to approve the agenda with an addition to the Finance Director Report to address a Budget Amendment for Fund #260 Indigent Defense Commission. Motion carried - all present voting yes.

It was moved by Marcus, seconded by Heeres, to approve the minutes of February 7, 2019 as corrected. Motion carried – all present voting yes.

#### **LIAISON REPORTS**

Commissioner LaVanway – Northern Lakes Economic Alliance (NLEA)  
Antrim County Road Commission

Commissioner Heeres – Economic Development Corporation/BRA Board

Mike Meriwether, County Forester presented an overview of The Grass River Natural Area negotiated timber sale.

It was moved by VanAlstine, seconded by Helwig, to approve the creation of an irregular part-time custodial/maintenance worker in the Commission on Aging department at the following wages scale:

Start @ \$14.62 6 Month @ \$15.19 1year @ \$15.80 2 Years @ \$16.37 and 3 Years @ \$16.95

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

It was moved by LaVanway, seconded by Ricksgers, to approve the proposed amendment that would add a subsection to Section 3 Procedures of the Antrim County Purchasing and Bid Policy entitled, Emergency Spending Due to a Disaster or Emergency. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

Vice-Chair announced that committee appointments **POSTPONED** to the March 7, 2019 Board meeting.

It was moved by LaVanway, seconded by VanAlstine, that the Claims and Accounts in the amount totaling \$48,381.92 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by LaVanway, seconded by Watrous, to authorize the Vice Chair of the Board of Commissioners to execute the Verizon Letter of Authorization free Enterprise Messaging Service for public safety. Motion carried as follows: Yes – Heeres, Watrous, Bargo, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by Heeres, seconded by Ricksgers, to approve the “transfer out” of \$4,285.15 from the 2019 General Fund Dept. #967, the “transfer in” to Energy Saving Fund #242 Revenue, and budget amendments for the General Fund Dept. #967 expenditure and Fund #242 revenue. Motion carried as follows: Yes – Heeres, Watrous, Bargo, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by Marcus, seconded by Ricksgers, to authorize the Board Vice-Chairperson to execute an Agreement with East Bay Medical for services related to the Antrim County Drug and Alcohol Testing Program and Pre-employment Physical Exams. Motion carried as follows: Yes – Heeres, Watrous, Bargo, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by VanAlstine, seconded by Ricksgers, to change the Friday, July 5, 2019 at 9:00 a.m. Board of Commissioners regular meeting to Wednesday, July 3, 2019 at 9:00 a.m. Motion carried as follows: Yes – Heeres, Watrous, Bargo, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by LaVanway, seconded by VanAlstine, to approve the purchase of four (4) new 911 desk stations from Office Anything at a cost of \$5,400.00, the cabling and mounting of monitors at a cost of \$6,420.00, electronic work by Arndt Electric at a cost of \$3,805.00, and \$1,130.00 for drywall, paint and ceiling tile replacement for a total cost of \$16,955.00 as budgeted. Motion carried as follows: Yes – Heeres, Watrous, Bargo, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by LaVanway, seconded by Marcus, to allow Art Rapids! to schedule the following 2019 events at the Elk Rapids Day Park:

- Art Camp, July 22-26 from 9:00 a.m. to 4:30 p.m.
- Concert Date, July 18

Motion carried as follows: Yes – Heeres, Watrous, Bargo, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by Heeres, seconded by Watrous, to approve the purchase of a large format multi-function printer (printer, plotter, scanner) for the Building Department at a cost of \$7,877.00 from Applied Images and to direct Deb Haydell, Finance Director/Chief Administrative Officer of the Budget to make a 2019 budget amendment to increase the Construction Code Enforcement Fund #249, expenditure capital outlay (#249-901-980.000) for \$7,877.00 with funding to come from Fund #249 fund balance.

Discussion followed.

**No Vote.**

It was moved by VanAlstine, seconded by Marcus to **POSTPONE** the approval to purchase a large format multi-function printer (printer, plotter, scanner) for the Building Department at a cost of \$7,877.00 from Applied Images and to direct Deb Haydell, Finance Director/Chief Administrative Officer of the Budget to make a 2019 budget amendment to increase the Construction Code Enforcement Fund #249, expenditure capital outlay (#249-901-980.000) for \$7,877.00 with funding to come from Fund #249 fund balance to the March 7, 2019 meeting of the Board to allow additional information to be provided to the Board. Motion as follows: Yes – Watrous, VanAlstine, LaVanway, Helwig, Marcus; No – Heeres, Bargy, Ricksgers; Absent – Boettcher.

County Administrator, Peter Garwood written report:

- Monthly Report – Discussion followed.
- Bellaire Dam Inspection Report – Informational
- Inclement Weather Policy - Informational

Human Resources, Stephanie Murray presented report:

- New hire Antrim County Airport and Airport Mediation scheduled February 27
- County positions open - 5
- Personnel Handbook - status
- HB No. 1175 “paid medical leave act”
- Performance Evaluations – status

Chief Administrative Officer, Deb Haydell presented finance reports:

- Budget Amendments – Secondary Roads/Probate Court: Wages/Operator of Dams/Byce & Associates/Disaster Contingency Fund - Emergency Services #258/Airport Fund #581/Fund #260 Indigent Defense Commission Fund
- Cost analysis provided to County Administration - Inclement Weather

Monthly Reports Submitted: Informational

- Antrim County Emergency Services
- Antrim County Building Department
- Antrim County Conservation District: Forester and Forestry/Soil Erosion
- Antrim County Sheriff: Animal Control and E-911 Township Statistics

It was moved by Heeres, seconded by Marcus, to authorize Deb Haydell, the Finance Director/Chief Administrative Officer to make a 2019 budget amendment to increase the General Fund Reserve Secondary Roads (101-000-545.020), in the amount of \$9,300.00 for a total annual reserve amount of \$44,175.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by VanAlstine, seconded by Helwig, to authorize Deb Haydell, the Finance Director/Chief Administrative Officer to make a 2019 budget amendment to increase General Fund expenditures, Secondary Roads, equipment (101-334-980.000) in the amount of \$2,500.00 and Overtime and Holiday line item #709 (101-334-709) in the amount of \$6,800.00 not to exceed \$9,962.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by VanAlstine, seconded by Ricksgers, to authorize Deb Haydell, the Finance Director/Chief Administrative Officer to make a 2019 budget amendment to increase the General Fund, expenditure, Probate Court, Employee Annuity Benefit (101-148-714.000) in the amount of \$3,963.76 and decrease the General Fund expenditure, Family Division Circuit Court, Employee Annuity Benefit (101-132-714.000) in the amount of \$3,963.76. Motion carried as follows: Yes – Heeres, Watrous, Bary, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by Helwig, seconded by Ricksgers, to authorize Deb Haydell, the Finance Director/Chief Administrative Officer to make a 2019 budget amendment transfer to increase the General Fund Revenue (101-000-699.142), in the amount of \$700.00 from the DAMS Reserve Fund #142, and transfer out to the General Fund (142-966-956.101) in the amount of \$700.00. Then a budget amendment to increase the expenditure account General Fund, Dams and Dams Operator, Contractual Service (101-442-802), in the amount of \$700.00. Motion carried as follows: Yes – Heeres, Watrous, Bary, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by Marcus, seconded by Heeres, to authorize Deb Haydell, Finance Director/Chief Administrative Officer to make a 2019 budget amendment to increase General Fund, Capital Outlay, County Building (101-901-980.265) in the amount of \$4,000.00 for Byce and Associates for the proposal of Village and Community Group Option WW, which will be the County Option I. Motion carried as follows: Yes – Heeres, Watrous, Bary, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by VanAlstine, seconded by Helwig, to authorize Deb Haydell, Finance Director/Chief Administrative Officer to make a 2019 budget amendment to increase Fund #258, Emergency Services, Contractual Services (#258-426-802), in the amount of \$245.00 and that the Revenue Budget be increased in the amount of \$245.00 for Fund #258, Revenue, charge of services (#258-000-616), and the Emergency Services Director having authorized an invoice to the apartment owners, KMG Prestige for this expenditure. Motion carried as follows: Yes – Heeres, Watrous, Bary, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by VanAlstine, seconded by Ricksgers, to authorize Deb Haydell, Finance Director/Chief Administrative Officer to make a 2019 budget amendment to increase Fund #581, the Antrim County Airport Enterprise Fund, Contractual Services (#581-295-802) in the amount of \$4,640.00 and decrease the line items of Deputy II (#581-295-704.000) in the amount of \$2,983.00, Other Wages in the amount of \$1,327.00 (581-295-707), and FICA in the amount of \$330.00 (#581-295-715.000). Motion carried as follows: Yes – Heeres, Watrous, Bary, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by VanAlstine, seconded by Marcus, to authorize Deb Haydell, Finance Director/Chief Administrative Officer to make a 2019 budget amendment, to increase Fund #260 Michigan Indigent Defense Commission, expenditure, transfer out (260-967-999.101) in the amount of \$14,539.40 and increase the General Fund, Revenue, transfer in (101-000-699.260) in the amount of \$14,539.40. Motion carried as follows: Yes – Heeres, Watrous, Bary, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by Helwig, seconded by Heeres, to authorize Deb Haydell, Finance Director/Chief Administrative Office to make a 2019 budget amendment to increase Fund #260, Indigent Defense Commission, Revenue (#260-000-539.000) in the amount of \$153,569.00 and increase Revenue Fund #260, (#260-000-699.161) in the amount of \$73,431.00 and increase Fund #161, Grant Match Reserve, Appropriation (#161-966-956.260) in the amount of \$73,431.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

It was moved by VanAlstine, seconded by Helwig, to authorize Deb Haydell, Finance Director/Chief Administrative Officer to make a 2019 budget amendment to increase Fund #260, Indigent Defense Commission, Circuit Court, Contractual Services (#260-131-802) in the amount of \$116,000.00 and Fund #260, District Court, Contractual Services (#260-136-802.000) in the amount of \$116,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher.

The Vice-Chair offered report for Chairman:

- Continue negotiating with the Sheriff Command Unit
- Upcoming Airport mediation
- Stipend comparison per 2018 request of the Sheriff
- Personnel Handbook – Human Resources Director working on timeline
- Reminder – Next meeting Appointments of members to the following: Antrim County Housing Committee, Veterans Affairs Board, Capital Improvement Planning Committee, Antrim Creek Natural Area Commission, Area Agency on Aging of Northwest Michigan Board of Directors

#### **MOTION AMENDMENT:**

**It was moved by VanAlstine, seconded by Watrous, to AMEND the motion approved at the meeting of the Board of Commissioners at the February 7, 2019 as follows:**

It was moved by VanAlstine, seconded by Watrous, that the Board approve a “Non-Commercial Sale” harvest of forest products from county-owned Grass River Natural Area to be negotiated by the County Forester in conjunction with the Administration Department, Antrim County Road Commission, and Grass River Natural Area, Inc. **and authorize the Chair to execute the agreement once negotiated.** Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

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

Deputy County Administrator, Mathew Cooke reported that the Antrim County Website is currently being up-dated.

The Vice-Chair requested Public Comment. David Schulz addressed the Board regarding Employee Evaluations and offered suggestions in the search to replace the position of Deputy County Administrator. Public Comment closed at 8:54 p.m.

The meeting adjourned at 8:55 p.m.

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Vice-Chairperson, Karen Bargy

---

County Clerk, Sheryl Guy

# Boardworks 2.0

## Current and Future Funding for CMHSP's and PIHP's

1

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### CMHSP's Why us?



- There are 46 CMHSP's serving Michigan's 83 counties
- Michigan constitution requires Legislature to pass laws for protection and promotion of public health.
- Constitution also requires that institutions, programs and services for the care, treatment, education of the physically, mentally or otherwise seriously disabled be fostered and supported.

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## MHC – requirements of CMHSPs

- Provide comprehensive array of services appropriate for individuals regardless of ability to pay
- Provide services to individuals who have a serious mental illness, serious emotional disturbance or intellectual disability.



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## Federal Government Involvement

- Federal government is responsible for Medicaid.
- State and federal government cost share for valid expenditures
- States often use waivers as a vehicle of service delivery. E.g. 1915, 1115 – Waivers waive a sections of Social Security Act.



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## Waivers - continued



- Since 1998 we have operated under several waivers, including a 1915(b), 1915(i) and 1915 (c) waiver – the C waiver is for habilitation supports, Children's Waiver and SED Waiver.
- There have been several changes to the Waiver, including the development of the PIHP systems, and changes to funding methodologies.

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## Waiver's – why change?

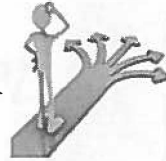


- Michigan struggled to meet the cost effectiveness requirements of the 1915(b) waiver services.
- Alternative services are very popular, and grew at a faster rate than state plan services.
- Children's Waiver and SED waiver are fee for service – will change when new waiver is approved

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## 1115 – Pathway to Integration



- A proposal was submitted to the federal government proposing to roll all existing waivers as well as Substance Use Disorder funding into one 1115 waiver.
- The State has been notified that this waiver will not be approved as written.
- Requiring a new waiver be submitted

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## What will the new waiver look like?

- CMS is requesting a 1115/1915i waiver, along with amendments required by the 298 demonstration project.
- There are a few benefit changes that will be implemented with the new waiver, such as independent facilitation and overnight health and safety support.
- SED waiver will also move to State wide implementation.

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## New waiver – what we expect....

- The continuation of the 3 “C” waivers will continue.
- The 1915(b) waiver will move to a 1915(i) waiver.
- Some b-3 services will move to state plan, and some will move to the 1915(i)
- “B-3” services are alternatives to State plan services
- Will start October 1, 2019 if approved

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## What is a 1915(i) waiver?

- 1915(i) waiver permits a state to furnish home and community based services without regard to whether a person requires an institutional level of care.
- States can limit services to a specific population
- States can change Medicaid eligibility guidelines for the waiver.
- The State has to point to an 1115 waiver to allow for managed care.

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## What are B services anyway?

- There are three categories of services

- State Plan

- B

- C waiver

They represent how a service gets authorized by Medicaid, and can control what funds can be used to pay for it.



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## State plan services

- All States file a plan with CMS as to what benefits are included in their State's Medicaid benefit. This will vary from State to State. These services are an entitlement and known as B services. Amending the plan is not easy.
- States can offer "alternatives to State Plan" without having to amend the plan. These are called B-3 services.
- Services that are for habilitation supports, autism, etc are "C" waiver services



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## Examples of B and B-3 services.....

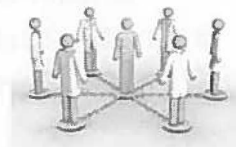
B- services (State plan)	B-3 Alternative Services
Inpatient Hospitalization, AIS-MR	Community Living Supports
Case Management, ACT, Home Based Services	Supports Coordination, Peer supports, Respite
Autism Services	Supported Employment
Psychiatric Services	Skill Building
Therapy	Drop in center
Clubhouse	Fiscal Intermediary

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## Section 298 – What is it????

- Many times we will refer to initiatives and requirements by a 3 digit number.
- This number represents the section of the Michigan DHHS Appropriation Act.
- Section 298 of the 2019 Appropriation Act is about CMHSP's forming partnerships with Health Plans to provide coordinated care services.
- Intent is to test how to better integrate physical and behavioral to improve outcomes
- Can't trump State law



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## Section 298 -



- Began in 2016 with Governor's proposed budget
- Led to formation of a 298 Workgroup that included MDHHS, consumers, advocates, CMHSP, PIHP's and Health Plans (that took input from 1,100 stakeholders through focus groups, and is known as "Affinity Group")
- Group developed a list of recommendations to MDHHS and the Governor's office
- Final report was submitted in March, 2017
- Included recommendations on policy recommendations, financing and benchmarks

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## Section 298 -



- Legislature approved a revised version of Section 298 in 2018.
- This version requires:
  - MDHHS develop up to three pilots (in which the Medicaid behavioral health and IDD funds will go to the private health plans and then to the CMHSP) and one demonstration model to test the integration of physical and behavioral health
  - Must also have a project facilitator and an evaluation by a State research facility
- At least 2 years in length
- Cost savings are reinvested in behavioral health

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## Section 298 -



- Four CMHSP's, forming three regions have been awarded 298 pilot project status – they are Genesee, Saginaw and Muskegon/West Michigan.
- Network 180 will be the demonstration project site.
- Will require agreements with health plans to coordinate care, and possibly payment structures.
- It is not possible to implement Section 298 under the current 1915 waiver.
- The State must wait for approval of the new waiver, and is currently seeking concurrent approval to allow for 298 pilot and demonstration projects.

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## Section 298 – Issues -



- The 298 pilots are working hard to implement this with an estimated starting date of October 1, 2019
- Requires contracts with all of the health plans in a County.
- The 4 CMH's will leave their current affiliations/PIHP's
- This also requires some negotiations as they have to be able to return at the end of the pilot period.
- About 25% of Medicaid recipients do not have care managed by the Health Plans. (fee for service)
  - These people account for about 40 percent of the spending (mostly dual eligible)

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So.....how does a CMH  
get their money????????



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## Michigan Medicaid



- Open-ended entitlement for enrolled beneficiaries
- Includes federal and state contributions
- Risk-based contract with PIHP's
- CMHSP's involved in multi-CMHSP affiliations receive their Medicaid through their PIHP, which is now also called a Regional Entity
- PIHPs are paid per eligible per month (PEPM)
- Rates for traditional will vary by person dependent on why they have Medicaid (TANF vs. DAB), age, etc.
- Healthy Michigan pays a flat rate per eligible

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## Medicaid – v2018



- Changed on January 1, 2014 from 18 regions to 10 regions.
- State changed requirements for governance for those not a stand alone region
- Must have participatory governance
- CMHSP's have cost settled contracts – PIHP's must cover costs if funds are available.

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## Affordable Care Act



- ACA was fully implemented January 1, 2014.
- Michigan did opt into Medicaid coverage for up to 138% of poverty, effective April 1, 2014. It is called Healthy Michigan.
- Healthy Michigan Medicaid was 100% federally funded through 2017. Now the State of Michigan pays about 5% of costs

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## Medicaid funding rules - examples

- Procurement laws
- No payments directly to beneficiaries
- Medicaid does not pay for room and board (substance use disorder residential excluded).
- Medicaid does not pay for food for consumers in residential
- Medicaid does not pay for Alcohol (under any circumstances)
- Medicaid does not pay for services to incarcerated individuals
- Medicaid does not pay for services without a valid contract
- Medicaid does not pay for extravagant or unnecessary services
- Medicaid does not pay for services that are not medically necessary
- Medicaid does not pay retirement contributions in excess of the actuarially required distribution – can not “throw extra money” at unfunded retirement

23

## Medicaid – continued

- Medicaid does not pay for services not properly documented
- Medicaid does not pay for rent in excess of fair market value or cost (depending on circumstances)
- Medicaid does not pay for car repairs for consumers
- Medicaid does not pay for transportation that is the requirement of another agency, or not related to programs
- Medicaid does not pay for long term housing costs for consumers
- Medicaid does not buy people cars, housing, or businesses
- Medicaid does not pay for services that are the responsibility of another party

24

## Medicaid does cover.....

- IS – the payor of last resort
- Will – cover medically necessary services that are the responsibility of the CMHSP/PIHP under the Medicaid manual/contract
- IS a prudent purchaser of services
- Does support services provided in accordance with the Plan of Services, and authorized by the CMHSP/PIHP.
- Is an entitlement
- Does not allow for a wait list/non-provision of medically necessary services

25

## If not allowable by Medicaid, then what?

- Some expenses may be covered by General Funds (excess room and board costs, spend-downs, etc.)
- Some expenses are not allowable by either (excessive costs, alcohol, etc.)
- For GF, it is called an “unmatchable” expense – can not use general funds to cover it.
- Then must use local funds to cover – must receive “fair consideration” for local expenditures – can not give “something for nothing”. Thus, we can not make donations, etc. to causes, fund raising, etc. with any funding source – simply not allowable.



26

## Autism



- Benefit added by legislature
- Started April 1, 2013
- Expanded to under age 21 as of 1/1/16
- Autism is now in the monthly capitation payment.
- Autism is costing more than the State anticipated, and they are looking at ways to curb those costs, including fee screens and second opinions.

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## Autism



- Due to many issues, including supply and demand, costs for Autism are higher than other similar services
- Autism services are required for all insurances, including private – not just Medicaid
- It is difficult to find qualified staff to provide autism services.

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## Children's Waiver



- Closed end entitlement – limited slots available – that will likely continue
- Children are enrolled in the waiver until the age of 18
- Children's Waiver is currently "fee-for-service" benefit – will become capitated
- Serves medically fragile or behaviorally challenged children with high needs

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- Most kids do not have Medicaid other than for this waiver. They have private insurance.
- State determines who gets the available slots based on a needs based system
- Slot based system will continue.
- Payments will become actuarially based when waiver is implemented

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## SED Waiver



- Fee for Service program – (currently)
- DHHS is providing this match to draw down federal funds
- Targets children served in multiple systems (court, DHHS, CMH, etc.)
- Currently 33 counties participate. Will become part of waiver for all CMHSP's.
- If a family isn't eligible for Medicaid, the SED waiver will make the child eligible.

31

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## Earned contracts



- Usually a contract with another CMHSP, (COFR), local court, DHHS etc. or a grant for Mental Health type services e.g . Court services, County contracts etc.
- CMHSP is generally required to charge its full costs, including administration. (Can't subsidize, if it isn't a mental health benefit.)

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## Block grants



- MDHHS awards Mental Health block grants
- Federally funded – no match required
- Generally PIHP's apply for block grants
- Categorical funds- not an entitlement, and non-risk based
- Funding amount fixed annually, but may be changed with legislative or administrative actions

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## Local funds –



- Local funds are those funds which we use to match the State expenditures
- Local contribution is required for general fund net matchable expenditures (10% per MHC)
- Also required for State inpatient match
- Required for local match draw down
- Limited sources of local – County contribution, interest, some client fees and donations
- Excess local = Total local revenues less amount required for match

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## Local funds - continued

- Excess local funds are placed into a CMH fund balance as part of the unrestricted fund balance – no restrictions on its use. It is the only source of funds for a fund balance
- Fund balance can have restricted, reserved and unrestricted funds in it
- Local funds cover general fund overruns
- If you have a negative fund balance then you must complete a treasury plan of correction.



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## State General Fund



- Formula Funding share of state appropriated funds.
- General funds serve the “priority population”, which includes people Severe Mental Illness, Children with SED and persons with IDD who meet State determined service criteria but do not have Medicaid
- Mental Health code requires that GF funds serve the priority population, priority needs and core CMH functions (recipient rights, 24 hour emergency services, etc.)
- There is currently \$126 million in GF appropriation for operations

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## General funds also cover...

- Prevention programs
- Community benefit programs e.g. Jail diversion and jail services, education/school programs, Multi-purpose collaborative body, etc.
- Psychiatric inpatient for non-Medicaid consumers is the responsibility of the CMHSP
- Spend down expense
- MARA workers (DHHS employees)



37

37

## General funds



- You can use GF for other programs after you have met your Mental Health Code obligations
- GF funds are annually fixed but may be reduced or increased by the state
- In 2018, MDHHS issued a new funding formula plan to have funding be more equitable.
- Started October 1, 2019. Legislature allocated funds to cover those who we scheduled to decrease funding.

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## What is a spend down anyway?

- Also known as a deductible
- If a person has too much income to qualify for Medicaid, they may be put on a “spend down”, which allows them to get Medicaid if they spend a certain portion of their income on qualified Medical expenses



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## Spend down – how is it calculated?



- Varies by geographic location
- There is a PIL, or protected income level
- Can be as low as \$341 a month.
- E.g. If income is = \$1,000, the spend-down is difference, or \$659 per month.
- Person is left with \$341 to live on

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## Spend down

**MEDICARE HEALTH INSURANCE**  
1-800-MEDICARE (1-800-633-4227)

NAME OF BENEFICIARY  
**JOHN DOE**  
MEDICARE CLAIM NUMBER  
**000-00-0000-A** SEX **MALE**

IS ENTITLED TO EFFECTIVE DATE  
**HOSPITAL (PART A) 01-01-2007**  
**MEDICAL (PART B) 01-01-2007**

SIGN \_\_\_\_\_  
HERE \_\_\_\_\_

- Generally people with a spend down will have Medicare or other insurance
- Other spend downs without an additional insurance generally qualified for Healthy Michigan
- They are what we call “dual eligibles”

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## Spend down

**MEDICARE HEALTH INSURANCE**  
1-800-MEDICARE (1-800-633-4227)

NAME OF BENEFICIARY  
**JOHN DOE**  
MEDICARE CLAIM NUMBER  
**000-00-0000-A** SEX **MALE**

IS ENTITLED TO EFFECTIVE DATE  
**HOSPITAL (PART A) 01-01-2007**  
**MEDICAL (PART B) 01-01-2007**

SIGN \_\_\_\_\_  
HERE \_\_\_\_\_

- Persons with a spend down do not have disposable income to pay medical expenses.
- CMH services count towards meeting the spend down (every month)
- When we calculate that persons ability to pay per MHC, it is generally zero
- We pay spend down expenses with GF

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## Spend down

- Not everyone meets their spend downs every month. With high spend downs, it requires a lot of services to meet it.
- If you don't meet spend down, then all services are GF – they are considered indigent



43

43

## Spend down

- Uses a whole lot of GF (estimated 16.7 million out of 126 million total) to assist someone in meeting Medicaid eligibility
- For many this is seen as an ineffective use of general funds
- There is a great variation in serving spend downs due to lack of general fund for many CMHSP's.



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## State Hospitalizations



- As of October 1, 2015, CMSHP's are no longer fully financially responsible for persons admitted to a State Facility.
- This is primarily due to the large reduction of general funds in 2014, and the lack of funds to pay for additional admissions to State Facilities.
- CMHSP's are still responsible for the local share of costs.
- CMHSP's are also responsible for admissions and discharge planning.

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## *DUAL ELIGIBLES*

WHAT ARE THEY AND  
HOW DO THEY  
AFFECT US??????



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## Dual eligibles – who are they?

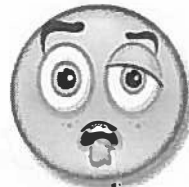
- Dual eligibles are individuals who qualify for both Medicaid and Medicare – also known as “duals”.
- Significant numbers of CMH consumers are “duals” (approximately 25%)
- 55% of Medicaid consumers under age 65 also have Medicare



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## Dual eligibles



- In general, Medicare covers acute care services
- Medicaid covers Medicare premiums and long term care
- Tend to be poor and have lower health status than other beneficiaries
- Duals are estimated to be 42% of Medicare expenses and 25% of Medicaid

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## Dual eligibles



- Medicare costs are covered by federal government
- State pays their share (varies) of Medicaid costs
- State largely spends its Medicaid money on long term care (nursing homes), behavioral health, and Medicare cost sharing (Medicaid covers Medicare premiums and copays)

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## Dual eligibles

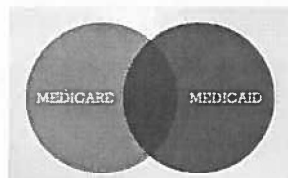


- Problem of coordinating benefits
- Medicare is the primary insurer – Medicaid is secondary
- Medicare and Medicaid have separate payment systems that lead to numerous perverse incentives
- Current system does not coordinate care

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## Dual eligibles



- It is estimated that duals are, on average, 45% of CMH Medicaid revenues, and 85% of HSW revenues
- People get “dual eligible” based upon disability (those with SSDI), and/or age
- There are approximately 221,000 dual eligible in Michigan

51

51

## Duals – why care now?????

- Controlling Medicare & Medicaid cost is critical in controlling future health care costs
- If dual costs can come under control, it is easier to solve other problems and issues
- The “dual issue” is somewhat separate from the Affordable Care Act, although related as service delivery systems are set up

52

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## Dual Eligibles



- Spending for duals was \$360 billion - \$160 billion in Medicare, and \$200 billion in Medicaid.
- This is 40% of combined total spending for both Medicaid and Medicare
- This group is the costliest, most complex

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## Duals in Michigan

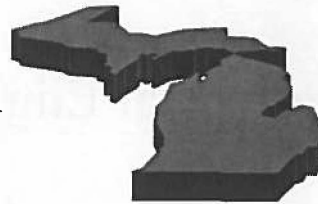


- In Michigan, there are approximately 221,000 dual eligible representing 12% of total Medicaid enrollees
- In Michigan, they are 38% of total Medicaid cost
- 2014 funding is about \$8 billion
- Average 2011 (most recent year available) Medicaid cost for regular enrollee: \$5,067
- Average 2011 Medicaid cost for dual enrollee: \$16,062

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## The Michigan Plan



- Integrated Care Organizations (ICOs) cover physical health and long term care – essentially same as Health Plans
- PIHPs cover behavioral health and habilitative services, including services for the mild and moderate
- Officially called “MI Health Link”

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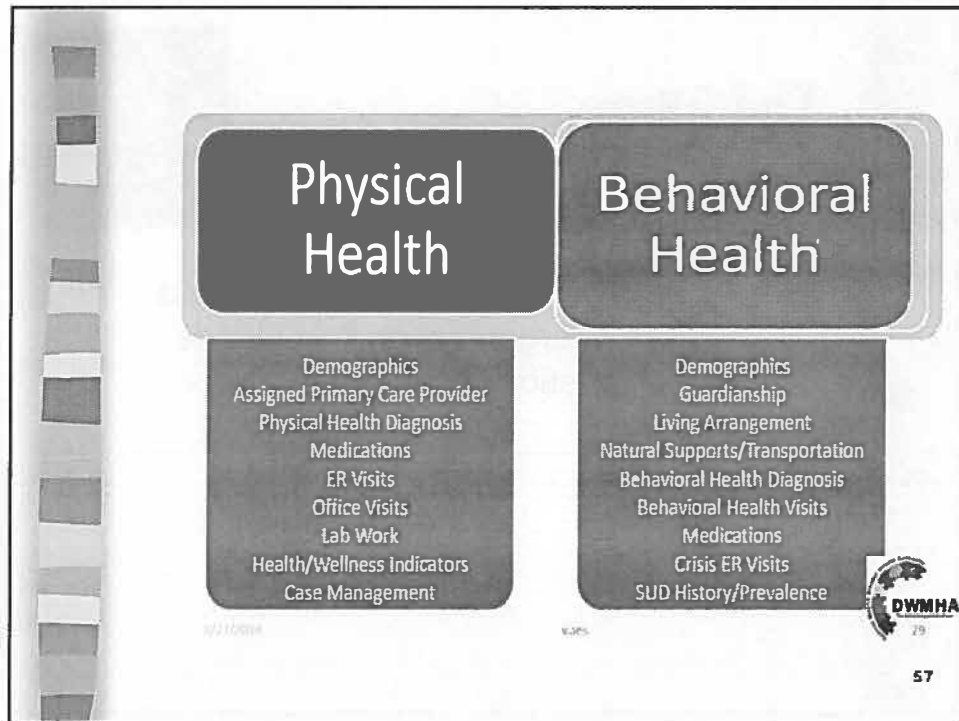
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## MI-Health Link

- Duals project eligibles is around 111,481, about ½ of the dual recipients statewide
- Currently there are 39,057 persons enrolled.
- Many individuals have opted out of the demonstration
- Given low level of participation, it will be difficult to draw conclusions from data

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**MI Health Link**  
Linking Medicare and Medicaid for you

- 4 regions are pilots –
  - Region 1 – Entire UP
  - Region 4 – Southwest Michigan (SWMBA)
  - Region 7 – Macomb County
  - Region 9 – Wayne County

58

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## The future.....



### ■ Become Chaordic

- A **chaordic** organization refers to a system of organization that blends characteristics of chaos and order..

59

The Vice-Chair called the meeting to order at 9:10 a.m.

Members present: David Heeres, Karen Bargy, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus.

Absent: Joshua Watrous, Ed Boettcher, Jason Helwig.

Pledge of Allegiance to the U.S. flag.

The Vice-Chair requested Public Comment. Ron Tschudy, resident of Echo Township addressed the Board on climate change and our responsibility. Public comment closed.

It was moved by Ricksgers, seconded by LaVanway to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Ricksgers to approve the minutes of the February 21, 2019 meeting as written. Motion carried – all present voting yes.

The Vice- Chair announced registration is currently open for two conferences: Michigan Association of Counties (MAC) and Michigan Association of Townships (MTA) and if interested contact the County Clerk.

**LIAISON REPORTS:**

Commissioner VanAlstine – Grass River Natural Area (upcoming fundraiser)

Commissioner LaVanway – Planning Commission & Antrim County Community Collaborative

Commissioner Ricksgers – E-911 Board

Commissioner Marcus – NACO/FEMA – Disaster Grants & North Country CMH

Commissioners Bargy – Northwest MI Community Health Department

It was moved by Heeres, seconded by Ricksgers, to approve the purchase of a large format multi-function printer (printer, plotter, scanner) for the Building Department at a cost of \$7,877.00 from Applied Imaging and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make a 2019 budget amendment to increase the Construction Code Enforcement Fund #249, expenditure Capital Outlay, Equipment (#249-901-980.000) in the amount of \$7,877.00 with funding to come from Fund #249 fund balance. Motion as follows: Yes – Heeres, Bargy, Ricksgers, No – VanAlstine, LaVanway, Marcus; Absent – Watrous, Boettcher, Helwig. **TIE/MOTION FAILS**  
Discussion followed.

It was moved by Marcus, seconded by VanAlstine, that the County Administrator and the County Building Official work together to expedite the move of the Building Department from the second floor of the County Building to the vacant office previously housed by the Equalization Department on the First floor.

Discussion followed.

**NO VOTE TAKEN**

Commissioner Bargy requested the action be **TABLED** to expedite moving the Building Department.

It was moved by LaVanway, seconded by VanAlstine, that the Claims and Accounts in the amount totaling \$323,687.66 be approved and paid. Motion carried as follows: Yes – Heeres, Bargy, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Watrous, Boettcher, Helwig.

It was moved by VanAlstine, seconded by Ricksgers, to approve the amended Family Medical Leave Act (FMLA) Policy as corrected and that the following be added:

- Definition Index
- Section 6 – Clarification of armed forces and military

Motion carried as follows: Yes – Heeres, Bargy, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Watrous, Boettcher, Helwig. **EXHIBIT “A”**

The Board reviewed the **Educational Assistance Policy** draft dated January 22, 2019. Discussion followed.

- Recommended changes: Passing grade from a C or better to a **B or better** and add the **component for the financial budgeting** of educational assistance by departments.

The Board reviewed the **Inclement Weather Policy** history provided by the County Administrator. Discussion followed.

Commissioner Ricksgers left the meeting at 11:00 a.m.

The Vice-Chair moved the time scheduled for the memoranda of understanding – 86<sup>th</sup> District Court Sobriety and Drug Courts to 11:15 a.m.

It was moved by LaVanway, seconded by Heeres, to approve the Memorandum of Understanding (MOU) with the 86<sup>th</sup> District Court effective October 1, 2018, through September 31, 2020, and to authorize the Board Vice-Chair to sign the MOU indicating the Board’s support of a Drug Court and a Sobriety Court which will also allow the District Court to accept grant funds from the State Court Administrative Office. Motion carried as follows: Yes- Heeres, Bargy, VanAlstine, LaVanway, Marcus; No – None; Absent – Watrous, Boettcher, Ricksgers, Helwig.

It was moved by Marcus, seconded by LaVanway, to approve the Antrim County Social Media Internal Use Policy as proposed with the addition of related records referenced at the end of document. Motion carried as follows: Yes – Heeres, Bargy, VanAlstine, LaVanway, Marcus; No – None; Absent – Watrous, Boettcher, Ricksgers, Helwig. **EXHIBIT “B”**

It was moved by Marcus, seconded by Heeres, to approve the Antrim County Social Media Public Use Policy as proposed with the addition of related records referenced at the end of document. Motion carried as follows: Yes – Heeres, Bargy, VanAlstine, LaVanway, Marcus; No – None; Absent – Watrous, Boettcher, Ricksgers, Helwig. **EXHIBIT “C”**

The Vice-Chair appointed Jeannette Hayes to the Antrim County Housing Committee to fill the vacant partial term expiring December 31, 2019.

It was moved by Marcus, seconded by Heeres, that the Vice-Chair's appointment of Jeannette Hayes to the Antrim County Housing Committee to fill the partial term set to expire December 31, 2019 be approved. Motion carried – all present voting yes.

The Vice-Chair appointed Bryan Smith to the Antrim County Housing Committee to fill the vacant partial term expiring December 31, 2020.

It was moved by VanAlstine, seconded by Heeres, that the Vice Chair's appointment of Bryan Smith to the Antrim County Housing Committee to fill the partial term set to expire December 31, 2020 be approved. Motion carried – all present voting yes.

The Vice-Chair appointed Libby Hiser to the Antrim County Veterans Affairs Board to fill the vacant partial term set to expire December 31, 2019.

It was moved by Marcus, seconded by Bargy, that the Vice-Chair's appointment of Libby Hiser to the Antrim County Veterans Affairs Board to fill the partial term set to expire December 31, 2019 be approved. Motion as follows: Yes – Bargy, Marcus; No – Heeres, VanAlstine, LaVanway; Absent – Watrous, Boettcher, Ricksgers, Helwig. **MOTION FAILS**

It was moved by Heeres, seconded by LaVanway, that Calvin Shooks be appointed to the Antrim County Veterans Affairs Board to fill the partial term set to expire December 31, 2019 be approved. Motion carried as follows: Yes -Heeres, VanAlstine, LaVanway; No – Bargy, Marcus; Absent – Watrous, Boettcher, Ricksgers, Helwig.

The Vice-Chair appointed Rick Teague to the Capital Improvement Planning (CIP) Committee to fill the vacant position.

It was moved by Marcus, seconded by VanAlstine, that the Vice-Chair's appointment of Rick Teague to the Capital Improvement Planning (CIP) Committee to fill the vacant position be approved. Motion carried – all present voting yes.

The Vice-Chair appointed Blaze Budd to the Antrim Creek Natural Area Commission to fill the vacant partial term set to expire December 31, 2021.

It was moved by Heeres, seconded by Marcus, that the Vice-Chair's appointment of Blaze Budd to the Antrim Creek Natural Area Commission to fill the term set to expire December 31, 2021 be approved. Motion carried – all present voting yes.

The Vice-Chair appointed Donald Halstead to the Area Agency on Aging of Northwest Michigan Board of Directors to fill the vacant partial term set to expire December 31, 2019.

It was moved by VanAlstine, seconded by LaVanway, that the Vice-Chair's appointment of Donald Halstead to the Area Agency on Aging of Northwest Michigan Board of Directors to fill the vacant partial term set to expire December 31, 2019 be approved. Motion carried – all present voting yes.

Peter Garwood, County Administrator addressed the Board on Farmland Preservation.

Discussion followed.

- Advertise/Letters of Interest/Interviews (County Administrator/Chair of Board of Commissioners/GT Land Conservancy/Townships) Chair makes recommendation to full Board
- Six (6) Members as follows: 2 - Agricultural (1) Operations (1) Business  
1 – Conservation 1 - Township Government 1- Real Estate 1 - Board member

Discussion followed.

Tim Reicha presented the Glacial Hills Quarterly update.

County Administrator, Peter Garwood addressed the Board with his report:

- Update - Deputy Administrator position – hiring process
- Court Case Update: Zettle vs Antrim County: CT #2 & CT#3 Dismissed, County Treasurers' names eliminated from case title
- Rave Update: Questions and Answers (Members & Sgt. Gank)
- Facilities Master Plan – Gosling Czubak report forthcoming
- Medical Examiner – Investigator Update
- Michigan Indigent Defense Commission Update
- Cairn Monument Update (County/Township/Road Commission)
- County Building Security – Update
- Personnel Handbook – Update

Discussion followed.

Sarah Lucas, Networks Northwest – presented the Board with the proposed Antrim County Facilities Open House Forum Agenda, proposed venue location and dates in April to schedule the forum/open house.

Discussion followed. Commissioner Bargy spoke of the need to hold forums throughout the County.

The Board agreed upon April 23, 2019 with alternate dates, being April 29, 2019 and April 30, 2019 with doors opening at 5:30 P.M. and forum starting at 6:00 P.M.

Chief Administrative Officer, Deb Haydell presented finance reports:

- January 2019 General Fund Revenue and Expenditure Report

Commissioner Bargy thanked Deputy County Administrator, Mathew Cooke for his dedication and service to the citizens of Antrim County and staff.

The Vice-Chair requested Public Comment. Deb Peters, Veterans Affairs Director addressed the Board on their appointment to the Antrim County Veterans Affairs Committee, thanking Commissioners Bargy and Marcus for their support and asked the Board to reconsider their appointment. (Memo attached – page 6)

Commissioner Bargy opened the floor to members to reconsider Veterans Affairs Committee appointment. There was none.



The Vice-Chair adjourned the meeting at 2:31 p.m.

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Vice-Chair, Karen Bargy

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County Clerk, Sheryl Guy

I first want to thank Vice-Chair, Karen Bargy for making the motion to appoint Libby Hiser to the Antrim County Veterans Affairs Committee, hereafter referred to as ACVAC and Christian Marcus for his support of said motion.

I believe the Vice-Chair did her homework and gave her motion much thought and consideration. She pointed out her reasons for making the motion to appoint Libby and you chose to ignore them. The reasons being were that all current members of the ACVAC are Vietnam era, as well as the others that submitted their notice of interest; one applicant would be unavailable during the winter months; one applicant withdrew his name due to recent employment; AND Libby was the recommendation of the ACVAC.

Terry VanAlstine voiced his concern that if Libby were appointed to the ACVAC there may be a conflict of interest, in that her husband is a veteran and is also an employee of the County. I can assure you this is not so. In the past, we had two members of the ACVAC that were also employees of Antrim County.

In not appointing Libby, you not only went against the recommendation of the Vice-Chair, but also the recommendation of the very committee she would have served on. Realize this, the four current committee members were appointed by the BOC. Therefore, those current members had your vote of confidence. At the last ACVAC meeting the members reviewed all notices of interest, had much discussion and made a unanimous recommendation that Libby Hiser be appointed. By not accepting the recommendation of the ACVAC, you are in essence discounting the opinions of the members you previously appointed AND telling them that you know better than they, who should serve on their committee. I find this truly disheartening.

I believe that Libby Hiser should receive the appointment and strongly ask you to reconsider for the following reasons:

- Libby is a veteran of the Gulf War era, specifically Operation Enduring Freedom while all others are of the Vietnam era. This would enable her to bring a fresh perspective and new ideas to the ACVAC.
- Libby would be the first female to serve on the ACVAC.
- And last but certainly not least, Libby was recommended by the ACVAC.

The Chairman called the meeting to order at 7:00 P.M.

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Brenda Ricksgers, Jason Helwig, Christian Marcus.

Absent: Terry VanAlstine, Dawn LaVanway.

Pledge of Allegiance to the U.S. flag.

The Chairman offered a moment of silence.

The Chairman requested Public Comment. Barbara Bradford and Jeannette Hayes both addressed the Board on the process in which the Board makes appointments to County Boards and Commissions. Libby Hiser introduced herself to the Board and spoke of her application and letter of interest to seek appointment to become a member of the Veterans Affairs Board. Dave Christian announced to the Board that the various lake associations have agreed to form a sub-committee named Lake Level Committee to address the need of a hydrology study and that Janet Hickman can provide the Board with information and address the Boards questions. Public Comment closed.

It was moved by Ricksgers, seconded by Bargy, that the Board approve the agenda as written. Motion carried – all present voting yes.

It was moved by Helwig, seconded by Heeres, to approve the minutes of March 7, 2019 meeting as corrected. Motion carried – all present voting yes.

Communications and Notices: There was none.

Liaisons Reports: There was none.

It was moved by Bargy, seconded by Helwig, to adjust the Household Hazardous Waste Fee Schedule to allow up to 100 pounds free of charge, \$1.00 per pound over 100 pounds, and \$1.00 per gallon of latex paint. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

Antrim County 911 Board Recommendation: County Number Ordinance recommended change to Section V: Regulation. Vacant parcels may be assigned a number based on a clearly defined access point from a County or Private Road. Access points must be a driveway or parking area with signage posted as defined in Section C paragraph 2 for driveways. Discussion followed.

The County Administrator, Peter Garwood was asked to review the process in which an Ordinance can be amended and if the proposed recommendation by the Antrim County 911 Board for the County Number Ordinance in Section V: Regulation will effect and/or have a negative impact on other local processes in place. The County Administrator to provide the Board with a report in the near future.

The County Administrator, Peter Garwood spoke on his written report on the Board action taken to “expedite” the issue is problematic. He referred to the following:

- The County Clerk occupies the back office spaces for the storage of court files and financial files. Have not addressed the Clerk to discuss an alternative location for her storage needs.
- The timing is of concern due to upcoming busy period of the Building Department.
- Remodeling and possible construction of space.
- Cost of project and budget amendments.

The County Administrator respectfully asked that the Board simply let staff continue to address this issue without mandates as this project is on his “to do” list.

Discussion followed. The County Administrator will continue to update the Board on progress, project cost and impact to departments.

Antrim County Prosecuting Attorney, Jim Rossiter provided the Board with an update for the Victims Rights Reimbursement Grant.  
Discussion followed.

It was moved by Heeres, seconded by Helwig, that the Antrim County Treasurer 2018 Annual Report be accepted. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, that the Antrim County Operator of Dams and Drain Commissioner 2018 Annual Reports be accepted. Motion carried – All present voting yes.

Antrim County Dam Operator, Mark Stone addressed the Board for support and recommendations for 2019 to begin the process to undertake a hydrology study on the Antrim Chain of Lakes.

It was moved by Heeres, seconded by Ricksgers, that the Board authorize the Board Chairman to sign a letter of interest to the US Corps of Engineers in order to begin the process of applying for a Corps program to undertake a hydrology study on the Antrim Chain of Lakes and at no cost to Antrim County. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, Ricksgers, Helwig, Marcus; No – Bargy; Absent – VanAlstine, LaVanway.

It was moved by Bargy, seconded by Ricksgers, that the Claims and Accounts totaling \$115,185.08 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

It was moved by Ricksgers, seconded by Watrous, to authorize the Board Chairman to execute an agreement with Roger Pritchard for services as an Electrical Inspector to be used on an as needed basis for the following per inspection payment schedule:

- \$150.00 for a single inspection
- \$200.00 for two (2) to four (4) inspections
- When there are five (5) or more inspections, the payment will be consistent with the above stated \$50.00 per inspection

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

It was moved by Heeres, seconded by Ricksgers, to authorize the new position of Plan Reviewer/Building Inspector in the Building Department to be paid a rate consistent with the Building Inspector in the General Unit Collective Bargaining Agreement and authorize Deb Haydell, Finance Director, Chief Administrative Officer of the of the Budget to make the appropriate amendments in the Construction Code Enforcement Fund #249. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig; No – Marcus; Absent – VanAlstine, LaVanway.

It was moved by Bargy, seconded by Helwig, to approve the Non-Discrimination and Anti-Harassment Policy as amended. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway. **EXHIBIT "A"**

It was moved by Marcus, seconded by Helwig, to approve the purchase of a 2018 Chevrolet 1500 Silverado from Berger Chevrolet (with conversion 8 Series – K0810 to be completed by Delivery Concepts, Inc.) at a cost of \$52,630.00 and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make the appropriate budget amendments to Commission on Aging fund #297 and expenditure capital Outlay (297-901-980.686) to cover the \$52,630.00 plus the cost of adding Commission on Aging lettering, title and registration fees at total cost of \$53,330.00. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

It was moved by Bargy, seconded by Helwig, to approve the Veterans Affairs Director to apply to the Michigan Veterans Affairs Agency's County Training Reimbursement Program for reimbursement of applicable expenses associated with the MACVC 2019 Spring Training Conference at an approximate amount of \$1,253.34 and authorize the Board Chairman and Deborah Peters, Veterans Affairs Director, to sign the Michigan Veterans Affairs Agency's County Training Reimbursement Program application. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

It was moved by Bargy, seconded by Watrous, that the Board approve Dr. David May to attend Medical Examiner training at the Medicolegal Conference, and authorize Deb Haydell, Finance Director, Chief Administrative Officer to post the following budget amendments:

- Increase the General Fund, Medical Examiner, Travel – General Ledger (#101-648-861) in the amount of \$1,019.82; and
- Increase the General Fund, Medical Examiner, Conference - General Ledger (#101-648-862) in the amount of \$495.00; and
- Decrease the General Fund, Special Projects, Contingencies – General Ledger (#101-895-999) in the amount of \$1,514.82.

Contingent upon an agreement with language addressing cost reimbursement standards to be negotiated and executed by Dr. David May prior to attending training. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

Discussion followed. **No Action taken:** On contract with Dr. David May for services related to Deputy Medical Examiner at \$250.00 per case.

County Administrator, Peter Garwood addressed the Board with his report:

- |  |                                  |
|--|----------------------------------|
| • Zettle vs. Antrim County                         | Update                           |
| • Northern Lakes Economic Alliance (NLEA) Formula: | Agreement to be worked out       |
| • Airport Grievance Mediation:                     | Agreement reached                |
| • Farmland and Open Space Preservation             | Co. Ordinance Section #4         |
| • Bank Building Flood                              | Seek Insurance options & cost    |
| • Facility Master Plan Update                      | Report – Gosling Czuback         |
|  | April 23 Forum at 5:30 – 8:00 PM |
| • Cairn Monument                                   | Update                           |

Commissioner Bargy requested an update on the following:

- Michigan Indigent Defense Commission - Reporting & Working through standards
- Debt Set-off - Some interest
- Cairn Monument – Time capsule local interest
- Elk Rapids Day Park – Fence clarification ownership
- Sheriff – Boat Storage MOU forthcoming

#### **MONTHLY REPORTS- Submission:**

Emergency Services Coordinator, Building Department Income/Inspections, Commission on Aging Financials, Antrim County Transportation Financials, Antrim Conservation District and Soil Erosion Control.

Finance Director, Chief Administrative Officer, Deb Haydell addressed the Board with her report:

- Standards and Poor Report
- Auditors- Anderson Tackman to begin audit May 27<sup>th</sup>
- IRS letter L226J in comparison to the 2015 IRS letter
- Stored furniture at the Bank Building – 80% donated to Good Samaritan of Ellsworth to pickup
- State of Michigan has canceled Chart of Accounts Project

It was moved by Bargy, seconded by Heeres, to authorize Deb Haydell, Finance Director, Chief Administrative Officer to make the appropriate Budget Amendments increasing the General Fund, Budget Accounting Service, Professional Fee (#101-212-802.213) in the amount of \$895.00 for services provided by BASIC to respond to IRS Letter L226J – Affordable Care Act and the funding to come from the General Fund, Special Projects, Contingencies (#101-895-999.000). Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

Vice Chairperson – Commissioner Bargy reported that she did not officially make the appointment of Calvin Shooks to the Veterans Affairs Board for the members to accept or deny. Commissioner Heeres made the motion to appoint Mr. Shooks and seconded by LaVanway with a vote. Therefore, the ratification process was not properly conducted.

The Vice-Chair appointed Calvin Shooks to the Antrim County Veterans Affairs Board to fill the vacant partial term set to expire December 31, 2019.

It was moved by Heeres, seconded by Boettcher, to accept the Vice-Chair's appointment of Calvin Shooks to the Antrim County Veterans Affairs Board to fill the partial term set to expire December 31, 2019. Motion as follows: Yes – Heeres, Bargy, Boettcher, No – Watrous, Ricksgers, Helwig, Marcus; Absent – VanAlstine, LaVanway.

**MOTION FAILED**

Chairman Report – addressed the Board on the process in which appointments made by the Chairman and accepted or denied by the Board. He asked the Clerk to hold off on sending a letter to Mr. Shooks at this time. The Board work to improve processes for future appointments and that the recommendations of County Boards and/or Commissions be considered and valued. That the Antrim County Veterans Affairs Board vacant position be put on a future agenda.

The Chairman requested Public Comment. Jeannette Hayes, Barbara Bradford, Gary Lockwood, David Schulz and Libby Hiser all spoke to the Board to announce their support of the Veterans Affairs Committee recommendation and that the Board works with committees and value their input. David Schulz also addressed the Board to report that the Michigan Municipal Retirement System (MERS) forecast rates are available.

It was moved by Bargy, seconded by Helwig, that the Board go into closed session to discuss the Antrim County Airport Grievance Mediation agreement proposal per the Open Meeting Act 267 of 1976, 15.258 Closed Sessions, permissible purposes, Section 8 (a) and that the County Administrator and the County Clerk remain in closed session. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – None; Absent – VanAlstine, LaVanway.

The Board retired to Closed Session at 10:11 p.m.

The Board returned to Open Session at 10:27 p.m.

The meeting adjourned at 10:28 p.m.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy



# **EXHIBIT A**

## **ANTRIM COUNTY NONDISCRIMINATION AND ANTI-HARASSMENT POLICY**

Adopted: December 11, 2008

Amended: May 11, 2017

Amended:

Antrim County strives for a work environment in which employees conduct themselves with dignity and treat everyone with respect. It is the policy of Antrim County to ensure Equal Employment Opportunities without discrimination or harassment. Discrimination or harassment of or by any employee because of race, color, religion, national origin, age, sex, (including sexual orientation and transgender identity), height, weight, disability, marital or family status, ancestry, genetic information or any other legally protected category, under state or federal statutes is unlawful and will not be tolerated.

All Antrim County employees are ensured that they can work in an environment free from unlawful harassment, discrimination and retaliation. Antrim County will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

### **Harassment**

Under this policy, harassment is defined as verbal, written, and/or physical conduct, use of technology, or dehumanizing gesture, that disparages or shows hostility or abhorrence toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, nation origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by federal or state law is prohibited.

### **Sexual harassment**

Discrimination because of sex includes sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature under the following conditions:

- Submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of the conduct or communication is used as a factor in decisions affecting an individual's employment; or

- The conduct or communication has the purpose or effect of unreasonably or substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Sexual harassment can occur between members of opposite sex or of the same sex.

No employee or applicant should be subjected to unsolicited and/or unwelcome sexual overtures. Nor should any employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. Other examples of sexual harassment include, but are not limited to: sexually-oriented "kidding", "teasing" or jokes; repeated offensive flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; subtle pressure for sexual activity; and physical contact or a blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Other prohibited forms of harassment include jokes, verbal abuse, slurs, nicknames, degrading comments, the display of objects, pictures and cartoons and other offensive conduct relating to an individual's race, color, religion, national origin, age, sex, height, weight, disability or other protected characteristics that are protected by state or federal statutes.

## **Reports and Complaints of Harassing Conduct**

Any employee who believes he or she has been discriminated against or harassed in connection with his or her employment by any other employee, elected official, customer or anyone else, or who knows of discrimination or harassment perpetrated by an employee, should, if practical, ask the other person to stop their offending behavior and tell them it is unwelcome and also has the obligation to immediately report the matter. Failure to promptly report the matter could result in the discrimination or harassment continuing and could also impede the ability of Antrim County to investigate and remedy the situation.

The report should be made to the employee's immediate supervisor or, if the employee prefers, to the Director of Human Resources. The Director of Human Resources will then promptly conduct an investigation in as confidential a manner as possible. If it is determined that discrimination or harassment occurred, the County will take

appropriate action, which may include termination of employment, depending upon the circumstances.

Antrim County prohibits retaliation against anyone who makes a report of discrimination or harassment, or who takes part in the investigation of the report.

This Discrimination and Harassment Policy replaces the Antrim County Sexual Harassment policy originally adopted on December 10, 1998 and amended on April 8, 1999 and May 11, 2017.

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus.

Absent: Jason Helwig.

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

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board on the similarities and differences between Antrim County's toxic plume and worldwide climate change. Public comment closed.

It was moved by Ricksgers, seconded by LaVanway that the agenda be approved as presented. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Ricksgers, that the minutes from the meeting of March 21, 2019 be approved as written. Motion carried – all present voting yes.

Communications/Notices: There was none.

**LIASON REPORTS:**

Commissioner Boettcher – Networks Northwest (NWMCOG) – USDA Rural Development Summary of Major Projects

Commissioner Heeres – Michigan Township Association - Conference

Commissioner Ricksgers – Antrim County Fair Board – renovation and barn building project

Commissioner VanAlstine – Village of Bellaire update

Commissioner LaVanway – Northern Lakes Economic Alliance (NLEA) Program update

Commissioner Marcus – Michigan Association of Counties (MAC) – new improved Website

It was moved by VanAlstine, seconded LaVanway, that the Board amend the Antrim County Solid Waste and Recycling Council Procedures for Conducting Council Activity Article 5.4 to read: "Members shall attend a minimum of three-quarters (3/4) of the regular meetings per year unless ill or unusual circumstances occur as determined by the Chairman of the Council." Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Calvin Shooks to the Antrim County Veteran's Affairs Committee to fill the partial term set to expire December 31, 2019.

It was moved by Heeres, seconded by Bargy, to approve the Chair's appointment of Calvin Shooks to the Veterans Affairs Committee to fill the partial term set to expire December 31, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Libby Hiser to the Antrim County Veteran's Affairs Committee as the sixth member, with term to begin upon acceptance of appointment and to expire December 31, 2022.

It was moved by Ricksgers, seconded by Watrous, to approve the Chair's appointment of Libby Hiser to the Veteran's Affairs Committee to fill the new position of the sixth member, that the term begin immediately and expire December 31, 2022. Motion carried as follows: Yes- Heeres, Watrous, Barga, Boettcher, VanAlstine, Ricksgers, Marcus; No – LaVanway; Absent – Helwig.

It was moved by VanAlstine, seconded by Barga that the claims and accounts totaling \$131,699.30 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Barga, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Jamie Houserman, Deputy Equalization Director presented the Antrim County 2019 Equalization Report.

It was moved by Marcus, seconded by VanAlstine, that the 2019 Antrim County Equalization Report be accepted as presented and that the Chairman, Edgar Boettcher III, Director of Equalization, Lynette Girard, and County Clerk, Sheryl Guy be authorized to sign the Statement of Acreages and Valuations (L-4024's) as equalized and the Assessment Roll Certifications (L-4037/2691 County-wide totals and individually for each municipality) be accepted. Motion carried as follows: Yes – Heeres, Watrous, Barga, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**RESOLUTION #16 -2019** By David Heeres, seconded by Brenda Ricksgers

**ANTRIM COUNTY EQUALIZATION 2019 REPORT  
RESOLUTION TO ADOPT**

**WHEREAS**, the Antrim County Board of Commissioners hereby certify that the assessment rolls of the Townships and Villages have been examined and we find the rolls relatively equal as equalized; and

**WHEREAS**, the Antrim County Board of Commissioners hereby approve that the valuations be equalized on taxable property, by class, in Antrim County, for the year 2019 in compliance with Sections 209.5 and 211.34 MCL of 1948 as amended, and in accordance with the equalization certificates; and

**NOW THEREFORE, BE IT RESOLVED**, the Antrim County Board of Commissioners adopts the 2019 Equalization Report and authorize the Chairman, Edgar Boettcher III, the Director of Equalization, Lynette Girard, and the County Clerk, Sheryl Guy to sign the Statements of Acreages and Valuations (L-4024's) as equalized and all Assessment Roll Certifications (L-4037/2691) County-wide totals and individually for each municipality.

Yes – David Heeres, Joshua Watrous, Karen Barga, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

No – None;

Absent –Jason Helwig.

**RESOLUTION #16 -2019 DECLARED ADOPTED.**

County Administrator, Peter Garwood addressed the Board on the Bank Building water damage incident and requested the Board to direct him to proceed in the direction of either demolition or repair.

Discussion followed.

It was moved by Bargy, seconded by Ricksgers, that the Board direct the County Administrator, Peter Garwood to pursue communications with Michigan Municipal Risk Management Authority (MMRMA), liability insurance carrier and insurance adjuster Clare Wasek to identify the cost of demolition of the Bank Building and that a report be provided to assist the Board to make the decision. Motion carried as follows: Yes- Heeres, Bargy, Boettcher, Ricksgers, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – Helwig.

Grass River Natural Area Executive Director, Jenn Wright addressed the Board with the Grass River Natural Area 50<sup>th</sup> Anniversary and Spring Report 2019 and requested placement of an Interpretive Sign of Grass River Natural Areas History panel (42" x 55") in the County Building.

It was moved by VanAlstine, seconded by Bargy, to authorize the Antrim County Sheriff to sign on behalf of Antrim County a Memorandum of Understanding between Antrim County and Milton Township Fire Department for the purpose of storing law enforcement equipment at the Milton Township Fire Department Station #2 and authorize Deb Haydell, Finance Director, Chief Administrative Officer of the budget to make a line item transfer in the amount of \$3,000.00 from the General Fund, Sheriff, Operating Supply (101-301-741) to the General Fund, Sheriff, Contractual Services (101-301-802). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**RESOLUTION #17-2019** By Christian Marcus, seconded by David Heeres

**Medicare Prescription Drug Bill of 2003  
Support the Process of Legislators to Commence Revising Bill**

**WHEREAS**, health care costs continue to rise for all Americans and, for some Americans this increase can be devastating; and

**WHEREAS**, Medicare is the focus of many lawmakers who portray it as an "entitlement" program that costs the Treasury too much money. Technically, the term "entitlement" is correct but it has an unfortunate connotation; and

**WHEREAS**, Medicare is an essential medical plan that millions of seniors and disabled individuals depend upon to stay alive. Medicare is not a gift, as the term "entitlement" suggests. Many of the beneficiaries have worked their entire adult life and paid into the system in order to receive this crucial medical plan; and

**WHEREAS**, due to spiraling costs largely associated with the price of prescription medications, our elected officials find themselves passing on increased costs to those who can least afford that increase, namely senior citizens and disabled individuals who are on Medicare's Part D drug program; and

**RESOLUTION #17-2019 continued.**

**WHEREAS**, when congress enacted Medicare Prescription Drug Bill they enacted a law that does allow Medicare to negotiate with pharmaceutical companies for drug prices the way Medicaid and the Veterans Administration does; and

**WHEREAS**, one economist, Dean Baker, estimates that Medicare could have saved approximately \$332 billion dollars between 2006 and 2013 (approximately \$50 billion a year) had the Department of Health and Human Services been permitted to negotiate prices of drugs with the drug companies, as federal agencies do in other programs; and

**WHEREAS**, rising prescription drug costs have been the primary reason for the increase in health benefit costs; and

**WHEREAS**, the increasing cost of prescription drugs and outrageous profits made by pharmaceutical companies is a systemic problem that significantly affects our state and our nation. It deserves non-partisan effort; and

**WHEREAS**, we must prevent our elected officials from balancing the budget on the backs of those who can least afford it, the elderly and disabled. Increases in premiums and drug costs are unacceptable ways to deal with the flawed Medicare Prescription Drug Bill; and

**WHEREAS**, we must preserve the Medicare program as it currently exists and to do so requires immediate action to cut unnecessary costs, particularly in the area of prescription drug coverage; and

**WHEREAS**, we must revise the Medicare Prescription Drug Bill of 2003 to allow negotiating lower drug prices and the importation of identical, cheaper, drugs from Canada and elsewhere; and

**WHEREAS**, we cannot allow the previously approved bill to stand as adopted at the risk of having the Medicare program be the cause of a staggeringly increasing deficit which will require tax increases or cuts to the rest of the government, nor can we allow the continuance of price increases to our citizens cause many to contemplate discontinuing medically necessary drugs in order to pay their bills, heat their houses and have food on the table; and

**THEREFORE, BE IT FURTHER RESOLVED**, that the Antrim County Board of Commissioners goes on record urging our Legislators to commence the process of revising the Medicare Prescription Drug Bill of 2003 to allow negotiating lower drug prices and the importation of identical, cheaper drugs from Canada and elsewhere; and

**NOW BE IT FURTHER RESOLVED that** a copy of this resolution be forwarded to our area Federal and State Legislators, the National Association of Counties, Michigan Association of Counties and the 82 Michigan Counties.

Yes – David Heeres, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers,

Dawn LaVanway, Christian Marcus;

No – Karen Bargy;

Absent – Jason Helwig.

**RESOLUTION #17-2019 DECLARED ADOPTED.**

Commissioner Bargo addressed the proposed action seeking approval and authorization of indemnification by letter of agreement per the request of Sherry A. Comben, Antrim County Treasurer, both as an individual and in her official capacity, in regards to her duties associated with the tax foreclosure process and specifically as it relates to any possible judgments stemming from the Zettle vs Antrim County lawsuit. That the item be **POSTPONED** to the next Board meeting to allow legal counsel review.

Discussion followed.

Peter Garwood, Antrim County Administrator addressed the Board with his report.

Discussion followed on the following matters:

- Zettle vs Antrim County Update: Indemnification letter review by legal counsel
- Farmland and Open Space Preservation Update: Interview applicants
- Inclement Weather Policy Update: Department Head/Elected review
- Sheriff Dept. – Command Unit Contract Negotiations: 2<sup>nd</sup> Mediation planned
- Michigan Indigent Defense Commission (MIDC) Update
- Antrim County Facility Master Plan Update: Forum April 23

Commissioner VanAlstine requested an update on the following:

- Building Security
- Building Department relocation and printer.

The County Administrator reported that he and his department continue to work through the assignments and have no updates to report at this time.

Commissioner Marcus addressed concerns of Building Code “State Code” requirements and fees attached to older trailers preventing the public the ability to improve homes.

Finance Director, Chief Administrative Officer, Deb Haydell addressed the Board with her report:

- Revenue & Expenditure Report February 2019
- Budget Amendment Report 1<sup>st</sup> Quarter 2019
- Budget Amendments – Maintenance Department; Emergency Services; and Contingencies
- Budget write-up expected: General Fund, Health, Autopsies over budget up to \$5,000.00 (101-601-837.002)
- Capital Projects Grass River Natural Area road funding budgeted 2017, 2018 and 2019. The request for a 2019 Capital Outlay, Budget Amendment is forthcoming.

It was moved by Bargo, seconded by VanAlstine, that the Chairman be authorized to execute the agreement with Johnson Control-Simplex Grinnell for improvements to the Fire Alarm System and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the budget to make the appropriate Budget Amendments to increase the General Fund, Capital Outlay, County Building (101-901-980.365) in the amount of \$23,968.02 and the funding to come from Fund #470, Capital Project, County Building (470-967-999.101) budget transfer to the General Fund, (101-000-699.470) in the amount of \$23,968.02. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.



It was moved by Bargy, seconded by Ricksgers, to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the budget to make the following 2019 budget amendments to increase Fund #258, Department of Emergency Services, Contractual Service (258-426-802) in the amount of \$6,471.46 and the Revenue General Ledger Account Budget, charge for services (258-000-616) in the amount of \$6,471.46 with reimbursement to come from Dick's Trucking. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Joshua Watrous, to authorize Deb Haydell, Finance Director, Chief Administrative Officer to make the appropriate Budget Amendments to increase the General Fund, Special Projects, Contingencies (101-895-999.00) in the amount of \$53,783.03 and reduce two (2) Special Revenue Funds for wages and fringe benefits, Fund #249 Building Code in the amount of \$4,999.20 and Fund #297 Commission on Aging in the amount of \$ 48,783.83 for a total of \$53,783.03. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman addressed the Board with his report on the following:

- Appointments and the process
- Members input appreciated and necessary
- Update notification of interest forms
- Conflicts of interest and/or conflict meeting dates and times
- Possible Ad Hoc Committee review vs past Committee process
- To review Policy and Procedure with County Administrator
- County planning 4 to 5 years in advance for succession of County positions

Discussion followed.

Commissioner Bargy spoke of the RAVE program that the Northwest Michigan Health Department has through the Emergency Services that provides internal reports and communication notices at a cost. The topic of succession planning is premature.

It was moved by Bargy, seconded by Heeres, that the Closed Session minutes dated March 21, 2019 be approved as written. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman requested Public Comment. Barbara Bradford addressed the Board for correcting their error made handling appointments and inquired about road repair and cost. Public comment closed at 12:38 p.m.

The Board recessed for a 30-minute lunch break.

The Board reconvened at 1:08 p.m.

Marna Robertson, Administrator of the Meadow Brook Medical Care Facility presented the 2018 Meadow Brook Medical Care Facility Annual Report.

It was moved by VanAlstine, seconded by Watrous, that the Meadow Brook Medical Care Facility 2018 Annual Report be accepted. Motion carried - All present voting yes.

David Schulz, Manager of the Meadow View Senior Apartments presented the 2018 Meadow View Senior Apartments 2018 Annual Report.

It was moved by Ricksgers, seconded by Marcus, that the Meadow View Senior Apartments 2018 Annual Report be accepted. Motion carried - All present voting yes.

Commissioner Marcus left the Board meeting at 1:45 p.m.

Wendy Warren, District Manager of the Antrim Conservation District presented the Antrim County Conservation District 2018 Annual Report (Conservation, Forestry, Soil Erosion, and Recycling).

It was moved by Heeres, seconded by Watrous, that the Antrim County Conservation District (Conservation, Forestry, Soil Erosion and Recycling) 2018 Annual Report be accepted. Motion carried - All present voting yes.

It was moved by VanAlstine, seconded by Watrous, that the Antrim County Medical Examiner 2018 Annual Report. Motion carried – All present voting yes.

It was moved by Bargy, seconded by VanAlstine, that the Antrim County Abstractor's 2018 Annual Report be accepted. Motion carried – All present voting yes.

The Chairman requested Public Comment. Patty Niepoth, Register of Deeds addressed the Board on the status of a comprehensive County wage study. Public comment closed.

The meeting adjourned at 2:31 p.m.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

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

Moment of Silence.

The Chairman requested Public Comment. David Schulz addressed the Board regarding Antrim Facilities Planning and the Village of Bellaire water system capabilities.

It was moved by Marcus, seconded by VanAlstine, that the agenda be approved as presented. Motion carried – all present voting yes.

It was moved by Bargy, seconded by Ricksgers, that the minutes from the meeting of April 4, 2019 be approved as presented. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by Watrous to approve a correction to the minutes of March 21, 2019 to correct the MACVC 2019 Spring Training Conference cost from the approximate amount of \$1,253.34 to **\$1,423.68**. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

#### COMMUNICATIONS/NOTICES:

County Administrator, Peter Garwood spoke of the upcoming Michigan State University Webinar Series on Marihuana and the state-of-the art Great Lakes Center of Arts networking, to register contact the County Administration Office.

#### LIAISON REPORTS:

Commissioner Watrous – Veterans Affairs

Commissioner Marcus – Northern MI Counties Association and 911 Board

Commissioner LaVanway – NLEA and Antrim County Planning Commission

Commissioner Ricksgers – Commission on Aging and Antrim County Housing

It was moved by Bargy, seconded by Ricksgers, that Claims and Accounts in the amount totaling \$135,934.55 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Chairman appointed Karen Bargy to the Farmland and Open Space Preservation Board for the term of one-year to expire December 31, 2019 to fill the position of representative of the Antrim County Board of Commissioners.

It was moved by Marcus, seconded by VanAlstine, to approve the Chairman's appointment of Karen Bargy to fill the Board of Commissioner position on the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019. Motion carried – all present voting yes.

The Chairman appointed Gary Lockwood to fill the real estate or development interest's position on the Farmland and Open Space Preservation Board for the term of one-year to expire December 31, 2019.

It was moved by VanAlstine, seconded by Helwig, to approve the Chairman's appointment of Gary Lockwood to fill the real estate or development interest's position on the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019. Motion carried – all present voting yes.

The Chairman appointed Tim Underwood to fill one of the positions that represents the position that either owns an agriculture operation or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019.

It was moved by Heeres, seconded by LaVanway, to approve the Chairman's appointment of Tim Underwood to fill the position of either an owner of an agriculture or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019. Motion carried – all present voting yes.

The Chairman appointed Dorance Amos to fill the position representing local townships to the Farmland and Open Space Preservation Board for a term to expire December 31, 2020.

It was moved by Heeres, seconded by Ricksgers, to approve the Chairman's appointment of Dorance Amos to fill the local township representative on the Farmland and Open Space Preservation Board for a term to expire December 31, 2020. Motion carried – all present voting yes.

The Chairman appointed Laura Stanek to fill one of the positions that represents the position that either owns an agriculture operation or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021.

It was moved by Marcus, seconded by Bargy, to approve the Chairman's appointment of Laura Stanek to fill the position of either an owner of an agriculture or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021. Motion carried – all present voting yes.

The Chairman appointed Robert Kingon to fill the position that represents an individual involved in local conservation interest to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021.

It was moved by VanAlstine, seconded by Bargy, to approve the Chairman's appointment of Robert Kingon to fill the position that represents an individual involved in local conservation interest to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021. Motion carried – all present voting yes.

Andy Hayes, Northern Lakes Economics Alliance President, presented the Northern Lakes Economic Alliance 2018 Annual Report.

It was moved by LaVanway, seconded by Heeres to accept the Northern Lakes Economic Alliance 2018 Annual Report. Motion carried – all present voting yes.

The Chairman appointed Connie Wing to the Antrim County Jury Board as the Republican Party representative position for a period of six (6) years to expire April 30, 2025.

It was moved by Bargy, seconded by Heeres that the Chairman's appointment of Connie Wing, representing the Republican Party to fill the expiring position on the Antrim County Jury Board for the term beginning May 1, 2019 for a period of six (6) years term to expire April 30, 2025 be accepted. Motion carried - all present voting yes.

It was moved by Bargy, seconded by Helwig, to approve an extension of the lease agreement between the County of Antrim and North Country Community Mental Health (NCCMH) at the current monthly payment until May 31, 2019, or until a new lease agreement is approved by both parties, or unless a new agreement is approved prior to May 31, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to authorize the Commission on Aging Director to execute the Notice of Contract Award No. 2019-2 for an additional \$6,581.00 for congregate meals and \$4,930.00 for home-delivered meals for a total amount of \$11,511.00, which will be Amendment No. 2 to the 2017-2019 Multi-Year Aging Services Contract. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to authorize the Commission on Aging Director to execute the Memorandum of Agreement between the Michigan Department of Health and Human Services Aging and Adult Services Agency and Antrim County Commission on Aging for the Senior Project FRESH/Market FRESH Program for 2019 at no cost to Antrim County. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Ricksgers, that the Board approve the request for the use of the Courthouse lawn and exterior electrical outlet during the annual National Day of Prayer gathering to take place on May 2, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Chairman directed the County Administrator, Peter Garwood to review the "Antrim County Use of County Buildings on Weekends Policy" Policy #1990-6 Amended July 10, 2008 " and proposed language to address public usage of grounds and utilities.

Peter Garwood, County Administrator addressed the Board with his report.  
Discussion followed on the following matters:

- Zettle vs Antrim County                      Update: Hearing set June 14<sup>th</sup>
- Inclement Weather Policy                  Update: Review Department Heads & Elected Officials
- Street & Road Numbering Ordinance Amendment      Update: GIS Review
- Appointment Policy                              Update: Discussion

- MERS – CEO Meeting                      Update: Statutes/implementation/affect to Counties
- County Employment                      Update: 11 openings
- CMH “Jail Liaison”                      Update: Meeting
- Facilities Master Plan                      Update: Forum April 23
- Bank Building Demolition                      Update: RFP draft sent to adjuster
- Re-roof Mobile Homes                      Update: Discussion

It was moved by Bargy, seconded by Marcus that the County Administrator, Peter Garwood be authorized to proceed with the Request for Proposal (RFP) seeking bids for the demolition of the Bank Building including all cost to repair the Attorney Building Office Space affected by demolition and seek a separate bid for a complete demolition of both Bank Building and Attorney Building Office Space. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – LaVanway; Absent – None.

**MONTHLY REPORT – Submission:**

Emergency Services  
 Building Department  
 Commission on Aging  
 Antrim County Transportation  
 Soil Erosion Control  
 Sheriff Reports – Animal Control and Township Statistics

Deb Haydell, Finance Director, Chief Administrator Officer addressed the Board with her monthly report:

- General Ledger Report – March
- Revenue and Expenditure Report – March
- Budget Amendment – Jail (Polycom System)
- State looking for units to Pilot new “Chart of Accounts”
- MERS – The Investment Assumption (wage inflation will impact required contribution in 2021)

It was moved by Bargy, seconded by VanAlstine, to authorize Deb Haydell, Finance Director, Chief Administrative Officer to make a 2019 budget amendment to increase Fund #260 Michigan Indigent Defense Commission Revenue, Capital Outlay, Equipment, Polycom System (#260-901-980.000) by the amount of \$10,178.00 with the funding to come from Fund #260, Ending Fund Balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Chairman Ed Boettcher presented his report on the following:

- Elk Rapids Day Park meeting set: Representatives from the Village of Elk Rapids, Antrim County Park Manager, Elk Rapids Police Department and Walk of Art!
- Lake Level Committee: Hydrology Study update, funding may require a special meeting.

Commissioner Bargy addressed the Antrim County Planning Commission Minutes of April 2, 2019 with two (2) items.

- 2019-2024 Parks and Recreation Plan
- Torch Lake Township Zoning Ordinance Amendments.

Discussion followed.

Commissioner Ricksgers stated the order of action taken by Board preparing for future County Facilities/Campus.

- Bank Building purchased due to prime site to improve County Campus
- Byce & Associates hired to study current and future needs assessment
- Bank Building cost as it sits empty and future site use to be determined.

The Chairman requested Public comment. Barbara Bradford, Ed Niepoth, Dave Hill and Gary Lockwood all addressed the Board regarding the future of the Antrim County Facilities Planning process and the effect of the Boards decisions long term for Antrim County residents, concerns of the cost of the demolition of the Bank Building and the need of a written report from the insurance carrier. Public comment closed.

The meeting adjourned at 10:05 p.m.

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Chairman, Ed Boettcher

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

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

Moment of Silence.

The Chairman requested Public Comment. David Schulz addressed the Board regarding Antrim Facilities Planning and the Village of Bellaire water system capabilities. **Linda Gallagher addressed the Board to consider a motion light at the entrance door used for night meeting.**

It was moved by Marcus, seconded by VanAlstine, that the agenda be approved as presented. Motion carried – all present voting yes.

It was moved by Bargy, seconded by Ricksgers, that the minutes from the meeting of April 4, 2019 be approved as presented. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by Watrous to approve a correction to the minutes of March 21, 2019 to correct the MACVC 2019 Spring Training Conference cost from the approximate amount of \$1,253.34 to **\$1,423.68**. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

#### COMMUNICATIONS/NOTICES:

County Administrator, Peter Garwood spoke of the upcoming Michigan State University Webinar Series on Marihuana and the state-of-the art Great Lakes Center of Arts networking, to register contact the County Administration Office.

#### LIAISON REPORTS:

Commissioner Watrous – Veterans Affairs

Commissioner Marcus – Northern MI Counties Association and 911 Board

Commissioner LaVanway – NLEA and Antrim County Planning Commission

Commissioner Ricksgers – Commission on Aging and Antrim County Housing

It was moved by Bargy, seconded by Ricksgers, that Claims and Accounts in the amount totaling \$135,934.55 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Chairman appointed Karen Bargy to the Farmland and Open Space Preservation Board for the term of one-year to expire December 31, 2019 to fill the position of representative of the Antrim County Board of Commissioners.

It was moved by Marcus, seconded by VanAlstine, to approve the Chairman's appointment of Karen Bargy to fill the Board of Commissioner position on the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019. Motion carried – all present voting yes.



The Chairman appointed Gary Lockwood to fill the real estate or development interest's position on the Farmland and Open Space Preservation Board for the term of one-year to expire December 31, 2019.

It was moved by VanAlstine, seconded by Helwig, to approve the Chairman's appointment of Gary Lockwood to fill the real estate or development interest's position on the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019. Motion carried – all present voting yes.

The Chairman appointed Tim Underwood to fill one of the positions that represents the position that either owns an agriculture operation or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019.

It was moved by Heeres, seconded by LaVanway, to approve the Chairman's appointment of Tim Underwood to fill the position of either an owner of an agriculture or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2019. Motion carried – all present voting yes.

The Chairman appointed Dorance Amos to fill the position representing local townships to the Farmland and Open Space Preservation Board for a term to expire December 31, 2020.

It was moved by Heeres, seconded by Ricksgers, to approve the Chairman's appointment of Dorance Amos to fill the local township representative on the Farmland and Open Space Preservation Board for a term to expire December 31, 2020. Motion carried – all present voting yes.

The Chairman appointed Laura Stanek to fill one of the positions that represents the position that either owns an agriculture operation or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021.

It was moved by Marcus, seconded by Bargy, to approve the Chairman's appointment of Laura Stanek to fill the position of either an owner of an agriculture or is involved with agribusiness to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021. Motion carried – all present voting yes.

The Chairman appointed Robert Kingon to fill the position that represents an individual involved in local conservation interest to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021.

It was moved by VanAlstine, seconded by Bargy, to approve the Chairman's appointment of Robert Kingon to fill the position that represents an individual involved in local conservation interest to the Farmland and Open Space Preservation Board for a term set to expire December 31, 2021. Motion carried – all present voting yes.

Andy Hayes, Northern Lakes Economics Alliance President, presented the Northern Lakes Economic Alliance 2018 Annual Report.

It was moved by LaVanway, seconded by Heeres to accept the Northern Lakes Economic Alliance 2018 Annual Report. Motion carried – all present voting yes.

The Chairman appointed Connie Wing to the Antrim County Jury Board as the Republican Party representative position for a period of six (6) years to expire April 30, 2025.

It was moved by Bargy, seconded by Heeres that the Chairman's appointment of Connie Wing, representing the Republican Party to fill the expiring position on the Antrim County Jury Board for the term beginning May 1, 2019 for a period of six (6) years term to expire April 30, 2025 be accepted. Motion carried - all present voting yes.

It was moved by Bargy, seconded by Helwig, to approve an extension of the lease agreement between the County of Antrim and North Country Community Mental Health (NCCMH) at the current monthly payment until May 31, 2019, ~~or until a new lease agreement is approved by both parties, or~~ unless a new agreement is approved prior to May 31, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to authorize the Commission on Aging Director to execute the Notice of Contract Award No. 2019-2 for an additional \$6,581.00 for congregate meals and \$4,930.00 for home-delivered meals for a total amount of \$11,511.00, which will be Amendment No. 2 to the 2017-2019 Multi-Year Aging Services Contract. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to authorize the Commission on Aging Director to execute the Memorandum of Agreement between the Michigan Department of Health and Human Services Aging and Adult Services Agency and Antrim County Commission on Aging for the Senior Project FRESH/Market FRESH Program for 2019 at no cost to Antrim County. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

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The Chairman directed the County Administrator, Peter Garwood to review the "Antrim County Use of County Buildings on Weekends Policy" Policy #1990-6 Amended July 10, 2008 " and proposed language to address public usage of grounds and utilities.

Peter Garwood, County Administrator addressed the Board with his report.  
Discussion followed on the following matters:

- Zettle vs Antrim County                      Update: Hearing set June 14<sup>th</sup>
- Inclement Weather Policy                  Update: Review Department Heads & Elected Officials
- Street & Road Numbering Ordinance Amendment      Update: GIS Review
- Appointment Policy                              Update: Discussion

- MERS – CEO Meeting                      Update: Statutes/implementation/affect to Counties
- County Employment                      Update: 11 openings
- CMH “Jail Liaison”                      Update: Meeting
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- Bank Building Demolition                      Update: RFP draft sent to adjuster
- Re-roof Mobile Homes                      Update: Discussion

It was moved by Bargy, seconded by Marcus that the County Administrator, Peter Garwood be authorized to proceed with the Request for Proposal (RFP) seeking bids for the demolition of the Bank Building including all cost to repair the Attorney Building Office Space affected by demolition and seek a separate bid for a complete demolition of both Bank Building and Attorney Building Office Space. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – LaVanway; Absent – None.

**MONTHLY REPORT – Submission:**

Emergency Services  
 Building Department  
 Commission on Aging  
 Antrim County Transportation  
 Soil Erosion Control  
 Sheriff Reports – Animal Control and Township Statistics

Deb Haydell, Finance Director, Chief Administrator Officer addressed the Board with her monthly report:

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- Revenue and Expenditure Report – March
- Budget Amendment – Jail (Polycom System)
- State looking for units to Pilot new “Chart of Accounts”
- MERS – The Investment Assumption (wage inflation will impact required contribution in 2021)

It was moved by Bargy, seconded by VanAlstine, to authorize Deb Haydell, Finance Director, Chief Administrative Officer to make a 2019 budget amendment to increase Fund #260 Michigan Indigent Defense Commission Revenue, Capital Outlay, Equipment, Polycom System (#260-901-980.000) by the amount of \$10,178.00 with the funding to come from Fund #260, Ending Fund Balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Chairman Ed Boettcher presented his report on the following:

- Elk Rapids Day Park meeting set: Representatives from the Village of Elk Rapids, Antrim County Park Manager, Elk Rapids Police Department and Walk of Art!
- Lake Level Committee: Hydrology Study update, funding may require a special meeting.

Commissioner Bargy addressed the Antrim County Planning Commission Minutes of April 2, 2019 with two (2) items.

- 2019-2024 Parks and Recreation Plan
- Torch Lake Township Zoning Ordinance Amendments.

Discussion followed.

Commissioner Ricksgers stated the order of action taken by Board preparing for future County Facilities/Campus.

- Bank Building purchased due to prime site to improve County Campus
- Byce & Associates hired to study current and future needs assessment
- Bank Building cost as it sits empty and future site use to be determined.

The Chairman requested Public comment. Barbara Bradford, Ed Niepoth, Dave Hill and Gary Lockwood all addressed the Board regarding the future of the Antrim County Facilities Planning process and the effect of the Boards decisions long term for Antrim County residents, concerns of the cost of the demolition of the Bank Building and the need of a written report from the insurance carrier. Public comment closed.

The meeting adjourned at 10:05 p.m.

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Chairman, Ed Boettcher

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County Clerk, Sheryl Guy

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

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

Pledge of Allegiance to the U.S. flag.

The Chairman offered a moment of silence.

The Chairman requested Public Comment. Barbara Bradford addressed the Board that a memo from the Office of Congressman, Jack Bergman, announcing that the new grant cycle for infrastructure is focused on Northern Michigan. Ron Tschudy addressed the Board on facilities options and that the Board optimizes both energy efficiency and the use of renewable energy. Public comment closed at 9:07 a.m.

It was moved by Ricksgers, and seconded by VanAlstine, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, to approve the minutes of the April 18, 2019 meeting as written. Motion carried – all present voting yes.

Commissioner LaVanway – Grass River Natural Area – tree removal and improvements.  
Commissioner VanAlstine – Grass River Natural Area – Road.

It was moved by Bargy, seconded by Helwig, to adopt the proposed Educational Assistance Policy and rescind the College Course Tuition Reimbursement Policy adopted on August 11, 2011. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None. **Exhibit "A"**

It was moved by Bargy, seconded by Heeres, to authorize the Board Chairman to sign a communication addressed to Sherry A. Comben, Antrim County Treasurer, to indemnify and hold her harmless in her individual capacity from any judgment, fines or expenses in regards to her obligations and performance of the statutory obligations as they relate to the Zettle vs Antrim County lawsuit. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood, provided an update on the Bank Building and continues to work with Clare Wasek, Claims Adjuster for Michigan Municipal Risk Management Authority (MMRMA), on the Request for Proposals (RFP), for demolition, changes include repair of rental building portion wall and to move the utilities. Reporting that additional roof patching of the Bank Building was necessary and has been completed. Discussion followed.

It was moved by VanAlstine, seconded by Heeres, to approve the Claims and Accounts in the amount totaling \$153,449.90 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Ricksgers, to approve the 2019 Tax Rate Request (L-4029) and that the millage for County Operating be set at 5.3783 mill, the Commission on Aging at 0.3983 mill, Meadow Brook Medical Care Facility at 0.9960 mill, Antrim County Conservation District at 0.0995 mill, E-911 at 0.4980 mill, and the Recycling Millage at 0.1952 mill and to authorize the Board Chairman and the County Clerk to execute the Summer L-4029 Tax Rate Request. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Marcus, to authorize the Board Chairman to execute the Independent Contractor Appraisal Service Agreement between Antrim County and RFE, LLC to perform the statutory appraisal services for the Equalization Department for 2019 be approved at a cost not to exceed \$15,000.00, as budgeted, to expire December 31, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Helwig, that the Board approve acceptance of the \$1,750.00 grant funding from the Ripple Effect Grant through Paddle Antrim for the purchase of one (1) 800 MHz radio and authorize the Emergency Services Coordinator to execute the grant agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, and seconded by Marcus, to authorize the Board Chairman to execute an agreement with Mr. David May, D.O., for services related to the Deputy Medical Examiner at the rate of \$250.00 per case. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargo, seconded by VanAlstine, to approve the sponsorship of a grant application to the Grand Traverse Tribe of Ottawa and Chippewa Indians for a 2% Tribal Grant on behalf of the Antrim County Baby Pantry. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Ricksgers, to approve selling the countywide road centerlines for \$1,500.00 and the situs address points for an additional \$3,500.00 to HERE Technologies, subject to signature by company representatives on the data sharing agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood addressed the Board with an update on the McKinney Tower Lease Project and provided an outline of changes that were recommended by civil counsel. Sergeant, Mike Gank also provided the Board with American Tower contract for the location on McKinney Road, reporting concerns that American Towers is unwilling to negotiate a lower cost and remove the reimbursement for taxes paid. Discussion followed. **NO ACTION TAKEN**

It was moved by Bargy, seconded by Heeres, to authorize the creation and advertisement of a new position of Plumbing Inspector in the Building Department to be paid a rate consistent with the Plumbing Inspector pay scale in the General Unit Collective. The position will only be filled if the Building Official is unable to fill the need for a Plumbing Inspector with an Independent Contractor. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – LaVanway; Absent – None.

It was moved by Marcus, seconded by Ricksgers, to approve the hiring of Michael McPherson for the Building Inspector/Plan Reviewer position at an hourly rate of \$23.57 which is the 3-year step level on the 2019 wage scale for that position and authorize Deb Haydell, Finance Director, Chief Administrator Officer to make the appropriate amendments in the Construction Code Enforcement Fund #249 for wages and fringes from the Construction Code Enforcement Fund #249 fund balance. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

County Administrator, Peter Garwood addressed the Board with his report:

- Northern Lakes Economic Alliance (NLEA) Formula: Agreement reached
- County Employment Opportunities: Deputy Administrator and Treasurer  
Deputy II positions filled
- NCCMH Jail Liaison Update – and Ms. Gebhard to present
- Building Department Move: Update – cost and timing
- Facility Master Plan: Update – Survey link and response time
- Chain of Lakes Hydrology Study Update – and Mr. Christian to present

Commissioner Bargy addressed concerns of Departments following procedures and the Elk Rapids Day Park fence: Chairman provided update.

Commissioner VanAlstine addressed monthly financial reporting of the Airport. Deb Haydell, Finance Director, Chief Administrative Officer addressed financials and the County Administrator Peter Garwood will follow up with the Airport Manager.

Dave Christian addressed the Board to provide a status report on the Chain of Lakes Hydrology Study. Reporting that proposal interest provided by the Army Corps of Engineers whom are currently seeking approval to complete study, others of interest MSU and GEI. The committee continues to work through details, available grant funding for model and cost sharing proposal options. Discussion followed.

Finance Director, Chief Administrative Officer, Deb Haydell addressed the Board with her report:

- Revenue and Expenditure Report March 31, 2019
- Budget Amendments: Grass River Natural Area – Parking Lot & Road and Emergency Repair – Bellaire Dam
- Standard & Poor Global Ratings: Antrim County has received a credit rating raised from “AA” to “AA+” while affirming the stable outlook. Due to a long track record of achieving positive operating results due to its conservative and tight budgeting continues to support strong budgetary performance and very strong budgetary flexibility, with reserves.

It was moved by VanAlstine, seconded by Marcus, to authorize Deb Haydell, Finance Director, Chief Administrative Officer to make a Budget Amendment for the Grass River Natural Area Fund #223, Capital Outlay, road and parking lot project (#223-901-980) in the amount of \$133,333.00 with funding to come from Fund #223 Ending Fund Balance. Motion carried as follows: Yes – Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres; Absent – None.

It was moved by Heeres, seconded by Bargo, to authorize Deb Haydell, Finance Director, Chief Administrative Officer to make a 2019 Budget Amendment transfer to increase the General Fund, Revenue (101-000-699.142) in the amount of \$525.00 from DAMS Reserve Fund #142 and transfer out to the General Fund (#142-966-956.101) in the amount of \$525.00. Then a Budget Amendment to increase the expenditures account General Fund, Dams and Dams Operator, Equipment Maintenance, (#101-442-933.001) the amount of \$525.00 to cover emergency repair invoiced by Arndt Electric Service Inc. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Chairman Report: Elk Rapids Day Park update provided during the County Administrator's report and he informed the Board that he appointed Commissioner Marcus to participate in a grievance hearing that was set after the last Board meeting.

Kim Balke, Project Manager Conservation Resource Alliance presented the 2018 Conservation Resource Alliance Annual Report.

It was moved by Heeres, seconded by Helwig, that the 2018 Conservation Resource Alliance Annual Report be accepted. Motion carried – all present voting yes.

It was moved by Marcus, seconded by VanAlstine, that the Antrim County Airport 2018 Annual Report be accepted. Motion carried – all present voting yes.

Christine Gebhard, MSA Chief Executive Officer North Country Community Mental Health Authority presented the 2018 North Country Community Mental Health Annual Report.

It was moved by Marcus, and seconded by LaVanway, that the 2018 North Country Community Mental Health Annual Report be accepted. Motion carried – all present voting yes.

Christine Gebhard, MSA Chief Executive Officer North Country Community Mental Health addressed the Board to answer any questions regarding their 2020 proposal, for North Country Community Mental Health Jail Liaison and why State funding for jail liaison services has disappeared. The Antrim County Sheriff, Dan Bean and the Jail Administrator, Todd Rawling spoke on the limited population of inmates that are eligible for CMH services and that the current liaison spends an estimated time of (1-1.5 hours) per week in the Antrim County Jail and the proposal for 2020 assigns Antrim County to pay the liaison portion of half day a week. Discussion followed. **NO ACTION TAKEN**

Commissioner Helwig left meeting at 2:00 p.m.



**RESOLUTION #18-2019 By Christian Marcus, and seconded by Terry VanAlstine****OPPOSE SENDING LOCAL COMMUNITY MENTAL HEALTH APPROPRIATION  
TO THE STATE AS A MATCH FOR STATE PREPAID INPATIENT HEALTH PLANS (PIHP)  
SUPPORT REMOVAL OF SECTION 928**

**WHEREAS**, the Antrim County Commission having entered into an enabling resolution to create the North Country Community Mental Health Authority pursuant to Section 100 et seq. and Section 205 of the Mental Health Code, 1974 PA 258, as amended (MCL330.1100 et seq; MCL330.1205) with Charlevoix, Cheboygan, Emmet, Kalkaska and Otsego Counties; and

**WHEREAS**, North Country Community Mental Health (NCCMH) is a community mental health authority of the counties of Antrim, Charlevoix, Cheboygan, Emmet, Kalkaska and Otsego, organized under the terms of Section 204(a) of the Michigan Mental Health Code (the Code), (MCL330.1204[a]); and

**WHEREAS**, Section 116(b) of the Code (MCL330.1116[b]) requires that the Department of Community Health shift primary responsibility for the direct delivery of public mental health services from the state to a community mental health services program whenever the community mental health services program has demonstrated a willingness and capacity to provide an adequate and appropriate system of mental health services for the citizens of that service area; and

**WHEREAS**, NCCMH has demonstrated such willingness and capacity to provide community mental health services for over the past 40 years and is properly certified as a community mental health services program under the terms of Section 232(a) of the Code (MCL330.1232[a]); and

**WHEREAS**, Section 202(1) of the Code (MCL330.1202[1]) requires that the state shall financially support, in accordance with chapter 3, community mental health services programs that have been established and that are administered according to the provisions of this chapter; and

**WHEREAS**, there are also established in the state entities known as Prepaid Inpatient Health Plans (PIHPs), which receive Medicaid funds and distribute them to Community Mental Health Services Programs and other Medicaid providers; and

**WHEREAS**, Appropriations Bill Public Act 207 of 2018, Article X, Part 2 Provisions Concerning Appropriations, General Sections, Behavioral Health Services, Section 928 (1) states, "Each PIHP shall provide, from internal resources, local funds to be used as a bona fide part of the state match required under the Medicaid program in order to increase capitation rates for PIHPs. These funds shall not include either state funds received by a CMHSP for services provided to non-Medicaid recipients or the state matching portion of the Medicaid capitation payments made to a PIHP."; and;

**WHEREAS**, NCCMH and the counties that it represents are not a state designated PIHP; and

**RESOLUTION #18-2019 continued.**

**WHEREAS**, the county of Antrim having a strong desire to keep local funding at the local level to meet the financial liability of the county pursuant to Section 302(1) of the Code (MCL330.1301[1]) and to respond to the behavioral health needs in this county; and so,

**NOW THEREFORE BE IT RESOLVED**, that the Antrim County Commissioners strongly supports the withholding of local Antrim County funding from the PIHP for the purposes of increasing the Medicaid capitation rate of the PIHP and strongly supports the use of local county funds for local community mental health services as provided for under the Michigan Constitution and Michigan Mental Health Code; and

**BE IT FURTHER RESOLVED**, that the Antrim County Commissioners strongly urges its State Senate and House of Representatives members to eliminate similar language mentioned above in future State funding appropriations; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be provided to Governor Gretchen Whitmer, Senator Wayne Schmidt, Representative Tristan Cole, Michigan Department of Health and Human Services Director Robert Gordon, Behavioral Health and Developmental Disabilities Administration Deputy Director Dr. George Mellos, and the Michigan Association of Counties.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

No - None;

Absent – Jason Helwig.

**RESOLUTION #18-2019 DECLARED ADOPTED.**

Commissioner LaVanway left meeting at 2:28 p.m.

The Chair requested Public Comment. There was none.

The meeting adjourned at 2:32 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

## **Educational Assistance Policy**

### **Adopted: May 2, 2019**

#### Reimbursement

The County will reimburse an employee for 50% of tuition costs and other charges, up to a maximum of \$2000.00 per calendar year, subject to the availability of funds within the department's budget with the stipulation that the requested course meets the Internal Revenue Service allowable guidelines. The course(s) must be related to the employee's present position in the County as determined by the department head; or be a required course leading to a degree relating to the employee's present position. Reimbursement is for technical, undergraduate and graduate courses only. In order for an employee to be eligible, she or he must follow the application process that is outlined ~~below~~ herein. The course(s) must be taken outside of working hours. Only under special circumstances may a department head authorize an employee to attend classes during normal work hours; however, it is the responsibility of both the employee and the department head to ensure the employee makes up all lost work time. The tuition reimbursement program is available to regular full-time employees who have completed at least 12 months of employment.

#### Procedure

The employee must complete a Tuition Reimbursement Request Form, which is available in the Human Resources Office. Prior to enrolling in a course(s), signatures must be secured from the employee's department head or elected official, and the County Administrator. The course(s) must be technical, undergraduate or graduate courses, and taken at an accredited school. A college or university is considered to be accredited if it is contained in the United States Department of Education Database of Accreditation Post-Secondary Institutions and Programs.

The reimbursement request may include registration fees, tuition and laboratory fees. This does not include the cost of books. Where the cost of books is rolled into the overall tuition costs, employees will be asked to submit reasonable proof as to the cost of the book(s) to be subtracted from the tuition costs. In order to get reimbursed requests must be supported by an itemized paid receipt(s) and proof of a grade(s) of B or its equivalent or higher for the course(s). The completed Tuition Reimbursement Request Form must be signed by the department head and the County Administrator for verification of correct amount and passing grade. All documentation should be forwarded to the County Clerk's Office for payment.

In the event a department head requires an employee to enroll in a course(s), payment can be made in advance at up to 100%, however the same Tuition Reimbursement Form must still be completed prior to enrollment and the other provisions of the policy remain applicable. Formal education does not guarantee advancement in the County.

If the employee leaves on their own initiative or is discharged within 3 years of reimbursement, the balance of what is owed the County shall be deducted from the payout of all leave days. For

any amount remaining, the employee shall be required to reimburse the County in 1 lump sum based on the following schedule:

1. Return 100% of tuition reimbursement if employment ends within 1 year
2. Return 75% of tuition reimbursement if employment ends within 2 years
3. Return 50% of tuition reimbursement if employment ends within 3 years.

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

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

Pledge of Allegiance to the U.S. flag.

The Chairman offered a moment of silence.

The Chairman requested Public Comment. Donald Halstead introduced himself to the Board and thanked them for his appointment to the Area Agency on Aging of Northwest Michigan Board. Public comment closed.

It was moved by Ricksgers, seconded by VanAlstine, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Heeres, to approve the minutes of the May 2, 2019 meeting as corrected. Motion carried – all present voting yes.

Communications:

Commissioner Bargy asked the County Administrator if he planned to attend the Warner Township Public Hearing to consider establishing a Corridor Improvement Authority. The County Administrator stated that he would not be attending this hearing.

Liaison Reports:

Commissioner VanAlstine – Grass River Natural Area Update

It was moved by Marcus, seconded by VanAlstine, to authorize the Board Chairman to execute the lease agreement with North Country Community Mental Health for office space in the Antrim County Building beginning June 1, 2019, and ending September 30, 2019 with the possibility of successive one year terms beginning on October 1 of each subsequent year and ending on September 30. Motion carried as follows: Yes - Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

It was moved by Marcus, seconded by Bargy, to adopt the proposed amendment to the Inclement Weather Policy as corrected originally adopted on February 8, 1990. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

**EXHIBIT "A"**

It was moved by Marcus, seconded by Bargy, that Claims and Accounts in the amount totaling \$85,884.33 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Heeres, to authorize the Board Chairman to execute the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County with a thirty (30) day termination clause. Discussion followed.

It was moved by Marcus, seconded by Bargy to amend the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County to add language that Paddle Antrim will not be requesting any additional appropriations from the County and that the Chairman be authorized to execute an amended Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding with a thirty (30) day termination clause. Motion as follows: Yes – Watrous, Bargy, LaVanway, Marcus; No – Heeres, Boettcher, VanAlstine, Ricksgers, Helwig; Absent – None; **MOTION AMENDMENT FAILED**

It was moved by VanAlstine, seconded by Heeres, to authorize the Board Chairman to execute the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County with a thirty (30) day termination clause. Motion carried as follows: Yes – Heeres, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Watrous, Bargy, Marcus; Absent – None.

It was moved by Bargy, seconded by Helwig, to authorize the Board Chairman to execute the agreement with ePaint Recycling, LLC to collect, transport, and recycle waste latex paint at Antrim County's three (3) 2019 Household Hazardous Waste drop off events. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – LaVanway; Absent – None.

It was moved by VanAlstine, seconded by Marcus, to authorize the use of the Courthouse lawn for vendor displays during the annual M-88 Outdoor Market Tour event to take place June 15, 2019, subject to receipt of an appropriate certificate of insurance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by Helwig, to approve and accept the bid for \$20,401.50 from Otec for the Antrim County Jail 800 MHz Radios and BDA Antenna Project. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Chairman directed the County Administrator, Peter Garwood to draft and send a letter to the Mancelona Township Board to notify the Board that the County Board of Commissioners took no action on their request that the County provide financial assistance for a concrete pad at the site of the Mancelona recycling bins.

It was moved by VanAlstine, seconded by Helwig, that the Antrim County Surveyor 2018 Annual Report be accepted. Motion carried – all present voting yes.

County Administrator, Peter Garwood addressed the Board with his report:

- Street & Road Numbering Ordinance Amendment Update
- Animal Control Officer – Resigned Position posted
- Employee Handbook – Commissioner Bargy requested hardcopy when available

County Administrator, Peter Garwood report continued.

- Sheriff – Short-term Rental Banks Twp.
- Building Department Move

Update and clarification  
Update

Discussion followed.

**Board consensus was that the Building Department remain in its current location due to space renovation costing \$10,000.00 to \$20,000.00.**

It was moved by Helwig, seconded by Watrous, that with new information provided by the County Administrator, Peter Garwood that the Building Department relocation cost is not prudent and that the Board approve the March 7, 2019 request by the Building Department Director, Mark Haynes to purchase a large format multi-function printer (printer, plotter, scanner) at a cost of \$7,877.00 from Applied Imaging as quoted and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make a 2019 budget amendment to increase the Construction Code Enforcement Fund #249, expenditure Capital Outlay, Equipment (#249-901-980.000) in the amount of \$7,877.00 with funding to come from Fund #249 fund balance. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, Ricksgers, LaVanway, Helwig, Marcus; No – VanAlstine; Absent – None.

County Administrator, Peter Garwood report continued.

- Facility Master Plan Village of Bellaire DPW - future infrastructure needs
- Bank Building Demolition Update: RFP ready to advertise
- Supreme Court Administrative Order 2019-1, Establishment of Court Security Committees Under review

#### Monthly reports:

Emergency Services, Building Department, Antrim County Transportation, Soil Erosion and Antrim County Airport.

- Finance Director, Chief Administrative Director, Deb Haydell addressed the Board.
- Budget Amendment – Replacement of DARE Vehicle

It was moved by Ricksgers, seconded by Marcus, to approve the purchase of a Patrol Vehicle including all equipment and decals at a total package cost not to exceed \$46,000.00, and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make a 2019 budget amendment transfer to increase General Fund Revenue (#101-000-699.137) in the amount of \$46,000.00 from Capital Outlay Reserve Fund #137, and transfer Out to the General Fund (#137-967-999.101) in the amount of \$46,000.00. Then a Budget Amendment to increase the expenditure account General Fund, Capital Outlay, Sheriff Department (#101-901-980.301) in the amount of \$46,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Chairman Boettcher Report: The Elk Rapids Day Park gate is not being removed and our Parks Manager, Eileen Wallick will continue to assign her staff to maintain the park.

The Chairman requested Public Comment: Ed Niepoth addressed the Board seeking clarification of the proposed demolition for the Bank Building, or is the plan to demolish both Bank Building and the Attorney Building. The Chairman informed Mr. Niepoth that the Request for Proposals (RFP) contains both options.

It was moved by Helwig, seconded by VanAlstine, that the Board go into Closed Session to discuss strategy related to the Command Unit Collective Bargaining Agreement, and that the County Administrator, Peter Garwood, County Clerk, Sheryl Guy, Sheriff, Dan Bean and Human Services Director, Stephanie Murray remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board retired to Closed Session at 9:05 p.m.

The Board returned to Open Session at 10:02 p.m.

The meeting adjourned at 10:04 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy



## **Antrim County Inclement Weather Policy**

If a state of emergency is declared by Antrim County due to the weather, prior to the beginning of a workday, non-public safety related offices will be closed for the upcoming day. Affected employees will be paid at their normal daily rate for the non-work day.

If the Sheriff has issued a notice recommending that County citizens stay off the roads, prior to the beginning of a workday, the County Administrator and Sheriff will have a discussion to review the status of Antrim County roads and the weather forecast for the day. The County Administrator may determine that non-public safety related offices should be closed for the upcoming day. If non-public safety related offices are closed, effected employees will be paid at their normal daily rate for the non-work day.

If a state of emergency is declared or the Sheriff has issued a notice for County citizens stay off the roads during work hours, the County Building and Courthouse will remain open and employees can refer to paragraph 4 of this policy for guidance.

During inclement weather, except for the instances described in paragraphs 1 and 2, all offices will remain open. If an employee cannot make it to work, or if an employee is at work and determines that they would like to go home due to inclement weather, the individual may elect to take either vacation or personal leave for that time or be allowed to accept lost time without pay. In cooperation with their Supervisor, employees will be allowed to make up lost time only with two (2) pay periods, without accruing overtime. Employees will not be disciplined if they choose not to come in due to the weather.

For the purposes of this policy the Sheriff Office is not included in the definition of a non-public safety related office. The Sheriff will determine which positions under his/her supervision are considered "public safety related". All other employees in the Sheriff Office will be covered under this policy.

Adopted: February 9, 1990  
Amended: May 16, 2019

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

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

Pledge of Allegiance to the U.S. flag.

The Chairman offered a moment of silence.

The Chairman requested Public Comment. Donald Halstead introduced himself to the Board and thanked them for his appointment to the Area Agency on Aging of Northwest Michigan Board. Public comment closed.

It was moved by Ricksgers, seconded by VanAlstine, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Heeres, to approve the minutes of the May 2, 2019 meeting as corrected. Motion carried – all present voting yes.

Communications:

Commissioner Bargy asked the County Administrator if he planned to attend the Warner Township Public Hearing to consider establishing a Corridor Improvement Authority. The County Administrator stated that he would not be attending this hearing.

Liaison Reports:

Commissioner VanAlstine – Grass River Natural Area Update

It was moved by Marcus, seconded by VanAlstine, to authorize the Board Chairman to execute the lease agreement with North Country Community Mental Health for office space in the Antrim County Building beginning June 1, 2019, and ending September 30, 2019 with the possibility of successive one year terms beginning on October 1 of each subsequent year and ending on September 30. Motion carried as follows: Yes - Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

It was moved by Marcus, seconded by Bargy, to adopt the proposed amendment to the Inclement Weather Policy as corrected originally adopted on February 8, 1990. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

**EXHIBIT "A"**

It was moved by Marcus, seconded by Bargy, that Claims and Accounts in the amount totaling \$85,884.33 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Heeres, to authorize the Board Chairman to execute the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County with a thirty (30) day termination clause. Discussion followed.

It was moved by Marcus, seconded by Bary to amend the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County to add language that Paddle Antrim will not ~~be~~ request ~~ing~~ any additional appropriations from the County ~~and for the current year~~, that the Chairman be authorized to execute an amended Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding with a thirty (30) day termination clause. Motion as follows: Yes – Watrous, Bary, LaVanway, Marcus; No – Heeres, Boettcher, VanAlstine, Ricksgers, Helwig; Absent – None; **MOTION AMENDMENT FAILED**

**Original Motion stands as proposed and Board voted.**

~~It was moved by VanAlstine, seconded by Heeres, to authorize the Board Chairman to execute the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County with a thirty (30) day termination clause.~~

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

It was moved by Bary, seconded by Helwig, to authorize the Board Chairman to execute the agreement with ePaint Recycling, LLC to collect, transport, and recycle waste latex paint at Antrim County's three (3) 2019 Household Hazardous Waste drop off events. Motion carried as follows: Yes – Heeres, Watrous, Bary, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – LaVanway; Absent – None.

It was moved by VanAlstine, seconded by Marcus, to authorize the use of the Courthouse lawn for vendor displays during the annual M-88 Outdoor Market Tour event to take place June 15, 2019, subject to receipt of an appropriate certificate of insurance. Motion carried as follows: Yes – Heeres, Watrous, Bary, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by Helwig, to approve and accept the bid for \$20,401.50 from Otec for the Antrim County Jail 800 MHz Radios and BDA Antenna Project. Motion carried as follows: Yes – Heeres, Watrous, Bary, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Chairman directed the County Administrator, Peter Garwood to draft and send a letter to the Mancelona Township Board to notify the Board that the County Board of Commissioners took no action on their request that the County provide financial assistance for a concrete pad at the site of the Mancelona recycling bins.

It was moved by VanAlstine, seconded by Helwig, that the Antrim County Surveyor 2018 Annual Report be accepted. Motion carried – all present voting yes.

County Administrator, Peter Garwood addressed the Board with his report:

- Street & Road Numbering Ordinance Amendment      Update
- Animal Control Officer – Resigned      Position posted

County Administrator, Peter Garwood report continued.

- Employee Handbook – Commissioner Bargy requested hardcopy when available
- Sheriff – Short-term Rental Banks Twp. Update and clarification
- Building Department Move Update

Discussion followed.

**Board consensus was that the Building Department remain in its current location due to space renovation costing \$10,000.00 to \$20,000.00.**

It was moved by Helwig, seconded by Watrous, that with new information provided by the County Administrator, Peter Garwood that the Building Department relocation cost is not prudent and that the Board approve the March 7, 2019 request by the Building Department Director, Mark Haynes to purchase a large format multi-function printer (printer, plotter, scanner) at a cost of \$7,877.00 from Applied Imaging as quoted and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make a 2019 budget amendment to increase the Construction Code Enforcement Fund #249, expenditure Capital Outlay, Equipment (#249-901-980.000) in the amount of \$7,877.00 with funding to come from Fund #249 fund balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, LaVanway, Helwig, Marcus; No – VanAlstine; Absent – None.

County Administrator, Peter Garwood report continued.

- Facility Master Plan Village of Bellaire DPW - future infrastructure needs
- Bank Building Demolition Update: RFP ready to advertise
- Supreme Court Administrative Order 2019-1, Establishment of Court Security Committees Under review

#### Monthly reports:

Emergency Services, Building Department, Antrim County Transportation, Soil Erosion and Antrim County Airport.

Finance Director, Chief Administrative Director, Deb Haydell addressed the Board.

- Budget Amendment – Replacement of DARE Vehicle

It was moved by Ricksgers, seconded by Marcus, to approve the purchase of a Patrol Vehicle including all equipment and decals at a total package cost not to exceed \$46,000.00, and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make a 2019 budget amendment transfer to increase General Fund Revenue (#101-000-699.137) in the amount of \$46,000.00 from Capital Outlay Reserve Fund #137, and transfer Out to the General Fund (#137-967-999.101) in the amount of \$46,000.00. Then a Budget Amendment to increase the expenditure account General Fund, Capital Outlay, Sheriff Department (#101-901-980.301) in the amount of \$46,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Chairman Boettcher Report: The Elk Rapids Day Park gate is not being removed and our Parks Manager, Eileen Wallick will continue to assign her staff to maintain the park.

The Chairman requested Public Comment: Ed Niepoth addressed the Board seeking clarification of the proposed demolition for the Bank Building, or is the plan to demolish both Bank Building and the Attorney Building. The Chairman informed Mr. Niepoth that the Request for Proposals (RFP) contains both options.

It was moved by Helwig, seconded by VanAlstine, that the Board go into Closed Session to discuss strategy related to the Command Unit Collective Bargaining Agreement, and that the County Administrator, Peter Garwood, County Clerk, Sheryl Guy, Sheriff, Dan Bean and Human Services Director, Stephanie Murray remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board retired to Closed Session at 9:05 p.m.

The Board returned to Open Session at 10:02 p.m.

The meeting adjourned at 10:04 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

## **Antrim County Inclement Weather Policy**

If a state of emergency is declared by Antrim County due to the weather, prior to the beginning of a workday, non-public safety related offices will be closed for the upcoming day. Affected employees will be paid at their normal daily rate for the non-work day.

If the Sheriff has issued a notice recommending that County citizens stay off the roads, prior to the beginning of a workday, the County Administrator and Sheriff will have a discussion to review the status of Antrim County roads and the weather forecast for the day. The County Administrator may determine that non-public safety related offices should be closed for the upcoming day. If non-public safety related offices are closed, effected employees will be paid at their normal daily rate for the non-work day.

If a state of emergency is declared or the Sheriff has issued a notice for County citizens stay off the roads during work hours, the County Building and Courthouse will remain open and employees can refer to paragraph 4 of this policy for guidance.

During inclement weather, except for the instances described in paragraphs 1 and 2, all offices will remain open. If an employee cannot make it to work, or if an employee is at work and determines that they would like to go home due to inclement weather, the individual may elect to take either vacation or personal leave for that time or be allowed to accept lost time without pay. In cooperation with their Supervisor, employees will be allowed to make up lost time only with two (2) pay periods, without accruing overtime. Employees will not be disciplined if they choose not to come in due to the weather.

For the purposes of this policy the Sheriff Office is not included in the definition of a non-public safety related office. The Sheriff will determine which positions under his/her supervision are considered "public safety related". All other employees in the Sheriff Office will be covered under this policy.

Adopted: February 9, 1990  
Amended: May 16, 2019

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

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

Pledge of Allegiance to the U.S. flag.

The Chairman offered a moment of silence.

The Chairman requested Public Comment. Donald Halstead introduced himself to the Board and thanked them for his appointment to the Area Agency on Aging of Northwest Michigan Board. Public comment closed.

It was moved by Ricksgers, seconded by VanAlstine, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Heeres, to approve the minutes of the May 2, 2019 meeting as corrected. Motion carried – all present voting yes.

Communications:

Commissioner Bargy asked the County Administrator if he planned to attend the Warner Township Public Hearing to consider establishing a Corridor Improvement Authority. The County Administrator stated that he would not be attending this hearing.

Liaison Reports:

Commissioner VanAlstine – Grass River Natural Area Update

It was moved by Marcus, seconded by VanAlstine, to authorize the Board Chairman to execute the lease agreement with North Country Community Mental Health for office space in the Antrim County Building beginning June 1, 2019, and ending September 30, 2019 with the possibility of successive one year terms beginning on October 1 of each subsequent year and ending on September 30. Motion carried as follows: Yes - Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Bargy; Absent – None.

It was moved by Marcus, seconded by Bargy, to adopt the proposed amendment to the Inclement Weather Policy as corrected originally adopted on February 8, 1990. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

**EXHIBIT "A"**

It was moved by Marcus, seconded by Bargy, that Claims and Accounts in the amount totaling \$85,884.33 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Heeres, to authorize the Board Chairman to execute the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County with a thirty (30) day termination clause. Discussion followed.

It was moved by Marcus, seconded by Bargo to amend the Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding between Paddle Antrim and Antrim County to add language that Paddle Antrim will not request any additional appropriations from the County ~~and for the current year, that the Chairman be authorized to execute an amended Chain of Lakes Water Trail Signage Agreement - Memorandum of Understanding with a thirty (30) day termination clause.~~ Motion as follows: Yes – Watrous, Bargo, LaVanway, Marcus; No – Heeres, Boettcher, VanAlstine, Ricksgers, Helwig; Absent – None. **MOTION AMENDMENT FAILED** **CORRECTION – BOC 6/6/2019**

**Original Motion stands as proposed and Board voted.**

Motion carried as follows: Yes – Heeres, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Watrous, Bargo, Marcus; Absent – None.

It was moved by Bargo, seconded by Helwig, to authorize the Board Chairman to execute the agreement with ePaint Recycling, LLC to collect, transport, and recycle waste latex paint at Antrim County's three (3) 2019 Household Hazardous Waste drop off events. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – LaVanway; Absent – None.

It was moved by VanAlstine, seconded by Marcus, to authorize the use of the Courthouse lawn for vendor displays during the annual M-88 Outdoor Market Tour event to take place June 15, 2019, subject to receipt of an appropriate certificate of insurance. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by Helwig, to approve and accept the bid for \$20,401.50 from Otec for the Antrim County Jail 800 MHz Radios and BDA Antenna Project. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Chairman directed the County Administrator, Peter Garwood to draft and send a letter to the Mancelona Township Board to notify the Board that the County Board of Commissioners took no action on their request that the County provide financial assistance for a concrete pad at the site of the Mancelona recycling bins.

It was moved by VanAlstine, seconded by Helwig, that the Antrim County Surveyor 2018 Annual Report be accepted. Motion carried – all present voting yes.

County Administrator, Peter Garwood addressed the Board with his report:

- Street & Road Numbering Ordinance Amendment      Update
- Animal Control Officer – Resigned      Position posted
- Employee Handbook – Commissioner Bargo requested hardcopy when available
- Sheriff – Short-term Rental Banks Twp.      Update and clarification



County Administrator, Peter Garwood report continued.

- Building Department Move

Update

Discussion followed.

**Board consensus was that the Building Department remain in its current location due to space renovation costing \$10,000.00 to \$20,000.00.**

It was moved by Helwig, seconded by Watrous, that with new information provided by the County Administrator, Peter Garwood that the Building Department relocation cost is not prudent and that the Board approve the March 7, 2019 request by the Building Department Director, Mark Haynes to purchase a large format multi-function printer (printer, plotter, scanner) at a cost of \$7,877.00 from Applied Imaging as quoted and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make a 2019 budget amendment to increase the Construction Code Enforcement Fund #249, expenditure Capital Outlay, Equipment (#249-901-980.000) in the amount of \$7,877.00 with funding to come from Fund #249 fund balance. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, Ricksgers, LaVanway, Helwig, Marcus; No – VanAlstine; Absent – None.

County Administrator, Peter Garwood report continued.

- Facility Master Plan Village of Bellaire DPW - future infrastructure needs
- Bank Building Demolition Update: RFP ready to advertise
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#### Monthly reports:

Emergency Services, Building Department, Antrim County Transportation, Soil Erosion and Antrim County Airport.

Finance Director, Chief Administrative Director, Deb Haydell addressed the Board.

- Budget Amendment – Replacement of DARE Vehicle

It was moved by Ricksgers, seconded by Marcus, to approve the purchase of a Patrol Vehicle including all equipment and decals at a total package cost not to exceed \$46,000.00, and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make a 2019 budget amendment transfer to increase General Fund Revenue (#101-000-699.137) in the amount of \$46,000.00 from Capital Outlay Reserve Fund #137, and transfer Out to the General Fund (#137-967-999.101) in the amount of \$46,000.00. Then a Budget Amendment to increase the expenditure account General Fund, Capital Outlay, Sheriff Department (#101-901-980.301) in the amount of \$46,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Chairman Boettcher Report: The Elk Rapids Day Park gate is not being removed and our Parks Manager, Eileen Wallick will continue to assign her staff to maintain the park.

The Chairman requested Public Comment: Ed Niepoth addressed the Board seeking clarification of the proposed demolition for the Bank Building, or is the plan to demolish both Bank Building and the Attorney Building. The Chairman informed Mr. Niepoth that the Request for Proposals (RFP) contains both options.

It was moved by Helwig, seconded by VanAlstine, that the Board go into Closed Session to discuss strategy related to the Command Unit Collective Bargaining Agreement, and that the County Administrator, Peter Garwood, County Clerk, Sheryl Guy, Sheriff, Dan Bean and Human Services Director, Stephanie Murray remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board retired to Closed Session at 9:05 p.m.

The Board returned to Open Session at 10:02 p.m.

The meeting adjourned at 10:04 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

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For the purposes of this policy the Sheriff Office is not included in the definition of a non-public safety related office. The Sheriff will determine which positions under his/her supervision are considered "public safety related". All other employees in the Sheriff Office will be covered under this policy.

Adopted: February 9, 1990  
Amended: May 16, 2019

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

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

Pledge of Allegiance to the U.S. flag.

The Chairman offered invocation.

The Chairman requested Public Comment. Frederick Gulick, Milton Township spoke to the Board regarding a matter concerning a violation of his due process rights caused by the "Milton Township Zoning Ordinance" and requested that he be placed on the next Board agenda. Public comment closed.

It was moved by VanAlstine, seconded by Ricksgers, that the agenda be approved as presented. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by LaVanway, to approve the minutes of May 16, 2019 meeting as corrected. Motion carried – all present voting yes.

The Chairman POSTPONED action on the Closed Session Minutes of May 16, 2019 to the end of the Board meeting.

Liaison Reports:

Commissioner Ricksgers – Petoskey Stone Festival/A.C. Fair Board: Improvements report  
Commissioner VanAlstine – G.R.N.A. road update  
Commissioner LaVanway – A.C. Road Commission  
Commissioner Marcus – Upcoming Conferences  
Commissioner Bargy – Capital Improvement Plan, Facilities Master Plan listed (not included)  
Commissioner Boettcher – Capital Improvement Plan meeting June 27, 2019 & Conference travel authorized

It was moved by Heeres, seconded by VanAlstine, that the Claims and Accounts in the amount totaling \$89,312.68 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Sherise Shively, 13<sup>th</sup> Circuit Court Community Corrections Manager presented the Board with the 13<sup>th</sup> Circuit Court Community Corrections Grant Application to Michigan Department of Corrections for Fiscal Year 2020.

It was moved by Bargy, seconded by VanAlstine, to approve the Resolution #19-2019 for the 13<sup>th</sup> Circuit Court Community Corrections Grant Application to the Michigan Department of Corrections for Fiscal Year 2020.

**RESOLUTION #19-2019 By Karen Bargy, seconded by Terry VanAlstine**

**13<sup>th</sup> Circuit Court Community Corrections Grant Application  
to Michigan Department of Corrections for Fiscal Year 2020**

**WHEREAS**, on June 6, 2019 the Antrim County Board of Commissioners was presented the yearly Plans and Services Grant Application for the Department of Corrections, Office of Community Correction has been submitted to the board of commissioners for approval, and

**WHEREAS**, the grant is for one year starting with October 1, 2019 in the amount of \$289,166.00 and,

**WHEREAS**, now, application requires approval from the Antrim County Board of Commissioners to continue funding for the next fiscal year with no changes or amendments.

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS**, THAT Antrim County approves the submission of the 13<sup>th</sup> Circuit Court Community Corrections Fiscal Year 2020 Grant Application as presented.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #19-2019 DECLARED ADOPTED.**

The Chairman introduced the new Deputy Administrator Travis Youatt.

It was moved by Helwig, seconded Ricksgers, to authorize the Board Chair to execute the Municipal Employees' Retirement System (MERS) Hybrid Plan Adoption Agreement dated January 14, 2014 to amend the existing MERS document (only Section III – Eligible Employees to disallow irregular part-time employees) from MERS eligibility. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by \_\_\_\_\_, to adopt a resolution similar to the Huron County Resolution #19-55C to support and encourage continued construction, by the State, of the 200 bed State psychiatric hospital on the grounds of the current Caro Center in Tuscola County.

**MOTION FAILS FOR LACK OF SUPPORT**

It was moved by VanAlstine, seconded by Ricksgers, to accept the grant of \$2,000.00 from Great Lakes People Fund toward the purchase and activation of 800 MHz radios and authorize the Board Chair to execute the grant agreement.

Discussion followed.

**Proposed Amendment:**

It was moved by Bargy, seconded by Marcus, to amend the agreement as follows: Purpose: One (1) of six (6) radios. Motion to amend carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus, No – None; Absent – None.

**Original Motion stands with the approved amendment to the purpose of the grant as follows:**

Purpose: One (1) of six (6) radios.

It was moved by VanAlstine, seconded by Ricksgers, to approve the original motion and the approved amendment as follows: To accept the grant of \$2,000.00 from Great Lakes People Fund toward the purchase and activation of 800 MHz radios and authorize the Board Chair to execute the amended grant agreement, which contains the amended purpose: One (1) of six (6) radios). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Helwig, seconded by Ricksgers, to authorize the Board Chairman to execute the State of Michigan Fiscal Year 2018-2019 Hazardous Materials Preparedness (HMEP) Planning Grant Agreement (CFDA Number: 20.703, Grant Number: HM-HMP-0558-16-01-00) for an amount of \$2,500.00. Motion carried as follows: Yes- Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Helwig, seconded by Bargy to authorize the Sheriff to accept the bid from Captain's Choice Marine to purchase a 90-horsepower Honda outboard motor and a 150-horsepower Honda motor for \$29,343.12 and budgeted in the General Fund, Capital Outlay Equipment Marine not to exceed the budgeted \$30,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Helwig, to approve an increase to the Commission on Aging, Full-Time Cook Position classification "Other Wages" line items (297-672-705 Congregate Meals and 297-674-705 Meals on Wheels) as this position serves both functions, the hourly rate of \$13.12 totaling \$2,590.00 split between the two (2) departments budgets effective July 1, 2019 through December 31, 2019, and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make the 2019 budget amendments to Fund #297. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – None.

It was moved by LaVanway, seconded by Bargy, to authorize the Board Chairman to execute the revised easement agreement with Consumers Energy, which will supersede the easement adopted on December 13, 2018, amended February 7, 2019, and dated February 28, 2019, to install electric service for the Dam Beach and Fishing Park Restroom Facilities. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood addressed the Board with his report:

- NLEA Update – Tentative agreement reached
- Street & Road #'s Ordinance Amendment Update Proposal: GIS data base assign vacant lots
- First Rights of Refusal Update – Treasurer reported 214 properties

County Administrator report continued.

- Employee Training/Workshops MERS programs MERCER , a new health Exchange available to retirees & Health Care Saving Plan
- Facility Master Plan Survey Results Update – June 20<sup>th</sup> Board meeting
- Bank Building Demolition Study Asbestos/Lead – Not in the original RFP/Enable Contractors to provide solid demolition bids
- Active Assailant Exercise Update – looking for observers
- Administrator on vacation June 14 – 23, 2019
- Wetzel Lake Day Park Porta-Johns Gmoser Septic Service report: reoccurring vandalism

Board members Questions/Input:

Commissioner Bargy:

- Status of FT Plumbing Inspector On hold – seeking contractual services
- Capital Improvement Plan (CIP) June 27<sup>th</sup> meeting –No Facilities Planning in CIP
- AT & T Cell Coverage Improvement Potential site options – Engineer Study

Commissioner Boettcher:

- Training /Workshops Supported Board attend: MERS – MERCER & Health Care Saving Plan (HCPS) Board - Per Diem approved Co. Clerk reported an individual entering employee only entrance and roaming in back hallway looking for her. Email sent to all County Departments by the County Administrator to be observant of others (public) while entering back doors.
- Security – Incident reported

Commissioner Marcus:

- Building Code – Permits Clarification: Language guidelines for Roofing & Siding Administrator to follow up and report.

It was moved by Heeres, seconded by Bargy, to authorize the Board Chairman to execute an agreement with Mackinaw Environmental Technologies, Inc. for an asbestos and lead study in the bank building at a cost of \$2,880.00 to be covered by Michigan Municipal Risk Management (MMRMA), the County's liability insurance claim #1901049. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

It was moved by Bargy, seconded by VanAlstine, to amend the Agreement for Services between Antrim County and Gmoser Septic Services, LLC to remove Wetzel Lake Day Park as a location for the placement of porta-johns due to reoccurring vandalism. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres, Helwig; Absent – None.

The Chairman asked the County Administrator to review policies to identify any language that addresses employees bringing animals (dogs) into County Facilities.

Commissioner Helwig left meeting at 11:55 a.m.

It was moved by VanAlstine, seconded by Ricksgers, that the Board go into closed session to discuss strategy related to the Command Unit Collective Bargaining Agreement per the Open Meetings Act 267 of 1976, Section 8(c) with the County Administrator, County Resource Director, County Sheriff and County Clerk to remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Board went into closed session at 12:35 noon.

The meeting re-opened at 12:59 p.m.

It was moved by Bargy, seconded by LaVanway that the closed session minutes of May 16, 2019 be approved as corrected. Motion carried – all present voting yes.

Jennifer Berkey, Michigan State University Extension District #3 Director presented the Michigan State University Extension 2018 Annual Report.

It was moved by Heeres, seconded by LaVanway, that the Michigan State University Extension 2018 Annual Report be accepted. Motion carried as follows: All present voting yes.

Christine Crissman presented The Watershed Center 2018 Annual Report.

It was moved by VanAlstine, seconded by Marcus, that The Watershed Center 2018 Annual Report be accepted. Motion carried – all present voting yes.

Jenn Wright, Grass River Natural Area Executive Director presented the Grass River Natural Area 2018 Annual Report.

It was moved by LaVanway, seconded by Watrous, that the Grass River Natural Area 2018 Annual Report be accepted. Motion carried – all present voting yes.

Maureen Clore, Department of Health and Human Services Director presented the Antrim County Department Health and Human Services 2018 Annual Report.

It was moved by LaVanway, seconded by VanAlstine, that the Antrim County Department of Health and Human Services 2018 Annual Report be accepted. Motion carried – all present voting yes.

Burt Thompson, Antrim County Road Commission Engineer-Manager presented the Antrim County Road Commission 2018 Annual Report.

Commissioner LaVanway left meeting at 2:05 p.m. and returned at 2:08 p.m.

Commissioners Boettcher & Bargy left meeting at 2:06 p.m. and returned at 2:09 p.m.

It was moved by VanAlstine, seconded by Ricksgers, that the Antrim County Road Commission 2018 Annual Report be accepted. Motion carried – all present voting yes.

Commissioner Ricksgers left meeting at 2:33 p.m. and returned at 2:35 p.m.

It was moved by LaVanway, seconded by VanAlstine, that the Antrim County Probate and Family Court 2018 Annual Report be accepted as written. Motion carried – all present voting yes.



It was moved by LaVanway, seconded by Watrous, that the Antrim County Transportation 2018 Annual Report be accepted as written. Motion carried – all present voting yes.

County Administrator, Peter Garwood to contact Al Meacham, Antrim County Transportation Director per Commissioner Bargy's questions on ridership and decreased revenue.

It was moved by VanAlstine, seconded by LaVanway, that the Antrim County Commission on Aging 2018 Annual Report be accepted as written. Motion carried – all present voting yes.

Commissioner Bargy spoke on the Health Department Services – Adult Health Care Division has discontinued the skilled and certified home Health & Hospice services and fighting for home health and other clinics due to the increased compliance requirements of Medicare.

Deb Haydell, Finance Director, Chief Administrative Officer of the Budget presented her report:

- Revenue & Expenditure Report ending 4/30/2019
- Anderson & Tackman wrapped up work on site for County audit
- MERS – Continue to process data for future budget amendment due to GASB change to Trust and Agency fund.
- MERS assumption % less than projected

The Chairman requested Public Comment. There was none.

The meeting adjourned at 3:35 p.m.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy

**TO: Antrim County Board**

**FROM: Fredrick Gulick**

**DATE: June 6, 2019**

**RE: Milton Township**

**PLEASE ENTER THIS CORRESPONDENCE IN YOUR MEETING MINUTES.**

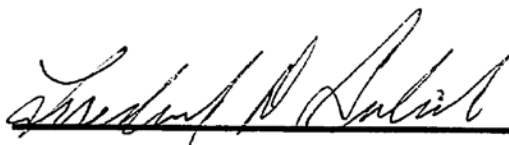
**I am requesting your assistance regarding:**

- 1. An Oath of Office.**
- 2. Zoning supported by the Antrim County Administration which in my estimation is a INVERSE CONDEMNATION of my private property, placed a CLOUD ON MY TITLE and a nuisance.**
- 3. The possible violation of the Open Meetings Act.**
- 4. Whether or not this board or township board has the right to appoint someone to hold office retroactively.**

**I believe it is in the public interest and this commission to understand the law and ordinance making rules according to the Constitution of Michigan.**

**I also wish to notify you that possibly my Due Process Rights are being stepped on when an official of the Township or County says they can come on my private riparian property without permission.**

**Please set aside a reasonable amount of time to discuss this on the agenda of your next meeting.**



**Fredrick D. Gulick**

**231-322-2525**

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

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

Pledge of Allegiance to the U.S. flag.

The Chairman offered invocation.

The Chairman requested Public Comment. Frederick Gulick, Milton Township spoke to the Board regarding a matter concerning a violation of his due process rights caused by the "Milton Township Zoning Ordinance" and requested that he be placed on the next Board agenda. Public comment closed.

It was moved by VanAlstine, seconded by Ricksgers, that the agenda be approved as presented. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by LaVanway, to approve the minutes of May 16, 2019 meeting as corrected. Motion carried – all present voting yes.

The Chairman POSTPONED action on the Closed Session Minutes of May 16, 2019 to the end of the Board meeting.

Liaison Reports:

Commissioner Ricksgers – Petoskey Stone Festival/A.C. Fair Board: Improvements report  
Commissioner VanAlstine – G.R.N.A. road update  
Commissioner LaVanway – A.C. Road Commission  
Commissioner Marcus – Upcoming Conferences  
Commissioner Bargy – Capital Improvement Plan, Facilities Master Plan listed (not included)  
Commissioner Boettcher – Capital Improvement Plan meeting June 27, 2019 & Conference travel authorized

It was moved by Heeres, seconded by VanAlstine, that the Claims and Accounts in the amount totaling \$89,312.68 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Sherise Shively, 13<sup>th</sup> Circuit Court Community Corrections Manager presented the Board with the 13<sup>th</sup> Circuit Court Community Corrections Grant Application to Michigan Department of Corrections for Fiscal Year 2020.

It was moved by Bargy, seconded by VanAlstine, to approve the Resolution #19-2019 for the 13<sup>th</sup> Circuit Court Community Corrections Grant Application to the Michigan Department of Corrections for Fiscal Year 2020.

**RESOLUTION #19-2019 By Karen Bargy, seconded by Terry VanAlstine**

**13<sup>th</sup> Circuit Court Community Corrections Grant Application  
to Michigan Department of Corrections for Fiscal Year 2020**

**WHEREAS**, on June 6, 2019 the Antrim County Board of Commissioners was presented the yearly Plans and Services Grant Application for the Department of Corrections, Office of Community Correction has been submitted to the board of commissioners for approval, and

**WHEREAS**, the grant is for one year starting with October 1, 2019 in the amount of \$289,166.00 and,

**WHEREAS**, now, application requires approval from the Antrim County Board of Commissioners to continue funding for the next fiscal year with no changes or amendments.

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS**, THAT Antrim County approves the submission of the 13<sup>th</sup> Circuit Court Community Corrections Fiscal Year 2020 Grant Application as presented.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #19-2019 DECLARED ADOPTED.**

The Chairman introduced the new Deputy Administrator Travis Youatt.

It was moved by Helwig, seconded Ricksgers, to authorize the Board Chair to execute the Municipal Employees' Retirement System (MERS) Hybrid Plan Adoption Agreement ~~dated January 14, 2014~~ to amend the existing MERS document, dated January 14, 2014 (only Section III – Eligible Employees) to disallow irregular part-time employees from MERS eligibility. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by \_\_\_\_\_, to adopt a resolution similar to the Huron County Resolution #19-55C to support and encourage continued construction, by the State, of the 200 bed State psychiatric hospital on the grounds of the current Caro Center in Tuscola County.

**MOTION FAILS FOR LACK OF SUPPORT**

It was moved by VanAlstine, seconded by Ricksgers, to accept the grant of \$2,000.00 from Great Lakes People Fund toward the purchase and activation of 800 MHz radios and authorize the Board Chair to execute the grant agreement.  
Discussion followed.

**Proposed Amendment:**

It was moved by Bargy, seconded by Marcus, to amend the agreement as follows: Purpose: One (1) of six (6) radios. Motion to amend carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus, No – None; Absent – None.

**Original Motion stands with the approved amendment to the purpose of the grant as follows:**

Purpose: One (1) of six (6) radios.

It was moved by VanAlstine, seconded by Ricksgers, to approve the original motion and the approved amendment as follows: To accept the grant of \$2,000.00 from Great Lakes People Fund toward the purchase and activation of 800 MHz radios and authorize the Board Chair to execute the amended grant agreement, which contains the amended purpose: One (1) of six (6) radios). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Helwig, seconded by Ricksgers, to authorize the Board Chairman to execute the State of Michigan Fiscal Year 2018-2019 Hazardous Materials Preparedness (HMEP) Planning Grant Agreement (CFDA Number: 20.703, Grant Number: HM-HMP-0558-16-01-00) for an amount of \$2,500.00. Motion carried as follows: Yes- Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Helwig, seconded by Bargy to authorize the Sheriff to accept the bid from Captain's Choice Marine to purchase a 90-horsepower Honda outboard motor and a 150-horsepower Honda motor for \$29,343.12 and budgeted in the General Fund, Capital Outlay Equipment Marine not to exceed the budgeted \$30,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Helwig, to approve an increase to the Commission on Aging, ~~Full-Time Cook Position classification~~ "Other Wages" line items (297-672-705 Congregate Meals and 297-674-705 Meals on Wheels) for a full-time Cook position, as this position serves both functions, the hourly rate of \$13.12 totaling \$2,590.00 split between the two (2) departments budgets effective July 1, 2019 through December 31, 2019, and to authorize Deb Haydell, Finance Director, Chief Administrative Officer of the Budget to make the 2019 budget amendments to Fund #297. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Marcus; Absent – None.

It was moved by LaVanway, seconded by Bargy, to authorize the Board Chairman to execute the revised easement agreement with Consumers Energy, which will supersede the easement adopted on December 13, 2018, amended February 7, 2019, and dated February 28, 2019, to install electric service for the Dam Beach and Fishing Park Restroom Facilities. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Peter Garwood addressed the Board with his report:

- NLEA Update – Tentative agreement reached
- Street & Road #'s Ordinance Amendment Update Proposal: GIS data base assign vacant lots
- First Rights of Refusal Update – Treasurer reported 214 properties

County Administrator report continued.

- Employee Training/Workshops MERS programs MERCER , a new health Exchange available to retirees & Health Care Saving Plan
- Facility Master Plan Survey Results Update – June 20<sup>th</sup> Board meeting
- Bank Building Demolition Study Asbestos/Lead – Not in the original RFP/Enable Contractors to provide solid demolition bids
- Active Assailant Exercise Update – looking for observers
- Administrator on vacation June 14 – 23, 2019
- Wetzel Lake Day Park Porta-Johns Gmoser Septic Service report: reoccurring vandalism

Board members Questions/Input:

Commissioner Bargy:

- Status of FT Plumbing Inspector On hold – seeking contractual services
- Capital Improvement Plan (CIP) June 27<sup>th</sup> meeting –No Facilities Planning in CIP
- AT & T Cell Coverage Improvement Potential site options – Engineer Study

Commissioner Boettcher:

- Training /Workshops Supported Board attend: MERS – MERCER & Health Care Saving Plan (HCPS) Board - Per Diem approved Co. Clerk reported an individual entering employee only entrance and roaming in back hallway looking for her. Email sent to all County Departments by the County Administrator to be observant of others (public) while entering back doors.
- Security – Incident reported

Commissioner Marcus:

- Building Code – Permits Clarification: Language guidelines for Roofing & Siding Administrator to follow up and report.

It was moved by Heeres, seconded by Bargy, to authorize the Board Chairman to execute an agreement with Mackinaw Environmental Technologies, Inc. for an asbestos and lead study in the bank building at a cost of \$2,880.00 to be covered by Michigan Municipal Risk Management (MMRMA), the County's liability insurance claim #1901049. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

It was moved by Bargy, seconded by VanAlstine, to amend the Agreement for Services between Antrim County and Gmoser Septic Services, LLC to remove Wetzel Lake Day Park as a location for the placement of porta-johns due to reoccurring vandalism. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres, Helwig; Absent – None.

The Chairman asked the County Administrator to review policies to identify any language that addresses employees bringing animals (dogs) into County Facilities.

Commissioner Helwig left meeting at 11:55 a.m.

It was moved by VanAlstine, seconded by Ricksgers, that the Board go into closed session to discuss strategy related to the Command Unit Collective Bargaining Agreement per the Open Meetings Act 267 of 1976, Section 8(c) with the County Administrator, County Resource Director, County Sheriff and County Clerk to remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Board went into closed session at 12:35 noon.

The meeting re-opened at 12:59 p.m.

It was moved by Bargy, seconded by LaVanway that the closed session minutes of May 16, 2019 be approved as corrected. Motion carried – all present voting yes.

Jennifer Berkey, Michigan State University Extension District #3 Director presented the Michigan State University Extension 2018 Annual Report.

It was moved by Heeres, seconded by LaVanway, that the Michigan State University Extension 2018 Annual Report be accepted. Motion carried as follows: All present voting yes.

Christine Crissman presented The Watershed Center 2018 Annual Report.

It was moved by VanAlstine, seconded by Marcus, that The Watershed Center 2018 Annual Report be accepted. Motion carried – all present voting yes.

Jenn Wright, Grass River Natural Area Executive Director presented the Grass River Natural Area 2018 Annual Report.

It was moved by LaVanway, seconded by Watrous, that the Grass River Natural Area 2018 Annual Report be accepted. Motion carried – all present voting yes.

Maureen Clore, Department of Health and Human Services Director presented the Antrim County Department Health and Human Services 2018 Annual Report.

It was moved by LaVanway, seconded by VanAlstine, that the Antrim County Department of Health and Human Services 2018 Annual Report be accepted. Motion carried – all present voting yes.

Burt Thompson, Antrim County Road Commission Engineer-Manager presented the Antrim County Road Commission 2018 Annual Report.

Commissioner LaVanway left meeting at 2:05 p.m. and returned at 2:08 p.m.

Commissioners Boettcher & Bargy left meeting at 2:06 p.m. and returned at 2:09 p.m.

It was moved by VanAlstine, seconded by Ricksgers, that the Antrim County Road Commission 2018 Annual Report be accepted. Motion carried – all present voting yes.

Commissioner Ricksgers left meeting at 2:33 p.m. and returned at 2:35 p.m.

It was moved by LaVanway, seconded by VanAlstine, that the Antrim County Probate and Family Court 2018 Annual Report be accepted as written. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by Watrous, that the Antrim County Transportation 2018 Annual Report be accepted as written. Motion carried – all present voting yes.

County Administrator, Peter Garwood to contact Al Meacham, Antrim County Transportation Director per Commissioner Bargy's questions on ridership and decreased revenue.

It was moved by VanAlstine, seconded by LaVanway, that the Antrim County Commission on Aging 2018 Annual Report be accepted as written. Motion carried – all present voting yes.

Commissioner Bargy spoke on the Health Department Services – Adult Health Care Division has discontinued the skilled and certified home Health & Hospice services and fighting for home health and other clinics due to the increased compliance requirements of Medicare.

Deb Haydell, Finance Director, Chief Administrative Officer of the Budget presented her report:

- Revenue & Expenditure Report ending 4/30/2019
- Anderson & Tackman wrapped up work on site for County audit
- MERS – Continue to process data for future budget amendment due to GASB change to Trust and Agency fund.
- MERS assumption % less than projected

The Chairman requested Public Comment. There was none.

The meeting adjourned at 3:35 p.m.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy



**TO: Antrim County Board**

**FROM: Fredrick Gulick**

**DATE: June 6, 2019**

**RE: Milton Township**

**PLEASE ENTER THIS CORRESPONDENCE IN YOUR MEETING MINUTES.**

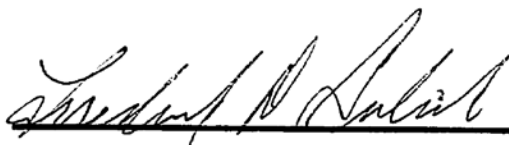
**I am requesting your assistance regarding:**

- 1. An Oath of Office.**
- 2. Zoning supported by the Antrim County Administration which in my estimation is a INVERSE CONDEMNATION of my private property, placed a CLOUD ON MY TITLE and a nuisance.**
- 3. The possible violation of the Open Meetings Act.**
- 4. Whether or not this board or township board has the right to appoint someone to hold office retroactively.**

**I believe it is in the public interest and this commission to understand the law and ordinance making rules according to the Constitution of Michigan.**

**I also wish to notify you that possibly my Due Process Rights are being stepped on when an official of the Township or County says they can come on my private riparian property without permission.**

**Please set aside a reasonable amount of time to discuss this on the agenda of your next meeting.**



**Fredrick D. Gulick**

**231-322-2525**

The Chairman called the meeting to order at 7:00 P.M.

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

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

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board on the matter of climate change, advances in science and technology to end dependence on fossil fuels. Public comment closed.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Watrous, to approve the minutes of June 6, 2019 meeting as corrected. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by VanAlstine, to approve the minutes of the June 6, 2019 closed session as written. Motion carried – all present voting yes.

COMMUNICATIONS/NOTICES: There was none.

#### LIAISON REPORTS:

Commissioner Bargy – Paddle Antrim/Milton Township “Policy no sponsorships”

Commissioner VanAlstine – Grass River Natural Area “Open House”

Commissioner LaVanway – Antrim County Road Commission – summer road projects

Commissioner Boettcher – Antrim County, Central Lake active shooter training exercise

Commissioner Heeres- Antrim Creek Natural Area – summer help: Intern Conservation District

Commissioner Marcus – Reported that he had was appointed to replace Dennis Priest on the Northern Michigan Regional Entity Board.

It was moved by VanAlstine, seconded by LaVanway, that the Claims and Accounts in the amount totaling \$172,570.83 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Antrim County Conservation District, Heidi Shafer, Soil Erosion Officer addressed the Board on a particular homeowner’s site concerns and suggested that the Board consider strengthening the Soil Erosion, Sedimentation, and Storm water Runoff Control Ordinance. She also suggested a tour be scheduled for the Board members and Representative, Triston Cole to showcase concerns and opportunities we have to protect our county’s natural resources and tax base. She will work with County Administrator’s to schedule a tour.

Sara Lucas, formerly of Networks Northwest presented the Board with the Antrim County Facilities Master Plan Survey Results representing 183 responses.

Antrim County Facilities Master Plan Survey results recommendations:

- Take advantage of information and studies gathered from other resources
- Community engagement by providing additional forums
- Outside – neutral facilitator
- Communications/Envisioning – create Antrim County Facilities Master Plan Website/Social Media platform and local governmental involvement
- Administration Office point of contact
- Narrow options to two (2)

Discussion followed.

Commissioner LaVanway requested a 2005 report. The report was an evaluation and assessment of property occupied by the Antrim County Animal Control.

Commissioner Boettcher announced that he and the County Administrator plan to meet with a representative of the Village of Bellaire and the Downtown Development Authority.

Commissioner Bargy: Vice-Chair be included in future gatherings and meetings.

Chairman Boettcher: Update and continue to discuss next Board meeting.

Discussion followed.

It was moved by Bargy, seconded by VanAlstine, to approve the proposed amendment to the Antrim County Easement Policy as presented. Motion carried – all present voting yes. **EXHIBIT “A”**

It was moved by Bargy, seconded by Helwig, to approve the Credit Card Acceptance Procedure & Policy as presented. Motion carried – all present voting yes. **EXHIBIT “B”**

It was moved by Bargy, seconded by Helwig, to authorize the Commission on Aging Director to apply for Congregate Meal and Meals-On-Wheels grant funding, and authorize the Board Chair to execute the Department of Health & Human Services (DHHS) and Area Agency on Aging of Northwest Michigan (AAANM) Assurance of Compliance documents which are attached with the RFP Application to Area Agency on Aging of Northwest Michigan (AAANM) for Congregate and Home Delivered Meal funding through a Fiscal Year 2020-2022 Multi-Year Services Contract. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Watrous, to authorize the Board Chair to execute the National Association of County Officials (NACo) 2019 Credentials Voting Form, which will authorize Commissioner Christian Marcus to be the voting delegate representing Antrim County at the National Association of County Officials (NACo) Annual Conference. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Watrous, to accept the Antrim County Department of Veterans Affairs 2018 Annual Report as written. Motion carried – all present voting.

Deputy Administrator, Travis Youatt addressed the Board to present the Administrator's report.

Board members Questions/Input:

Commissioner Barga:

- Comprehensive Wage Study by independent contractor status. (information & cost)
- Building Department - Emergency Inspections – “considerations” are all treated the same in written “policy”.
- Open House: Elk Rapids Hydroelectric Dam – Press release should be reviewed and released by County Administrator.
- Cairn Monument Agreement Status: Be expedited between Milton Township, Antrim County and the Antrim County Road Commission.

Commissioner VanAlstine:

- Antrim County Transportation Building – Who is responsible for maintenance of building? (Water damage and block deterioration) photos provided.
- County Building Security – Request for proposals – deadline passed & status of bids submitted.

Commissioner LaVanway:

- Employee Performance Reviews – Is Human Resource Director handling this project?
- Outside entrance motion light – which entrance?
- Antrim County Transportation funding for building repair.

Commissioner Watrous:

- Construction Code Policy – status of draft clarifying standards and requirements.

Monthly Report submission:

Building Department, Commission on Aging, Antrim County Transportation, Emergency Services, Airport, and the Sheriff's reports for Animal Control and Township statistics.

The Chairman, Ed Boettcher had nothing to report.

Deb Haydell, Finance Director, Chief Administrative Officer of the Budget:

- No printed report.
- Answered various questions the Board members asked regarding claims and accounts.

VARIOUS MATTERS:

Commissioner Barga asked why the Animal Control complaints are up. It was reported that the department is short staffed and currently filling the open positions.

Discussion followed.

The Chairman requested Public Comment. Jennifer Hodges, Gourdie Frasier Engineering introduced herself to inform the Board that she currently works with local communities such as Central Lake, Ellsworth and the Bellaire DDA and offered assistance in customizing a website for the Antrim County Facility Master Plan Project providing local input and back logging data. Public Comment closed.

The meeting adjourned at 9:15 p.m.

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Chairman, Ed Boettcher, III

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County Clerk, Sheryl Guy

## **ANTRIM COUNTY EASEMENT POLICY**

No easement shall be granted across County property, unless there is a direct benefit to the County of Antrim as determined by the Board of Commissioners.

ATTACHMENT A

Passed: 11/13/1997  
Updated: 06/20/2019

## CREDIT CARD ACCEPTANCE PROCEDURES & POLICY

Amended: June 20, 2019

Pursuant to Michigan Public Act 280 of 1995, as amended the Antrim County Board of Commissioners may authorize the acceptance of payment by financial transaction devices in designated county offices. Section 3 of the Act requires that the County Treasurer determine the types of financial transaction devices that may be accepted.

It is the responsibility of the County Board of Commissioners to establish the policy to accept credit cards within the county and to authorize the budget to cover the service fees. The contract with the credit card service center is authorized and signed by the County Board of Commissioners. Credit cards are a form of payment the same as checks or cash. Issues of standardization of the process, internal control, security, timelines and equipment are the concern of the County Treasurer. It is the responsibility of the County Treasurer and the staff of the County Treasurer to approve and supervise the implementation of credit card stations in a timely manner as possible to meet the needs of the department requesting this service. The County Treasurer or his/her designee is the county contact for the merchant credit card service provider.

Procedures to implement a department's acceptance of credit cards:

1. The department head sends a written request to the County Treasurer outlining the scope of the service desired.
2. The County Treasurer arranges a meeting with the department head requesting the service to cover the implementation, office policies and procedures for accepting credit cards.
3. The department head will make arrangements with the Finance Director for a budget adjustment if fees are being charged to the County.
4. Approval shall be in writing and specify the bills, goods or services for which payment by credit card is permitted.
5. The County Treasurer with the department head will make all necessary arrangements with the credit card vendor to establish a credit card station within the department.
6. Periodically, the County Treasurer may organize a user group meeting of county departments re review areas of mutual concern and to share ideas of general benefits.

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Christian Marcus.

Absent: Dawn LaVanway, Jason Helwig.

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

Moment of Silence.

The Chairman requested Public Comment. Fred Gulick addressed the Board on the ballot proposal for Milton Township: Farmland and Open Space Proposal and the Antrim County Farmland and Open Space Development Rights Ordinance. Ron Tschudy addressed the Board on climate change and our political system shaking itself from the fossil fuel industry's political muscle and principles. Public comment closed.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Watrous, to approve the minutes of June 20, 2019 meeting as corrected. Motion carried – all present voting yes.

Communications/Notices: County Administrator, Peter Garwood

- Michigan Public Service Communication – United Way (2-1-1)
- Fred Gulick – Request for information

Liaison Reports:

Commissioner Bargy – Drug & Sobriety Court

Commissioner Heeres – Antrim Creek Natural Area

County Administrator – M22 Corridor Plan Public Hearing: Warner Township and Elmira Township

Committee Reports: County Administrator, Peter Garwood

Veterans Affairs' Committee – Action

Antrim Creek Natural Area – Agreement amendment proposal

It was moved by Heeres, seconded by VanAlstine, to support the action of the Veteran's Affairs' Committee for succession plan of the Veterans Affairs' Director, Deborah Peters effective retirement notice effective September 27, 2019, and to adhere to the County Department of Veterans' Affairs Public Act 192 of 1953 and the Antrim County Veterans' Affairs Committee Bylaws adopted 11/08/2017; the committees intention is to fill the imminently vacant director's position by promoting Walter Bedell, Veterans Service Office 1 to the position of Director at the starting wage of the General Non-Union 2019 Wage/Salary scale. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – None; Absent – LaVanway, Helwig.

It was moved by Heeres, seconded by VanAlstine, to authorize the Board Chair to execute the amendment to the agreement for services between Antrim County and the Antrim County Conservation District for trail maintenance work at Antrim Creek Natural Area; and to authorize the Finance Director, Chief Fiscal Officer, Deb Haydell to make a 2019 budget amendment in the amount of \$800.00 be paid to the Antrim County Conservation District. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – None; Absent – LaVanway, Helwig.

It was moved by Bargy, seconded by \_\_\_\_\_, to **POSTPONE** Board action on the Building Departments Construction Code Policy. **FAILED NO SECOND.**

Discussion followed.

It was moved by Heeres, seconded by Marcus, to amend the the proposed Construction Code Policy: by adding title language for Re-roofing and Re-siding, which includes an exception to the permit requirements for ordinary repairs to structures, including re-siding and re-roofing of a residential structure. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, Marcus; No – Bargy; Absent – LaVanway, Helwig.

The Chairman addressed the Networks Northwest Facilities Master Plan Survey Report seeking input for date and time to set up a Special Board meeting to review data and that the Chairman and County Administrator proceed in the search of a neutral person or group to act as a facilitator, to assist the Board and all shareholders moving forward.

It was moved by Ricksgers, seconded by Watrous, that the Claims and Accounts in the amount totaling \$74,158.62 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – None; Absent – LaVanway, Helwig.

County Administrator, Peter Garwood provided an update on the status of the Bank Building Demolition Project.

- One (1) walk through with contractor and another walk through scheduled for July 9, 2019
- Mackinaw Environmental Technologies, Inc. – Asbestos & Lead report available on website
- Currently one (1) bid submitted

It was moved by Bargy, seconded by VanAlstine, to approve the agreement with Maximus for the development of a central services cost allocation plan (CAP) for the fiscal year 2018 at a cost of \$5,800.00 and that a change be made to Exhibit A – Scope of Services, Description of Services: **(Exhibit A Part b) Assist with Negotiation, of the completed cost allocation plan, with the representatives of DHHS and/or the State when required.** Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – None; Absent – LaVanway, Helwig.

It was moved by Heeres, seconded by VanAlstine, to accept the Antrim County Building Department 2018 Annual Report as written. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Heeres, to accept the Antrim County Accounting Department 2018 Annual Report as written. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Marcus, to accept the Antrim County Information Technology Department 2018 Annual Report as written. Motion carried – all present voting yes.



Peter Garwood, County Administrator addressed the Board to present his monthly report.  
Board members Questions/Input: Discussion followed.

Deb Haydell, Finance Director Chief Administrative Officer of the Budget addressed the Board.

- Revenue and Expenditure Report – May 2019
- 2<sup>nd</sup> Quarter Budget Amendment Report.
- Budget preparation for 2020 proposal
- Budget meeting proposed for dates and times.

Commissioner Bargy, Vice-Chair addressed the Board on proposed dates and times for the Fiscal Year Budget 2020 and the processes to complete budget proposal and resolution.

The Chairman, Ed Boettcher reported:

- Meeting held with County Administrator, Bellaire Village President, David Schulz. Meeting - Report/information was not yet available to the Village.
- Negotiations Sheriff Command Unit – Closed session to discuss proposal before the Command Unit to vote on today.

It was moved by Bargy, seconded by VanAlstine, that the Board go into closed session to discuss strategy related to the Command Unit Collective Bargaining Agreement per the Open Meetings Act 267 of 1976, Section 8 (c) with the County Administrator, County Human Resource Director, County Sheriff and County Clerk to remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – None; Absent – LaVanway, Helwig

The Board went into closed session at 11:16 a.m.  
The Board returned to open session at 11:41 a.m.

Commissioner LaVanway arrived at 11:41 a.m.

#### VARIOUS MATTERS:

Commissioner Heeres: Letter from Torch Lake Township regarding noise complaints. No Ordinance for noise, not County jurisdiction, under General Law. Discussion followed.  
Commissioner LaVanway – Antrim County Community Collaborative has recently had staff changes. Move Annual Report to next meeting.  
Commissioner Marcus – Discussion: Good Works Award  
County Administrator to address letter from Mr. Gulick with legal.  
The Chair called for a break for lunch from noon to 12:50 p.m.

The Board reconvened at 12:50 p.m.

Robert Schlueter, Executive Director, Area Agency on Aging of Northwest Michigan presented the 2018 Annual Report.

It was moved by Ricksgers, seconded by Watrous, to accept the Area Agency on Aging of Northwest Michigan 2018 Annual Report as presented. Motion carried – all present voting yes.

**RESOLUTION #20-2019** By Karen Bargy, seconded by Brenda Ricksgers

**AREA AGENCY ON AGING OF NORTHWEST MICHIGAN  
FISCAL YEAR 2020-2022 MULTI-YEAR PLAN**

**“BE IT RESOLVED** that the Antrim County Board of Commissioners have reviewed the Fiscal Year 2020-2022 Multi-Year Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in Region 10.

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners approves the Fiscal Year 2020-2022 Multi-Year Plan of the Area Agency on Aging of Northwest Michigan.”

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

No – None;

Absent – Jason Helwig.

**RESOLUTION #20-2019 DECLARED ADOPTED.**

It was moved by Ricksgers, seconded by VanAlstine, that the collective bargaining agreement with the Fraternal Order of Police representing the Command Unit be ratified for the term of three (3) years, 2019, 2020 and 2021 providing a pay increases for the unit in the amount of 3%, 3% and 3.25% and that each employee of unit receive a one-time off-schedule amount of \$600.00 effective immediately and effective the first full payroll July 14, 2019 and the funding source be the 2019 General Fund, Contingencies (101—895-999.000) and that the Finance Director, Chief Administrative Officer, Deb Haydell; be authorized to make the corresponding 2019 budget amendments. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig

Kenneth Talsma, Anderson Tackman & Company, PLC Certified Public Accounts presented the 2018 Antrim County Audit Report.

It was moved by LaVanway, seconded by Heeres, that the 2018 Antrim County Audit Report be accepted. Motion carried – all present voting yes.

The Chairman requested Public comment. There was none.

The meeting adjourned at 2:17 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargo, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Christian Marcus.

Absent: Dawn LaVanway, Jason Helwig.

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

Moment of Silence.

The Chairman requested Public Comment. Fred Gulick addressed the Board on the ballot proposal for Milton Township: Farmland and Open Space Proposal and the Antrim County Farmland and Open Space Development Rights Ordinance. Ron Tschudy addressed the Board on climate change and our political system shaking itself from the fossil fuel industry's political muscle and principles. Public comment closed.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

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- Michigan Public Service Communication – United Way (2-1-1)
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Liaison Reports:

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Commissioner Heeres – Antrim Creek Natural Area

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It was moved by Heeres, seconded by Marcus, to approve the proposed Construction Code Policy, which includes an exception to the permit requirements for ordinary repairs to structures, including re-siding and re-roofing of a residential structure, with the addition of language in the title that indicates it applies to Re-roofing and re-siding. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, Marcus; No – Bargy; Absent – LaVanway, Helwig.

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It was moved by Heeres, seconded by VanAlstine, to accept the Antrim County Building Department 2018 Annual Report as written. Motion carried – all present voting yes.

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It was moved by VanAlstine, seconded by Marcus, to accept the Antrim County Information Technology Department 2018 Annual Report as written. Motion carried – all present voting yes.

Peter Garwood, County Administrator addressed the Board to present his monthly report. Board members Questions/Input: Discussion followed.

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The Board went into closed session at 11:16 a.m.

The Board returned to open session at 11:41 a.m.

Commissioner LaVanway arrived at 11:41 a.m.

#### VARIOUS MATTERS:

Commissioner Heeres: Letter from Torch Lake Township regarding noise complaints. No Ordinance for noise, not County jurisdiction, under General Law. Discussion followed.

Commissioner LaVanway – Antrim County Community Collaborative has recently had staff changes. Move Annual Report to next meeting.

Commissioner Marcus – Discussion: Good Works Award

County Administrator to address letter from Mr. Gulick with legal.

The Chair called for a break for lunch from noon to 12:50 p.m.

The Board reconvened at 12:50 p.m.

Robert Schlueter, Executive Director, Area Agency on Aging of Northwest Michigan presented the 2018 Annual Report.

It was moved by Ricksgers, seconded by Watrous, to accept the Area Agency on Aging of Northwest Michigan 2018 Annual Report as presented. Motion carried – all present voting yes.

**RESOLUTION #20-2019** By Karen Bargy, seconded by Brenda Ricksgers

**AREA AGENCY ON AGING OF NORTHWEST MICHIGAN  
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It was moved by Ricksgers, seconded by VanAlstine, that the collective bargaining agreement with the Fraternal Order of Police representing the Command Unit be ratified for the term of three (3) years, 2019, 2020 and 2021 providing a pay increases for the unit in the amount of 3%, 3% and 3.25% and that each employee of unit receive a one-time off-schedule amount of \$600.00 and effective the first full payroll July 14, 2019 and that the Finance Director, Chief Administrative Officer, Deb Haydell; be authorized to make the corresponding 2019 budget amendments. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Kenneth Talsma, Anderson Tackman & Company, PLC Certified Public Accounts presented the 2018 Antrim County Audit Report.

It was moved by LaVanway, seconded by Heeres, that the 2018 Antrim County Audit Report be accepted. Motion carried – all present voting yes.

The Chairman requested Public comment. There was none.

The meeting adjourned at 2:17 p.m.

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Board Chair, Edgar Boettcher, III

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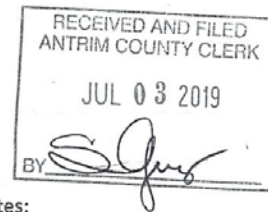
County Clerk, Sheryl Guy

TO: Antrim County Board

FROM: Fredrick Gulick

DATE: July 3, 2019

RE: Milton Township



PLEASE ENTER THIS CORRESPONDENCE IN YOUR MEETING MINUTES.

The Constitution of the State of Michigan of 1963 Art IV, Sec 29, Local or Special Acts states:

*"The legislature shall pass no local or special act in any case where a general act can be made applicable, and whether a general act can be made applicable shall be a judicial question. No local or special act shall take effect until approved by two-thirds of the members elected to and serving in each house and by a majority of the electors voting thereon in the district affected. Any act repealing local or special acts shall require only a majority of the members elected to and serving in each house and shall not require submission to the electors of such district."*

Article IV Sec 29 is about local laws and sets limits and procedures to pass local acts. Ordinances are local acts and without a charter local government possess very limited legislative power which is strictly related to conduct purely to public business (see Act 149 of 1911 sec 213.21).

Attorney General Opinion No. 7096, December 26, 2001, AG Jennifer M Grandholm states:

*"You have asked whether a county board of commissioners in a non-charter county is authorized to adopt a county-wide noise control regulation ordinance. It is my opinion, therefore, that a county board of commissioners in a non-charter county lacks the authority to adopt a county-wide noise control ordinance".*

If a non-charter county cannot legislate ordinances, then the township most certainly cannot legislate ordinances that would affect private property thus making it wrong to enforce an ordinance that is repugnant to the constitution and boarders on conspiracy, overreach and possibly fraud if not in accordance to the Michigan Constitution. We know there are ordinances in every Township in the State, but do they conform to the Constitution of the State of Michigan?

It has come to my attention that this Board and Clerk have overlooked the fact that ALL elected members and employees MUST take an Oath of Office. If a Judge fails to take his or her Oath of Office, every order or opinion is VOID. Public Act 22 of 1951, MCL 15.151; CONSTITUTIONAL OATH OF OFFICE (EXCERPT) Act 22 of 1951.

#### 15.151 Constitutional oath of office; employees and persons in service of state, Sec 1:

*"All persons now employed, or who may be employed by the state of Michigan or any government agency thereof, and all other persons in the service of the state or any governmental agency, shall, as a condition of their employment, take and subscribe to the oath or affirmation required of members of the legislature and other public officers by section 2 of article 16 of the constitution of 1908 of the state of Michigan."*

#### Michigan Election Law (Excerpt) Act 116 of 1954, Chapter XVI, Township Offices

##### 168.362 Township officers; terms; qualification; vacancy; election; commencement of duties; failure to take oath.

*Sec. 168.362. (EXCERPT) (1) ".....All township officers' terms shall commence at 12 noon on November 20 next following their election and they shall qualify BEFORE assuming the duties of their office. Each township officer shall hold office until a successor is elected and qualified, but not beyond January 1 following the election. Failure of an elected township official to qualify by January 1 following the official's election shall create a vacancy which shall be filled as provided in section 370.\* All elective township officers, other than those listed in section 358\*\*, shall be elected at the November election immediately preceding the expiration of their term and shall commence the duties of their office on November 20 but not before they qualify following their election.*

*(2) A township officer elected in the general election shall remain in office for the full term if the officer failed to take the oath of office within the time prescribed by law and was subsequently appointed by the township board to the office for which the officer ran."*

**\*Sec. 168.370 Elective or appointive township office; appointment to fill vacancy; temporary appointment; effect of resignation; special election; vacancy in office of township constable.**

*Sec. 168.370 (2) "If one or more vacancies occur in an elective township office that cause the number of members serving on the township board to be less than the minimum number of board members that is required to constitute a quorum for the transaction of business by the board, the board of county election commissioners shall make temporary appointment of the number of members required to constitute a quorum for the transaction of business by the township board."*

I am addressing you because there is no legitimate government in Milton Township. Since January 1, 2017 Milton Township has not had a quorum. Following are four township officers and the dates of their oaths of office. Thomas Cole 4/17/19, Brett Pharo 12/06/16, Lon Bargy 11/21/16 and Treasurer E Atkins 11/21/16. The officers have not been reinstated at the county level as required. The Milton Township board on April 17, 2019 appointed Thomas Cole as trustee and as a member of the planning board RETROACTIVELY, which is obviously not legal. None of these officers qualified on time and therefore **no timely oaths of office, no officers, no quorum.** The ordinances and all other board decisions passed by the Milton Township board since January 1, 2017 are not valid and should be expunged.

The ordinances I am most interested in expunging are the Milton Township Zoning Ordinance 117.320 Waterfront Property and Boat Dock Regulation which took control of my private property and placed a cloud on my deed. The second one is the 2004 Farmland Open Space and Development Rights Ordinance. On the August ballot is a request for 1 mil for support of this ordinance which would produce more than one million dollars within three years. Third, Milton Township Vacation Rental Ordinance impinges on my private property rights.

These are major ordinances, affecting private property rights of all of Milton Township. Not one of them went through the State Legislature and not one of them was voted on by the electorate. My FOIA's asking for the documents required by the Constitution in paragraph one above were answered with "No Such Documents Exist."

**RE: Antrim County Farmland and Open Space Development Rights Ordinance, Antrim County, Michigan, Ordinance No. 01-04, 2004**

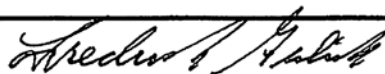
Please compare the final paragraph of this ordinance with paragraph one above from the Constitution of the State of Michigan.

*"The Ordinance shall take effect upon publication of notice of adoption of the Ordinance. If within fifty (50) days after the County Board of Commissioners has adopted an ordinance a petition signed by not less than 20 percent (20%) of the electors residing in the district to be affected by the ordinance is filed with the County Clerk asking that the ordinance be submitted to the electors of the district to be affected by the Ordinance for approval or rejection, then the ordinance shall not take effect until it has been approved by a majority of the electors of the district voting on that issue at a regular or special election called for that purpose."*

Signed by Laura Sexton

Antrim County Clerk

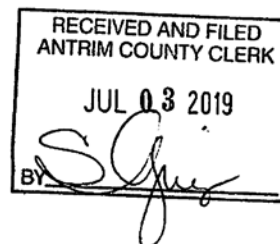
Fredrick Gulick



10220 East Elk Lake Drive

Rapid City MI 49676

(213) 322-2525





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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Christian Marcus.

Absent: Dawn LaVanway, Jason Helwig.

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It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

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The Chairman requested Public comment. There was none.

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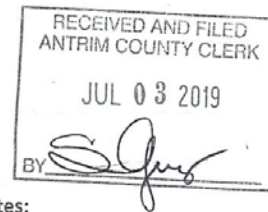
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FROM: Fredrick Gulick

DATE: July 3, 2019

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**Michigan Election Law (Excerpt) Act 116 of 1954, Chapter XVI, Township Offices**

**168.362 Township officers; terms; qualification; vacancy; election; commencement of duties; failure to take oath.**

*Sec. 168.362. (EXCERPT) (1) ".....All township officers' terms shall commence at 12 noon on November 20 next following their election and they shall qualify BEFORE assuming the duties of their office. Each township officer shall hold office until a successor is elected and qualified, but not beyond January 1 following the election. Failure of an elected township official to qualify by January 1 following the official's election shall create a vacancy which shall be filled as provided in section 370.\* All elective township officers, other than those listed in section 358\*\*, shall be elected at the November election immediately preceding the expiration of their term and shall commence the duties of their office on November 20 but not before they qualify following their election.*

*(2) A township officer elected in the general election shall remain in office for the full term if the officer failed to take the oath of office within the time prescribed by law and was subsequently appointed by the township board to the office for which the officer ran."*

**\*Sec. 168.370 Elective or appointive township office; appointment to fill vacancy; temporary appointment; effect of resignation; special election; vacancy in office of township constable.**

*Sec. 168.370 (2) "If one or more vacancies occur in an elective township office that cause the number of members serving on the township board to be less than the minimum number of board members that is required to constitute a quorum for the transaction of business by the board, the board of county election commissioners shall make temporary appointment of the number of members required to constitute a quorum for the transaction of business by the township board."*

I am addressing you because there is no legitimate government in Milton Township. Since January 1, 2017 Milton Township has not had a quorum. Following are four township officers and the dates of their oaths of office. Thomas Cole 4/17/19, Brett Pharo 12/06/16, Lon Bargy 11/21/16 and Treasurer E Atkins 11/21/16. The officers have not been reinstated at the county level as required. The Milton Township board on April 17, 2019 appointed Thomas Cole as trustee and as a member of the planning board RETROACTIVELY, which is obviously not legal. None of these officers qualified on time and therefore **no timely oaths of office, no officers, no quorum.** The ordinances and all other board decisions passed by the Milton Township board since January 1, 2017 are not valid and should be expunged.

The ordinances I am most interested in expunging are the Milton Township Zoning Ordinance 117.320 Waterfront Property and Boat Dock Regulation which took control of my private property and placed a cloud on my deed. The second one is the 2004 Farmland Open Space and Development Rights Ordinance. On the August ballot is a request for 1 mil for support of this ordinance which would produce more than one million dollars within three years. Third, Milton Township Vacation Rental Ordinance impinges on my private property rights.

These are major ordinances, affecting private property rights of all of Milton Township. Not one of them went through the State Legislature and not one of them was voted on by the electorate. My FOIA's asking for the documents required by the Constitution in paragraph one above were answered with "No Such Documents Exist."

**RE: Antrim County Farmland and Open Space Development Rights Ordinance, Antrim County, Michigan, Ordinance No. 01-04, 2004**

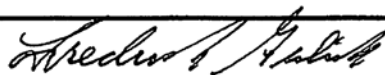
Please compare the final paragraph of this ordinance with paragraph one above from the Constitution of the State of Michigan.

*"The Ordinance shall take effect upon publication of notice of adoption of the Ordinance. If within fifty (50) days after the County Board of Commissioners has adopted an ordinance a petition signed by not less than 20 percent (20%) of the electors residing in the district to be affected by the ordinance is filed with the County Clerk asking that the ordinance be submitted to the electors of the district to be affected by the Ordinance for approval or rejection, then the ordinance shall not take effect until it has been approved by a majority of the electors of the district voting on that issue at a regular or special election called for that purpose."*

Signed by Laura Sexton

Antrim County Clerk

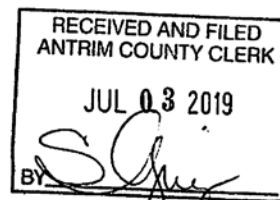
Fredrick Gulick



10220 East Elk Lake Drive

Rapid City MI 49676

(213) 322-2525



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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig.

Absent: Christian Marcus.

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

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board on climate change and stated that some information provided contained mistakes and clarified those points. Public comment closed.

It was moved by Ricksgers, seconded by VanAlstine, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, to approve the minutes of the July 3, 2019 meeting as written. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Heeres, to approve the closed session meeting minutes of July 3, 2019. Motion carried – all present voting yes.

Liaison Reports:

Commissioner VanAlstine – Grass River Natural Area

Commissioner Ricksgers – Antrim County Fair Board and Antrim/Kalkaska Landfill – DEQ

Commissioner Boettcher – International Joint Commission – Great Lakes

County Administrator – Emergency Services

It was moved by VanAlstine, seconded by Ricksgers, that Claims and Accounts in the amount totaling \$281,630.78 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Bargy, seconded by Heeres, that the Board approve the bid from Dore & Associates at a cost of \$134,700.00 for the demolition of the Bank Building and Professional Building, and authorize the Chair to execute an agreement with Dore & Associates for the project. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig; No – Watrous, VanAlstine, LaVanway; Absent – Marcus.

Wendy Warren, Antrim Conservation District Manager presented Rural Electronic Recycling Grant information seeking Board support. Discussion followed.

Scott Beal presented the Glacial Hills Natural Area quarterly report.

Lorie Minidis, Chairman of the Antrim County Community Collaborative presented the Antrim County Community Collaborative 2018 Annual Report.

It was moved by LaVanway, seconded by Ricksgers, to accept the Antrim County Community Collaborative 2018 Annual Report. Motion carried – all present voting yes.

Lisa Peacock and Scott Kendzierski presented the Health Department of Northwest Michigan 2018 Annual Report.

It was moved by Heeres, seconded by LaVanway, to accept the Health Department of Northwest Michigan 2018 Annual Report. Motion carried – all present voting yes.

Commissioner Heeres left the meeting at 8:25 p.m.  
Commissioner Heeres returned to meeting at 8:28 p.m.

Mike Sizen, Antrim County Fair Board President presented the Antrim County Fair Board 2018 Annual Report.

It was moved by VanAlstine, seconded by Ricksgers, to accept the Antrim County Fair Board 2018 Annual Report. Motion carried – all present voting yes.

Wendy Warren, Antrim Conservation District Manager returned to the meeting to address Board questions regarding her request for support of the Rural Electronic Recycling grant application.

It was moved by Bargy, seconded by Helwig, that the Board support the request of Antrim Conservation District to apply to the State of Michigan for a Rural Electronics Recycling grant to develop one or more regional electronic recycling sites in Antrim County. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Bargy, seconded by VanAlstine, that the Board authorize the Board Chair to execute the Memorandum of Agreement on Notice to Airman Manager System (NOTAM) between Aeronautical Services (AJM-336) of the Federal Aviation Administration (FAA) and Antrim County on behalf of the Antrim County Airport for the Notice of Airman (NOTAM) Manager System. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by VanAlstine, seconded by Bargy, that the Board approve the release of funds for the purchase of one (1) Forensic Computer (nickname FRED) from HTCI EDAS Fox LLC., at the cost of \$10,325.00 and the purchase of Network Attached Storage (NAS) from CDWG at the cost of \$2,482.20 for a total cost of \$12,807.20 as budgeted, General Fund, Capital Outlay, Equipment - Sheriff (101-901-980.301). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by LaVanway, seconded by Watrous, that the Board authorize the Board Chair to execute the amendment to the Northern Lakes Economic Alliance Broadband Consortium Agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.



It was moved by Bargy, seconded by Helwig, to appointment Stephanie Murray as the Officer Delegate representing Administration and Peter Garwood as Officer Alternate representing Administration to the Michigan Municipal Employee's Retirement System (MERS) 73<sup>rd</sup> Annual Conference to be held October 3 – 4, 2019 at the Grand Traverse Resort. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Helwig, seconded by Heeres, to authorize the Finance Director, Chief Administrative Officer, Deb Haydell to make a 2019 budget amendment to increase the General Fund, Human Resources, Capital Outlay (101-901-980.270) in the amount of \$4,295.44; and decrease the General Fund, Special Projects, Contingencies (101-895-999.000) in the amount of \$4,295.44 to purchase one (1) fire proof filing cabinet from Staples. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Bargy, seconded by Helwig, that the Chair be authorized to execute an agreement with Bob Massey to provide services to Antrim County Building Department as a contracted plumbing inspector. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – Heeres; Absent – Marcus.

It was moved by Helwig, seconded by Ricksgers, to approve the Antrim County Sheriff Department 2018 Annual Report as written. Motion carried as follows: Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by VanAlstine, seconded by Heeres, to approve the Antrim County Prosecuting Attorney 2018 Annual Report as written. Motion carried as follows: Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Heeres, seconded by Helwig, to approve the Antrim County Administration 2018 Annual Report as written. Motion carried as follows: Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input.  
Discussion followed.

It was moved by LaVanway, seconded by VanAlstine, that the Board **POSTPONE** moving forward with the Facilities Master Plan. Motion as follows: Yes – Watrous, VanAlstine, LaVanway, Helwig; No – Heeres, Bargy, Boettcher, Ricksgers; Absent – Marcus. **TIE VOTE – MOTION FAILED**

It was moved by Helwig, seconded by Ricksgers, that the Board approve payment to Mancelona Township in the amount of budgeted 2019 balance for the Wetzel Lake Day Park, porta-johns contract, due to site elimination from the County's contract with Gmoser's for 2019 and to assist Township for the expense of their new contract for porta-johns for the remainder of year. Motion as follows: Yes- Boettcher, Ricksgers, Helwig; No – Heeres, Watrous, Bargy, VanAlstine, LaVanway; Absent – Marcus.

**MOTION FAILED**

**REPORTS SUBMITTED:**

Monthly - Airport, Antrim County Transportation, Building Department and Commission on Aging. Sheriff's Report – Animal Control Statistics and Township Statistics.

Deb, Haydell, Finance Director Chief Administrative Officer of the Budget – No report.

The Chairman, Ed Boettcher report:

- Tours of the Antrim County Jail and the Wexford County Jail to walk through both sites for those members that are interested.
- Antrim County Facilities Master Plan – Facilitator status – MSU.

Commissioner LaVanway addressed the Annual Report of the County Administrator:

- Strategic Planning and Goal setting

The Chair requested Public Comment. There was none.

The meeting adjourned at 10:14 p.m.

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Chair, Edgar Boettcher

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig.

Absent: Joshua Watrous, Christian Marcus.

Pledge of Allegiance.

Moment of Silence.

The Chair requested Public Comment. There was none.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda with Grass River Natural Area added to New Business. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, that the minutes of meeting July 18, 2019 be approved. Motion carried – all present voting yes.

**Committee & Liaison Reports:**

Commissioner LaVanway – Northern Economic Lakes Alliance  
Commissioner Boettcher – Capital Improvement Plan

It was moved by Heeres, seconded by Ricksgers, that the Claims and Accounts in the amount totaling \$72,722.73 be approved and paid. Motion carried – all present voting yes.

Commissioner Joshua Watrous arrived to meeting at 9:07 a.m.

Leslie Meyers, Emergency Services Coordinator presented to the Board an overview of the Active Shooter Exercise held in Central Lake and recommended that the Board appoint Travis Youatt as the Antrim County Public Information Officer and continue to seek an alternate.

Discussion followed.

It was moved by Heeres, seconded by Helwig, that the Board appoint Antrim County Deputy Administrator Travis Youatt as the Antrim County Public Information Officer. Motion carried – all present voting yes.

It was moved by Bargy, seconded by Helwig, that the Board approve a budget amendment to Animal Control, Health Services Fund #225 (225-430-835.000) to add \$1,500.00 for the purchase of vaccinations for dogs and cats. The funding source to come from Fund #225 fund balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Bargy, seconded by Ricksgers, that the Board increase the “Property Tax” line item in the “Transfer Station” Fund #237-525-938.00 by \$201.11 for Warner Township 2019 summer tax bill, and authorize the Antrim County Finance Officer, to make the appropriate budget amendment, which will be reimbursed by American Waste per agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by VanAlstine, seconded by Watrous, that the Board approve a budget amendment for the Glacial Hills Fund, and authorize the Antrim County Finance Director, Deb Haydell to increase the General Fund #101-966-956.238 by \$262.32 and decrease the General Fund Contingencies #101-895-999.000. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Bargy, seconded by VanAlstine, that the Board approve a budget transfer in Fund #259, 911 Training, by increasing line item 259-348-725.000 in the amount of \$2,000.00 and decreasing line item #259-348-705.003 in the amount of \$2,000.00 and authorize the Antrim County Finance Director, Deb Haydell to make budget transfers. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

Commissioner Helwig left meeting at 9:34 a.m. returned at 9:37 a.m.

Commissioner Marcus arrived to the meeting at 9:40 a.m.

It was moved by Bargy, seconded by VanAlstine, that the Board approve the Antrim County Employee Handbook with Pets Prohibition in the Workplace.

Bargy and VanAlstine **Withdraw Motion/Second**

Discussion followed.

It was moved by Boettcher, seconded by Marcus, to amend the motion on the floor to adopt the Antrim County Employee Handbook with the removal of Section F. Pets Prohibition in the Workplace from Chapter XVIII and modify language on Page 25, F. Deferred Compensation those Elected Officials (who act as department heads). Motion carried as follows: Yes – Heeres, Watrous, Boettcher, Ricksgers, Marcus; No – Bargy, VanAlstine, LaVanway, Helwig; Absent – None.

It was moved by LaVanway, seconded by Bargy, that the Board adopt the proposed Nondiscrimination and Anti-Harassment in the Workplace Policy to replace the current Antrim County Nondiscrimination and Anti-Harassment Policy, adopted on December 08, 2008 and last amended on March 21, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by VanAlstine, that the Board approve an amendment to the Antrim County Drug and Alcohol Policy by removing section titled, Legal Drugs – per request of the Prosecuting Attorney Office. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by Bargy, that the Board adopt the proposed Antrim County Service Animal Policy. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Helwig, that the Board authorize the hiring of a day custodial/maintenance person to perform work in the County Buildings and direct the Antrim County Finance Director, Deb Haydell to make a corresponding budget amendment, increasing the General Fund, County Building, line item for wages at the hire in rate according to the General Union Contract and fringe benefits in the amount totaling \$ 22,427.88 and decrease the General Fund Contingencies 101-895-999.000 in the amount of \$22,427.88. Motion carried as follows: Yes – Heeres, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, Bargy, VanAlstine, LaVanway; Absent – None.

Commissioner Helwig left the meeting at 10:30 a.m.

It was moved by Bargy, seconded by Ricksgers, that the Board approve the proposed 2020 Child Care Fund Budget Summary totaling \$239,000.00 and that the budget be submitted to the State of Michigan prior to August 15, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Ricksgers, that the Board approve the proposed 2020 Capital Improvement Plan (CIP) Projects, as recommended by the Capital Improvement Plan Committee, for consideration in the 2020 Fiscal Year budget, at a total of \$579,537.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – LaVanway; Absent – Helwig.

County Administrator, Peter Garwood addressed the Board with a communication from Alan J. Kostrzewa, Land Manager representing Heritage Sustainable Energy L.L.C. property inquiry and offer to Antrim County. The proposal to purchase county owned property located in Section 29, Township 29N, Range 6 West, Mancelona Township for future expansion of their solar array. Discussion followed. No Action Taken

The County Administration Office will notify Mr. Kostrzewa representative (Heritage Sustainable Energy L.L.C.) in writing that the Board did not take action on the proposal and finds the proposal is not in the best interest of the County.

It was moved by VanAlstine, seconded by Marcus, that the Board approve an amendment to the Antrim County 2019 budget for expenditure in the amount of \$5,325.00, for the completion of the exterior refinishing project at the Grass River Natural Area Center by YouthWorks, funding source to come from Grass River Fund #468-756-932 and the Chairman be authorized to execute the contract. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

It was moved by Ricksgers, seconded by VanAlstine, that the Board approve the Antrim County Emergency Management 2019 Annual Report as written. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, that the Board approve the Antrim County Clerk 2018 Annual Report as written. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by VanAlstine, that the Board approve the 13<sup>th</sup> Circuit Court 2018 Annual Report as written. Motion carried – all present voting yes.

It was moved by Heeres, seconded by VanAlstine, that the Board approve the 86<sup>th</sup> District Court 2018 Annual Report as written. Motion carried – all present voting yes.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input  
Discussion followed.

Mike Meriwether, County Forester addressed the Board with a presentation on forestry and County land.

Commissioner Bargy addressed the need for a policy and asked the County Administrator to draft a County Land Policy (Outlining procedures: Purchase, Sell, Deed Restrictions, Sales History and Evaluations).

The Chairman Ed Boettcher report:

- Continue to set up tours of the Antrim County Jail and the Wexford County Jail to walk through both sites for those members that are interested.
- Antrim County Facilities Master Plan Facilitator: MSU Extension Educator, John Amrhein.

David Foote, representing Glacial Hills presented the Glacial Hills 2018 Annual Report.

It was moved by VanAlstine, seconded by Watrous, that the Glacial Hills 2018 Annual Report be accepted. Motion carried – all present voting yes.

Commissioner VanAlstine left the meeting at 1:54 p.m.

**REPORT SUBMITTED:**

Monthly -Emergency Services Report

Deb Haydell, Finance Director/Chief Administrative Officer of the budget report:

- Revenue and Expenditure Report June 2019
- Announced to the Board that she will be resigning to take a position at Meadow Brook Medical Care Facility - December 1. A letter of resignation will be forthcoming.

It was moved by Marcus, seconded by Ricksgers, that the Human Resources Director, County Administrator and Finance Director/Chief Administrative Officer to meet and review the current job description and begin the hiring process. Motion carried – all present voting yes.

**Various Matters:**

Commissioner Bargy – Antrim County Fair – August 8-10

Commissioner Ricksgers – Antrim County Fair food booth serving Yak burgers

Commissioner Marcus – Opioid death case lack of data

The Chairman requested Public Comment: There was none.

The meeting adjourned at 2:25 p.m.

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Board Chair, Edgar Boettcher, III

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig.

Absent: Joshua Watrous, Christian Marcus.

Pledge of Allegiance.

Moment of Silence.

The Chair requested Public Comment. There was none.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda with Grass River Natural Area added to New Business. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, that the minutes of meeting July 18, 2019 be approved. Motion carried – all present voting yes.

**Committee & Liaison Reports:**

Commissioner LaVanway – Northern Economic Lakes Alliance  
Commissioner Boettcher – Capital Improvement Plan

It was moved by Heeres, seconded by Ricksgers, that the Claims and Accounts in the amount totaling \$72,722.73 be approved and paid. Motion carried – all present voting yes.

Commissioner Joshua Watrous arrived to meeting at 9:07 a.m.

Leslie Meyers, Emergency Services Coordinator presented to the Board an overview of the Active Shooter Exercise held in Central Lake and recommended that the Board appoint Travis Youatt as the Antrim County Public Information Officer and continue to seek an alternate.

Discussion followed.

It was moved by Heeres, seconded by Helwig, that the Board appoint Antrim County Deputy Administrator Travis Youatt as the Antrim County Public Information Officer. Motion carried – all present voting yes.

It was moved by Bargy, seconded by Helwig, that the Board approve a budget amendment to Animal Control, Health Services Fund #225 (225-430-835.000) to add \$1,500.00 for the purchase of vaccinations for dogs and cats. The funding source to come from Fund #225 fund balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Bargy, seconded by Ricksgers, that the Board increase the “Property Tax” line item in the “Transfer Station” Fund #237-525-938.00 by \$201.11 for Warner Township 2019 summer tax bill, and authorize the Antrim County Finance Officer, to make the appropriate budget amendment, which will be reimbursed by American Waste per agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by VanAlstine, seconded by Watrous, that the Board approve a budget amendment for the Glacial Hills Fund, and authorize the Antrim County Finance Director, Deb Haydell to increase the General Fund #101-966-956.238 by \$262.32 and decrease the General Fund Contingencies #101-895-999.000. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

It was moved by Bargo, seconded by VanAlstine, that the Board approve a budget transfer in Fund #259, 911 Training, by increasing line item 259-348-725.000 in the amount of \$2,000.00 and decreasing line item #259-348-705.003 in the amount of \$2,000.00 and authorize the Antrim County Finance Director, Deb Haydell to make budget transfers. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Marcus.

Commissioner Helwig left meeting at 9:34 a.m. returned at 9:37 a.m.

Commissioner Marcus arrived to the meeting at 9:40 a.m.

It was moved by Bargo, seconded by VanAlstine, that the Board approve the Antrim County Employee Handbook with Pets Prohibition in the Workplace.

Bargo and VanAlstine **Withdraw Motion/Second**

Discussion followed.

It was moved by Boettcher, seconded by Marcus, to amend the motion on the floor to adopt the Antrim County Employee Handbook with the removal of Section F. Pets Prohibition in the Workplace from Chapter XVIII and modify language on Page 25, F. Deferred Compensation those Elected Officials (who act as department heads). Motion carried as follows: Yes – Heeres, Watrous, Boettcher, Ricksgers, Marcus; No – Bargo, VanAlstine, LaVanway, Helwig; Absent – None.

It was moved by LaVanway, seconded by Bargo, that the Board adopt the proposed Nondiscrimination and Anti-Harassment in the Workplace Policy to replace the current Antrim County Nondiscrimination and Anti-Harassment Policy, adopted on December 08, 2008 and last amended on March 21, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by VanAlstine, that the Board approve an amendment to the Antrim County Drug and Alcohol Policy by removing section titled, Legal Drugs – per request of the Prosecuting Attorney Office. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by Bargo, that the Board adopt the proposed Antrim County Service Animal Policy. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by Helwig, that the Board authorize the hiring of a day custodial/maintenance person to perform work in the County Buildings and direct the Antrim County Finance Director, Deb Haydell to make a corresponding budget amendment, increasing the General Fund, County Building, line item for wages at the hire in rate according to the General Union Contract and fringe benefits in the amount totaling \$ 22,427.88 and decrease the General Fund Contingencies 101-895-999.000 in the amount of \$22,427.88. Motion carried as follows: Yes – Heeres, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, Bargo, VanAlstine, LaVanway; Absent – None.

Commissioner Helwig left the meeting at 10:30 a.m.



It was moved by Bargy, seconded by Ricksgers, that the Board approve the proposed 2020 Child Care Fund Budget Summary totaling \$239,000.00 and that the budget be submitted to the State of Michigan prior to August 15, 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Ricksgers, that the Board approve the proposed 2020 Capital Improvement Plan (CIP) Projects, as recommended by the Capital Improvement Plan Committee, for consideration in the 2020 Fiscal Year budget, at a total of \$579,537.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – LaVanway; Absent – Helwig.

County Administrator, Peter Garwood addressed the Board with a communication from Alan J. Kostrzewa, Land Manager representing Heritage Sustainable Energy L.L.C. property inquiry and offer to Antrim County. The proposal to purchase county owned property located in Section 29, Township 29N, Range 6 West, Mancelona Township for future expansion of their solar array. Discussion followed. No Action Taken

The County Administration Office will notify Mr. Kostrzewa representative (Heritage Sustainable Energy L.L.C.) in writing that the Board did not take action on the proposal and finds the proposal is not in the best interest of the County.

It was moved by VanAlstine, seconded by Marcus, that the Board approve an amendment to the Antrim County 2019 budget for expenditure in the amount of \$5,325.00, for the completion of the exterior refinishing project at the Grass River Natural Area Center by YouthWorks, funding source to come from Grass River Fund #468-756-932 and the Chairman be authorized to execute the contract. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

It was moved by Ricksgers, seconded by VanAlstine, that the Board approve the Antrim County Emergency Management 2019 Annual Report as written. Motion carried – all present voting yes.

It was moved by Heeres, seconded by Ricksgers, that the Board approve the Antrim County Clerk 2018 Annual Report as written. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by VanAlstine, that the Board approve the 13<sup>th</sup> Circuit Court 2018 Annual Report as written. Motion carried – all present voting yes.

It was moved by Heeres, seconded by VanAlstine, that the Board approve the 86<sup>th</sup> District Court 2018 Annual Report as written. Motion carried – all present voting yes.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input  
Discussion followed.

Mike Meriwether, County Forester addressed the Board with a presentation on forestry and County land.

Commissioner Bargy addressed the need for a policy and asked the County Administrator to draft a County Land Policy (Outlining procedures: Purchase, Sell, Deed Restrictions, Sales History and Evaluations).

The Chairman Ed Boettcher report:

- Continue to set up tours of the Antrim County Jail and the Wexford County Jail to walk through both sites for those members that are interested.
- Antrim County Facilities Master Plan Facilitator: MSU Extension Educator, John Amrhein.

David Foote, representing Glacial Hills presented the Glacial Hills 2018 Annual Report.

It was moved by VanAlstine, seconded by Watrous, that the Glacial Hills 2018 Annual Report be accepted. Motion carried – all present voting yes.

Commissioner VanAlstine left the meeting at 1:54 p.m.

**REPORT SUBMITTED:**

Monthly -Emergency Services Report

Deb Haydell, Finance Director/Chief Administrative Officer of the budget report:

- Revenue and Expenditure Report June 2019
- Announced to the Board that she will be resigning to take a position at Meadow Brook Medical Care Facility - December 1. A letter of resignation will be forthcoming.

It was moved by Marcus, seconded by Ricksgers, that the Human Resources Director, County Administrator and Finance Director/Chief Administrative Officer to meet and review the current job description and begin the hiring process. Motion carried – all present voting yes.

**Various Matters:**

Commissioner Bargy – Antrim County Fair – August 8-10

Commissioner Ricksgers – Antrim County Fair food booth serving Yak burgers

Commissioner Marcus – Opioid death case lack of data

The Chairman requested Public Comment: There was none.

The meeting adjourned at 2:25 p.m.

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Board Chair, Edgar Boettcher, III

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County Clerk, Sheryl Guy

The Vice-Chair called the meeting to order at 7:05 p.m.

Present: David Heeres, Karen Bargy, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: Joshua Watrous, Ed Boettcher.

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

Moment of Silence.

The Vice-Chair requested Public Comment. Ron Tschudy addressed the Board on the appreciation of emergency responders. Public comment closed at 7:07 p.m.

Commissioner Watrous arrived to the meeting at 7:08 p.m.

It was moved by VanAlstine, seconded by Helwig, to approve the agenda with the items for the Finance Director to be placed after line item #4 along with her request for use of personal leave days. Motion carried – all present voting yes.

Commissioner Boettcher arrived to the meeting at 7:14 p.m.

It was moved by Bargy, seconded by Boettcher, that the minutes of the August 1, 2019 meeting be approved as corrected. Motion carries – all present voting yes.

Commissioner Boettcher assumed the Chair position and proceeded to run the meeting.

It was moved by Ricksgers, seconded by Boettcher, to direct the Finance Director/Chief Administrative Officer to make a 2019 budget amendment to fund #262 by adding \$40,000.00 for a study of the 9-1-1 paging system on VHF radio and to authorize the solicitation of quotes for engineering firms for presentation to the Board of Commissioners for a final report. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres, Watrous; Absent – None.

It was moved by Bargy, seconded by Helwig, that the Board approve the replacement of a totaled patrol vehicle as a result of an accident with the purchase of a 2020 Dodge Charger (total package cost) not to exceed \$32,757.45, and direct the Finance Director/Chief Administrative Officer to make the budget amendment as follows:

- Transfer \$32,757.45 from Capital Outlay Reserve, line item 137-967-999.101 to the General Fund, line item 101-000-699-137.
- Increase the expenditure line item 101-901-980.301, Capital Outlay, Sheriff, in the amount of \$32,757.45.

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

It was moved by Bargy, seconded by Heeres, to approve an increase to the General Fund, Dams and Dams Operator cost center and direct the Finance Director/Chief Administrative Officer to make the following 2019 budget amendments as follows:

- Transfer \$180.00 from the Dams Reserve Fund, line item 142-966-956.101 to the General Fund, line item 101-000-699.142.
- Increase the General Fund expenditure line item 101-442-933.001, Dams Operator, Equipment Maintenance in the amount of \$180.00.

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

It was moved by VanAlstine, seconded by Ricksgers, that the Board approve an increase to the “Building Maintenance” line item in “Grass River Center” Fund 468, Parks, Building Maintenance, (468-756-932) by \$886.00 with funding to come From Fund #468 fund balance for payment of Sheren Plumbing and Heating invoices for repairs of the geothermal system at the Grass River Center and to authorize the Finance Director/Chief Administrative Officer to make the appropriate budget amendment. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Helwig, that the Board approve and accept the Grand Traverse Tribe of Ottawa and Chippewa Indians 2% grant on behalf of the Antrim County Baby Pantry, application request approved by the Board at the May 2, 2019 meeting, the County as the fiduciary and approve the following budget amendment to increase Fund #280, Revenue 280-000-587.001 in the amount of \$2,500.00, and increase Fund #280, expenditure 280-895-802 in the amount of \$2,500.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Marcus, to authorize that Deb Haydell, Finance Director/Chief Administrative Officer be allowed to use 75 hours of personal leave to attend a family emergency, out of country, and the dates are unknown at this time. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Deb Haydell, Finance Director/Chief Administrative Officer addressed the Board on the organizational structure of her position by requesting that the position title and description remain the same, and continue to be a stand-alone department answering to the Full Board of Commissioners. She asked that the County Clerk and County Treasurer be involved in the preliminary interviews of the position as the position works closely with both departments.

**Committee & Liaison Reports:**

Commissioner Ricksgers – Antrim Co. Fair Update and Commission on Aging 46<sup>th</sup> Senior Picnic.  
Commissioner Marcus – MI Association of Counties (MAC) Conference – Proposed policy platforms 2019-20.  
Commissioner VanAlstine – Grass River Natural Area Center painting project.

It was moved by Bargy, seconded by VanAlstine, to **TABLE** the 2020-2025 Capital Improvement Plan. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Pete Garwood addressed the Board on the Street and Road Numbering Ordinance.

Discussion followed.

Commissioner Bargy: Recommended modifications to Section VI: VII. Page 7 and that a flowchart be created as a handout separate from the Ordinance.

It was moved by Bargy, seconded by Marcus, that the Board approve including ½ of the cost of the performance and payment bond for Dore & Associates (\$1,525.00) to the total cost of the Bank and Professional Building demolition project for a total cost of \$136,225.00, and authorize the Chairman to execute an agreement with Dore & Associates for the new project cost. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

It was moved by VanAlstine, seconded by Watrous, that the Board waive the bid process and hire YouthWorks for the completion of the exterior refinishing project at the Grass River Natural Area Center, not to exceed \$5,325.00 and approve the contract as amended by legal and the Chairman be authorized to execute the agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Helwig, that the Claims and Accounts in the amount of \$103,958.76 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Treasurer, Sherry Comben – Banking Report: 2<sup>nd</sup> Quarter 2019 – informational only.

It was moved by Bargy, seconded by Heeres, that the Chairman be authorized to execute an amendment to the grant agreement with the Department of Health & Human Services to extend the current contract for Regional Detention Support Services, Contract number TDSS18-05001, to expire September 30, 2020. That the Finance Director/Chief Administrative Officer of the Budget be authorized to increase funding in Department #134 Family Court – Detention Support Services by \$18,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**RESOLUTION #21-2019 By Karen Bargy, seconded by Brenda Ricksgers**

#### **TRIAL COURT FUNDING COMMISSION INTERIM REPORT**

**WHEREAS**, the County Clerks in Michigan have a constitutional stake in the trial court funding question, but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes.

**RESOLUTION #21-2019 continued.**

**WHEREAS**, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to “review and recommend changes to the trial court funding system in light of *People v. Cunningham*”.

**WHEREAS**, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately).

**WHEREAS**, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs.

**WHEREAS**, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people.

**WHEREAS**, we are concerned that transferring funding to state control would tether the judicial branch to the short term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process.

**WHEREAS**, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: “In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets.”

**WHEREAS**, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk.

**WHEREAS**, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve.

**NOW, THEREFORE, BE IT RESOLVED**, the Antrim County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Wayne Schmidt, Representative Triston Cole, the Michigan Association of Counties and the other 82 Michigan Counties.

**RESOLUTION #21-2019 continued.**

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No- None;

Absent – None.

**RESOLUTION #21-2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Watrous, to approve the Register of Deeds 2018 Annual Report as written. Motion carried – all present voting yes.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input

It was moved by Ricksgers, seconded by Watrous, that the Board appoint Commissioner Christian Marcus as the alternate Antrim County Public Information Officer. Motion carried – all present voting yes.

Chairman Report: Boettcher - No report

**REPORTS SUBMITTED:**

Monthly – Antrim County Transportation, Antrim County Building Department, Commission on Aging and Sheriff's Reports (Animal Control Statistics and Township Statistics).

It was moved by Marcus, seconded by Heeres, that the Board approve the position of the Finance Director be under the supervision of the County Administrator with the wage scale as follows:

Start	\$ 55,811.45
6 month	\$ 56,648.62
1 year	\$ 57,498.35
2 year	\$ 59,223.30
3 year	\$ 61,000.00

Motion as follows: Yes – Heeres, Boettcher, Ricksgers, Marcus; No – Watrous, Bargy, VanAlstine, LaVanway, Helwig; Absent – None. **MOTION FAILED**

It was moved by Marcus, seconded by VanAlstine, that the Board approve the position of the Finance Director/Chief Administrative Officer and that the position continue to be under current structure, a stand-alone department, reporting to the full Board (due to restructuring, not the Finance of a Whole), working in conjunction with Administration, Board of Commissioners and that the wage scale remain at the 2019 rate as follows:

Start	\$ 60,003.00
6 month	\$ 61,803.00
1 year	\$ 63,657.00
2 year	\$ 65,566.00
3 year	\$ 67,533.00

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

**VARIOUS MATTERS:**

Commissioner Bargy:

- Housing Committee meeting cancellation without notifications to committee members.
- Importance of cross training staff to backup and fill the duties and responsibilities of absent employees.
- Antrim County Web Site not current and unable to find documents.

Margie Boyd spoke to the issue brought forward by Commissioner Bargy on current agendas not appearing on the Board of Commissioners page, the Administration Office cannot fix this problem. The problem stems from coding in the software that neither she nor IT could simply fix. She informed the Board that she continues to work with IT on the problem.

The Chairman request Public Comment. There was none.

The meeting adjourned at 10:45 p.m.

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Board Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy



The Vice-Chair called the meeting to order at 7:05 p.m.

Present: David Heeres, Karen Bargy, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: Joshua Watrous, Ed Boettcher.

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

Moment of Silence.

The Vice-Chair requested Public Comment. Ron Tschudy addressed the Board on the appreciation of emergency responders. Public comment closed at 7:07 p.m.

Commissioner Watrous arrived to the meeting at 7:08 p.m.

It was moved by VanAlstine, seconded by Helwig, to approve the agenda with the items for the Finance Director to be placed after line item #4 along with her request for use of personal leave days. Motion carried – all present voting yes.

Commissioner Boettcher arrived to the meeting at 7:14 p.m.

It was moved by Bargy, seconded by Boettcher, that the minutes of the August 1, 2019 meeting be approved as corrected. Motion carries – all present voting yes.

Commissioner Boettcher assumed the Chair position and proceeded to run the meeting.

It was moved by Ricksgers, seconded by Boettcher, to direct the Finance Director/Chief Administrative Officer to make a 2019 budget amendment to fund #262 by adding \$40,000.00 for a study of the 9-1-1 paging system on VHF radio and to authorize the solicitation of quotes for engineering firms for presentation to the Board of Commissioners for a final report. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – Heeres, Watrous; Absent – None.

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- Increase the expenditure line item 101-901-980.301, Capital Outlay, Sheriff, in the amount of \$32,757.45.

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

It was moved by Bargy, seconded by Heeres, to approve an increase to the General Fund, Dams and Dams Operator cost center and direct the Finance Director/Chief Administrative Officer to make the following 2019 budget amendments as follows:

- Transfer \$180.00 from the Dams Reserve Fund, line item 142-966-956.101 to the General Fund, line item 101-000-699.142.
- Increase the General Fund expenditure line item 101-442-933.001, Dams Operator, Equipment Maintenance in the amount of \$180.00.

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

It was moved by VanAlstine, seconded by Ricksgers, that the Board approve an increase to the “Building Maintenance” line item in “Grass River Center” Fund 468, Parks, Building Maintenance, (468-756-932) by \$886.00 with funding to come From Fund #468 fund balance for payment of Sheren Plumbing and Heating invoices for repairs of the geothermal system at the Grass River Center and to authorize the Finance Director/Chief Administrative Officer to make the appropriate budget amendment. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Helwig, that the Board approve and accept the Grand Traverse Tribe of Ottawa and Chippewa Indians 2% grant on behalf of the Antrim County Baby Pantry, application request approved by the Board at the May 2, 2019 meeting, the County as the fiduciary and approve the following budget amendment to increase Fund #280, Revenue 280-000-587.001 in the amount of \$2,500.00, and increase Fund #280, expenditure 280-895-802 in the amount of \$2,500.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Marcus, to authorize that Deb Haydell, Finance Director/Chief Administrative Officer be allowed to use 75 hours of personal leave to attend a family emergency, out of country, and the dates are unknown at this time. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Deb Haydell, Finance Director/Chief Administrative Officer addressed the Board on the organizational structure of her position by requesting that the position title and description remain the same, and continue to be a stand-alone department answering to the Full Board of Commissioners. She asked that the County Clerk and County Treasurer be involved in the preliminary interviews of the position as the position works closely with both departments.

#### **Committee & Liaison Reports:**

Commissioner Ricksgers – Antrim Co. Fair Update and Commission on Aging 46<sup>th</sup> Senior Picnic.  
Commissioner Marcus – MI Association of Counties (MAC) Conference – Proposed policy platforms 2019-20.

Commissioner VanAlstine – Grass River Natural Area Center painting project.

**Commissioner LaVanway – EDC - Industrial Park/Heritage offer on agenda but not referred by BOC.**

**Per BOC 9/5/2019 correction**

It was moved by Bargy, seconded by VanAlstine, to **TABLE** the 2020-2025 Capital Improvement Plan. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Administrator, Pete Garwood addressed the Board on the Street and Road Numbering Ordinance.

Discussion followed.

Commissioner Bargy: Recommended modifications to Section VI: VII. Page 7 and that a flowchart be created as a handout separate from the Ordinance.

It was moved by Bargy, seconded by Marcus, that the Board approve including ½ of the cost of the performance and payment bond for Dore & Associates (\$1,525.00) to the total cost of the Bank and Professional Building demolition project for a total cost of \$136,225.00, and authorize the Chairman to execute an agreement with Dore & Associates for the new project cost. Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

It was moved by VanAlstine, seconded by Watrous, that the Board waive the bid process and hire YouthWorks for the completion of the exterior refinishing project at the Grass River Natural Area Center, not to exceed \$5,325.00 and approve the contract as amended by legal and the Chairman be authorized to execute the agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Helwig, that the Claims and Accounts in the amount of \$103,958.76 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

County Treasurer, Sherry Comben – Banking Report: 2<sup>nd</sup> Quarter 2019 – informational only.

It was moved by Bargy, seconded by Heeres, that the Chairman be authorized to execute an amendment to the grant agreement with the Department of Health & Human Services to extend the current contract for Regional Detention Support Services, Contract number TDSS18-05001, to expire September 30, 2020. That the Finance Director/Chief Administrative Officer of the Budget be authorized to increase funding in Department #134 Family Court – Detention Support Services by \$18,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**RESOLUTION #21-2019 By Karen Bargy, seconded by Brenda Ricksgers**

#### **TRIAL COURT FUNDING COMMISSION INTERIM REPORT**

**WHEREAS**, the County Clerks in Michigan have a constitutional stake in the trial court funding question, but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes.

**RESOLUTION #21-2019 continued.**

**WHEREAS**, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to “review and recommend changes to the trial court funding system in light of *People v. Cunningham*”.

**WHEREAS**, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately).

**WHEREAS**, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs.

**WHEREAS**, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people.

**WHEREAS**, we are concerned that transferring funding to state control would tether the judicial branch to the short term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process.

**WHEREAS**, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: “In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets.”

**WHEREAS**, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk.

**WHEREAS**, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve.

**NOW, THEREFORE, BE IT RESOLVED**, the Antrim County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Wayne Schmidt, Representative Triston Cole, the Michigan Association of Counties and the other 82 Michigan Counties.

**RESOLUTION #21-2019 continued.**

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No- None;

Absent – None.

**RESOLUTION #21-2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Watrous, to approve the Register of Deeds 2018 Annual Report as written. Motion carried – all present voting yes.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input

It was moved by Ricksgers, seconded by Watrous, that the Board appoint Commissioner Christian Marcus as the alternate Antrim County Public Information Officer. Motion carried – all present voting yes.

Chairman Report: Boettcher - No report

**REPORTS SUBMITTED:**

Monthly – Antrim County Transportation, Antrim County Building Department, Commission on Aging and Sheriff's Reports (Animal Control Statistics and Township Statistics).

It was moved by Marcus, seconded by Heeres, that the Board approve the position of the Finance Director be under the supervision of the County Administrator with the wage scale as follows:

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3 year	\$ 61,000.00

Motion as follows: Yes – Heeres, Boettcher, Ricksgers, Marcus; No – Watrous, Bargy, VanAlstine, LaVanway, Helwig; Absent – None. **MOTION FAILED**

It was moved by Marcus, seconded by VanAlstine, that the Board approve the position of the Finance Director/Chief Administrative Officer and that the position continue to be under current structure, a stand-alone department, reporting to the full Board (due to restructuring, not the Finance of a Whole), working in conjunction with Administration, Board of Commissioners and that the wage scale remain at the 2019 rate as follows:

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

**VARIOUS MATTERS:**

Commissioner Bargy:

- Housing Committee meeting cancellation without notifications to committee members.
- Importance of cross training staff to backup and fill the duties and responsibilities of absent employees.
- Antrim County Web Site not current and unable to find documents.

Margie Boyd spoke to the issue brought forward by Commissioner Bargy on current agendas not appearing on the Board of Commissioners page, the Administration Office cannot fix this problem. The problem stems from coding in the software that neither she nor IT could simply fix. She informed the Board that she continues to work with IT on the problem.

The Chairman request Public Comment. There was none.

The meeting adjourned at 10:45 p.m.

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Board Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

**ANTRIM COUNTY BOARD OF COMMISSIONERS**  
**Special Meeting Minutes – 2020 Budget Workshop**  
**August 26, 2019**

Members present: David Heeres, Karen Bargy, Brenda Ricksgers, Dawn LaVanway, Christian Marcus

Members absent: Joshua Watrous, Ed Boettcher, Terry VanAlstine, Jason Helwig

Others: Deb Haydell, Sherry Comben, Sheryl Guy, Peter Garwood, Travis Youatt, Dan Bean, Patty Niepoth

Vice-Chair Karen Bargy called the meeting to order at 9:14 a.m.

Pledge of Allegiance to the U.S. flag.

The Vice-Chair asked for Public Comment. There was none.

**Work Session Meeting Structure:**

Vice-Chair Bargy addressed the scheduled meeting dates and times. All day meetings will run from 9:00 a.m. to 4:00 p.m. lunch breaks will be from 12:30 p.m. to 1:00 p.m. with lunches brought in. The Chair will offer a ten-minute break every hour.

**Budget:**

Deb Haydell, Finance Director/Chief Administrative Officer, provided all members with the budget binder for the Board to review, examine revenues, and go over revenue sharing.

**General Fund Revenues**

Ms. Haydell, directed the members to the first page Capital Improvement Plan (2020 Proposed Projects), fund list report, and General Fund Revenues, estimated tax revenues for 2020 are based on a formula using audited years 2017 and 2018 plus 2% based on the Equalization Report, 2018 audit variance between final budget and actual audit amounts.

Discussion:

	State Marine Law Enforcement 101-000-545.010	\$ 37,500.00
	2020 State Revenue Sharing 101-000-574	\$ 542,456.00
2020	General Fund Estimated Revenues:	\$13,354,097.00
2020	General Fund Estimated Expenditures:	\$15,306,928.00

Ms. Haydell reported that the expenditures include 2020 wages and benefits based on current union contracts, and the new percentage for MERS. The totals do not include those employees that are Unrepresented, Elected Officials, Department Heads, and seasonal & part-time employees.

Ms. Haydell said that the general fund revenue total includes revenue sharing \$542,456.00.  
General Fund – revenue totals \$13,354,097.00.

**It was moved by LaVanway, seconded by Marcus, that the projected revenue \$13,354,097.00, be approved as the revenue total for the budget process for the 2020 Fiscal Year. Motion carried as follows: Yes – Heeres, Bargo, Ricksgers, LaVanway, Marcus; No – None; Absent- Watrous, Boettcher, Helwig.**

The budget meetings are scheduled as follows:

Thursday, August 29	9:00 am to 4:00 pm
Wednesday, September 4	9:00 am to 4:00 pm
Tuesday, September 10	9:00 am to 4:00 pm

**As needed**

Monday, September 16	9:00 am to 4:00 pm
Thursday, September 19	5:00 pm before scheduled Board Meeting

Thursday, October 3	9:00 am Board Meeting – Public Hearing: Fiscal Year 2020 Proposed Budget & Resolution
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The Vice-Chair requested Public Comment. There was none.

The meeting adjourned at 9:43 a.m.



**ANTRIM COUNTY BOARD OF COMMISSIONERS**  
**Special Meeting Minutes – 2020 Budget Workshop**  
**August 29, 2019**

Members present: David Heeres, Karen Bargy, Ed Boettcher, Brenda Ricksgers, Dawn LaVanway, Christian Marcus

Members absent: Joshua Watrous, Terry VanAlstine, Jason Helwig

Others: Deb Haydell, Sherry Comben, Sheryl Guy, Peter Garwood, Travis Youatt, Dan Bean, Patty Niepoth, Bill Hefferan, Dan Bean

Vice-Chair Karen Bargy called the meeting to order at 9:09 a.m.

**MINUTES:**

It was moved by Heeres, seconded by Ricksgers, that the workshop minutes of August ~~29~~ 26, 2019 be approved as written. Motion carried – all present voting yes. **Per workshop 9/4/2019**

The Vice-Chair Bargy addressed the members with a re-cap of the August 26, 2019 work session:

- Capital Outlay
- Health Insurance No increases in premium – Insurance Caps not determined.
- No union contracts negotiations/Wages to be determined: Elected Officials, Department Heads, Unrepresented seasonal and part-time employees
- 27 payrolls in 2020
- **Act Negotiations 2019 Fund 588 Appropriation - Per Workshop 9/4/2019**

**GENERAL FUND 101 Expenditures Proposed: Deb Haydell, Finance Director/Chief Administrative Officer review each department and line items.**

An asterisk (\*) indicates departments that will be revisited due to questions asked that need answers.

101-101	Commissioners	No changes	
101-131	Circuit Court	No changes	
101-132	Family Division – Circuit Court	No changes	
			<b>*Review Annuity and Health Ins. See (148)</b>
101-133	Circuit Court Probate	No changes	
101-134	Family Court –Detention Services	No changes	
101-136	District Court		<b>*Review Health Insurance &amp; Retirement totals</b>
101-141	Friend of the Court	No changes	
101-148	Probate Court	No changes	<b>*Review Annuity &amp; Health Ins. See (132)</b>

**GENERAL FUND 101 continued.**

101-165	Jury Commission	No changes	
101-172	County Administrator	No changes	
101-191	Accounting	No changes	
101-212	Budget Accounting Services	No changes	
101-215	County Clerk	No changes	
101-216	Communications	No changes	
101-228	I.T. – Computer	No changes	
101-233	Purchasing	No changes	
101-250	Tax Allocation	No changes	
101-253	County Treasurer	No changes	
101-257	Equalization	No changes	<u>Note: 708 wage PT (shared position Abstract)</u>
101-261	MSU Extension	No changes	<b>Benefits Per 9/4/2019</b>
101-262	Elections	No changes	
101-263	Grove Street Annex	No changes	
101-264	'05 Courthouse	No changes	
101-265	Building & Grounds	No changes	
101-266	New Building – Bank	No changes	
101-267	Prosecuting Attorney	\$-28,860.00	<b>*706 New position Clerk II pull from budget (Deb review all benefits from 714 to 724)</b>

Members – Recessed to take a Lunch break from 12:30 p.m. to 1:00 p.m.

The Vice-Chair Commissioner Bargy called the Work Session back to order at 1:00 p.m.

**GENERAL FUND 101 continued.**

101-268	Register of Deeds	No changes	<b>*Review Retirement 718</b>
101-269	Microfilm	No changes	
101-270	Human Resources	No changes	
101-271	Plat Board	No changes	
101-272	Prosecuting Attorney – Victims Rights	No changes	
101-273	Prosecuting Attorney-Child Support/IVD	No changes	
101-275	Drain Commissioner	No changes	
101-277	Abstract	No changes	<u>Note: 708 position shared with Equalization</u> <b>Benefits Per 9/4/2019</b>
101-278	Survey & Remonumentation	No changes	
101-301	Sheriff		<b>* 705 Remove \$5,400 a 1 time other pay per union agreement/Budget amendments to be reviewed 2019 and check employees and pay codes to verify 2020 proposed increases.</b>
101-331	Marine	No changes	<u>Note: revenue projected State \$37,500.00</u>
101-334	Secondary Roads		<b>*Review time sheets to verify O.T proposed</b> <u>Note: revenue projected State \$38,525.00</u>
101-335	Traverse Narcotics Team	No changes	<u>Note – some shared cost in Sheriff Budget</u>
101-351	Jail	No changes	<b>*Health Insurance reduction review</b>
101-352	Zero Tolerance	No changes	<u>Note: Line item 802 – Blood testing</u> <u>MDOC revenues \$60,000.00</u>

**GENERAL FUND 101 continued.**

101-426	Emergency Services		<b>*Telephone/travel/Equipment (radio) Clarification</b>
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101-430	Animal Control	No changes	
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Commissioner Marcus left meeting at 3:30 p.m.

101-442	Dams and Dams Operator		<b>*All Hydrology items be removed and be relocated into another departmental or special project.</b>
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Commissioner Boettcher left meeting at 3:45 p.m. returned at 3:49 p.m.

101-601	Health		<b>*Removed \$11,000.00 jail support</b>
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101-671	Welfare	No changes	
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101-673	Aging – Not Reimbursed	No changes	
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101-682	Veterans Affairs		<b>*Annuity Benefit and telephone clarification</b>
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101-694	Housing Administration	No changes	
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**Pick-up at the next 2020 Budget Work Session the General Fund 101, Resource Recovery Department 719.**

**SPECIAL NOTES:**

Budgeting for additional staff is not to be part of the annual budget process. Department heads are to meet with the Human Resource Director and prepare proposal for the Board of Commissioners to consider.

**RE-CAP: BOARDS REQUEST FOR CLARIFICATION:**

**To be addressed at the next Budget Work Session Wednesday, September 4, 2019.**

Deb Haydell, Finance Director/Chief Administrative Officer to review the following departments and miscellaneous questions regarding wages and fringes as discussed.

101-132	Family Court: Health Insurance & Retirement totals.
101-136	District Court: Health Insurance & Retirement totals.
101-267	Prosecuting Attorney: Remove new hire Clerk II <b>\$28,860.00</b> plus fringes.
101-268	Register of Deeds: Retirement totals.

**RE-CAP continued.**

101-301	Sheriff: Remove <b>\$5,400.00</b> a 2019 a one-time payout per Command Unit Contract. Review 2019 amendments to verify wages and benefits as negotiated in Union contracts for the (Cooks, Clerical, Corrections and Deputies and Dispatchers).
101-334	Secondary Roads: Over-time line item review.
101-351	Jail: Health Insurance.
101-426	Emergency Services: Telephone, Travel & Equipment (radio).
101-442	Dams & Dam Operator: Remove all Hydrology line items and separate from Budget – Special Project.
101-601	Health: Remove <b>\$11,000.00</b> for jail support services.
101-682	Veterans Affairs: Annuity Benefit & telephone.

**Removed from budgets:**

This is a flat number and does not include any corresponding benefit costs if associated with wages.

**~~\$45,260.00~~ Per 9/4/2019**

The Vice-Chair Bargy reminded the members that the next Budget Work Session scheduled for Wednesday, September 4, 2019 at 9:00 a.m.

The Work Session adjourned at 4:09 p.m.

**ANTRIM COUNTY BOARD OF COMMISSIONERS**  
**Special Meeting Minutes – 2020 Budget Workshop**  
**September 4, 2019**

Members present: David Heeres, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus

Members absent: Joshua Watrous, Jason Helwig

Others: Deb Haydell, Sherry Comben, Sheryl Guy, Peter Garwood, Travis Youatt, Dan Bean, Patty Niepoth, David Vitale, Dean Pratt

Vice-Chair Karen Bargy called the meeting to order at 9:11 a.m.

**MINUTES:**

It was moved by Boettcher, seconded by Marcus, that the workshop minutes of August 29, 2019 be approved as corrected. Motion carried – all present voting yes.

The Vice-Chair Bargy addressed the members with a re-cap of the August 26, 2019 work session:

Deb Haydell, Finance Director/Chief Administrative Officer: Provided replacement pages on blue paper to replace and update original pages.

Commissioner Bargy explained the updates and reviewed the following General Fund, Department and line items:

<b>General 101</b>	<b>Department</b>	<b>Line item</b>
101-132	Family Division	Employee Annuity Benefit/Health Insurance
101-148	Probate Court	Employee Annuity Benefit/Health Insurance
101-267	Prosecuting Attorney	Other Wages/FICA/Health Insurance/Retirement
101-268	Register of Deeds	Health Insurance/Retirement
101-351	Jail	Health Insurance
101-442	Dam & Dam Operator	Training/Travel (Move to department 895 – Special Projects)
101-601	Health	NCCMH – Jail
101-682	Veterans Affairs	Employee Annuity Benefit
101-895	Special Projects	Hydrology: Software/Travel

**Action:** Commissioner Bargy

101-442	Dam & Dam Operator	Contractual	Pull	\$ 2,000.00
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**Informational:** Commissioner Bargy

101-601	Health	Appropriation up 2.2% standard based on wage increases
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**Pending:** Information requested – unable to review and confirms data.

101-136	District Court
101-301	Sheriff
101-334	Secondary Roads
101-426	Emergency Services

**End of Re-Cap.**

**GENERAL FUND 101 Expenditures Proposed: Deb Haydell, Finance Director/Chief Administrative Officer review each department and line items:**

An asterisk (\*) indicates departments that will be revisited due to questions asked that need answers.

Notes: Line item \$ changes.

101-719	Resource Recovery		<b>*Review</b> Contractual up \$15,000 <u>County Administrator</u> – Provide information: Recycling millage & House Hold Hazardous Waste
101-720	Planning Commission	No change	
101-728	Economic Development Comm.		Notes: <b>901.000</b> reduce by \$2,500.00 map Project budgeted for in 2019. Add: FICA & W.C.
101-754	Parks (Cedar River NA, Mohr NA, Murphy)		Notes: <b>802.753</b> reduce by \$2,500.00 <b>802.759</b> reduce by \$2,500.00 total \$5,000.00 (Trail Maintenance/Labor)
101-755	Parks (Noteware, Wetzel, Willow, Beal)		Notes: <b>741.755</b> reduce by \$1,400.00 <b>741.757</b> reduce by \$1,500.00 <b>802.757</b> reduce by \$525.00 total \$3,425.00
101-756	Park - Barnes	No change	
101-757	Park – Elk Rapids	No change	
101-851	Insurance & Bonds		Note: <b>911.004</b> reduce by \$25,000.00
101-895	Special Projects		Note: <b>999.000</b> reduce by \$50,000.00

Members - recessed to take lunch break from ~~12:30 to~~ 1:00 to **1:33 p.m.**

**Per BOC Work Session 9/10/2019**

The Vice Chair called the work session to order at 1:34 p.m.

**101-901 CAPITAL OUTLAY**

980.228 Computer	No change
980.253 Treasurer	No change

**Informational:**  
05' Court House & County Building Maintenance Director: provided clarification for the request for upgrades relating to the heating, cooling and generator.

**101-901 CAPITAL OUTLAY – continued.**

980.331 Marine	No change
980.351 Jail	No change
980.756 Barnes	No change

**101-902 Capital Outlay – Computers** No change

**101-966 APPROPRIATIONS**

956.007 Community Corrections No change

956.010 Farm & Family	No Change
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956.012 NLEA	No change
956.016 Networks NW	No change
956.018 Conservation Resource	No change

956.026 ACCC	No change
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956.235 Petoskey Stone	No change
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Commissioner Boettcher left at 4:30 p.m.  
Commissioner Heeres at 4:32 p.m.

Notes:

**980.301** – Sheriff reduce by  
\$1,144.00 (1- long gun)  
Sheriff – Vehicle Cost in foot note not  
in total: BS&A Glitch - Finance Director

Notes:

**956.008 ACD Forestry** reduce by  
\$5,626.00 Wage #2  
\*County Administrator to contact.

\*Review

**956.011 Area Aging/Fund Balance?**  
County Administrator

Note:

**956.019 Watershed** reduce by \$500.00

\*Review

**956.030 Talking Library**  
On hold to provide (Annual Report)  
Finance Director to contact.

Note:

**956.223 Grass River Fund** reduce by  
\$12,153.00

Note:

**956.238 Glacial Hills** reduce by  
\$4,600.00



**GENERAL FUND – APPROPRIATIONS 101-966 continued.**

		Note: <b>956.269 Law Library – No request</b>
		Note: <b>956.279 Snowmobile</b> (state revenues permits and decals) <b>*Review</b> <b>956.402 Soil Erosion – <u>County Administrator</u></b> <b>*Review</b> Information 2019 & 2020 Appropriation Difference <u>Finance Director</u>
956.581 Airport	No change	
956.588 ACT	No change	Note: Negotiations 2020

Deb Haydell, Finance Director/Chief Administrative Officer to continue to verify pending information and questions from today's work session. That the County Administrator address the questions as directed regarding Recycling millage and issues addressed in various accounts for the Antrim County Conservation and Area Aging.

The Vice-Chair Bargy reminded the members that the next Budget Work Session scheduled for Tuesday, September 10, 2019 at 9:00 a.m.

The work session adjourned at 4:43 p.m.

The Chairman called the meeting to order at 9:02 a.m.

Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christine Marcus.

Absent: Jason Helwig.

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

Moment of Silence.

The Chairman requested Public Comment. There was none.

It was moved by Marcus, seconded by Ricksgers, that the agenda be approved as written. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Ricksgers, that the minutes of the August 15, 2019 meeting minutes be approved as written. Motion carried – all present voting yes.

**COMMUNICATIONS:**

Antrim Conservation District: Household Hazardous Waste Collection Day – Sept. 14 Mancelona MSU Extension – Guide to Michigan County Government 5<sup>th</sup> Edition available for order

**LIAISON & COMMITTEE REPORTS:**

Commissioner Marcus - NLEA – 131 N. Corridor

Commissioner LaVanway – EDC - Heritage Sustainable Energy, LLC, revised proposal: Industrial Park agenda item and EDC recommendation.

It was moved by Ricksgers, seconded by Bargy, that the Antrim County Street and Road Numbering Ordinance adopted September 12, 1991, as amended, to be effective when notice of adoption is published in the newspaper. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Heeres, that the Antrim County Board of Commissioners Procedures be amended to address Board structure and Section 4.7 Committees. And that the Antrim County Street & Road Numbering Appeals Committee be added to 4.71 the committee to be made up of three (3) commissioners appointed annually. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**2020-2025 Capital Improvement Plan TABLED at the Board meeting dated 8/15/2019**

**Motion by Bargy, seconded by VanAlstine. All present voting yes.**

It was moved by Bargy, seconded by Marcus, that the Board approve the 2020-2025 Capital Improvement Plan. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, Marcus; No – LaVanway; Absent – Helwig.

The Chairman directed the County Administrator, Peter Garwood to obtain quotes for an appraisal, with and without mineral rights of the County owned property known as the Antrim County Industrial Park and that he complete research for any deed restrictions. The Chairman noted that the Economic Development Corporation had made a similar recommendation to the Board prior to considering any sale of the property.

It was moved by VanAlstine, seconded by LaVanway, that the Board adopt the proposed Antrim County Employee Pets Prohibition in the Workplace Policy as amended to remove the last bullet in Exceptions: Working Animal Exception. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Marcus; No – Boettcher; Absent – Helwig.

It was moved by Bargy, seconded by VanAlstine, that the Board adopt the proposed Antrim County Animal Prohibition on County Premises Policy as presented. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by LaVanway, that the Board amend the motion approved at the August 18, 2019 Board of Commissioners meeting that directs the Finance Director/Administrative Officer to perform a budget amendment as follows:

***Authorize the Board Chairman to execute an amendment to the grant agreement with the Department of Health & Human Services to extend the current contract for Regional Detention Support Services, Contract number RDSS18-05001, to expire September 30, 2020. And authorize the Finance Director to increase funding in Dept. 134 Family Court – Detention Support Services by \$18,000.00.***

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

It was moved by VanAlstine, seconded by LaVanway, that the Claims and Accounts in the amount of \$355,322.73 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Watrous, that the Board authorize the staff of the Administration Office and the Finance Department to proceed toward refunding of the Meadowbrook Medical Care Facility (MCF) bonds and authorize the Chair of the Board to sign the letter of Engagement with Bendzinski & Co. who will act as the County's financial advisor. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Marcus, that the Chairman be authorized to execute the contract for professional engineering services between Antrim County and Mead & Hunt Project No. 0112710-00 for the construction administration of the project to Rehabilitate Taxiway Parallel A & Connector B-Design at the Antrim County Airport at a total cost of \$153,409.75 with the County (5% of Project) totaling \$7,670.49, contingent on approval of the grant agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**RESOLUTION #22-2019 By Karen Bargy, seconded by Christian Marcus**

**MICHIGAN DEPARTMENT OF TRANSPORTATION  
ANTRIM COUNTY BOARD OF COMMISSIONERS  
CONTRACT FOR A FEDERAL/STATE/LOCAL  
AIRPORT PROJECT  
UNDER THE BLOCK GRANT PROGRAM**

**BE IT RESOLVED** that the Antrim County Board of Commissioners does hereby approve the proposed Contract submitted by the Michigan Department of Transportation; and

**BE IT FURTHER RESOLVED** that Edgar Boettcher, III Chairman, be authorized and directed to execute the Contract No. 2019-0941 Federal Project No. B-26-0011-3519 **(REHABILITATE TAXIWAY PARALLEL A & CONNECTOR B-DESIGN)** at the Antrim County Airport for and on behalf of the Antrim County Board of Commissioners.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

No – None;

Absent – Jason Helwig.

**RESOLUTION #22-2019 DECLARED ADOPTED.**

It was moved by Bargy, seconded by VanAlstine, that the Board approve repairs to Antrim County Transportation and authorize the Board Chair to execute an agreement for services with Do-All Maintenance at the cost of \$6,700.00 for Phase 1 repairs to the Antrim County Transportation building. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Watrous, that the Board authorize the Finance Director/Administrative Officer to make a 2019 budget amendment to General Fund, Veteran Affairs, equipment (101-682-980.000) in the amount of \$4,167.72 from the General Fund, Fund Balance to cover the purchase and installation of partition panels and sound dampening panels from Interphase Interiors. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Heeres, seconded by Watrous, that the Board approve to increase General Fund, Bank Building, Property Tax (101-266-938.000) expenditure in the amount of \$30,480.77 with funding to come from the General Fund 101, fund balance and to authorize the Finance Director/Administrative Officer to make the appropriate budget amendment and direct the County Administrator to take appropriate action to file a petition for review with the Michigan Tax Tribunal. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Heeres, seconded by LaVanway, that the Board authorize the Board Chair to execute an agreement with the Northern Lakes Economic Alliance (NLEA), with services commencing on January 1, 2020 and expiring December 31, 2022. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargo; Absent – Helwig.

It was moved by Ricksgers, seconded by Marcus, that the Board approve the Policy for the Appointment Process for Boards, Commissions, and Committees in Antrim County as revised and amended. Motion carried as follows: Yes – Heeres, Bargo, Watrous, Boettcher, VanAlstine, Ricksgers, Marcus; No – LaVanway; Absent – Helwig.

It was moved by Marcus, seconded by Boettcher, that the Board approve increasing the current Part-time Zero Tolerance Coordinator to a Full-time Zero Tolerance Coordinator, position in the group identified as unrepresented, and to direct the Finance Director/Administrative Officer to make the appropriate budget amendments in the wages and benefits line item of the General Fund, Zero Tolerance Cost Center #352 with the funding to come from General Fund, Special Projects – Contingencies, (101-895-999.000) in the amount of \$10,060.47, effective September 9, 2019. Motion carried as follows: Yes – Heeres, Bargo, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargo, seconded by VanAlstine, that the Board accept the low bid from Custom Coatings/Troy Teeple at \$25,250.00 and request the release of funds from Fund #225, Capital Improvement Plan, #901 Capital Outlay, Equipment #980.000, (225-901-980.000), to replace floors in the Animal Control building including dog kennels. Motion carried as follows: Yes – Heeres, Bargo, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Heeres, seconded by Ricksgers, that the Board authorize the Board Chair to execute the agreement entitled Work Plan/Budget Proposal Mold Assessment of the Antrim County 1905 Courthouse from Mackinac Environmental Technology, Inc. for a mold assessment in the lower level of the 1905 Courthouse at a cost of \$966.32. Motion carried as follows: Yes – Heeres, Bargo, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Ricksgers, seconded by Watrous, that the Board approve the Commission on Aging request for the replacement of an irregular Part-time Certified Nursing Assistant (CNA) position with one (1) Full-time Certified Nursing Assistant (CNA) position effective September 9, 2019. Motion carried as follows: Yes – Heeres, Bargo, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by \_\_\_\_\_, that the Board approve to eliminate the second (2<sup>nd</sup>) Irregular Part-time Certified Nursing Assistant (CNA) position. **LACK OF SUPPORT**

Chairman Report: Commissioner Boettcher report:

- The Chair addressed the Finance Director/Chief Administrative Officer interviewing structure and offered that three (3) Board members be involved with interview process, although all members may attend and receive per diem. The County Administrator, Human Resources Director, County Clerk and County Treasurer will also be included in the process.

Deb Haydell, Finance Director/Chief Administrative Officer addressed the Board with her report:

- Revenue & Expenditure Report June 2019
- Budget Amendment – MSU Extension Overtime wages
- Reminder - Scheduled vacation October 11 – 23, 2019
- Reminder last day of employment with Antrim County is November 15, 2019

The Board recessed to take a lunch break from 12:20 pm to 12:55 pm

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input.

Julie Clark, Traverse City to Charlevoix Trail representative addressed the Board with a presentation with updates on trail development and process. She reviewed the status of trail processes past, present and future.

#### **VARIOUS MATTERS:**

Commissioner LaVanway – Google maps revenue  
Commissioner Ricksgers – Limit length of discussion  
Commissioner Heeres – Announced he not be in attendance next two (2) meeting.  
County Clerk – announced that she had meet with the representative from CompOne, Workers' Compensation Insurance provider and was presented with a Resolution from the State of Michigan House of Representatives: House Resolution #40-2019. 40<sup>th</sup> Anniversary of the Founding of the Michigan Counties Workers' Compensation Fund and acknowledgment that Antrim County has participated in all 40 years.

The Chair requested Public Comment. There was none.

The meeting adjourned at 2:30 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

DRAFT

**ANTRIM COUNTY BOARD OF COMMISSIONERS**  
**Special Meeting Minutes – 2020 Budget Workshop**  
**September 16, 2019**

Members present: Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway

Members absent: David Heeres, Jason Helwig, Christian Marcus

Others: Deb Haydell, Sherry Comben, Sheryl Guy, Peter Garwood, Travis Youatt, Dan Bean, Dean Pratt, Mike Gank

Vice-Chair Karen Bargy called the meeting to order at 9:10 a.m.

Commissioner Watrous arrived to work session at 9:11 a.m.

The Vice Chair Bargy requested Public Comment. Deb Peters and Walter Bedell addressed the Board to introduce the new part-time employee Brandon Corbin and service dog Bear.

The Vice –Chair addressed the member with a re-cap of the September 10, 2019 work session.

Deb Haydell, Finance Director/Chief Administrative Officer: Provided replacement pages on blue paper to replace and update original pages.

Commissioner Helwig arrived to work session at 9:15 a.m.

**GENERAL FUND 101**

Department	Line Items	Additional Information
101-301-705.002	Sheriff -Wages - Deputies	No
101-426 -855/861/980	Emergency Services -Phone/Travel/Radio	No
<b>Pending totals: Correct</b>		
267	Prosecuting Attorney	No
351	Jail	No
601	Health	No

**GENERAL FUND 101**

101-442-933.001	Dam & Dam Operator Equipment Maintenance	
	Radio Gate Maintenance per inspection	\$8,000.00
Fund #142 Dams Reserve:	<b>Transfer out</b>	<b>\$8,000.00</b>
	to 101-000-699.142	\$8,000.00

Sheriff addressed questions as follows:

101-901-980.301	Sheriff – vehicles request (3)	No
101-966-956.008	Sheriff – 2 snowmobiles currently last purchase 2017	No

Finance Director and County Administrator:

101-966-956.008	ACD – Forestry adjusted totals	No
101-966-956.402	ACD - Soil Erosion adjusted totals	No
101-967-956.272	Transfer out K-9 <b>decreased</b>	\$3,000.00 No
	Fund #272 fund balance	
101-967-999.234	Transfer out ACD decreased	\$4,000.00 No



**OTHER FUNDS:**

County Administrator:

<b>129</b>	<b>Victim's Rights-Revenue</b>	<b>No update</b>	<b>Yes</b>
237	Transfer State Land Lease	HHHW – funds can be used	No
240	GIS Operations – Revenue down	<b>Less use/orders</b>	No
257	Budget Stabilization	Fund Balance requirements	
		Handout	No

Finance Director:

223	Grass River		No
226	County Wide Recycling		No
230	Forestry		No
234	Antrim Creek Natural Area		No
260	Indigent Defense – Equipment	2 lap top computers	No
269	Law Library	No Budget request	No
272	K-9		No
279	Snowmobile Grant		No
298	Meadow View – Capital Outlay – (2) \$30,000.00 Car ports		No
	298 Fund Balance to be used		

**OTHER FUNDS:****261000-348-980.000 through 261000-901-980.348****Sheriff Bean and Mike Gank:**

261000-348-980.000	<b>decrease \$5,000.00</b>	No
261000-901-980.348	total \$41,100.00	No
Priority Fire Dispatch		No
Card System Fire		No
GIS – 911 map data and street layer - contract services		No
GIS– In house unable to keep up		No
NG911 Refresh Project		No
Licenses to put MSP into MCT System		No

Fund Balance \$979,052.00 Audited 2018

\$682,866.00 as amended 2019      \$969,158.00 Budget request 2020

Discussion followed.

Uses of millage – Operating (Personnel and Benefits) millage 2022

**262000-901-980.348****Sheriff Bean and Mike Gank:**

Radio Console- Important	\$500,000.00	No
Mobile Fire MPSCS Fire Radios - critical	\$300,000.00	No
Restrictions – Projects & costs		No
Fund Balance 2018	\$834,207.00	

**OTHER FUNDS – continued.**

**Fund #581 – Airport**

**Finance Director:**

581000-295-861.000 Travel      **increase by \$5,000.00**      No

Cash Balance as of today:      **\$536,105.14**      No

Commissioner Bargy explained that the 2020 Budget review is now completed General and Other Funds: Revenue projected 2020 Expenses 2020 as follows:

<b>Revenue 2020 estimated</b>	<b>\$13,362,097.00</b>
<b>Expenditures 2020</b>	<b>\$15,016,206.00</b>
	<b>(\$ 1,654,109.00)</b>

**Options:**

- Transfer funds from Other Funds to General Fund to Balance 2020 Budgets
- Use General Fund, Fund Balance
- Use both Other Funds, Fund Balance and General Fund, Fund Balance
- Make budget cuts

Discussion followed:

- Taxable values increased 4.2% in 2020
- Revenue figures 2.5% used
- Capital Outlay \$684,447.00 high compared to previous years
- Sheriff three (3) vehicle in 2020 budget

Commissioner Helwig left work session at 12:20 p.m.

County Treasurer: Review report Excess TPF Dollars as of 8/26/2019

- Option Method-Using Prior Years Interest plus Collection Fee \$361,688.00

County Administrator:

- Antrim County – Fund Balance Report (2007-2018) Fund Balance Reports  
– increasing yearly.

2018 Combines Fund Balance \$13,882,219.00

2018 Fund Balance – General Fund only \$11,179,438.00

Discussion followed.

<b>Commissioner VanAlstine</b>	<b>1,654,109.00</b>	<b>Deficit</b>
	<b><u>361,688.00</u></b>	<b>TPF interest plus collection fee</b>
	<b>1,292,421.00</b>	<b>Deficit</b>
	<b>1,292,421.00</b>	<b>General Fund 2019 Fund Balance</b>
	<b>.00</b>	<b>Balanced budget</b>

It was moved by VanAlstine, seconded by LaVanway, that the Board approve a Transfer from Delinquent Tax Fund prior year's interest and collection fee in the amount of \$361,688.00, and that the remaining balance be taken from the General Fund, Fund Balance in the amount of \$1,292,421.00 to balance the 2020 General and Other Funds Budgets. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway; No – None; Absent – Heeres, Helwig, Marcus.

Commissioner Bargy explained to members that the 2020 General Fund and Other Funds Budget will be set for Public Hearing at the October 3, 2019 Board meeting. Resolutions will be offered to Adopt the 2020 Antrim County Budget, General Appropriations Act and Millages and a Resolution for the Expenditure Approvals. She requested that the Expenditure Approval Resolution address release of funds over \$10,000.00 be brought before Board with approved contract for Board action.

Discussion followed:

Reminder: Jail tour field trip set for October 23, 2019 and County Administrator sent out Antrim County Facilities Master Plan Executive Summary for members to review. That members review Option F: for further discussion as items in our Capital Improvement Plan are currently on hold.

It was moved by LaVanway, seconded by VanAlstine, that the work session minutes of September 10, 2019 be approved as written. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway; No – None; Absent – Heeres, Helwig, Marcus.

Commissioner Ricksgers left meeting at 12:48 p.m.

The meeting adjourned at 12:50 p.m.

The Chairman called the meeting to order at 7:02 p.m.

Present: Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Dawn LaVanway,  
Jason Helwig, Christian Marcus

Absent: David Heeres, Brenda Ricksgers

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

Moment of Silence.

The Chairman requested Public Comment. Fred Gulick addressed the Board regarding his June 6, 2019 request to be provided an appointment time on the Board agenda. Marybeth Kazanski, Dean Branson, Fred Sittles, Steve Young, Katherine Bell, David Christian all addressed the Board in support of the Hydrology Study project and funding request. Barbara Bradford and Gary Lockwood both members of the Planning Commission addressed the Board on the 2020-2025 Parks and Recreation Plan draft as proposed should have been referred back to the Planning Commission to review Section 4 and 5 prior to the placement on the Board agenda and asked that the Board table plan. Public comment closed at 7:26 p.m.

It was moved by LaVanway, seconded by Helwig, that the Board approve the agenda as revised. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Watrous, that the Board approve the minutes of the September 5, 2019 meeting as corrected. Motion carried – all present voting yes.

#### **COMMUNICATIONS:**

Letters submitted: Janet Hickman, Richard and Leslie Meyers supporting the hydrology study.

Polly O'Shea, Librarian, Traverse Area District Library, Talking Book Library presented the 2018 Talking Book Annual Report.

It was moved by LaVanway, seconded by Watrous, that the Board accept the 2018 Talking Book Library Annual Report. Motion carried - all present voting yes.

The Chairman addressed the members on the new Operating Protocol for the Bellaire Dam. No objections stated.

It was moved by LaVanway, seconded by VanAlstine, that the Board approve funding for the Antrim County portion of the hydrology study as a special project at a cost of \$77,375.00, and direct the Finance Director/Administrative Officer to make the appropriate amendments in the Special Projects Fund #182, for the 2019 budget on the amount of \$77,375.00. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

#### **LIAISON & COMMITTEE REPORTS:**

Commissioner VanAlstine – Update Grass River Natural Area

Commissioner LaVanway – Update Antrim County Road Commission and Northern Lakes

Economic Alliance (NLEA) – 1<sup>st</sup> Broadband Consortium meeting

**LIAISON REPORTS – continued.**

Commissioner Marcus – Update Community Corrections

Commissioners LaVanway, Helwig and Marcus - Planning Commission update

It was moved by VanAlstine, seconded by Marcus, that the Board **TABLE** the 2020-2025 Antrim County Parks and Recreation Plan. Motion carried – all present voting yes.

**RESOLUTION #23-2019 By Terry VanAlstine, seconded by Joshua Watrous**

**AUTHORIZE ISSUANCE OF REFUNDING BONDS**

**WHEREAS**, the County of Antrim (the “County”) issued its General Obligation Limited Tax Bonds, Series 2012, dated as of June 27, 2012, in the principal amount of \$13,600,000 (the “Prior Bonds”); and

**WHEREAS**, the Prior Bonds remain outstanding in various principal amounts, and the County has been advised that certain of the Prior Bonds could be redeemed and thereby secure savings for the County and benefit the taxpayers of the County; and

**WHEREAS**, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the issuance of refunding bonds for the purpose of refunding all or part of the County’s outstanding securities, including the Prior Bonds; and

**WHEREAS**, the Board of Commissioners of the County has determined that it is in the best interest of the County to secure savings for the County through the issuance of such refunding bonds.

**NOW, THEREFORE, BE IT RESOLVED that:**

**AUTHORIZATION OF BONDS – PURPOSE.** Bonds of the County aggregating the principal sum of not to exceed Nine Million Nine Hundred Ninety-Five Thousand Dollars (\$9,995,000) (the “Refunding Bonds”) shall be issued and sold pursuant to the provisions of Act 34, and other applicable statutory provisions, for the purpose of refunding all or part of the Prior Bonds. Each of the County Administrator and the County Treasurer, acting individually, is hereby designated as an “Authorized Officer” for purposes of this resolution. The Authorized Officer is authorized to designate which of the Prior Bonds shall be refunded (the “Prior Bonds To Be Refunded”).

**BOND DETAILS.** The Refunding Bonds shall be designated “General Obligation Limited Tax Refunding Bonds, Series 2020”; shall be dated as of the date of delivery thereof; shall be numbered from 1 upwards; shall be fully registered; shall be in denominations and bear interest at a rate or rates not exceeding 6% per annum as shall be determined by order of the Authorized Officer; shall be payable on such dates as shall be determined by order of the Authorized Officer; and shall be serial bonds and/or term bonds and mature on such dates and in such years as shall be determined by order of the Authorized Officer; provided, however, that the final maturity shall not be later than April 1, 2030.

**PAYMENT OF PRINCIPAL AND INTEREST.** The principal of and interest on the Refunding Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Refunding Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Refunding Bond as shown on the registration books at the close of business on the 15<sup>th</sup> day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

**PRIOR REDEMPTION.** The Refunding Bonds shall be subject to mandatory and/or optional redemption prior to maturity upon such terms and conditions as shall be determined by order of the Authorized Officer.

**BOOK-ENTRY SYSTEM.** Initially, one fully-registered Refunding Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”), for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Refunding Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of Refunding Bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange Refunding Bond certificates as requested by DTC and any Participant or

“beneficial owner” in appropriate amounts in accordance with this resolution. DTC may determine to discontinue providing its services with respect to the Refunding Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver Refunding Bond certificates in accordance with the procedures established by this resolution. In the event Refunding Bond certificates are issued, the provisions of this resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Refunding Bonds to any Participant having Refunding Bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Refunding Bonds.

Notwithstanding any other provision of this resolution to the contrary, so long as any Refunding Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Refunding Bonds and all notices with respect to the Refunding Bonds shall be made and given, respectively, to DTC. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the County in such form as such official signing the Blanket Issuer Letter of Representations deems necessary or appropriate in order to accomplish the issuance of the Refunding Bonds in accordance with law and this resolution.

Notwithstanding any other provision of this section to the contrary, if the Authorized Officer deems it to be in the best interest of the County, the Refunding Bonds shall not initially be issued through the book-entry-only transfer system of DTC.

**BOND REGISTRAR AND PAYING AGENT.** The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Refunding Bonds which shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer from time to time as required may designate a similarly qualified successor bond registrar and paying agent. Notwithstanding any provision of this section to the contrary, if the Authorized Officer deems it to be in the best interest of the County, the County Treasurer shall serve as bond registrar and paying agent for the Refunding Bonds.

**EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS.** The Refunding Bonds shall be executed in the name of the County by the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk and authenticated by the manual signature of the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the Refunding Bonds. After the Refunding Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the Authorized Officer to the purchaser of the Refunding Bonds upon receipt of the purchase price. Additional Refunding Bonds bearing the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of the Refunding Bonds. The bond registrar and paying agent shall indicate on each Refunding Bond the date of its authentication.

**EXCHANGE AND TRANSFER OF BONDS.** Any Refunding Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Refunding Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bond.



Each Refunding Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Refunding Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Refunding Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Refunding Bond and shall authenticate and deliver to the transferee a new Refunding Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Refunding Bond pursuant to this section, payment of interest on the Refunding Bonds is in default, the bond registrar and paying agent shall endorse upon the new Refunding Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is \_\_\_\_\_, \_\_\_\_."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Refunding Bond shall be registered upon the books of the County as the absolute owner of such Refunding Bond, whether such Refunding Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Refunding Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of section 3 of this resolution shall be valid and effectual to satisfy and discharge the liability upon such Refunding Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Refunding Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person

requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Refunding Bonds or portions of Refunding Bonds that have been selected for redemption.

**FORM OF BONDS.** The Refunding Bonds shall be in substantially the following form, with such changes thereto as determined by the Authorized Officer within the parameters of this resolution:

UNITED STATES OF AMERICA  
STATE OF MICHIGAN

COUNTY OF ANTRIM  
GENERAL OBLIGATION LIMITED TAX REFUNDING BOND, SERIES 2020

INTEREST RATE

MATURITY DATE

DATE OF ORIGINAL ISSUE

CUSIP

Registered Owner:

Principal Amount:

The County of Antrim, State of Michigan (the "County"), acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at \_\_\_\_\_, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereinafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15<sup>th</sup> day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from \_\_\_\_\_, or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of \_\_\_\_\_ and \_\_\_\_\_ in each year, commencing on \_\_\_\_\_, 20\_\_\_. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County on September 19, 2019 and an order of the \_\_\_\_\_ (collectively, the "Resolution"), for the purpose of refunding the County's outstanding General Obligation Limited Tax Bonds, Series 2012, dated as of

June 27, 2012, maturing in the years \_\_\_\_ through \_\_\_\_\_. The full faith and credit of the County have been pledged for the prompt payment of the principal of and interest on this bond. The County is required to levy annually ad valorem taxes to pay such principal and interest as the same shall become due. Taxes imposed by the County are subject to constitutional and statutory tax limitations.

This bond is transferable, as provided in the Resolution, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple of \$5,000 not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

#### MANDATORY PRIOR REDEMPTION

Bonds maturing in the year \_\_\_\_ are subject to mandatory prior redemption at par and accrued interest as follows:

<u>Redemption Date</u>	<u>Principal Amount of Bonds to be Redeemed</u>
------------------------	---

Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.  
(REPEAT IF MORE THAN ONE TERM BOND)

#### OPTIONAL PRIOR REDEMPTION

Bonds maturing prior to \_\_\_\_\_, \_\_\_\_\_, are not subject to redemption prior to maturity. Bonds maturing on and after \_\_\_\_\_, \_\_\_\_\_, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any date on and after \_\_\_\_\_, \_\_\_\_\_. Bonds of a denomination greater than \$\_\_\_\_\_ may be partially redeemed in the amount of \$\_\_\_\_\_ or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty but not more than sixty days' notice of redemption shall be given to the Registered Owner of bonds called to be redeemed by mail to each Registered Owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have

happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

**IN WITNESS WHEREOF**, the County of Antrim, State of Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted thereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent.

COUNTY OF ANTRIM

By: \_\_\_\_\_

Its: Chairperson, Board of Commissioners

And: \_\_\_\_\_

Its: Clerk

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

\_\_\_\_\_  
Bond Registrar and Paying Agent

By: \_\_\_\_\_  
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed: \_\_\_\_\_

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

[END OF BOND FORM]

**SECURITY.** There shall be levied upon all taxable property in the County upon the tax roll for each year while any of the Refunding Bonds shall be outstanding an amount such that the estimated collections therefrom will be sufficient to pay promptly at maturity the principal and interest maturing on the Refunding Bonds prior to the time of the following year's tax collections. Taxes required to be levied to pay principal of and interest on the Refunding Bonds shall be subject to constitutional and statutory tax limitations. The proceeds of such taxes (both current and delinquent) shall be deposited as collected into a debt retirement fund that shall be established and maintained for the Refunding Bonds as either a separate or a common fund as permitted by law, and until the principal of and the interest on the Refunding Bonds are paid in full, such proceeds shall be used only for payment of such principal and interest or for other authorized purposes of the fund.

**DEBT RETIREMENT FUND.** There is hereby established for the Refunding Bonds a debt retirement fund (the "Debt Retirement Fund") that shall be either a separate or a common fund as permitted by law. From the proceeds of the sale of the Refunding Bonds, there shall be set aside in the Debt Retirement Fund any accrued interest received from the purchaser at the time of delivery of the same and such portion of any premium received from the purchaser on the Refunding Bonds as determined by the

Authorized Officer. The proceeds from taxes levied for the payment of the principal of and interest on the Refunding Bonds shall be deposited into the Debt Retirement Fund. If a separate debt retirement fund is established, the moneys deposited in the Debt Retirement Fund shall be used solely for the purpose of paying the principal of and interest on the Refunding Bonds. If a common debt retirement fund is established, the moneys deposited in the Debt Retirement Fund shall be used solely for the payment of the principal of and interest on the Refunding Bonds and other bonds of like character of the County payable from such common debt retirement fund.

**PAYMENT OF COSTS OF ISSUANCE - ESCROW FUND.** The remainder of the proceeds of the Refunding Bonds shall be used to pay the costs of issuance of the Refunding Bonds and to refund the Prior Bonds To Be Refunded. After the costs of issuance have been paid or provided for the remaining proceeds shall be used, together with any moneys transferred from the debt retirement fund for the Prior Bonds or other available funds of the County in such amounts as determined by the Authorized Officer, to establish an escrow fund (the "Escrow Fund") consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded. The Escrow Fund shall be held by an escrow agent (the "Escrow Agent") pursuant to an Escrow Agreement (the "Escrow Agreement"), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the principal of and interest on the Prior Bonds To Be Refunded when due and to call such Prior Bonds To Be Refunded for redemption at such time as shall be determined in the Escrow Agreement. The Authorized Officer is authorized to select the Escrow Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received on the investments will be sufficient without reinvestment to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded when due at maturity or call for redemption as required by the Escrow Agreement.

**DEFEASANCE.** In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, redemption premium, if any, and interest on all or any portion of the Refunding Bonds, shall have been deposited in trust, this resolution shall be defeased and the owners of the Refunding Bonds shall have no further rights under this resolution except to receive payment of the principal of, redemption premium, if any, and interest on the Refunding Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Refunding Bonds as provided herein.

**APPROVAL OF DEPARTMENT OF TREASURY.** The issuance and sale of the Refunding Bonds shall be subject to the County obtaining qualified status or prior approval from the Department of Treasury of the State of Michigan pursuant to Act 34 and, if necessary, the Authorized Officer is hereby authorized and directed to make application to the Department of Treasury for approval to issue and sell the Refunding Bonds as provided by the terms of this resolution and by Act 34. The Authorized Officer is authorized to pay any filing fees required in connection with obtaining qualified status or prior approval from the Department of Treasury. The Authorized Officer is further authorized to request such waivers of the requirements of the Department of Treasury or Act 34 as the Authorized Officer shall determine to be necessary or desirable in connection with the sale of the Refunding Bonds.

**SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS.** The Refunding Bonds shall be sold pursuant to a negotiated sale as hereinafter provided, and it is hereby determined that such negotiated sale is in the best interests of the County because it is the most efficient and expeditious process and is calculated to provide the maximum flexibility in pricing the Refunding Bonds so as to achieve sufficient debt service savings with respect to the Prior Bonds. The Authorized Officer is authorized to negotiate a bond purchase agreement with Hilltop Securities, Inc. (the "Underwriter"). Such bond purchase agreement shall set forth the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions and purchase price to be paid by the

Underwriter with respect to the Bonds, as well as such other terms and provisions as the Authorized Officer determines to be necessary or appropriate in connection with the sale of the Bonds. The Chairperson of the Board of Commissioners, the County Treasurer, the County Clerk, the County Administrator and all other officials of the County are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Refunding Bonds in accordance with the provisions of this resolution. In making the determination in the order authorizing the sale of the Bonds and in the bond purchase agreement with respect to principal maturities and dates, interest rates, purchase price of the Bonds and compensation to be paid to the Underwriter, the Authorized Officer shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 6% per annum.
- (b) The final maturity date of the Bonds shall not be later than April 1, 2030.
- (c) The Underwriter's discount with respect to the Bonds shall not exceed 0.4% of the principal amount of the Bonds.

**REPLACEMENT OF BONDS.** Upon receipt by the County Treasurer of proof of ownership of an unmatured Refunding Bond, of satisfactory evidence that the Refunding Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity that complies with applicable law and is satisfactory to the County Treasurer, the County Treasurer may authorize the bond registrar and paying agent to deliver a new executed Refunding Bond to replace the Refunding Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Refunding Bond is lost, apparently destroyed or wrongfully taken, the County Treasurer may authorize the bond registrar and paying agent to pay the Refunding Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Refunding Bond. The bond registrar and paying agent, for each new Refunding Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Refunding Bond delivered pursuant to the provisions of this Section in lieu of any Refunding Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Refunding Bond in substitution for which such Refunding Bond was delivered.



**TAX COVENANT.** The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the “Code”), necessary to assure that the interest on the Refunding Bonds will be and will remain excludable from gross income for federal income tax purposes. The Chairperson of the Board of Commissioners, the County Clerk, the County Treasurer, the County Administrator and other appropriate officials of the County are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Refunding Bonds will be and will remain excludable from gross income for federal income tax purposes.

**QUALIFIED TAX-EXEMPT OBLIGATIONS.** The Refunding Bonds are hereby designated as “Qualified Tax-Exempt Obligations” as described in Section 265(b)(3)(B) of the Code.

**OFFICIAL STATEMENT; CONTINUING DISCLOSURE:** The Authorized Officer is hereby authorized, if necessary, to cause the preparation of a preliminary official statement and a final official statement for the Refunding Bonds for the purpose of enabling compliance with SEC Rule 15c2-12 (the “Rule”) by the successful bidder or bidders and to do all other things necessary to enable compliance with the Rule by the successful bidder or bidders. After the award of the Refunding Bonds, the County shall provide, on a timely basis and in reasonable quantity as requested by the successful bidder or bidders to enable the successful bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

The Authorized Officer is hereby authorized, if necessary, to execute and deliver in the name of and on behalf of the County (i) a certificate of the County to comply with the requirement for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule, as applicable, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with or carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

**APPOINTMENTS.** Bendzinski & Co., Municipal Finance Advisors and Dickinson Wright PLLC are hereby appointed to serve as registered municipal advisor and bond counsel, respectively, in connection with the sale and issuance of the Refunding Bonds.

**CONFLICTING RESOLUTIONS.** All resolutions and parts of resolutions insofar as they may be in conflict herewith are rescinded.

Yeas: Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Dawn LaVanway, Jason Helwig, Christian Marcus;

Nays: None;

Absent: David Heeres, Brenda Ricksgers.

**RESOLUTION #23-2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Christian Marcus, that the Board authorize the Chair of the Board to sign the Letter of Engagement with Dickinson Wright, PLLC who will act as the County's bond counsel contingent upon legal counsel review. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by VanAlstine, seconded by LaVanway, that the Claims and Accounts in the amount of \$149,923.88 be approved and paid. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Bargy, seconded by Watrous, to authorize the Board Chair to execute the agreement titled "Northern Health Care Management (a division of Northern Lakes Mental Health Authority) Subcontractor Agreement for Home and Community Based Services for the Elderly & Disabled – MI Choice Waiver" which begins on October 1, 2019, and expires on September 30, 2021.

Discussion followed. **POSTPONED – County Administrator to seek information from Commission on Aging Director.**

It was moved by Bargy, seconded by Watrous, that the Board authorize the Chairman on behalf of the Commission on Aging to execute nutrition purchase of service agreements for the dining-out program with SST Enterprises, Inc. (Shirley's Café) and Hammy LLC dba B.C. Pizza for a term of two (2) years from October 1, 2019 to September 30, 2021. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Bargy, seconded by VanAlstine, that the Board Chairman be authorized to execute a document granting a pipeline easement to DTE Gas Company for a 24-foot-wide pipeline easement at the Antrim County Airport, contingent upon a DTE payment of \$90,844.00. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by LaVanway, seconded by Marcus, that the Board authorize the buy-out of the Commission on Aging Savin Copier/Printer contract with Delage Landen Financial Services. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by VanAlstine, seconded by LaVanway, that the Board approve the contracts between Xerox and Antrim County for 13 copiers, based on the proposal from Image Makers, Inc. and that the contract payment be made yearly rather than monthly pending vendor approval. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Marcus, seconded by Helwig, that the Board approve the funding to allow the Antrim County Prosecuting Attorney's Office to hire an additional non-attorney employee at the pay rate of a Clerk II and direct the Finance Director/Administrative Officer to amend the budget and increase Department #267, Prosecuting Attorney, Wages and Benefits by \$13,248.14 in 2019 and \$59,429.49 in Fiscal Year 2020. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by VanAlstine, seconded by Helwig, that the Antrim County Transportation, FTA Controlled Substance and Misuse Testing Policy be amended to knowledge the word change: "Opiates to Opioids". Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Marcus, seconded by Helwig, that the Board recommend the Antrim Conservation District accept the Michigan Department of Environmental Quality Waste Management and Radiological Protection Division, Rural Electronics Recycling grant award in the amount of \$10,000.00 with match of \$4,484.00 to be spent over two (2) years to develop one or more regional permanent electronic recycling sites in Antrim County. Motion carried as follows: Yes – Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – Watrous, Bargo, Absent – Heeres, Ricksgers.

It was moved by Marcus, seconded by VanAlstine, that the Board authorize the Chairman to execute a grant agreement with the State of Michigan for the Fiscal Year 2019 (October 1, 2018 – September 31, 2019) Emergency Management Grant for \$21,631.00. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Bargo, seconded by LaVanway, that the Board accept the bid from MD Heat in the amount of \$9,700.00 for a new ventilation system in the 03 Bathhouse at Barnes Park and authorize the Finance Director/Administrative Officer to make the appropriate budget amendment moving funds from 101-756-980.000 and 101-756-932.000 to Capital Outlay 101-901-980.756. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

**POSTPONED – Commission on Aging item:**

It was moved by Bargo, seconded by Watrous, to authorize the Board Chair to execute the agreement titled "Northern Health Care Management (a division of Northern Lakes Mental Health Authority) Subcontractor Agreement for Home and Community Based Services for the Elderly & Disabled – MI Choice Waiver" which begins on October 1, 2019, and expires on September 30, 2021. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions /Input.

It was moved by LaVanway, seconded by \_\_\_\_\_, that the County Administrator, Peter Garwood be authorized to terminate the directive of the Board to recover Bank Building taxes with the Michigan Tax Tribunal. **MOTION FAILS NO SUPPORT**

**MONTHLY REPORTS SUBMITTED:**

Emergency Services  
Antrim Conservation District  
Soil Erosion Control Officer  
Building Department  
Antrim County Airport  
Commission on Aging  
Sheriff – Township Statistics

Deb Haydell, Finance Director/Administrative Officer report.

- Michigan Chart of Accounts
- GASB Statement No. 87, Leases 2020
- GASB 84-Fiduciary Activities FY 2019: Report – timing is essential and will not be completed prior to last date of work.
- Public Hearing - 2020 General Fund & Other Funds budgets
- Resolution: Adopt 2020 General Fund & Other Funds Budgets & set tax millage rate
- Resolution: Expenditure Approval

The Chairman spoke of a report that identifies County paid compensation package (Wages & Benefits) for each County employee and that each employee receive a copy to inform them of the actual costs paid by the County. (Report Human Resources).

**Various Matters:**

- Commissioner Bargy – Expenditure Resolution language: Department heads with expenditures over \$10,000.00 be sent to the Board for approval to release funds. Board - Budget Work Session minutes 9/16/2019 be addressed at the next Board meeting.
- Commissioner LaVanway – Barnes Park process for collecting site fees and process in which sites are assigned or reassigned?

The Chairman requested Public Comment. There was none.

The meeting adjourned at 9:56 p.m.

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Chairman, Edgar Boettcher, III

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Clerk, Sheryl Guy



The Chairman called the meeting to order at 7:02 p.m.

Present: Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Dawn LaVanway,  
Jason Helwig, Christian Marcus

Absent: David Heeres, Brenda Ricksgers

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

Moment of Silence.

The Chairman requested Public Comment. Fred Gulick addressed the Board regarding his June 6, 2019 request to be provided an appointment time on the Board agenda. Marybeth Kazanski, Dean Branson, Fred Sittles, Steve Young, Katherine Bell, David Christian all addressed the Board in support of the Hydrology Study project and funding request. Barbara Bradford and Gary Lockwood both members of the Planning Commission addressed the Board on the 2020-2025 Parks and Recreation Plan draft as proposed should have been referred back to the Planning Commission to review Section 4 and 5 prior to the placement on the Board agenda and asked that the Board table plan. Public comment closed at 7:26 p.m.

It was moved by LaVanway, seconded by Helwig, that the Board approve the agenda as revised. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Watrous, that the Board approve the minutes of the September 5, 2019 meeting as corrected. Motion carried – all present voting yes.

#### **COMMUNICATIONS:**

Letters submitted: Janet Hickman, Richard and Leslie Meyers supporting the hydrology study.

Polly O'Shea, Librarian, Traverse Area District Library, Talking Book Library presented the 2018 Talking Book Annual Report.

It was moved by LaVanway, seconded by Watrous, that the Board accept the 2018 Talking Book Library Annual Report. Motion carried - all present voting yes.

The Chairman addressed the members on the new Operating Protocol for the Bellaire Dam. No objections stated.

It was moved by LaVanway, seconded by VanAlstine, that the Board approve funding for the Antrim County portion of the hydrology study as a special project at a cost of \$77,375.00, and direct the Finance Director/Administrative Officer to make the appropriate amendments in the Special Projects Fund #182, for the 2019 budget on the amount of \$77,375.00. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

#### **LIAISON & COMMITTEE REPORTS:**

Commissioner VanAlstine – Update Grass River Natural Area

Commissioner LaVanway – Update Antrim County Road Commission and Northern Lakes Economic Alliance (NLEA) – 1<sup>st</sup> Broadband Consortium meeting

**LIAISON REPORTS – continued.**

Commissioner Marcus – Update Community Corrections

Commissioners LaVanway, Helwig and Marcus - Planning Commission update

It was moved by VanAlstine, seconded by Marcus, that the Board **TABLE** the 2020-2025 Antrim County Parks and Recreation Plan. Motion carried – all present voting yes.

**RESOLUTION #23-2019 By Terry VanAlstine, seconded by Joshua Watrous**

**AUTHORIZE ISSUANCE OF REFUNDING BONDS**

**WHEREAS**, the County of Antrim (the “County”) issued its General Obligation Limited Tax Bonds, Series 2012, dated as of June 27, 2012, in the principal amount of \$13,600,000 (the “Prior Bonds”); and

**WHEREAS**, the Prior Bonds remain outstanding in various principal amounts, and the County has been advised that certain of the Prior Bonds could be redeemed and thereby secure savings for the County and benefit the taxpayers of the County; and

**WHEREAS**, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the issuance of refunding bonds for the purpose of refunding all or part of the County’s outstanding securities, including the Prior Bonds; and

**WHEREAS**, the Board of Commissioners of the County has determined that it is in the best interest of the County to secure savings for the County through the issuance of such refunding bonds.

**NOW, THEREFORE, BE IT RESOLVED that:**

**AUTHORIZATION OF BONDS – PURPOSE.** Bonds of the County aggregating the principal sum of not to exceed Nine Million Nine Hundred Ninety-Five Thousand Dollars (\$9,995,000) (the “Refunding Bonds”) shall be issued and sold pursuant to the provisions of Act 34, and other applicable statutory provisions, for the purpose of refunding all or part of the Prior Bonds. Each of the County Administrator and the County Treasurer, acting individually, is hereby designated as an “Authorized Officer” for purposes of this resolution. The Authorized Officer is authorized to designate which of the Prior Bonds shall be refunded (the “Prior Bonds To Be Refunded”).

**BOND DETAILS.** The Refunding Bonds shall be designated “General Obligation Limited Tax Refunding Bonds, Series 2020”; shall be dated as of the date of delivery thereof; shall be numbered from 1 upwards; shall be fully registered; shall be in denominations and bear interest at a rate or rates not exceeding 6% per annum as shall be determined by order of the Authorized Officer; shall be payable on such dates as shall be determined by order of the Authorized Officer; and shall be serial bonds and/or term bonds and mature on such dates and in such years as shall be determined by order of the Authorized Officer; provided, however, that the final maturity shall not be later than April 1, 2030.

**PAYMENT OF PRINCIPAL AND INTEREST.** The principal of and interest on the Refunding Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Refunding Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Refunding Bond as shown on the registration books at the close of business on the 15<sup>th</sup> day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

**PRIOR REDEMPTION.** The Refunding Bonds shall be subject to mandatory and/or optional redemption prior to maturity upon such terms and conditions as shall be determined by order of the Authorized Officer.

**BOOK-ENTRY SYSTEM.** Initially, one fully-registered Refunding Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”), for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Refunding Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of Refunding Bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange Refunding Bond certificates as requested by DTC and any Participant or



“beneficial owner” in appropriate amounts in accordance with this resolution. DTC may determine to discontinue providing its services with respect to the Refunding Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver Refunding Bond certificates in accordance with the procedures established by this resolution. In the event Refunding Bond certificates are issued, the provisions of this resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Refunding Bonds to any Participant having Refunding Bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Refunding Bonds.

Notwithstanding any other provision of this resolution to the contrary, so long as any Refunding Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Refunding Bonds and all notices with respect to the Refunding Bonds shall be made and given, respectively, to DTC. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the County in such form as such official signing the Blanket Issuer Letter of Representations deems necessary or appropriate in order to accomplish the issuance of the Refunding Bonds in accordance with law and this resolution.

Notwithstanding any other provision of this section to the contrary, if the Authorized Officer deems it to be in the best interest of the County, the Refunding Bonds shall not initially be issued through the book-entry-only transfer system of DTC.

**BOND REGISTRAR AND PAYING AGENT.** The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Refunding Bonds which shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer from time to time as required may designate a similarly qualified successor bond registrar and paying agent. Notwithstanding any provision of this section to the contrary, if the Authorized Officer deems it to be in the best interest of the County, the County Treasurer shall serve as bond registrar and paying agent for the Refunding Bonds.

**EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS.** The Refunding Bonds shall be executed in the name of the County by the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk and authenticated by the manual signature of the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the Refunding Bonds. After the Refunding Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the Authorized Officer to the purchaser of the Refunding Bonds upon receipt of the purchase price. Additional Refunding Bonds bearing the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of the Refunding Bonds. The bond registrar and paying agent shall indicate on each Refunding Bond the date of its authentication.

**EXCHANGE AND TRANSFER OF BONDS.** Any Refunding Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Refunding Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bond.

Each Refunding Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Refunding Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Refunding Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Refunding Bond and shall authenticate and deliver to the transferee a new Refunding Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Refunding Bond pursuant to this section, payment of interest on the Refunding Bonds is in default, the bond registrar and paying agent shall endorse upon the new Refunding Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is \_\_\_\_\_, \_\_\_\_."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Refunding Bond shall be registered upon the books of the County as the absolute owner of such Refunding Bond, whether such Refunding Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Refunding Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of section 3 of this resolution shall be valid and effectual to satisfy and discharge the liability upon such Refunding Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Refunding Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person

requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Refunding Bonds or portions of Refunding Bonds that have been selected for redemption.

**FORM OF BONDS.** The Refunding Bonds shall be in substantially the following form, with such changes thereto as determined by the Authorized Officer within the parameters of this resolution:

UNITED STATES OF AMERICA  
STATE OF MICHIGAN

COUNTY OF ANTRIM  
GENERAL OBLIGATION LIMITED TAX REFUNDING BOND, SERIES 2020

INTEREST RATE

MATURITY DATE

DATE OF ORIGINAL ISSUE

CUSIP

Registered Owner:

Principal Amount:

The County of Antrim, State of Michigan (the "County"), acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at \_\_\_\_\_, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereinafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15<sup>th</sup> day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from \_\_\_\_\_, or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of \_\_\_\_\_ and \_\_\_\_\_ in each year, commencing on \_\_\_\_\_, 20\_\_\_. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County on September 19, 2019 and an order of the \_\_\_\_\_ (collectively, the "Resolution"), for the purpose of refunding the County's outstanding General Obligation Limited Tax Bonds, Series 2012, dated as of

June 27, 2012, maturing in the years \_\_\_\_ through \_\_\_\_\_. The full faith and credit of the County have been pledged for the prompt payment of the principal of and interest on this bond. The County is required to levy annually ad valorem taxes to pay such principal and interest as the same shall become due. Taxes imposed by the County are subject to constitutional and statutory tax limitations.

This bond is transferable, as provided in the Resolution, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple of \$5,000 not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

#### MANDATORY PRIOR REDEMPTION

Bonds maturing in the year \_\_\_\_ are subject to mandatory prior redemption at par and accrued interest as follows:

<u>Redemption Date</u>	<u>Principal Amount of Bonds to be Redeemed</u>
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Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.  
(REPEAT IF MORE THAN ONE TERM BOND)

#### OPTIONAL PRIOR REDEMPTION

Bonds maturing prior to \_\_\_\_\_, \_\_\_\_\_, are not subject to redemption prior to maturity. Bonds maturing on and after \_\_\_\_\_, \_\_\_\_\_, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any date on and after \_\_\_\_\_, \_\_\_\_\_. Bonds of a denomination greater than \$\_\_\_\_\_ may be partially redeemed in the amount of \$\_\_\_\_\_ or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty but not more than sixty days' notice of redemption shall be given to the Registered Owner of bonds called to be redeemed by mail to each Registered Owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have

happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

**IN WITNESS WHEREOF**, the County of Antrim, State of Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by the manual or facsimile signatures of the Chairperson of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted thereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent.

COUNTY OF ANTRIM

By: \_\_\_\_\_

Its: Chairperson, Board of Commissioners

And: \_\_\_\_\_

Its: Clerk

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

\_\_\_\_\_  
Bond Registrar and Paying Agent

By: \_\_\_\_\_  
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed: \_\_\_\_\_

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

[END OF BOND FORM]

**SECURITY.** There shall be levied upon all taxable property in the County upon the tax roll for each year while any of the Refunding Bonds shall be outstanding an amount such that the estimated collections therefrom will be sufficient to pay promptly at maturity the principal and interest maturing on the Refunding Bonds prior to the time of the following year's tax collections. Taxes required to be levied to pay principal of and interest on the Refunding Bonds shall be subject to constitutional and statutory tax limitations. The proceeds of such taxes (both current and delinquent) shall be deposited as collected into a debt retirement fund that shall be established and maintained for the Refunding Bonds as either a separate or a common fund as permitted by law, and until the principal of and the interest on the Refunding Bonds are paid in full, such proceeds shall be used only for payment of such principal and interest or for other authorized purposes of the fund.

**DEBT RETIREMENT FUND.** There is hereby established for the Refunding Bonds a debt retirement fund (the "Debt Retirement Fund") that shall be either a separate or a common fund as permitted by law. From the proceeds of the sale of the Refunding Bonds, there shall be set aside in the Debt Retirement Fund any accrued interest received from the purchaser at the time of delivery of the same and such portion of any premium received from the purchaser on the Refunding Bonds as determined by the

Authorized Officer. The proceeds from taxes levied for the payment of the principal of and interest on the Refunding Bonds shall be deposited into the Debt Retirement Fund. If a separate debt retirement fund is established, the moneys deposited in the Debt Retirement Fund shall be used solely for the purpose of paying the principal of and interest on the Refunding Bonds. If a common debt retirement fund is established, the moneys deposited in the Debt Retirement Fund shall be used solely for the payment of the principal of and interest on the Refunding Bonds and other bonds of like character of the County payable from such common debt retirement fund.

**PAYMENT OF COSTS OF ISSUANCE - ESCROW FUND.** The remainder of the proceeds of the Refunding Bonds shall be used to pay the costs of issuance of the Refunding Bonds and to refund the Prior Bonds To Be Refunded. After the costs of issuance have been paid or provided for the remaining proceeds shall be used, together with any moneys transferred from the debt retirement fund for the Prior Bonds or other available funds of the County in such amounts as determined by the Authorized Officer, to establish an escrow fund (the "Escrow Fund") consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded. The Escrow Fund shall be held by an escrow agent (the "Escrow Agent") pursuant to an Escrow Agreement (the "Escrow Agreement"), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the principal of and interest on the Prior Bonds To Be Refunded when due and to call such Prior Bonds To Be Refunded for redemption at such time as shall be determined in the Escrow Agreement. The Authorized Officer is authorized to select the Escrow Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received on the investments will be sufficient without reinvestment to pay the principal of, interest on and redemption premiums, if any, on the Prior Bonds To Be Refunded when due at maturity or call for redemption as required by the Escrow Agreement.



**DEFEASANCE.** In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, redemption premium, if any, and interest on all or any portion of the Refunding Bonds, shall have been deposited in trust, this resolution shall be defeased and the owners of the Refunding Bonds shall have no further rights under this resolution except to receive payment of the principal of, redemption premium, if any, and interest on the Refunding Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Refunding Bonds as provided herein.

**APPROVAL OF DEPARTMENT OF TREASURY.** The issuance and sale of the Refunding Bonds shall be subject to the County obtaining qualified status or prior approval from the Department of Treasury of the State of Michigan pursuant to Act 34 and, if necessary, the Authorized Officer is hereby authorized and directed to make application to the Department of Treasury for approval to issue and sell the Refunding Bonds as provided by the terms of this resolution and by Act 34. The Authorized Officer is authorized to pay any filing fees required in connection with obtaining qualified status or prior approval from the Department of Treasury. The Authorized Officer is further authorized to request such waivers of the requirements of the Department of Treasury or Act 34 as the Authorized Officer shall determine to be necessary or desirable in connection with the sale of the Refunding Bonds.

**SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS.** The Refunding Bonds shall be sold pursuant to a negotiated sale as hereinafter provided, and it is hereby determined that such negotiated sale is in the best interests of the County because it is the most efficient and expeditious process and is calculated to provide the maximum flexibility in pricing the Refunding Bonds so as to achieve sufficient debt service savings with respect to the Prior Bonds. The Authorized Officer is authorized to negotiate a bond purchase agreement with Hilltop Securities, Inc. (the "Underwriter"). Such bond purchase agreement shall set forth the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions and purchase price to be paid by the

Underwriter with respect to the Bonds, as well as such other terms and provisions as the Authorized Officer determines to be necessary or appropriate in connection with the sale of the Bonds. The Chairperson of the Board of Commissioners, the County Treasurer, the County Clerk, the County Administrator and all other officials of the County are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Refunding Bonds in accordance with the provisions of this resolution. In making the determination in the order authorizing the sale of the Bonds and in the bond purchase agreement with respect to principal maturities and dates, interest rates, purchase price of the Bonds and compensation to be paid to the Underwriter, the Authorized Officer shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 6% per annum.
- (b) The final maturity date of the Bonds shall not be later than April 1, 2030.
- (c) The Underwriter's discount with respect to the Bonds shall not exceed 0.4% of the principal amount of the Bonds.

**REPLACEMENT OF BONDS.** Upon receipt by the County Treasurer of proof of ownership of an unmatured Refunding Bond, of satisfactory evidence that the Refunding Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity that complies with applicable law and is satisfactory to the County Treasurer, the County Treasurer may authorize the bond registrar and paying agent to deliver a new executed Refunding Bond to replace the Refunding Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Refunding Bond is lost, apparently destroyed or wrongfully taken, the County Treasurer may authorize the bond registrar and paying agent to pay the Refunding Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Refunding Bond. The bond registrar and paying agent, for each new Refunding Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Refunding Bond delivered pursuant to the provisions of this Section in lieu of any Refunding Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Refunding Bond in substitution for which such Refunding Bond was delivered.

**TAX COVENANT.** The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the “Code”), necessary to assure that the interest on the Refunding Bonds will be and will remain excludable from gross income for federal income tax purposes. The Chairperson of the Board of Commissioners, the County Clerk, the County Treasurer, the County Administrator and other appropriate officials of the County are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Refunding Bonds will be and will remain excludable from gross income for federal income tax purposes.

**QUALIFIED TAX-EXEMPT OBLIGATIONS.** The Refunding Bonds are hereby designated as “Qualified Tax-Exempt Obligations” as described in Section 265(b)(3)(B) of the Code.

**OFFICIAL STATEMENT; CONTINUING DISCLOSURE:** The Authorized Officer is hereby authorized, if necessary, to cause the preparation of a preliminary official statement and a final official statement for the Refunding Bonds for the purpose of enabling compliance with SEC Rule 15c2-12 (the “Rule”) by the successful bidder or bidders and to do all other things necessary to enable compliance with the Rule by the successful bidder or bidders. After the award of the Refunding Bonds, the County shall provide, on a timely basis and in reasonable quantity as requested by the successful bidder or bidders to enable the successful bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

The Authorized Officer is hereby authorized, if necessary, to execute and deliver in the name of and on behalf of the County (i) a certificate of the County to comply with the requirement for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule, as applicable, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with or carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

**APPOINTMENTS.** Bendzinski & Co., Municipal Finance Advisors and Dickinson Wright PLLC are hereby appointed to serve as registered municipal advisor and bond counsel, respectively, in connection with the sale and issuance of the Refunding Bonds.

**CONFLICTING RESOLUTIONS.** All resolutions and parts of resolutions insofar as they may be in conflict herewith are rescinded.

Yeas: Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Dawn LaVanway, Jason Helwig, Christian Marcus;  
Nays: None;  
Absent: David Heeres, Brenda Ricksgers.

**RESOLUTION #23-2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Christian Marcus, that the Board authorize the Chair of the Board to sign the Letter of Engagement with Dickinson Wright, PLLC who will act as the County's bond counsel contingent upon legal counsel review. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by VanAlstine, seconded by LaVanway, that the Claims and Accounts in the amount of \$149,923.88 be approved and paid. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Bargy, seconded by Watrous, to authorize the Board Chair to execute the agreement titled "Northern Health Care Management (a division of Northern Lakes Mental Health Authority) Subcontractor Agreement for Home and Community Based Services for the Elderly & Disabled – MI Choice Waiver" which begins on October 1, 2019, and expires on September 30, 2021 **and authorize the Board Chair to execute a business associate agreement with Northern Lakes Community Mental Health/Northern Michigan Healthcare Management, which begins on October 1, 2019.**

Discussion followed.

**POSTPONED – County Administrator to seek information from Commission on Aging Director.**

**CORRECTED 10/3/2019 BOC**

It was moved by Bargy, seconded by Watrous, that the Board authorize the Chairman on behalf of the Commission on Aging to execute nutrition purchase of service agreements for the dining-out program with SST Enterprises, Inc. (Shirley's Café) and Hammy LLC dba B.C. Pizza for a term of two (2) years from October 1, 2019 to September 30, 2021. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Bargy, seconded by VanAlstine, that the Board Chairman be authorized to execute a document granting a pipeline easement to DTE Gas Company for a 24-foot-wide pipeline easement at the Antrim County Airport, contingent upon a DTE payment of \$90,844.00. Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by LaVanway, seconded by Marcus, that the Board authorize the buy-out of the Commission on Aging Savin Copier/Printer contract with Delage Landen Financial Services. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by VanAlstine, seconded by LaVanway, that the Board approve the contracts between Xerox and Antrim County for 13 copiers, based on the proposal from Image Makers, Inc. and that the contract payment be made yearly rather than monthly ~~pending vendor approval~~, **if there is a savings to the County**. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers. **CORRECTION 10/3/2019 BOC**

It was moved by Marcus, seconded by Helwig, that the Board approve the funding to allow the Antrim County Prosecuting Attorney's Office to hire an additional non-attorney employee at the pay rate of a Clerk II and direct the Finance Director/Administrative Officer to amend the budget and increase Department #267, Prosecuting Attorney, Wages and Benefits by \$13,248.14 in 2019 and \$59,429.49 in Fiscal Year 2020. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by VanAlstine, seconded by Helwig, that the Antrim County Transportation, FTA Controlled Substance and Misuse Testing Policy be amended to knowledge the word change: "Opiates to Opioids". Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Marcus, seconded by Helwig, that the Board recommend the Antrim Conservation District accept the Michigan Department of Environmental Quality Waste Management and Radiological Protection Division, Rural Electronics Recycling grant award in the amount of \$10,000.00 with match of \$4,484.00 **(in kind)** to be spent over two (2) years to develop one or more regional permanent electronic recycling sites in Antrim County. Motion carried as follows: Yes – Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – Watrous, Bargo, Absent – Heeres, Ricksgers.

**CORRECTION 10/3/2019 BOC**

It was moved by Marcus, seconded by VanAlstine, that the Board authorize the Chairman to execute a grant agreement with the State of Michigan for the Fiscal Year 2019 (October 1, 2018 – September 31, 2019) Emergency Management Grant for \$21,631.00. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

It was moved by Bargo, seconded by LaVanway, that the Board accept the bid from MD Heat in the amount of \$9,700.00 for a new ventilation system in the 03 Bathhouse at Barnes Park and authorize the Finance Director/Administrative Officer to make the appropriate budget amendment moving funds from 101-756-980.000 and 101-756-932.000 to Capital Outlay 101-901-980.756. Motion carried as follows: Yes - Watrous, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

**POSTPONED – Commission on Aging item:**

It was moved by Bargy, seconded by Watrous, to authorize the Board Chair to execute the agreement titled “Northern Health Care Management (a division of Northern Lakes Mental Health Authority) Subcontractor Agreement for Home and Community Based Services for the Elderly & Disabled – MI Choice Waiver” which begins on October 1, 2019, and expires on September 30, 2021 **and authorize the Board Chair to execute a business associate agreement with Northern Lakes Community Mental Health/Northern Michigan Healthcare Management, which begins on October 1, 2019.** Motion carried as follows: Yes - Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Heeres, Ricksgers.

**CORRECTED 10/3/2019 BOC**

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions /Input.

It was moved by LaVanway, seconded by \_\_\_\_\_, that the County Administrator, Peter Garwood **not proceed with refund of tax payments.** ~~be authorized to terminate the directive of the Board to recover Bank Building taxes with the Michigan Tax Tribunal.~~ **MOTION FAILS NO SUPPORT**

**MONTHLY REPORTS SUBMITTED:**

Emergency Services  
Antrim Conservation District  
Soil Erosion Control Officer  
Building Department  
Antrim County Airport  
Commission on Aging  
Sheriff – Township Statistics

Deb Haydell, Finance Director/Administrative Officer report.

- Michigan Chart of Accounts
- GASB Statement No. 87, Leases 2020
- GASB 84-Fiduciary Activities FY 2019: Report – timing is essential and will not be completed prior to last date of work.
- Public Hearing - 2020 General Fund & Other Funds budgets
- Resolution: Adopt 2020 General Fund & Other Funds Budgets & set tax millage rate
- Resolution: Expenditure Approval

The Chairman spoke of a report that identifies County paid compensation package (Wages & Benefits) for each County employee and that each employee receive a copy to inform them of the actual costs paid by the County. (Report Human Resources).

**Various Matters:**

- Commissioner Bargy – Expenditure Resolution language: Department heads with expenditures over \$10,000.00 **for any Capital Outlay must be approved by** ~~sent to the Board for approval to release funds.~~ , unless this provision conflicts with a County policy, resolution or other legitimate existing County document.  
Board - Budget Work Session minutes 9/16/2019 be addressed at the next Board meeting.

- Commissioner LaVanway – Barnes Park process for collecting site fees and ~~process in which sites are assigned or reassigned?~~ **online reservations and payment by credit card.**  
**CORRECTION 10/3/2019 BOC**

The Chairman requested Public Comment. There was none.

The meeting adjourned at 9:56 p.m.

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Chairman, Edgar Boettcher, III

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Clerk, Sheryl Guy

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

Present: Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway,  
Jason Helwig

Absent: David Heeres, Joshua Watrous, Christian Marcus

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

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board regarding methane that escapes into the atmosphere during and after fracking. Frederick Gulick addressed the Board providing a legal notice of no trespassing to all Antrim County Actors, Agents or Employees Exceptions: Fire and Emergency Rescue. Calvin Rush addressed the Board on services available for security from STT Security Services. Public Comment closed at 9:12 a.m.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by Bargy, seconded by VanAlstine, to approve the September 16, 2019 special meeting (budget work session) minutes as corrected. Motion carried - all present voting yes.

It was moved by VanAlstine, seconded by Helwig, to approve the minutes of the September 19, 2019 meeting as corrected. Motion carried – all present voting yes.

#### **COMMUNICATIONS & NOTICES:**

Commissioner LaVanway – Appointment Farmland and Open Space Preservation?  
Ordinance requires Appointment regardless of activity.  
Discussion followed.

#### **LIAISON & COMMITTEE REPORTS:**

Commissioner VanAlstine – Village of Bellaire Water System  
Commissioner Helwig – Antrim Conservation District – Wetzell Lake

It was moved by VanAlstine, seconded by LaVanway, that the Claims & Accounts in the amount of \$116,798.09 be approved and paid. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Heeres, Watrous, Marcus.

The Equalization Director, Lynette Girard and Assistant Director Jamie Houserman presented the 2019 Apportionment Report.

It was moved by VanAlstine, seconded by Helwig, to adopt the L-4402 statement showing Taxable Valuation and Mills Apportioned by the Antrim County Board of Commissioners for the year 2019 and authorize Lynette Girard, Equalization Director to sign the L-4402, thereby authorizing and directing the various assessing officers to spread the rates against the taxable valuation for 2019. Motion carried as follows: Yes - Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Heeres, Watrous, Marcus.



The **PUBLIC HEARING** on the approved millage for the Proposed 2020 Antrim County Budget, General Fund and Other Funds budgets for 2020 County Operations opened at 10:00 a.m.

Commissioner Bargy, Vice-Chair explained the various elements of the proposed 2020 General Fund and Other Funds budgets. The Finance Director/Chief Administrative Officer of the budget was available for input. The Public Hearing closed at 10:25 a.m.

The Chairman requested Public Comment. There was none.

**RESOLUTION #24-2019 By Terry VanAlstine, seconded by Brenda Ricksgers**

**Resolution to Adopt the 2020 Antrim County Budget,  
General Appropriations Act and Millages**

**WHEREAS**, the Antrim County Board of Commissioners has set the millage rate of 5.3783 for General Operating, 0.3983 for Commission on Aging, 0.4980 for 911 Central Dispatch, 0.9960 for Meadowbrook Medical Care Facility Operating and Renovations, 0.0995 for Antrim Conservation District and 0.1952 for Recycling, and

**THEREFORE BE IT HEREBY RESOLVED** that the Antrim County Board of Commissioners reaffirms the following millage rates 5.3783 for General Operating, 0.3983 for Commission on Aging, 0.4980 for 911 Central Dispatch, 0.9960 for Meadowbrook Medical Care Facility Operating and Renovations, 0.0995 for Antrim Conservation District and 0.1952 for Recycling, and

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners adopts the following General Fund and Other Funds budgets for 2020:

<b>Beginning Fund Balance</b>	<b>January 1, 2020</b>	<b>10,844,235</b>
Revenue		
From Taxes	\$10,230,180	
From Licenses & Permits	251,075	
From Other Agencies	1,224,865	
From Current Services	924,127	
From Other Sources	<u>1,093,538</u>	
		<u>13,723,785</u>
<b>TOTAL REVENUE</b>		<b>\$24,568,020</b>

Expenditures	
County Commissioners	\$ 286,185
Circuit Court	307,364
Family Division-Circuit Court	539,344
Circuit Court Probation	3,000
Family Court – Detention Support	18,000
District Court	525,461
Friend of the Court	42,919
Probate Court	335,421

Jury Commission	2,783
County Administration	371,709
Accounting	102,905
Budget/Accounting Services	97,391
County Clerk	421,888
Communications	72,600
Computer	258,865
Purchasing	21,230
Tax Allocation Board	370
County Treasurer	291,693
Equalization	297,200
MSU Extension	182,492
Elections	89,178
Grove St. Annex	13,500
'05 Courthouse	117,536
County Building & Grounds	569,485
New Building	-0-
Prosecuting Attorney	527,040
Register of Deeds	243,405
Microfilm	11,250
Human Resources	101,928
Plat Board	250
Pros. Atty. – Victims' Rights	32,307
P.A. Child Support/IVD	25,214
Drain Commissioner	632
Abstract Department	110,566
Survey & Remonumentation	43,000
Sheriff	3,928,549
Marine	144,540
Secondary Roads	66,556
Traverse Narcotics	2,000
Jail	405,384
Zero Tolerance	133,175
Emergency Services	83,754
Animal Control	200,306
Dams & Dams Operator	73,791
Health	511,409
Medical Examiner	28,850
Welfare	30,914
Aging – not reimbursed	2,709
Veterans Affairs	133,882
Housing Administration	2,692
Resource Recovery	54,045
Planning Commission	5,930
Economic Development Commission	4,465
Parks-Cedar River, Mohrmann, Murphy	3,900
Parks-Noteware's, Wetzel, Willow Day	8,150
Parks – Barnes, etc.	286,898

Parks – Elk Rapids	18,720	
Insurance & Bonds	387,000	
Special Projects – Other	656,850	
Capital Outlay	702,497	
Appropriations	983,738	
Transfer Out	91,391	<b><u>\$15,016,206</u></b>

<b>Ending Fund Balance</b>	<b>December 31, 2019</b>	<b>\$ 9,551,814</b>
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<b>TOTAL EXPENDITURES</b>		<b>\$24,568,020</b>
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## Fund #105 – Self Insured Reserve Fund

Beginning Fund Balance	\$	286,724
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		286,724

## Fund #129 – Victims' Rights Reserve

Beginning Fund Balance	\$	8,603
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		8,603

## Fund #137 – Capital Outlay Reserve

Beginning Fund Balance	\$	63,976
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		63,976

## Fund #142 – Dams Reserve

Beginning Fund Balance	\$	580,119
Revenue		-0-
Expenditures		8,000
Ending Fund Balance		572,119

## Fund #144 – Gas &amp; Oil Royalties Reserve

Beginning Fund Balance	\$	613,566
Revenue		15,000
Expenditures		-0-
Ending Fund Balance		628,566

## Fund #161 – Grant Match Revenue

Beginning Fund Balance	\$	12,032
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		12,032

## Fund #165 – Antrim Conservation District Reserve

Beginning Fund Balance	\$	64
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		64

## Fund #182 – Special Projects Reserve

Beginning Fund Balance	\$	268,528
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		268,528

## Fund #215 – Friend of the Court

Beginning Fund Balance	\$	365
Revenue		5,000
Expenditures		5,000
Ending Fund Balance		365

## Fund #223 – Grass River

Beginning Fund Balance	\$	8,776
Revenue		36,000
Expenditures		36,900
Ending Fund Balance		7,876

## Fund #225 – Animal Control Donations

Beginning Fund Balance	\$	84,481
Revenue		2,000
Expenditures		-0-
Ending Fund Balance		86,481

## Fund #226 – County-Wide Recycling

Beginning Fund Balance	\$	39,428
Revenue		414,529
Expenditures		361,800
Ending Fund Balance		92,157

## Fund #230 – Forestry

Beginning Fund Balance	\$	420,997
Revenue		60,000
Expenditures		8,150
Ending Fund Balance		472,847

## Fund #232 – Conservation District

Beginning Fund Balance	\$	4,358
Revenue		214,691
Expenditures		214,691
Ending Fund Balance		4,358

## Fund #234 – Antrim Creek

Beginning Fund Balance	\$	72,879
Revenue		7,270
Expenditures		7,270
Ending Fund Balance		72,879

## Fund #235 – Petoskey Stone Festival

Beginning Fund Balance	\$	6,865
Revenue		7,085
Expenditures		6,785
Ending Fund Balance		7,165

## Fund #236 – Park Fundraiser

Beginning Fund Balance	\$	8,301
Revenue		2,300
Expenditures		2,300
Ending Fund Balance		8,301

## Fund #237 – Transfer Station Land Lease

Beginning Fund Balance	\$	7,484
Revenue		8,879
Expenditures		985
Ending Fund Balance		15,378

## Fund #240 – GIS Operating

Beginning Fund Balance	\$	17,280
Revenue		700
Expenditures		3,900
Ending Fund Balance		14,080

## Fund #242 – Energy Savings

Beginning Fund Balance	\$	30,852
Revenue		4,500
Expenditure		-0-
Ending Fund Balance		35,352

## Fund #249 – Construction Code Enforcement

Beginning Fund Balance	\$	898,556
Revenue		598,160
Expenditures		598,126
Ending Fund Balance		898,590

## Fund #255 – Homestead Property Tax Exemption Audit

Beginning Fund Balance	\$	2,153
Revenue		2,031
Expenditures		1,700
Ending Fund Balance		2,484

## Fund #256 – Register of Deeds Automation

Beginning Fund Balance	\$	61,174
Revenue		55,000
Expenditures		105,000
Ending Fund Balance		11,174

## Fund #257 – Budget Stabilization

Beginning Fund Balance	\$	620,215
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		620,215

## Fund #258 – Disaster Contingency Fund

Beginning Fund Balance	\$	3
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		3

## Fund #259 – 911 Training

Beginning Fund Balance	\$	13,176
Revenue		8,500
Expenditures		8,500
Ending Fund Balance		13,176

## Fund #260 – Indigent Defense Fund

Beginning Fund Balance	\$	234
Revenue		253,922
Expenditures		253,922
Ending Fund Balance		234

## Fund #261 – E-911 Operating

Beginning Fund Balance	\$	728,318
Revenue		950,100
Expenditures		969,158
Ending Fund Balance		709,260

## Fund #262 – E-911 Wireless

Beginning Fund Balance	\$	868,206
Revenue		184,000
Expenditures		800,000
Ending Fund Balance		252,206

## Fund #263 – Concealed Pistol Licensing

Beginning Fund Balance	\$	50,585
Revenue		10,900
Expenditures		5,553
Ending Fund Balance		55,932

## Fund #264 – Local Corrections Officers Training

Beginning Fund Balance	\$	31,906
Revenue		5,300
Expenditures		14,000
Ending Fund Balance		23,206

## Fund #266 – O.R.V. Ordinance Training

Beginning Fund Balance	\$	207
Revenue		50
Expenditures		-0-
Ending Fund Balance		257

## Fund #267 – Jail Inmate Proceeds

Beginning Fund Balance	\$	41,834
Revenue		26,500
Expenditures		22,075
Ending Fund Balance		46,259

## Fund #268 – Michigan Justice Training

Beginning Fund Balance	\$	22,868
Revenue		-0-
Expenditures		4,700
Ending Fund Balance		18,168

## Fund #269 – Law Library

Beginning Fund Balance	\$	29,295
Revenue		3,500
Expenditures		-0-
Ending Fund Balance		32,795

## Fund #272 – Canine (K-9) Program

Beginning Fund Balance	\$	5,134
Revenue		7,735
Expenditures		7,735
Ending Fund Balance		5,134

## Fund #275 - Housing Project Income

Beginning Fund Balance	\$	72,585
Revenue		31,100
Expenditures		30,000
Ending Fund Balance		73,685

## Fund #278 – Antrim County Housing CDBG Grant

Beginning Fund Balance	\$	11,436
Revenue		30,000
Expenditures		30,000
Ending Fund Balance		11,436

## Fund #279 – Snowmobile Grant

Beginning Fund Balance	\$	38,632
Revenue		58,541
Expenditures		75,516
Ending Fund Balance		21,657

## Fund #282 – Clean Lakes

Beginning Fund Balance	\$	76
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		76

## Fund #285 – Revenue Sharing Reserve

Beginning Fund Balance	\$	4,397
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		4,397

## Fund #287 – Emergency Services LEPC Grant

Beginning Fund Balance	\$	5,864
Revenue		1,000
Expenditures		2,500
Ending Fund Balance		4,364

## Fund #292 – Child Care

Beginning Fund Balance	\$	411,141
Revenue		165,859
Expenditures		347,000
Ending Fund Balance		230,000

## Fund #293 – Veterans Relief

Beginning Fund Balance	\$	20,057
Revenue		10,000
Expenditures		26,000
Ending Fund Balance		4,057

## Fund #297 – Commission On Aging

Beginning Fund Balance	\$	958,394
Revenue		1,227,876
Expenditures		1,227,876
Ending Fund Balance		958,394

## Fund #298 – Meadowview Senior Housing

Beginning Fund Balance	\$	148,585
Revenue		126,820
Expenditures		123,670
Ending Fund Balance		151,735



## Fund #351 – Meadow Brook Project Debt Retirement

Beginning Fund Balance	\$	100,392
Revenue		919,875
Expenditures		919,875
Ending Fund Balance		100,392

## Fund #470 – Capital Projects – County Buildings &amp; Structures

Beginning Fund Balance	\$	71,265
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		71,265

## Fund #581 – Airport Operating

Beginning Fund Balance	\$	3,576,319
Revenue		690,671
Expenditures		690,671
Ending Fund Balance		3,576,319

## Fund #582 – Elk Rapids Hydro Utility System

Beginning Fund Balance	\$	488,638
Revenue		22,000
Expenditures		48,922
Ending Fund Balance		461,646

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners adopts the following policies for implementation of the 2020 General Fund budget:

1. That any increase in Total Receipts or Total Expenditures shall be approved by action of the Board of Commissioners.
2. That any increase of the total budget of any General Fund Cost Center must be accompanied by a proposed budget amendment and must be approved by the Board of Commissioners.
3. That any position or supplement adopted for 2020 which is reimbursed by grants or other monies from an outside unit may be terminated if the grant and/or other reimbursements are discontinued.
4. That any Capital Outlay and Equipment purchases are consistent with the Antrim County Purchasing and Bid Policy.
5. That any capital outlay expenditures over \$10,000 must be approved by the Board of Commissioners, unless this provision conflicts with a County policy, resolution or other legitimate existing County document.
6. Computers shall be grouped together, when possible, and purchased through a competitive quote process. Computers will be treated as a depreciating capital outlay through the fixed asset program.
7. That no appropriation be paid to a non-profit Organization not affiliated with Antrim County as a governmental entity until such time as a contract between Antrim County and the non-profit organization in question is approved.
8. That the Chief Administrative Officer of the Budget is authorized to make transfers between line items (excluding salaries, wages, overtime, all fringe benefit line items,

capital outlay, and specific appropriations) within the Cost Center provided sufficient data is provided by the Department Head definitely showing that the Cost Center's total budget will not at any time during the budget year be increased as a result of the transfer.

9. That any question concerning assignment of GL account to any purchase will be decided by the Chief Administrative Officer of the Budget.
10. That if the CIP has not been approved prior to the submission of departmental Budgets the department heads are authorized to include all requested in Capital Outlay.

Yes – Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – None;

Absent – David Heeres, Joshua Watrous, Christian Marcus.

**RESOLUTION #24-2019 DECLARED ADOPTED.**

**RESOLUTION #25-2019 By Terry VanAlstine, seconded by Karen Bargy**

**EXPENDITURE APPROVAL**

**WHEREAS**, under generally accepted auditing standards and the standards applicable to financial audits in Government Auditing Standards, issued by the Department of Treasury – State of Michigan, all Antrim County expenditures shall have prior approval of the governing body, and

**WHEREAS**, it has been determined by audit that Antrim County shall comply with this accounting standard,

**BE IT THEREFORE RESOLVED**, that all Antrim County expenditures in General Fund Type, Special Revenue Fund Type, Capital Project Fund Type, and Enterprise Fund Type Funds be approved for 2020 at the monthly meeting of the Antrim County Board of Commissioners with some exceptions, and

**BE IT FURTHER RESOLVED** the following expenditures be considered the exceptions and be considered approved by passage of this Resolution:

1. Special Revenue Fund Types for which the payment approval has been designated to another board or agency either by law or by action of the Board of Commissioners including but not limited to Meadowbrook Operating Fund, Road Commission, Veterans Affairs, Child Care, Register of Deeds Automation, Meadowview Operating, Commission on Aging and other similar Funds.
2. Special Revenue Fund Types that involve grant agreements including but not limited to Housing grants, Parks grants, Emergency Services grants, Antrim County Transportation/Dial –a- Ride grants, Law Enforcement grants, Commission on Aging grants, and other similar Funds.
3. Appropriations to other Agencies as designated in the current year's budgets.
4. Any payroll and related fringe benefit expenses.
5. Expenditures which lack of timely payment results in late fees including but not limited to utilities, credit cards, and other similar expenses.

6. Contractual obligations including but not limited to trash removal, plowing, construction projects, maintenance contracts, insurance, and other similar expenditures.

7. Any expenses which the Chief Administrative Officer of the Budget or designee together with the County Administrator or designee deem, due to circumstances, should be paid immediately, such expenses to be signed as approved by both the Chief Administrative Officer of the Budget or designee and the County Administrator or designee.

Yes – Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – None;

Absent – David Heeres, Joshua Watrous, Christian Marcus.

**RESOLUTION #25-2019 DECLARED ADOPTED.**

Jim Rossiter, Antrim County Prosecuting Attorney addressed the Board requesting permission to no longer make application and accept funding through the Crime Victims Rights “Grant”. Discussion followed.

It was moved by VanAlstine, seconded by LaVanway, that the Prosecuting Attorney continue to make application to the Michigan Department of Health and Human Services for the Crime Victims Rights Grant 2020, which helps fund the Crime Victims Assistant position with the Office of the Prosecuting Attorney in the amount of \$49,516.00 annually. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Heeres, Watrous, Marcus.

Dan Bean, Sheriff and Todd Rawling Jail Administrator addressed the Board to discuss and answer questions regarding inmate Mental Health Services at the Antrim County Jail. Discussion followed.

It was moved by Bargy, seconded by Helwig, that the Board approve a new position for an Irregular Part-time – Animal Control Officer to work 24 hours per week and that the Finance Director/Administrative Officer make the appropriate budget amendments to increase the wages line item in the General Fund, Animal Control cost center by \$18,100.43 and decrease the General Fund – fund balance by \$18,100.43 for 2019 amendments and make the appropriate 2020 budget amendments from the 2020 General Fund/Special Projects/Contingencies budget. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, Helwig; No – LaVanway; Absent – Heeres, Watrous, Marcus.

Commissioner Helwig let meeting at 11:47 a.m.

It was moved by Ricksgers, seconded by VanAlstine, to authorize the Board Chairman to sign the initial work agreement for the EMPG (Emergency Management Performance Grant) Grant Fiscal Year 2020. Motion carried as follows: Yes – Boettcher, VanAlstine, Ricksgers, LaVanway; No – Bargy; Absent – Heeres, Watrous, Helwig; Marcus.

**RESOLUTION #26-2019 By Brenda Ricksgers, seconded by Dawn LaVanway**

**Honoring Deborah Peters for her Service to Antrim County**

**WHEREAS**, Deborah Peters, Veterans Affairs Director, retired on September 27, 2019, after over 14 years of outstanding and exemplary service to Antrim County; and

**WHEREAS**, Deborah began part-time employment in the Veterans Affairs Department on July 14, 2005, and was promoted to Veterans Affairs Director on April 13, 2006; and

**WHEREAS**, under Deborah's guidance the number of veterans served and the number of services provided grew to a point that it was necessary for the department to increase from one employee to a department of three employees serving our veterans; and

**WHEREAS**, Deborah worked with the Antrim County Veterans Affairs Committee, created by Public Act 192 of 1953, to administer the provision of veterans' services and to insure that services are available and accessible to the veterans of Antrim County; and

**WHEREAS**, Deborah has provided guidance to other counties who saw the program she was administering in Antrim County as a model they were hoping to emulate; and

**WHEREAS**, Deborah has served as an accredited agent for the American Legion, Disabled American Veterans, Military Order of the Purple Heart, Veterans of Foreign Wars, and the National Association of County Veteran Service Officers; and

**WHEREAS**, Deborah has maintained her professional knowledge by seeking out training opportunities through various educational boards and break-out sessions provided by the state veterans organizations which have helped to keep her abreast of services and changes in the law; and

**WHEREAS**, in her 14 years of service, Deborah's steadfast devotion to duty has helped honor veterans by caring for those born of battle and their families by providing them with a countless number of benefits through an exceptional track record of successful claims; and

**WHEREAS**, Deborah has performed her duties throughout her years of employment in a conscientious and compassionate manner and has set an example of dedication and commitment which has been an inspiration to fellow employees, members of the Veterans Affairs Committee, and veterans that have sought services from the Antrim County Veterans Affairs Office.

**NOW, THEREFORE, BE IT RESOLVED**, the Antrim County Board of Commissioners, on behalf of the citizens and employees of Antrim County, do hereby extend to Deborah Peters our sincere and grateful appreciation for her many years of dedicated service to the veterans and citizens of Antrim County.

**BE IT FURTHER RESOLVED**, that we extend congratulations on her well-earned retirement, and our best wishes to her for continued success, happiness, and good health in the years to come.

**RESOLUTION #26-2019 PASSED AND ADOPTED**, this third day of October, two thousand and nineteen, by unanimous vote of the Antrim County Board of Commissioners.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input.

Commissioner Ricksgers left meeting at 1:00 p.m.

Matt McCauley, Chief Administrative Officer presented the Networks Northwest 2018 Annual Report. (Informational Only – Board did not have a quorum)

Commissioner Ricksgers returned to meeting at 1:19 p.m.

Board returned to business with a quorum of the Board.

It was moved by Ricksgers, seconded by Bargy, to approve the Networks Northwest 2018 Annual Report as presented. Motion carried – all present voting yes.

Deb Haydell, Finance Director/Chief Administrative Officer report.

- 2019 Revenue and Expenditure Report ending 8/31/2019
- Budget Amendment Detail Report – 07/01/2019 to 09/30/2019

Chairman Report:

- Upcoming appointment Meadow Brook Medical Care Facility appointment
- Available ‘Grants’ for security

**VARIOUS MATTERS:**

Peter Garwood, County Administrator

- Paddle Antrim: Appreciation to County
- Meadow Brook Bond Refunding
- Veterans Affairs new hire – resigned

Commissioner Ricksgers:

- Appointments – Utilize locals applicants if possible

The Chairman requested Public Comment. Dave Lein of The Review addressed the Resolution on behalf of the Veterans Affairs Director, Deborah Peters. Public Comment closed.

The meeting adjourned at 2:00 p.m.

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Chairman, Edgar Boettcher, III

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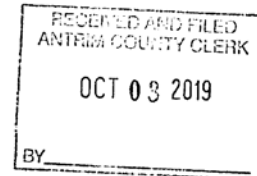
Sheryl Guy, County Clerk

**Legal Notice**  
**NO TRESPASSING**

**Date:** October 3, 2019

**From:** Fredrick D Gulick  
10220 East Elk Lake Drive  
Rapid City MI 49676

**Property Location:** 10220 East Elk Lake Drive  
Rapid City MI 49676



**TO:** All Antrim County Actors, Agents or Employees

**Exceptions:** Fire and Emergency Rescue

**VIA:** USPS

Every unauthorized invasion of private property is a trespass that can give rise to a civil action. In addition, MCLA 750.552 provides a criminal penalty for any individual who, after being forbidden from entry, willfully enters on the property of another without lawful authority or upon being told to leave the property of another without lawful authority or upon being told to leave the property of another refuses to leave without proper authority.

1. **Legal authority** is conferred upon an individual by statute, and it authorizes an individual to enter the property of another. Legal authority is conferred only to the extent the applicable law dictates.
2. **Express consent** allows an individual to enter another person's private property when the property owner or occupant gives the express permission. Express consent is limited by the fact that it may be revoked at any time, and the individual operation upon such consent must leave the property when it is revoked.
3. **Implied consent** allows for consent to be implied from custom, usage or conduct. For example, a doorbell on the front of a residence is an invitation to enter another's property for the purpose of calling the occupant to come to the door and speak to you. However, consent cannot be implied when the property owner or occupant has outwardly evidenced an intent that consent is not given, such as a "do not trespass" or "keep out" sign. Implied consent is limited to accomplishing the purpose for which consent was given.

Our property rights are Paramount to us as they should be to all those who hold public office and take an Oath to uphold the constitution.

*You are hereby advised and put on legal notice. Permission of Entry may be only obtained personally from the below listed.*

Fredrick D. Gulick  
PH: (231) 322-2525

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

Present: Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway,  
Jason Helwig

Absent: David Heeres, Joshua Watrous, Christian Marcus

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

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board regarding methane that escapes into the atmosphere during and after fracking. Frederick Gulick addressed the Board providing a legal notice of no trespassing to all Antrim County Actors, Agents or Employees Exceptions: Fire and Emergency Rescue. Calvin Rush addressed the Board on services available for security from STT Security Services. Public Comment closed at 9:12 a.m.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by Bargy, seconded by VanAlstine, to approve the September 16, 2019 special meeting (budget work session) minutes as corrected. Motion carried - all present voting yes.

It was moved by VanAlstine, seconded by Helwig, to approve the minutes of the September 19, 2019 meeting as corrected. Motion carried – all present voting yes.

#### **COMMUNICATIONS & NOTICES:**

Commissioner LaVanway – Appointment Farmland and Open Space Preservation?  
Ordinance requires Appointment regardless of activity.  
Discussion followed.

#### **LIAISON & COMMITTEE REPORTS:**

Commissioner VanAlstine – Village of Bellaire Water System  
Commissioner Helwig – Antrim Conservation District – Wetzell Lake

It was moved by VanAlstine, seconded by LaVanway, that the Claims & Accounts in the amount of \$116,798.09 be approved and paid. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Heeres, Watrous, Marcus.

The Equalization Director, Lynette Girard and Assistant Director Jamie Houserman presented the 2019 Apportionment Report.

It was moved by VanAlstine, seconded by Helwig, to adopt the L-4402 statement showing Taxable Valuation and Mills Apportioned by the Antrim County Board of Commissioners for the year 2019 and authorize Lynette Girard, Equalization Director to sign the L-4402, thereby authorizing and directing the various assessing officers to spread the rates against the taxable valuation for 2019. Motion carried as follows: Yes - Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Heeres, Watrous, Marcus.

The **PUBLIC HEARING** on the approved millage for the Proposed 2020 Antrim County Budget, General Fund and Other Funds budgets for 2020 County Operations opened at 10:00 a.m.

Commissioner Bargy, Vice-Chair explained the various elements of the proposed 2020 General Fund and Other Funds budgets. The Finance Director/Chief Administrative Officer of the budget was available for input. The Public Hearing closed at 10:25 a.m.

The Chairman requested Public Comment. There was none.

**RESOLUTION #24-2019 By Terry VanAlstine, seconded by Brenda Ricksgers**

**Resolution to Adopt the 2020 Antrim County Budget,  
General Appropriations Act and Millages**

**WHEREAS**, the Antrim County Board of Commissioners has set the millage rate of 5.3783 for General Operating, 0.3983 for Commission on Aging, 0.4980 for 911 Central Dispatch, 0.9960 for Meadowbrook Medical Care Facility Operating and Renovations, 0.0995 for Antrim Conservation District and 0.1952 for Recycling, and

**THEREFORE BE IT HEREBY RESOLVED** that the Antrim County Board of Commissioners reaffirms the following millage rates 5.3783 for General Operating, 0.3983 for Commission on Aging, 0.4980 for 911 Central Dispatch, 0.9960 for Meadowbrook Medical Care Facility Operating and Renovations, 0.0995 for Antrim Conservation District and 0.1952 for Recycling, and

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners adopts the following General Fund and Other Funds budgets for 2020:

<b>Beginning Fund Balance</b>	<b>January 1, 2020</b>	<b>10,844,235</b>
Revenue		
From Taxes	\$10,230,180	
From Licenses & Permits	251,075	
From Other Agencies	1,224,865	
From Current Services	924,127	
From Other Sources	<u>1,093,538</u>	
		<u>13,723,785</u>
<b>TOTAL REVENUE</b>		<b>\$24,568,020</b>

Expenditures	
County Commissioners	\$ 286,185
Circuit Court	307,364
Family Division-Circuit Court	539,344
Circuit Court Probation	3,000
Family Court – Detention Support	18,000
District Court	525,461
Friend of the Court	42,919
Probate Court	335,421



Jury Commission	2,783
County Administration	371,709
Accounting	102,905
Budget/Accounting Services	97,391
County Clerk	421,888
Communications	72,600
Computer	258,865
Purchasing	21,230
Tax Allocation Board	370
County Treasurer	291,693
Equalization	297,200
MSU Extension	182,492
Elections	89,178
Grove St. Annex	13,500
'05 Courthouse	117,536
County Building & Grounds	569,485
New Building	-0-
Prosecuting Attorney	527,040
Register of Deeds	243,405
Microfilm	11,250
Human Resources	101,928
Plat Board	250
Pros. Atty. – Victims' Rights	32,307
P.A. Child Support/IVD	25,214
Drain Commissioner	632
Abstract Department	110,566
Survey & Remonumentation	43,000
Sheriff	3,928,549
Marine	144,540
Secondary Roads	66,556
Traverse Narcotics	2,000
Jail	405,384
Zero Tolerance	133,175
Emergency Services	83,754
Animal Control	200,306
Dams & Dams Operator	73,791
Health	511,409
Medical Examiner	28,850
Welfare	30,914
Aging – not reimbursed	2,709
Veterans Affairs	133,882
Housing Administration	2,692
Resource Recovery	54,045
Planning Commission	5,930
Economic Development Commission	4,465
Parks-Cedar River, Mohrmann, Murphy	3,900
Parks-Noteware's, Wetzel, Willow Day	8,150
Parks – Barnes, etc.	286,898

Parks – Elk Rapids	18,720	
Insurance & Bonds	387,000	
Special Projects – Other	656,850	
Capital Outlay	702,497	
Appropriations	983,738	
Transfer Out	91,391	<b><u>\$15,016,206</u></b>
<b>Ending Fund Balance</b>	<b>December 31, 2019</b>	<b>\$ 9,551,814</b>
<b>TOTAL EXPENDITURES</b>		<b>\$24,568,020</b>
Fund #105 – Self Insured Reserve Fund		
Beginning Fund Balance	\$	286,724
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		286,724
Fund #129 – Victims’ Rights Reserve		
Beginning Fund Balance	\$	8,603
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		8,603
Fund #137 – Capital Outlay Reserve		
Beginning Fund Balance	\$	63,976
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		63,976
Fund #142 – Dams Reserve		
Beginning Fund Balance	\$	580,119
Revenue		-0-
Expenditures		8,000
Ending Fund Balance		572,119
Fund #144 – Gas & Oil Royalties Reserve		
Beginning Fund Balance	\$	613,566
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Beginning Fund Balance	\$	64
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Beginning Fund Balance	\$	4,358
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Expenditures		214,691
Ending Fund Balance		4,358

## Fund #234 – Antrim Creek

Beginning Fund Balance	\$	72,879
Revenue		7,270
Expenditures		7,270
Ending Fund Balance		72,879

## Fund #235 – Petoskey Stone Festival

Beginning Fund Balance	\$	6,865
Revenue		7,085
Expenditures		6,785
Ending Fund Balance		7,165

## Fund #236 – Park Fundraiser

Beginning Fund Balance	\$	8,301
Revenue		2,300
Expenditures		2,300
Ending Fund Balance		8,301

## Fund #237 – Transfer Station Land Lease

Beginning Fund Balance	\$	7,484
Revenue		8,879
Expenditures		985
Ending Fund Balance		15,378

## Fund #240 – GIS Operating

Beginning Fund Balance	\$	17,280
Revenue		700
Expenditures		3,900
Ending Fund Balance		14,080

## Fund #242 – Energy Savings

Beginning Fund Balance	\$	30,852
Revenue		4,500
Expenditure		-0-
Ending Fund Balance		35,352

## Fund #249 – Construction Code Enforcement

Beginning Fund Balance	\$	898,556
Revenue		598,160
Expenditures		598,126
Ending Fund Balance		898,590

## Fund #255 – Homestead Property Tax Exemption Audit

Beginning Fund Balance	\$	2,153
Revenue		2,031
Expenditures		1,700
Ending Fund Balance		2,484

## Fund #256 – Register of Deeds Automation

Beginning Fund Balance	\$	61,174
Revenue		55,000
Expenditures		105,000
Ending Fund Balance		11,174

## Fund #257 – Budget Stabilization

Beginning Fund Balance	\$	620,215
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		620,215

## Fund #258 – Disaster Contingency Fund

Beginning Fund Balance	\$	3
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		3

## Fund #259 – 911 Training

Beginning Fund Balance	\$	13,176
Revenue		8,500
Expenditures		8,500
Ending Fund Balance		13,176

## Fund #260 – Indigent Defense Fund

Beginning Fund Balance	\$	234
Revenue		253,922
Expenditures		253,922
Ending Fund Balance		234

## Fund #261 – E-911 Operating

Beginning Fund Balance	\$	728,318
Revenue		950,100
Expenditures		969,158
Ending Fund Balance		709,260

## Fund #262 – E-911 Wireless

Beginning Fund Balance	\$	868,206
Revenue		184,000
Expenditures		800,000
Ending Fund Balance		252,206

## Fund #263 – Concealed Pistol Licensing

Beginning Fund Balance	\$	50,585
Revenue		10,900
Expenditures		5,553
Ending Fund Balance		55,932

## Fund #264 – Local Corrections Officers Training

Beginning Fund Balance	\$	31,906
Revenue		5,300
Expenditures		14,000
Ending Fund Balance		23,206

## Fund #266 – O.R.V. Ordinance Training

Beginning Fund Balance	\$	207
Revenue		50
Expenditures		-0-
Ending Fund Balance		257

## Fund #267 – Jail Inmate Proceeds

Beginning Fund Balance	\$	41,834
Revenue		26,500
Expenditures		22,075
Ending Fund Balance		46,259

## Fund #268 – Michigan Justice Training

Beginning Fund Balance	\$	22,868
Revenue		-0-
Expenditures		4,700
Ending Fund Balance		18,168

## Fund #269 – Law Library

Beginning Fund Balance	\$	29,295
Revenue		3,500
Expenditures		-0-
Ending Fund Balance		32,795

## Fund #272 – Canine (K-9) Program

Beginning Fund Balance	\$	5,134
Revenue		7,735
Expenditures		7,735
Ending Fund Balance		5,134

## Fund #275 - Housing Project Income

Beginning Fund Balance	\$	72,585
Revenue		31,100
Expenditures		30,000
Ending Fund Balance		73,685

## Fund #278 – Antrim County Housing CDBG Grant

Beginning Fund Balance	\$	11,436
Revenue		30,000
Expenditures		30,000
Ending Fund Balance		11,436

## Fund #279 – Snowmobile Grant

Beginning Fund Balance	\$	38,632
Revenue		58,541
Expenditures		75,516
Ending Fund Balance		21,657

## Fund #282 – Clean Lakes

Beginning Fund Balance	\$	76
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		76

## Fund #285 – Revenue Sharing Reserve

Beginning Fund Balance	\$	4,397
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		4,397

## Fund #287 – Emergency Services LEPC Grant

Beginning Fund Balance	\$	5,864
Revenue		1,000
Expenditures		2,500
Ending Fund Balance		4,364

## Fund #292 – Child Care

Beginning Fund Balance	\$	411,141
Revenue		165,859
Expenditures		347,000
Ending Fund Balance		230,000

## Fund #293 – Veterans Relief

Beginning Fund Balance	\$	20,057
Revenue		10,000
Expenditures		26,000
Ending Fund Balance		4,057

## Fund #297 – Commission On Aging

Beginning Fund Balance	\$	958,394
Revenue		1,227,876
Expenditures		1,227,876
Ending Fund Balance		958,394

## Fund #298 – Meadowview Senior Housing

Beginning Fund Balance	\$	148,585
Revenue		126,820
Expenditures		123,670
Ending Fund Balance		151,735

## Fund #351 – Meadow Brook Project Debt Retirement

Beginning Fund Balance	\$	100,392
Revenue		919,875
Expenditures		919,875
Ending Fund Balance		100,392

## Fund #470 – Capital Projects – County Buildings &amp; Structures

Beginning Fund Balance	\$	71,265
Revenue		-0-
Expenditures		-0-
Ending Fund Balance		71,265

## Fund #581 – Airport Operating

Beginning Fund Balance	\$	3,576,319
Revenue		690,671
Expenditures		690,671
Ending Fund Balance		3,576,319

## Fund #582 – Elk Rapids Hydro Utility System

Beginning Fund Balance	\$	488,638
Revenue		22,000
Expenditures		48,922
Ending Fund Balance		461,646

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners adopts the following policies for implementation of the 2020 General Fund budget:

1. That any increase in Total Receipts or Total Expenditures shall be approved by action of the Board of Commissioners.
2. That any increase of the total budget of any General Fund Cost Center must be accompanied by a proposed budget amendment and must be approved by the Board of Commissioners.
3. That any position or supplement adopted for 2020 which is reimbursed by grants or other monies from an outside unit may be terminated if the grant and/or other reimbursements are discontinued.
4. That any Capital Outlay and Equipment purchases are consistent with the Antrim County Purchasing and Bid Policy.
5. That any capital outlay expenditures over \$10,000 must be approved **and funds be released** by the Board of Commissioners, unless this provision conflicts with a County policy, resolution or other legitimate existing County document.
6. Computers shall be grouped together, when possible, and purchased through a competitive quote process. Computers will be treated as a depreciating capital outlay through the fixed asset program.
7. That no appropriation be paid to a non-profit Organization not affiliated with Antrim County as a governmental entity until such time as a contract between Antrim County and the non-profit organization in question is approved.
8. That the Chief Administrative Officer of the Budget is authorized to make transfers between line items (excluding salaries, wages, overtime, all fringe benefit line items,



capital outlay, and specific appropriations) within the Cost Center provided sufficient data is provided by the Department Head definitely showing that the Cost Center's total budget will not at any time during the budget year be increased as a result of the transfer.

9. That any question concerning assignment of GL account to any purchase will be decided by the Chief Administrative Officer of the Budget.
10. That if the CIP has not been approved prior to the submission of departmental Budgets the department heads are authorized to include all requested in Capital Outlay.

**CORRECTION BOC 10/17/2019**

Yes – Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – None;

Absent – David Heeres, Joshua Watrous, Christian Marcus.

**RESOLUTION #24-2019 DECLARED ADOPTED.**

**RESOLUTION #25-2019 By Terry VanAlstine, seconded by Karen Bargy**

**EXPENDITURE APPROVAL**

**WHEREAS**, under generally accepted auditing standards and the standards applicable to financial audits in Government Auditing Standards, issued by the Department of Treasury – State of Michigan, all Antrim County expenditures shall have prior approval of the governing body, and

**WHEREAS**, it has been determined by audit that Antrim County shall comply with this accounting standard,

**BE IT THEREFORE RESOLVED**, that all Antrim County expenditures in General Fund Type, Special Revenue Fund Type, Capital Project Fund Type, and Enterprise Fund Type Funds be approved for 2020 at the monthly meeting of the Antrim County Board of Commissioners with some exceptions, and

**BE IT FURTHER RESOLVED** the following expenditures be considered the exceptions and be considered approved by passage of this Resolution:

1. Special Revenue Fund Types for which the payment approval has been designated to another board or agency either by law or by action of the Board of Commissioners including but not limited to Meadowbrook Operating Fund, Road Commission, Veterans Affairs, Child Care, Register of Deeds Automation, Meadowview Operating, Commission on Aging and other similar Funds.
2. Special Revenue Fund Types that involve grant agreements including but not limited to Housing grants, Parks grants, Emergency Services grants, Antrim County Transportation/Dial –a- Ride grants, Law Enforcement grants, Commission on Aging grants, and other similar Funds.
3. Appropriations to other Agencies as designated in the current year's budgets.
4. Any payroll and related fringe benefit expenses.
5. Expenditures which lack of timely payment results in late fees including but not limited to utilities, credit cards, and other similar expenses.

6. Contractual obligations including but not limited to trash removal, plowing, construction projects, maintenance contracts, insurance, and other similar expenditures.

7. Any expenses ~~which the Chief Administrative Officer of the Budget or designee together with the County Administrator or designee deem~~, due to circumstances, should be paid immediately, such expenses to be signed as approved by both the Chief Administrative Officer of the Budget ~~or designee~~ and the County Administrator or ~~designee~~. **their respected designee.**

**CORRECTION BOC 10/17/2019**

Yes – Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig;

No – None;

Absent – David Heeres, Joshua Watrous, Christian Marcus.

**RESOLUTION #25-2019 DECLARED ADOPTED.**

Jim Rossiter, Antrim County Prosecuting Attorney addressed the Board requesting permission to no longer make application and accept funding through the Crime Victims Rights “Grant”.

Discussion followed.

It was moved by VanAlstine, seconded by LaVanway, that the Prosecuting Attorney continue to make application to the Michigan Department of Health and Human Services for the Crime Victims Rights Grant 2020, which helps fund the Crime Victims Assistant position with the Office of the Prosecuting Attorney in the amount of \$49,516.00 annually. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; No – None; Absent – Heeres, Watrous, Marcus.

Dan Bean, Sheriff and Todd Rawling Jail Administrator addressed the Board to discuss and answer questions regarding inmate Mental Health Services at the Antrim County Jail.

Discussion followed.

It was moved by Bargy, seconded by Helwig, that the Board approve a new position for an Irregular Part-time – Animal Control Officer to work 24 hours per week and that the Finance Director/Administrative Officer make the appropriate budget amendments to increase the wages line item in the General Fund, Animal Control cost center by \$18,100.43 and decrease the General Fund – fund balance by \$18,100.43 for 2019 amendments and make the appropriate 2020 budget amendments from the 2020 General Fund/Special Projects/Contingencies budget. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Ricksgers, Helwig; No – LaVanway; Absent – Heeres, Watrous, Marcus.

Commissioner Helwig left meeting at 11:47 a.m.

It was moved by Ricksgers, seconded by VanAlstine, to authorize the Board Chairman to sign the initial work agreement for the EMPG (Emergency Management Performance Grant) Grant Fiscal Year 2020. Motion carried as follows: Yes – Boettcher, VanAlstine, Ricksgers, LaVanway; No – Bargy; Absent – Heeres, Watrous, Helwig; Marcus.

**RESOLUTION #26-2019 By Brenda Ricksgers, seconded by Dawn LaVanway****Honoring Deborah Peters for her Service to Antrim County**

**WHEREAS**, Deborah Peters, Veterans Affairs Director, retired on September 27, 2019, after over 14 years of outstanding and exemplary service to Antrim County; and

**WHEREAS**, Deborah began part-time employment in the Veterans Affairs Department on July 14, 2005, and was promoted to Veterans Affairs Director on April 13, 2006; and

**WHEREAS**, under Deborah's guidance the number of veterans served and the number of services provided grew to a point that it was necessary for the department to increase from one employee to a department of three employees serving our veterans; and

**WHEREAS**, Deborah worked with the Antrim County Veterans Affairs Committee, created by Public Act 192 of 1953, to administer the provision of veterans' services and to insure that services are available and accessible to the veterans of Antrim County; and

**WHEREAS**, Deborah has provided guidance to other counties who saw the program she was administering in Antrim County as a model they were hoping to emulate; and

**WHEREAS**, Deborah has served as an accredited agent for the American Legion, Disabled American Veterans, Military Order of the Purple Heart, Veterans of Foreign Wars, and the National Association of County Veteran Service Officers; and

**WHEREAS**, Deborah has maintained her professional knowledge by seeking out training opportunities through various educational boards and break-out sessions provided by the state veterans organizations which have helped to keep her abreast of services and changes in the law; and

**WHEREAS**, in her 14 years of service, Deborah's steadfast devotion to duty has helped honor veterans by caring for those born of battle and their families by providing them with a countless number of benefits through an exceptional track record of successful claims; and

**WHEREAS**, Deborah has performed her duties throughout her years of employment in a conscientious and compassionate manner and has set an example of dedication and commitment which has been an inspiration to fellow employees, members of the Veterans Affairs Committee, and veterans that have sought services from the Antrim County Veterans Affairs Office.

**NOW, THEREFORE, BE IT RESOLVED**, the Antrim County Board of Commissioners, on behalf of the citizens and employees of Antrim County, do hereby extend to Deborah Peters our sincere and grateful appreciation for her many years of dedicated service to the veterans and citizens of Antrim County.

**BE IT FURTHER RESOLVED**, that we extend congratulations on her well-earned retirement, and our best wishes to her for continued success, happiness, and good health in the years to come.

**RESOLUTION #26-2019 PASSED AND ADOPTED**, this third day of October, two thousand and nineteen,

by unanimous vote of the Antrim County Board of Commissioners.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input.

Commissioner Ricksgers left meeting at 1:00 p.m.

Matt McCauley, Chief Administrative Officer presented the Networks Northwest 2018 Annual Report. (Informational Only – Board did not have a quorum)

Commissioner Ricksgers returned to meeting at 1:19 p.m.

Board returned to business with a quorum of the Board.

It was moved by Ricksgers, seconded by ~~Bergy~~ **LaVanway**, to approve the Networks Northwest 2018 Annual Report as presented. Motion carried – all present voting yes.

**CORRECTION BOC 10/17/2019**

Deb Haydell, Finance Director/Chief Administrative Officer report.

- 2019 Revenue and Expenditure Report ending 8/31/2019
- Budget Amendment Detail Report – 07/01/2019 to 09/30/2019

Chairman Report:

- Upcoming appointment Meadow Brook Medical Care Facility appointment
- Available ‘Grants’ for security

**VARIOUS MATTERS:**

Peter Garwood, County Administrator

- Paddle Antrim: Appreciation to County
- Meadow Brook Bond Refunding
- Veterans Affairs new hire – resigned

Commissioner Ricksgers:

- Appointments – Utilize locals applicants if possible

The Chairman requested Public Comment. Dave Lein of The Review addressed the Resolution on behalf of the Veterans Affairs Director, Deborah Peters. Public Comment closed.

The meeting adjourned at 2:00 p.m.

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Chairman, Edgar Boettcher, III

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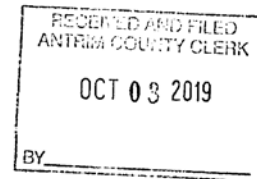
Sheryl Guy, County Clerk

**Legal Notice**  
**NO TRESPASSING**

**Date:** October 3, 2019

**From:** Fredrick D Gulick  
10220 East Elk Lake Drive  
Rapid City MI 49676

**Property Location:** 10220 East Elk Lake Drive  
Rapid City MI 49676



**TO:** All Antrim County Actors, Agents or Employees

**Exceptions:** Fire and Emergency Rescue

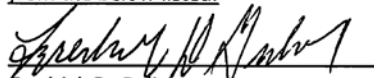
**VIA:** USPS

Every unauthorized invasion of private property is a trespass that can give rise to a civil action. In addition, MCLA 750.552 provides a criminal penalty for any individual who, after being forbidden from entry, willfully enters on the property of another without lawful authority or upon being told to leave the property of another without lawful authority or upon being told to leave the property of another refuses to leave without proper authority.

1. **Legal authority** is conferred upon an individual by statute, and it authorizes an individual to enter the property of another. Legal authority is conferred only to the extent the applicable law dictates.
2. **Express consent** allows an individual to enter another person's private property when the property owner or occupant gives the express permission. Express consent is limited by the fact that it may be revoked at any time, and the individual operation upon such consent must leave the property when it is revoked.
3. **Implied consent** allows for consent to be implied from custom, usage or conduct. For example, a doorbell on the front of a residence is an invitation to enter another's property for the purpose of calling the occupant to come to the door and speak to you. However, consent cannot be implied when the property owner or occupant has outwardly evidenced an intent that consent is not given, such as a "do not trespass" or "keep out" sign. Implied consent is limited to accomplishing the purpose for which consent was given.

Our property rights are Paramount to us as they should be to all those who hold public office and take an Oath to uphold the constitution.

*You are hereby advised and put on legal notice. Permission of Entry may be only obtained personally from the below listed.*

  
Fredrick D. Gulick

PH: (231) 322-2525

**SPECIAL MEETING**

**10:34 a.m.**

**Purpose of meeting as follows:**

**INTERVIEW THE POSITION FINANCE DIRECTOR CHIEF ADMINISTRATIVE OFFICER OF THE BUDGET**

Members Present: Ed Boettcher, Dawn LaVanway, Jason Helwig

Members Absent: David Heeres, Joshua Watrous, Karen Bargy, Terry VanAlstine, Brenda Ricksgers, Christian Marcus.

Others present: Stephanie Murray, Peter Garwood, Sheryl Guy, Patty Niepoth, and Sherry Comben.

**Public Comment:**

There was none.

**Interview Process:**

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed all that the list of questions had been prepared in advance and contains twenty-five (25) questions. Alternating questions between herself, the County Administrator and the Board Chairman. Others attending meeting may provide questions at the interview by submitting written questions to her at the end of the prepared questions.

**Interview: Finance Director Chief Administrative Officer of the Budget**

One applicant for the position

- Tyler Maple

The interview ended at 11:30 a.m.

Discussion followed on options moving forward:

- Board consider revisiting the position title.
- Sub-Contracting on a temporary basis
- Continue to advertise
- Board restructure and re-advertise

**RECOMMENDATION**

The Chairman recommended that the Human Resources Director, County Administrator, County Clerk and County Treasurer meet again to review the duties of the position and assign duties as appropriate on a temporary basis. Also, consider options for this position to attract qualified applicants as the sites in which we are advertising are getting hits but believe that the title and salary is preventing serious interest.

The meeting adjourned at 11:50 a.m.

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Jason Helwig, Christian Marcus

Absent: None.

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

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board on gas and oil giants investing billions of dollars in projects that will not deliver adequate returns in a low-carbon world. Public comment closed at 7:08 p.m.

It was moved by VanAlstine, seconded by Bargy, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by Helwig, to approve the minutes of the October 3, 2019 meeting as corrected. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by Helwig, to approve the minutes of the October 8, 2019 Special Meeting. Motion carried – all present voting yes.

**COMMUNICATIONS/NOTICES:** There were none.

**LIAISON REPORTS:**

Commissioner Helwig – Antrim Conservation District/Wetzel Lake  
County Administrator – Reported Wetzel Lake – high water level & standing water  
Commissioner Ricksgers – Antrim County Fair Board – update Barn  
Commissioner Marcus – North Country Mental Health  
Commissioner LaVanway – NLEA Broadband consultant Eric Grandstaff and County contact person.

It was moved by VanAlstine, seconded by Helwig, that the Board approve a (verbal quote) for the appraisal of the Antrim County Business Park from William Sliger at a cost of \$450.00 and authorize the Finance Director to release the appropriate funds from the General Fund, Special Projects, Contingencies 101-895-999.000. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**FINANCE DIRECTOR POSITION:**

The Board discussed at length the title of the position and acknowledged that the HR Director has placed advertisements with many different types of media and job placement services. The online job posting services are not receiving hits for the position as currently advertised and indexed.

- That the HR Director tweaking the position title to Finance Director/Accountant will broaden the search engines and increase the number of hits for the position. That the HR Director use her expertise in screening applicants that may inquire and/or apply without the required credentials. This may encourage applicants with a history of employment in governmental accounting the opportunity to interview for the position.

**FINANCE DIRECTOR POSITION - CONTINUED**

- That the HR Director continue to advertise the position with the modified title and proceed with scheduled interviews and continue to set up interviews with the Board.
- That the County Administrator continue to research options if deemed unavoidable to contract with an accounting firm/consultant to provide services on a temporary basis and seek proposals.
- That the County Administrator, HR Director, County Clerk and the County Treasurer continue to meet to ensure that the immediate duties, responsibilities, statutory and programmatic requirements of the position are met pending the Finance Directors departure date of November 15, 2019 and/or until the position is filled and/or contracted services can be obtained.

The Chairman asked members for a consensus of the Board. There were no objections.

It was moved by Heeres, seconded by Helwig, that the Board approve the purchase of a Flat Screen Display that is 76.5" wide by 44" tall and 86" diagonal with 3840x2160 4K resolution, cost of 86" Display, wall mount, HDMI Cabling single display not to exceed \$2,500.00. Motion carried as follows: Yes – Heeres, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, Bargy, VanAlstine, LaVanway; Absent – None.

It was moved by Heeres, seconded by Helwig, that the Claims and Accounts totaling \$124,162.53 be approved and paid. Motion carried as follows: Yes- Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Grounds Use Policy- Discussion followed.

No action.

Chairman Committee Appointments:

DHHS Meadowbrook Governing Board:

- Postponed: The Board Chairman and Commissioner VanAlstine to interview applicants.

Negotiations Committee:

- The Chairman informed the Board that Commissioner Marcus assisted with the negotiations process.

Antrim County Board of Canvassers:

- The County Clerk, Sheryl Guy presented the process to carry out the Board appointments for the two (2) positions of the Board of Canvassers expiring October 31, 2019. The members cast a secret ballot voting for one (1) republican and one (1) democratic member. Ballots cast and the clerk tallied the Board member votes.

The Chairman appointed Jim Gurr to fill the Republican Party position and Janice Olach to fill the Democratic Party position of the Board of Canvassers, terms to expire October 31, 2023.

It was moved by Bargy, seconded by Helwig, that the appointments of Jim Gurr and Janice Olach to the Board of Canvassers, terms to expire October 31, 2023 be approved. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.



It was moved by Bargy, seconded by Ricksgers, that the Board authorize the Chairman to execute the 2020 appropriation contract for services with the Antrim County Fair in the amount of \$10,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Ricksgers, that the Board authorize the Chairman to execute the 2020 appropriation contract for services with the Conservation Resource Alliance in the amount of \$1,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by LaVanway, seconded by VanAlstine, that the Board authorize the Chairman to execute the 2020 appropriation contract for services with the Traverse Area District Library in the amount of \$2,859.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Heeres, that the Board authorize the Chairman to execute the 2020 appropriation contract for services with the Grand Traverse Bay Area Initiative, Inc. d/b/a The Watershed Center Grand Traverse Bay in the amount of \$1,500.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by LaVanway, that the Board authorize the Chairman to execute the 2020 appropriation agreement for fiduciary services with the Goodwill Industries of Northern Michigan, Inc. for the Antrim County Community Collaborative in the amount of \$8,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Bargy, that the Board approve action pursuant to the State of Michigan's action to increase the Probate Judge's Salary, that the Finance Director be authorized to make a Budget Amendment to increase fiscal year 2019 Probate Judges Salary expenditure in the amount of \$751.00 for a total of \$149,220.00 and a revenue increase in the amount of \$751.00 for a total of \$103,496.00 and for fiscal year 2020 a budget amendment to increase Probate Judges Salary expenditure in the amount of \$2,969.00 for a total of \$151,438.00 and a revenue increase in the amount of \$2,969.00 for a total of \$105,714.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Helwig, seconded by Marcus, that the Board authorize the Finance Director to transfer funds from the General Fund, Fund Balance and to the General Fund, Resource Recovery, Contractual Services #101-719-802 in the amount of \$13,822.11 to pay the final event invoice for the 2019 Household Hazardous Waste program. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Heeres, that the Board authorize the Commission on Aging Director to execute the Notice of Contract Award No. 2019-3 for an additional \$5,194.00 for congregate meals which will be Amendment #3 bringing the total awarded to the 2017-2019 Multi-Year Aging Services Contract Fiscal Year 2019 to \$113,388.00 and that the Finance Director make the appropriate amendment transfer. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input.

Monthly Reports Submission:

Antrim Conservation District – August 2019  
Water Quality Protection and Soil Erosion Control - September 2019  
Forestry Report – August 21<sup>st</sup> – October 8<sup>th</sup>, 2019  
Building Department – September 2019 (Revenue & Inspection)  
Sheriff – Township Statistics

Deb Haydell, Finance Director – No report.

Chairman Report:

- Jail tours October 23 if members are interested please contact the County Administrators Office by Friday, October 18<sup>th</sup>
- Antrim County Transportation Contract Negotiations – Closed session required.

It was moved by VanAlstine, seconded by Ricksgers, that the Board go into closed session to discuss negotiations with the Antrim County Transportation Unit – Teamsters Local 214 and proposal dated October 16, 2019 and for strategy of negotiations connected with the Antrim County Transportation Union Contract per the Open Meetings Act 267 of 1976, Section 8 (c) with the County Administrator, Human Resources Director, and the County Clerk to remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board went into Closed Session at 9:11 p.m.

The Board returned to Open Session at 9:21 p.m.

It was moved by VanAlstine, seconded by Helwig, that the collective bargaining proposal with the Antrim County Transportation Unit - Teamsters Local 214 for the term of 3 years 2020, 2021 and 2022 providing a pay increase for the unit each year and that the proposal dated October 16, 2019 is pending due to the memberships vote and acceptance of the proposal by the units membership. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

VARIOUS MATTERS:

There was none.

The Chairman requested Public Comment. There was none.

The meeting adjourned at 9:24 p.m.

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Board Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

**SPECIAL MEETING**

**11:00 A.M.**

**Purpose of meeting as follows:**

**INTERVIEW THE POSITION FINANCE DIRECTOR CHIEF ADMINISTRATIVE OFFICER OF THE BUDGET**

Members Present: Ed Boettcher, Dawn LaVanway

Members absent: David Heeres, Joshua Watrous, Karen Bargo, Terry VanAlstine, Brenda Ricksgers, Jason Helwig, Christian Marcus.

Others present: Stephanie Murray, Peter Garwood, Sherry Comben and Sheryl Guy.

**Public Comment:**

There was none.

**Interview Process:**

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed all that the list of questions had been prepared in advance and contains twenty-five (25) questions. Alternating questions between herself, the County Administrator and the Board Chairman. Others attending meeting may provide questions at the interview by submitting written questions to her at the end of the prepared questions.

**Interview: Finance Director Chief Administrative Officer of the Budget**

One applicant for the position

- Rebecca Elizabeth Pensyl

The interview ended at 11:30 a.m.

**Rebecca Elizabeth Pensyl**

Addressed those in attendance with a list of questions she had prepared for the County.

Applicant left the meeting at 11:40 a.m.

Discussion followed on options moving forward:

- All present agreed that this applicant should be interviewed by the full Board
- That a Special meeting be called by the Chairman
- That the County Administrator continue to gather information for sub-contracting a consultant regardless of hiring status.

**RECOMMENDATION**

That the Chairman call a Special Meeting to hold a full Board interview with Rebecca Elizabeth Pensyl.

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Sheryl Guy, County Clerk

**SPECIAL MEETING**

**4:00 P.M.**

The Chair called the meeting to order at 4:00 p.m.

Members Present: David Heeres, Joshua Watrous, Karen Bargo, Ed Boettcher, Brenda Ricksgers.

Members absent: Terry VanAlstine, Brenda Ricksgers, Jason Helwig, Christian Marcus.

The Pledge of Allegiance.

Moment of Silence.

The Chairman addressed the Board on the purpose of the special meeting is to conduct a second interview for the position of Finance Director/Chief Administrative Officer of the Budget:

- **Rebecca Elizabeth Pensyl**

Public Comment:

There was none.

Commissioner Helwig arrived at 4:04 p.m.

The Chair turned the interview process over to Stephanie Murray, Human Resources Director.

**Interview Process: Finance Director Chief Administrative Officer of the Budget**

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed Board that the second round of questions had been prepared in advance and contains twenty-two (22) questions. She asked that the Board members submit their written questions to her and she will present to applicant. Commissioner Bargo submitted question.

**Rebecca Elizabeth Pensyl:**

Addressed the Board with prepared questions for the position on the day-to-day operations, internal and external controls and communications, measuring success and the expectations of the position.

All members participated in answering the various questions of applicant.

Applicant left the meeting at 5:01 p.m.

Discussion followed.

The Chairman informed the Board that he had discussed the position and applicant with Commissioner VanAlstine and that both he and Commissioner LaVanway are in support the offering the position to Ms. Pensyl.

It was moved by Heeres, seconded by Ricksgers, that the Board approve the hiring of Rebecca Elizabeth Pensyl for the position of Finance Director Chief Administrative Officer of the Budget, contingent upon the completion of the pre-employment physical and background check. That the hire-in salary of \$60,003.00 and benefit package be pro-rated as Ms. Pensyl is currently attending classes two (2) days a week and is unavailable for full-time immediately. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, Ricksgers, Helwig; No – None; Absent – VanAlstine, LaVanway, Marcus.

The Board agreed that the County Administrator continue to gather proposals for services to sub-contract a consultant regardless of hiring status.

**VARIOUS MATTERS:**

County Administrator, Peter Garwood announced to the Board that Travis Youatt, Deputy Administrator had submitted his resignation early today and that his last day is November 15, 2019.

The Chair requested Public Comment. There was none.

The meeting adjourned at 5:32 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy

**SPECIAL MEETING  
4:00 P.M.**

The Chair called the meeting to order at 4:00 p.m.

Members Present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Brenda Ricksgers.  
Members absent: Terry VanAlstine, Brenda Ricksgers, Jason Helwig, Christian Marcus.

The Pledge of Allegiance.

Moment of Silence.

The Chairman addressed the Board on the purpose of the special meeting is to conduct a second interview for the position of Finance Director/Chief Administrative Officer of the Budget:

- **Rebecca Elizabeth Pensyl**

Public Comment:

There was none.

Commissioner Helwig arrived at 4:04 p.m.

The Chair turned the interview process over to Stephanie Murray, Human Resources Director.

**Interview Process: Finance Director Chief Administrative Officer of the Budget**

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed Board that the second round of questions had been prepared in advance and contains twenty-two (22) questions. She asked that the Board members submit their written questions to her and she will present to applicant. Commissioner Bargy submitted question.

**Rebecca Elizabeth Pensyl:**

Addressed the Board with prepared questions for the position on the day-to-day operations, internal and external controls and communications, measuring success and the expectations of the position.

All members participated in answering the various questions of applicant.

Applicant left the meeting at 5:01 p.m.

Discussion followed.

The Chairman informed the Board that he had discussed the position and applicant with Commissioner VanAlstine and that both he and Commissioner LaVanway are in support the offering the position to Ms. Pensyl.

It was moved by Heeres, seconded by Ricksgers, that the Board approve offering the position of Finance Director Chief Administrative Office of the Budget to Rebecca Elizabeth Pensyl, contingent upon the completion and passing of the pre-employment physical and background check. That the hire-in salary be \$60,003.00 and benefit package be pro-rated as Ms. Pensyl is currently attending classes two (2) days a week and is unavailable for full-time immediately. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, Ricksgers, Helwig; No – None; Absent – VanAlstine, LaVanway, Marcus.

The Board agreed that the County Administrator continue to gather proposals for services to sub-contract a consultant regardless of hiring status.

**VARIOUS MATTERS:**

County Administrator, Peter Garwood announced to the Board that Travis Youatt, Deputy Administrator had submitted his resignation early today and that his last day is November 15, 2019.

The Chair requested Public Comment. There was none.

The meeting adjourned at 5:32 p.m.

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Chair, Edgar Boettcher, III

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County Clerk, Sheryl Guy



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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig.

Absent: Christian Marcus

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

Moment of Silence.

Commissioner Marcus arrived to meeting at 9:06 a.m.

The Chairman requested Public Comment. Dave Christian addressed the Board to update them on the Lake Level Hydrology Study status. Jen Wright addressed the Board to support the Antrim County Parks and Recreation Plan. Public comment closed at 9:08 a.m.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by Watrous, to approve the minutes of the October 17, 2019 meeting with correction. Motion carried – all present voting yes.

It was moved by LaVanway, seconded by Boettcher, to approve the minutes of the October 21, 2019 special meeting as written. Motion carried – all present voting yes.

It was moved by Bargy, seconded by Heeres, to approve the minutes of the October 29, 2019 Special Meeting with correction. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Heeres that the closed session minutes of October 17, 2019 be approved as written. Motion carried – All present voting yes.

#### **COMMUNICATIONS/NOTICES:**

County Administrator, Pete Garwood addressed a communication received from a resident in appreciation of the assistance provided by the Antrim County Soil Erosion Officer.

#### **LIAISON REPORTS:**

Commissioner VanAlstine – Grass River Natural Area

Commissioner LaVanway – NLEA

Commissioner Ricksgers – Antrim County Fair Board

Commissioner Helwig – Antrim Conservation District/Wetzel Lake

Commissioner Marcus – Public Information Officer training

It was moved by Bargy, seconded by Ricksgers, that the Board authorize the County Administrator to acknowledge receipt of the engagement letter with S&P Global indicating the County of Antrim is ready to proceed with the rating engagement for the Meadow Brook bond refunding in the amount of \$16,000.00 to be rolled into the total bond-refunding project. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Marcus, seconded by VanAlstine, that the Board approve the Antrim County Grounds Use Rules and Procedures Policy and Application for Use of Antrim County Grounds as presented. Motion carried – all present voting yes. **Exhibit “A”**

The Chairman appointed Diana Kelly to the Department of Health and Human Services/Meadowbrook Governing Board for a period of (4) four years term: 11/01/2019 through October 31, 2023.

It was moved by VanAlstine, seconded by Helwig, that the Board accept the Chairman’s appointment of Diana Kelly to the Department of Health and Human Services/Meadowbrook Governing Board for a period of 3 years: term 10/31/2019 through 10/31/2022. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by Watrous, that the Board approve Claims and Accounts in the amount of \$115,930.17 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

2019 Equalization Report Revision – November Election results – Jamie Houserman

It was moved by Heeres, seconded by Ricksgers, that the Board adopt the revised L-4022 statement showing Taxable Valuation and Mills Apportioned by the Antrim County Board of Commissioners for the year 2019 and authorize Lynette Girard, Equalization Director to sign the revised L-4022, thereby authorizing and directing the various assessing officers to spread the rates against the taxable valuation for 2019. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Boettcher, that the Board approve the 9-1-1 Board’s recommendation to award the bid of Televate, LLC, in the amount of \$23,376.00 be paid from the E-911 Wireless Fund #262000-901-980.348, as the vendor of choice for an engineering study recommend a county-wide paging solution for Antrim County, **if for any reason Televate is unable or unwilling to provide the requested services, ACD Telecom will be selected at no more than \$28,905.00.** Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None. **BOC CORRECTION 11/21/2019**

It was moved by Bargy, seconded by Helwig, that the Board waive the Educational Assistance Policy and authorize the Antrim County Sheriff Office to sponsor an employee’s enrollment and participation in the Regional Police Academy at Kirtland Community College at a cost of not more than \$15,000.00, to fill a vacant position within the budgeted 2020 General Fund, Sheriff, training funds 101000-301-725. With a contract and payback schedule for a period of five (5) years and development of sponsorship criteria if program continues beyond initial sponsorship. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Undersheriff, Dean Pratt addressed the Board with the quote from Michigan Police Equipment Company that he had submitted with the 2020 budget request for long gun units and that action is necessary to secure the quote.

It was moved by Bargy, seconded by VanAlstine that the Board approve a budget amendment increasing the General Fund, Capital Outlay-Sheriff, line item 101-901-980.301 with the funding to be transferred from the General Fund, fund balance for 2019 in the amount of \$27,452.00 and authorize the issuance of a 2019 purchase order for the Michigan Police Equipment Company for 24 long gun units at a cost of \$27,452.00. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Helwig, that the Board authorize a budget amendment to the 2019 General Fund, Jail cost center with an increase in the health services line item (101-351-835.000) in the amount of \$60,000.00 to be taken from the General Fund, Fund Balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by VanAlstine, that the Board authorize the Board Chairman to execute the 2020 Agreement for Extension Services provided by Michigan State University, which contains language addressing the Antrim County Informational Technology policy. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Ricksgers, seconded by Bargy, that the Board authorize the Board Chairman to execute the Fiscal Year 2020-2022 Multi-Year Contract for aging services with Area Agency on Aging of Northwest Michigan (AAANM). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Bargy, that the Board authorize the Commission on Aging Director to accept the Notice of Contract Award #2020-1 for Fiscal Year 2020-2022 Multi-Year Contract for Aging Services with Area Agency on Aging of Northwest Michigan (AAANM). Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Heeres, that the Board approve the bid from American Waste for trash removal services at the Antrim County facilities for a period of three (3) years, 2020-2022 as follows:

County Building	\$180.00 per month
Antrim County Transportation	\$ 80.00 per month
Antrim County Jail	\$300.00 per month
Antrim County Animal Control	\$ 80.00 per month
Antrim County Airport	\$ 25.00 per month
Barnes Park: on call	\$ 20.00 per month rental
	\$ 20.00 per yard disposal
Barnes Park: mid-season	\$600.00 per month
Barnes Park: early, late season	\$300.00 per month
Elk Rapids Day Park: on call	\$ 20.00 per month rental
	\$ 20.00 per yard disposal

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

It was moved by Heeres, seconded by Ricksgers, that the Board approve the authorization of the Finance Director to increase General Fund, 1905 Courthouse, Building Maintenance, #101-264-932 by \$4,500.00 and to increase General Fund revenues with the transfer of funds from Capital Project – Co. Bldgs. and Structures Fund #470. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Helwig, seconded by Ricksgers, that the Board authorize the Chairman to execute a timber sale agreement with Northwest Hardwoods on a portion of the County-owned property known as the “Morris Road Forest Area” in the amount of \$55,812.82, contingent on receiving the proper certificate of insurance. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Marcus, that the Board approve the creation of an Irregular Part-time position titled “Assistant Operator” in the Dams Department beginning January 1, 2020 to be paid \$28.00 per hour without benefits and to direct the Finance Director to amend the 2020 General Fund budgets, Dams and Dam Operator cost center, increasing line item #101-442-708.000 by \$2,000.00 to be transferred from the Special Projects – Contingencies, 101-895-999.000. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**RESOLUTION #27-2019 Karen Bargo, seconded by Christian Marcus**

**TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN  
2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE  
CONTRIBUTION ACT**

**WHEREAS**, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

1. Section 3 – “Hard Caps” Option – limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
2. Section 4 – “80%/20%” Option – limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 – “Exemption” Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the ANTRIM COUNTY BOARD OF COMMISSIONERS has decided to adopt the annual Exemption option as its choice of compliance under the Act;

**RESOLUTION #27-2019 continued.**

**NOW, THEREFORE, BE IT RESOLVED**, the BOARD OF COMMISSIONERS of the COUNTY of ANTRIM elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2020 through December 31, 2020.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – None;

Absent – None.

**RESOLUTION #27-2019 DECLARED ADOPTED.**

It was moved by VanAlstine, seconded by Ricksgers, to set the County employer health insurance premium caps for the 2020 benefit year beginning January 1, 2020, and adopt the following health insurance premium caps: Single \$568.24, 2- person \$1,273.14, and Family \$1,591.43, and that the funding source be the 2020 General Fund, Special Projects cost center – Contingency line item (101-895-999.000) and authorize the Finance Director to make the corresponding 2020 budget amendments.

Bargy moved to amend motion, and seconded by Marcus, that the 2020 caps be set to reflect the current employee contributions for insurance premium caps of 2019, barring an increase to employee portion in 2020. Amendment vote as follows: Yes – Heeres, Watrous, Bargy, Marcus; No – Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig; Absent – None. Amendment – Failed.

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

**RESOLUTION # 28-2019 By Christian Marcus, and seconded by Jason Helwig**

**SUPPORTING PASSAGE OF LEGISLATION TO ADOPT 4-YEAR TERMS  
FOR COUNTY COMMISSIONERS**

**WHEREAS** the 1963 Michigan Constitution stipulated four-year terms for the county Board of Supervisors, the preceding body to today's Board of Commissioners; and

**WHEREAS** the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with Boards of Commissioners after the 1968 elections; and

**WHEREAS** Public Act 261 of 1966 promulgated that the length of terms for the new county commissioners shall be concurrent with that of state representatives, as specified in Article IV, section 3 of the Michigan Constitution; and

**WHEREAS** the scope of duties of a county commissioner has greatly increased in the last century — road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response; and

**RESOLUTION #28-2019 continued.**

**WHEREAS** Michigan is one of only five states in the United States that provides for exclusively two year terms for county commissioners; and

**WHEREAS** all other county and township elected officials in Michigan are elected to terms of at least four years; and

**WHEREAS** the position of county commissioner is a highly complex oversight role that requires years to master; and

**WHEREAS** legislation to amend state law to enact four-year terms has been filed in the form of House bills 4397-98 and Senate Bills 504-505; and

**WHEREAS** the Antrim County supports the legislation as introduced;

**THEREFORE, BE IT RESOLVED** that ANTRIM COUNTY supports House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for county commissioners.

Yes – David Heeres, Ed Boettcher, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;  
No – Joshua Watrous, Karen Bargy, Terry VanAlstine;  
Absent – None.

**RESOLUTION #28-2019 DECLARED ADOPTED.**

Commissioner Bargy requested that the Antrim County Airport Five (5)-Year Capital Improvement Plan (2020-2027) be **POSTPONED and re-submitted until revision is available.**  
There were no objections. **BOC CORRECTION 11/21/2019**

It was moved by VanAlstine, seconded by Marcus, that the Board approve contracting with H&S Companies for accounting services and authorize the Chairman to sign the engagement communication for the provision of accounting services, with the contents of the November 5, 2019 email from Corinna Hervey as a part of the agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Marcus, that the Board direct the Finance Director to amend the General Fund, Accounting Department budget to create and increase a Contracting line item by \$30,000.00 in 2020, with the funding to come from the General Fund, Fund Balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board recessed for lunch at 12:00 noon.

Commissioner Helwig left the meeting at 12:00 noon.

The Board reconvened at 12:25 p.m.

It was moved by Heeres, seconded by VanAlstine, that the Board approve contracting with the County's auditing firm Anderson Tackman to complete the 2019-year end audit report and fixed asset report for a cost of \$3,000.00. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Heeres, seconded by VanAlstine, that the Board authorize the Chairman to execute a communication of indemnification addressed to Stephanie Murray, Human Resources Director for reporting health insurance plans in compliance with the Affordable Care Act (ACA) and for administering the County pension plan through Michigan Employee Retirement System (MERS). Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by LaVanway, that the Board approve an increase to the "Building Maintenance" line item in "Grass River Center" Fund #468, Parks, Building Maintenance, (468-756-932) by \$1,975.00 with funding to come from Fund #468 Fund Balance for payment of an invoice from Child and Family Services of Northwestern Michigan for sanding and staining of the Grass River Center and to authorize the Finance Director/Chief Administrative Officer to make the appropriate budget amendment. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargo, seconded by Marcus, that the Board direct the Finance Director to do a budget amendment to transfer \$17,529.34 from Fund #260 Indigent Defense back to the General Fund 101, this action is requested to balance the Indigent Defense Fund Year End 2019 Report that was submitted to the State of Michigan for the 2019 Fiscal Year. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Watrous, that the Board approve the advertising of the Deputy Administrator position at the current rate starting at \$45,490.00 with pay scale increase for 6 month, 1 year, 2 year and 3 year. Motion as follows: Yes – Watrous, Bargo, VanAlstine, LaVanway; No – Heeres, Boettcher, Ricksgers, Marcus; Absent – Helwig. **MOTION FAILS - TIE**

It was moved by Ricksgers, seconded by Marcus, that the Board approve the advertising of the Deputy Administrator position at the salary rate of pay start at \$50,500.00 with pay scale increase for 6 month, 1 year, 2year and 3 year. Motion as follows: Yes – Heeres, Boettcher, Ricksgers, Marcus; Watrous, Bargo, VanAlstine, LaVanway; No– Heeres, Boettcher, Ricksgers, Marcus; Watrous, Bargo, VanAlstine, LaVanway; Absent – Helwig. **MOTION FAILS – TIE**

#### **BOC CORRECTION 11/21/2019**

Dan Sipple-CEO West Michigan Tourist Association addressed the Board with a proposal to create a partnership and support for application to place a State Historic Sign/Marker at the Cairn site.

It was moved by VanAlstine, seconded by Watrous, that the Board approve a letter for support for West Michigan Tourist Association for the application for the Michigan Historical Marker Program/Michigan History Center contingent upon the support of the Antrim County Road Commission and the Milton Township Board at no expense to County, Road Commission or Township and that the West Michigan Tourist Association be responsible for any and all cost associated with proposal. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

**RESOLUTION #29-2019 By Karen Bargy, seconded by Brenda Ricksgers**

**Regarding Michigan  
Department of  
Natural Resources (MDNR), Common Merganser  
Control Program (The Program) for  
Intermediate Lake**

**Whereas**, the Antrim County Board of Commissioners has knowledge of swimmer's Itch on the County's inland lakes; and

**Whereas**, the Common Merganser Control Program (The Program) has been shown to be an effective and environmentally conscious solution for the control of site specific swimmer's itch problems for our residents; and

**Whereas**, the lake association intends to apply for a permit to capture and relocate Common Mergansers from Intermediate Lake; and

**Whereas**, the capture and release method of relocating Common Mergansers is widely used and a demonstrated effective and humane control practice; and

**Whereas**, lake associations desiring to implement The Program are required to obtain a DNR Permit, inform affected riparians of the planned activity and adhere to the requirements of their permit;

**NOW, THEREFORE LET IT BE RESOLVED** that the Antrim County Board of Commissioners, on behalf of all property owners in Antrim County on Intermediate Lake, hereby formally requests the assistance of the DNR in the implementation of The Program for a six (6) year period from 2019 through 2025, provided that DNR requirements are adhered to, and with the understanding that there shall be no cost to the Antrim County government for these programs.

Yes – David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christine Marcus;

No - None;

Absent – Jason Helwig.

**RESOLUTION #29-2019 DECLARED ADOPTED.**



Peter Garwood, County Administrator addressed the Board with his report.  
Board members: Questions/Input.

Travis Youatt, Deputy Administrator addressed the Board to provide update on software programs for Barnes Park and spoke on the position of Deputy Administrator.

It was moved by Heeres, seconded by LaVanway, that the Board direct the County Administrator to seek proposals for LED Lighting Project. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargo; Absent – Helwig.

Deb Haydell, Finance Director addressed the Board with her report.

- Revenue and Expenditure Report Sept. 30, 2019
- Anderson Tackman Update - Auditors

Chairman Report: No Report

It was moved by Ricksgers, seconded by Boettcher that the Board authorize the advertising of the full-time Deputy Administrator position and that the hire-in salary range from \$45,490.00 - \$54,500.00 based upon education and experience, and the three (3) year salary scale be adjusted accordingly. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, Ricksgers, Marcus; No – Bargo, VanAlstine, LaVanway; Absent – Helwig.

County Treasurer Report: Informational Only

- Quarterly Banking Report

#### **VARIOUS MATTERS:**

- Commissioner Heeres – Antrim Creek Natural Area – Incident damaged retaining wall. The County Clerk requested MMRMA Claim form be completed and police report
- Commissioner Boettcher - Interview Meeting schedule Friday, November 8, 2019
- Commissioner VanAlstine & Ricksgers – work force housing

The Chairman requested Public Comment: Linda Gallagher addressed the Board on the Resolution for Swimmer's Itch Control and the dissolved Parks & Recreation Advisory Board. Public comment closed at 3:29 p.m.

The meeting adjourned at 3:30 p.m.

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Chairman, Edgar Boettcher

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County Clerk, Sheryl Guy

**EXHIBIT "A"**

**ANTRIM COUNTY  
GROUNDS USE RULES AND  
PROCEDURES POLICY  
Adopted: November 7, 2019**

**Policy:** The grounds of Antrim County Court Square or main campus may be used for public gatherings and activities that are deemed a public benefit by the Board of Commissioners, and which do not negatively affect the health, safety, and welfare of the people of the County. First priority for use of the County grounds shall be restricted to a first come first serve basis. However, a County sponsored function will take precedent over requests from other organizations.

**Procedures:** County personnel will not be expected to erect or dismantle equipment unless it is the property of the County. The County is not responsible for waste receptacles or providing porta johns. All applicants are expected to abide by the following procedures and if they have questions regarding the use of the County grounds they are to contact the County Administrator.

- a. Applications must be submitted to the Office of the County Administrator and approved by the Board of Commissioners prior to use of the grounds for gatherings. A request shall be submitted at least 30 days in advance of the intended use.
- b. Once permission is granted, there MUST be pre-event communication between the Maintenance Supervisor or designated staff and the party responsible for the event, to review different needs and requirements of the event and to answer any questions.
- c. Applicants are responsible for restoring the site and grounds to their condition before use and for cleaning the premises after the use. Applicants must make appropriate provisions for trash removal.
- d. If staff time, equipment and/or a contractor is used for restoration of the site and grounds to its original condition, the applicant will be billed for the staff time and the applicant will be denied usage until the bill is paid in full.
- e. All activities must cease no later than the ending time of the event as stated on the application.
- f. The Board of Commissioners reserves the right to revoke permission for use of facilities and ground.
- g. Grounds may not be used for any activity nor by any group other than the name of the group on the written request.
- h. No vehicles are allowed on the lawn or sidewalk.
- i. There are to be no barriers or placement of equipment that will impede the business of the County and the Courts during the regular workweek.
- j. No illegal drugs or alcoholic beverages may be stored, used, served or consumed anywhere on County property.

- k. If utilities are needed, that shall be stated in the application submitted to the County Administration Office and may be allowed on a limited use.
- l. Liability insurance is required in the amount of \$1 million and must be submitted to the Administration Office prior to the time of the event.
- m. If additional facilities are desired, please refer to the *Antrim County Use of County Building on Weekends Policy*. If the event is on a weekday, permission for a facilities or grounds use is at the discretion of the County Administrator.
- n. Requests for any exception from these rules and requirements must be made to the Board of Commissioners.

**SPECIAL MEETING**

**11:00 A.M.**

**Purpose of meeting as follows:**

**INTERVIEW THE POSITION FINANCE DIRECTOR CHIEF ADMINISTRATIVE OFFICER OF THE BUDGET**

Members Present: Ed Boettcher

Members absent: David Heeres, Joshua Watrous, Karen Bargy, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Others present: Stephanie Murray, Peter Garwood, Sherry Comben, Patty Niepoth and Sheryl Guy.

**Public Comment:**

There was none.

**Interview Process:**

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed all that the list of questions had been prepared in advance and contains twenty-five (25) questions. Alternating questions between herself, the County Administrator and the Board Chairman. Others attending meeting may provide questions at the interview by submitting written questions to her at the end of the prepared questions.

**Interview: Finance Director Chief Administrative Officer of the Budget**

One applicant for the position

- Jeanne Seaman

The interview ended at 11:40 a.m.

**Jeanne Seaman**

Addressed those in attendance with several questions for the County.

The Human Resources Director and Ms. Seaman left the meeting to complete the testing portion of interview at 11:55 a.m.

Discussion followed.

**RECOMMENDATION**

That the Chairman call a Special Meeting to hold a Second Interview with applicant.

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Sheryl Guy, County Clerk

**SPECIAL MEETING  
12:00 Noon  
PURPOSE OF MEETING AS FOLLOWS:**

**INTERVIEW THE POSITION: FINANCE DIRECTOR CHIEF ADMINISTRATIVE OFFICER OF THE BUDGET**

Members Present: Karen Bargy, Ed Boettcher, Dawn LaVanway

Members absent: David Heeres, Joshua Watrous, Terry VanAlstine, Brenda Ricksgers, Jason Helwig, Christian Marcus.

Others present: Stephanie Murray, Peter Garwood, Sherry Comben, Patty Niepoth and Sheryl Guy.

**Public Comment:**

There was none.

**Interview Process:**

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed all that the list of questions had been prepared in advance and contains twenty-three (23) questions. Alternating questions between herself, the County Administrator and the Board Chairman. Others attending meeting may provide questions at the interview by submitting written questions to her at the end of the prepared questions.

**Interview: Finance Director Chief Administrative Officer of the Budget**

One applicant for the position

- Daniel Lewis Russell

The interview ended at 12:52 p.m.

**Daniel Lewis Russell**

Addressed those in attendance with minimal questions for the County.

The Human Resources Director and Mr. Russell left the meeting to complete the testing portion of interview at 12:55 a.m.

Discussion followed. All in attendance participated in a roundtable recap of interview. Commissioner Bargy suggested that the questions for first round interviews and second round interviews be different and that the questions be job specific and not generalized.

**RECOMMENDATION**

That the Chairman call a Special Meeting to hold a Second Interview with applicant and that a first round interview be scheduled for applicant that is currently out-of-state. That both interviews to be conducted Friday, November 22, 2019 with the meeting time to be determined pending coordination of both applicants by the Human Resources Director.

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Sheryl Guy, County Clerk

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Christian Marcus.

Absent: Jason Helwig.

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

Moment of Silence.

The Chairman requested Public Comment. Barbara Bradford addressed the Board seeking support for re-appointment to the Planning Commission. Commissioner Ricksgers spoke in appreciation for the level of services provided by the Antrim County Veterans Affairs Officers. Commissioner Boettcher spoke of his appreciation for the Department Heads and Elected Officials that are assisting in the duties of the vacant position of Finance Director. Public comment closed at 7:04 p.m.

It was moved by Bargy, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Ricksgers, to approve the minutes of the November 7, 2019 meeting as corrected. Motion carried – all present voting yes.

It was moved by Boettcher, seconded by Bargy, to approve the minutes of the November 8, 2019 special meeting as written. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by LaVanway, to approve the minutes of the November 15, 2019 special meeting as written. Motion carried – all present voting yes.

**COMMUNICATIONS/NOTICES:**

County Administrator, Peter Garwood  
Letter from Licensing and Regulatory Affairs (LARA) – Medical Marijuana Grant Application  
Letter from Mark Bernstein - Appreciation for County participation in Opioid litigation.  
Letter from Libby Hiser – Resignation from the Veterans Affairs Commission.

It was moved by Bargy, seconded by LaVanway, that the County Administrator forward the letter and grant application from Licensing and Regulatory Affairs (LARA) for a Medical Marijuana Grant to the District Health Department to make the application for grant funds on behalf of the County. Motion carried – all present voting yes.

DeGroat Keenan Commercial Letter of Intent – No Action – Antrim County Road Commission.  
George Wilks – Property for Sale – No Action

**LIAISON REPORTS:**

Commissioner Bargy – District Health Department Update - PFN (fiber connected)  
Commissioner LaVanway – NLEA Update Broadband – Barnes  
Commissioner LaVanway – A.C. Road Commission Update – Maps 2020 & Township/road projects.

**LIAISON REPORTS – continued.**

Commissioner Ricksgers – Commission on Aging Update – Meals on Wheels truck accident.  
Commissioner Watrous - Veterans Affairs Update – Relocated to the first floor.  
Commissioner Marcus – MLTS (multi-line requirements)

Discussion: NLEA Broadband consortium

That NLEA Broadband Consultant Eric Grandstaff address the Board on broadband options in the county and for Barnes Park with options for public access.

It was moved by VanAlstine, seconded by Watrous, to approve the five-year capital improvement plan (2020-2025) for the Antrim County Airport. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Mike Bertram, Three Lakes Association President addressed the Board with a presentation of the Three Lakes Association and their 2019 accomplishments through group collaboration.

It was moved by LaVanway, seconded by Bargy, that the Board approve forming a three (3)-member sub-committee of the Board to work on the 2020-2025 Parks and Recreation Plan. All present – voting yes.

The Chairman appointed Commissioners' Bargy, LaVanway, and Marcus to the sub-committee of the Board to work on the 2020-2025 Parks and Recreation Plan, and that Commissioner VanAlstine be an alternate member.

It was moved by VanAlstine, seconded by Ricksgers, that the Chairman's appointments to the sub-committee to work on the 2020-2025 Parks and Recreation Plan be approved as follows: Commissioners' Bargy, LaVanway, Marcus and alternate VanAlstine. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by Bargy, that the Claims and Accounts in the amount of \$377,326.41 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Commissioner Bargy asked that the Inmate Health Services Contract with Dr. David May be **TABLED.** (Due to the inclusion of General & Professional Liability Insurance reimbursement) – No objections to table.

Commissioner Bargy asked that the Inmate Health Services Contract with Jennifer Held, RN be **TABLED.** (Due to the inclusion of General & Professional Liability Insurance reimbursement) - No objections to table.

It was moved by VanAlstine, seconded by Watrous, that the Board approve the proposed Commission on Aging Fund Balance Policy #2015 recommended by the Commission on Aging Advisory Board on October 21, 2019, with the removal of maintaining a minimum of three (3) to Six (6) months average operating costs to: Maintain up to three (3) months average operating costs. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Ricksgers, that the Board authorize the Board Chair to execute, on behalf of the Antrim County Commission on Aging, Amendment #2 of the FY2017-2018 Medicare Improvement for Patients and Providers Act (MIPPA) Beneficiary Outreach & Assistance Services Agreement with Michigan Medicare/Medicaid Assistance Program, Inc. (MMAP), which takes effect on October 1, 2019 and extends the original agreement through September 29, 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Heeres, seconded by VanAlstine, that the Board proceed with a reservation software system for Barnes Park. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Heeres, that the Board accept the Campspot proposal for Campground reservation and management software solutions, contingent upon the legal review of the proposed agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by Heeres, that the Board approve the advertising of two (2) job titles an Irregular Part-time Mechanic and a Regular Part-time Mechanic for the Antrim County Transportation to attract more candidates, for one (1) position. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargy; Absent – Helwig.

It was moved by LaVanway, seconded by Ricksgers, that the Board approve the hiring process to begin immediately for the position of a regular part-time driver for the Antrim County Transportation; the position will eventually take the place of the full-time driver who will be retiring on February 28, 2020 and with the new hire date of January 2, 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Marcus, that the Board authorize the Board Chairman to execute an airport land lease with the Cabinet Gallery, Inc. effective January 1, 2020, - December 31, 2040. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

It was moved by Ricksgers, seconded by VanAlstine, that the Board authorize the Board Chairman to execute an airport lease with Brian Forster effective January 1, 2020, - December 31, 2040. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

Commissioner Bargy asked that the Gift of Life Agreement be **TABLED**. No objections to table.



It was moved by VanAlstine, seconded by Heeres, to authorize the Board Chairman to execute a three (3) year service and support agreement with Johnson Controls for the fire alarm systems at the 1905 Courthouse (\$3,051 annually) and the County Building (\$2,073 annually) for an annual cost of \$5,124 from 12/1/2019 – 11/30/2022. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by Heeres, to authorize the Remonumentation Program, with the Administrator to sign the application for the 2020 Survey and Remonumentation Grant totaling \$41,299.00 and approve the submission of the application. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by Heeres, to authorize the Remonumentation Program Administrator to execute the 2020 Survey Remonumentation Grant No. 20-05 Agreement with the State of Michigan Department of Licensing and Regulatory Affairs with a total authorized budget of \$41,299.00. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Bargo, to approve the sponsorship of a grant application to the Grand Traverse Band of Ottawa & Chippewa Indians for a 2% Tribal Grant on behalf of the Special Olympics of Michigan Area 2. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by LaVanway, that the Board approve to **disband** the Solid Waste and Recycling Council. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargo; Absent – Helwig.

The Chairman appointed Don Halstead to the Antrim County Area Agency on Aging of Northern Michigan Board of Directors to a 1-year term to expire December 31, 2020.

It was moved by Bargo, seconded by VanAlstine, to accept the Chairman's appointment of Donald Halstead to fill the 1-year term expiring on December 31, 2020 on the Area Agency on Aging of Northwest Michigan Board of Directors. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Donald Miles to the Antrim Creek Natural Area Commission to a term of 3-year term to expire December 31, 2022.

It was moved by Heeres, seconded by VanAlstine, to accept the Chairman's appointment of Donald Miles to fill the 3-year term expiring on December 31, 2022 on the Antrim Creek Natural Area Commission. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Lauri Grear (Banks Township appointment) to the Antrim Creek Natural Area Commission to fill the 2-year term to expire December 31, 2022.

It was moved by VanAlstine, seconded by Heeres, to accept the Banks Township appointment of Lauri Gear to fill the 2-year term expiring on December 31, 2021 on the Antrim Creek Natural Area Commission. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Sally Hannert to the Antrim County Commission on Aging Board of Advisors to fill the 3-year term to expire December 31, 2022.

It was moved by Ricksgers, seconded by Bargo, to accept the Chairman's appointment of Sally Hannert to fill the 3-year term expiring on December 31, 2022 on the Antrim County Commission on Aging Board of Advisors. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Amy Russell, Timothy Moore and Michael Lanning to the Antrim County Construction Code Board of Appeals to fill the 2-year term(s) set to expire December 31, 2021.

It was moved by Watrous, seconded by Heeres, to accept the Chairman's appointment of Amy Russell, Timothy Moore, and Michael Lanning to fill the 2-year term(s) set to expire December 31, 2021 on the Antrim County Construction Code Board of Appeals. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Michael Bertram to the Antrim County E-911 Board to fill the 3-year term to expire December 31, 2022.

It was moved by Ricksgers, seconded by Marcus, to accept the Chairman's appointment of Michael Bertram to fill the 3-year term expiring on December 31, 2022 on the Antrim County E-911 Board. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, Ricksgers, LaVanway, Marcus; No – VanAlstine; Absent – Helwig.

The Chairman informed Board that the Antrim County Road Commission appointed Burt Thompson as the Road Commission representative on the E-911 Board and that the Board must confirm their appointment.

It was moved by LaVanway, seconded by VanAlstine, to accept the Antrim County Road Commission's appointment of Burt Thompson to fill the 1-year term expiring on December 31, 2020 as the Road Commission Representative on the Antrim County E-911 Board. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Peter Garwood to the Antrim County Economic Development Corporation to fill the 6-year term to expire December 31, 2025.

It was moved by Heeres, seconded by Ricksgers, to accept the Chairman's appointment of Peter Garwood to fill the 6-year term expiring on December 31, 2025 on the Antrim County Economic Development Corporation. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, Ricksgers, Marcus; No – VanAlstine, LaVanway; Absent – Helwig.

The Chairman appointed Tim Underwood to the Farmland and Open Space Preservation Board to fill a 3-year term to expire December 31, 2022 as the agricultural representative.

It was moved by Heeres, seconded by Ricksgers, to accept the Chairman's appointment of Tim Underwood to fill the 3-year term set to expire on December 31, 2022 as the agricultural representative on the Antrim County Farmland & Open Space Preservation Board. Motion as follows: Yes – Heeres, Boettcher, Ricksgers; No – Watrous, Bargy, VanAlstine, LaVanway, Marcus; Absent - Helwig. **MOTION FAILS.**

The Chairman appointed Tom Paradis to the Farmland and Open Space Preservation Board to fill a 3-year term to expire December 31, 2022 as the agricultural representative.

It was moved by LaVanway, seconded by VanAlstine, to accept the Chairman's appointment of Tom Paradis to fill the 3-year term set to expire on December 31, 2022 as the agricultural representative on the Antrim County Farmland & Open Space Preservation Board. Motion as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

The Chairman appointed Gary Lockwood to the Farmland and Open Space Preservation Board to fill a 3-year term to expire December 31, 2022.

It was moved by VanAlstine, seconded by Ricksgers, to accept the Chairman's appointment of Gary Lockwood to fill the 3-year term set to expire on December 31, 2022 as the real-estate representative on the Antrim County Farmland & Open Space Preservation Board. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Janice Olach, Bonnie Robbins and Stephanie Koppe to the Antrim County Housing Commission to fill the 3-year terms(s) to expire December 31, 2022.

It was moved by Heeres, seconded by Marcus, to accept the Chairman's appointments of Janice Olach, Bonnie Robbins, and Stephanie Koppe to fill the 3-year term(s) set to expire December 31, 2022 on the Antrim County Housing Committee. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Rick Diebold and Peter Garwood to the Northern Lakes Economic Alliance to fill the 2-year term(s) to expire December 31, 2021.

It was moved by Heeres, seconded by Ricksgers, to accept the Chairman's appointment of Rick Diebold and Peter Garwood to fill the 2-year term(s) set to expire December 31, 2021 on the Northern Lakes Economic Alliance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Leslie Meyers to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

No acceptance of appointment.

The Chairman appointed James Gurr to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

It was moved by VanAlstine, seconded by Marcus, to accept the Chairman's appointment of James Gurr to fill the 3-year term to expire December 31, 2022 on the Antrim County Planning Commission. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Gary Lockwood to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

It was moved by Marcus, seconded by Bargy, to accept the Chairman's appointment of Gary Lockwood to fill the 3-year term to the Antrim County Planning Commission to expire December 31, 2022. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Barbara Bradford to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

It was moved by VanAlstine, seconded by Ricksgers, to accept the Chairman's appointment of Barbara Bradford to fill the 3-year term on the Antrim County Planning Commission to expire December 31, 2022. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Calvin Shooks to the Antrim County Veteran's Affairs Committee for a term of 4-years to expire December 31, 2023.

It was moved by VanAlstine, seconded by Watrous, to accept the Chairman's appointment of Calvin Shooks to fill the 4-year term to expire December 31, 2023 to the Veteran's Affairs Committee. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Ricksgers, to approve a 2020 budget amendment to Fund 223 Grass River Fund by increasing the Capital Outlay line item by up to \$6,000 to be used to pay the Antrim County Road Commission to resurface the front parking lot with six (6) inches of gravel, (just off Alden Hwy) in the Spring of 2020, with the funds to come from the Grass River Fund – fund balance and that the remaining funds in the amount of \$37,174.98 from road projects be returned to the General Fund. Motion carried as follows: Yes – Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres, Bargy; Absent – Helwig.

It was moved by VanAlstine, seconded by Ricksgers, to approve the Agreement for the Care and Maintenance of the Cairn Monument and Surrounding Property between Milton Township, Antrim County Road Commission, and Antrim County. Motion carried as follows: Yes – Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres, Bargy; Absent – Helwig.

Peter Garwood, County Administrator addressed the Board with his report.

- Board members: Questions and input.

MONTHLY REPORTS - SUBMITTED:

- Antrim County Building Department
- Antrim County Transportation
- Antrim County Commission on Aging
- Antrim County Airport
- Antrim Conservation District/Soil Erosion Control
- Sheriff – Township Statics & Animal Control October 2019

Finance Director – Peter Garwood, County Administrator – No report.

Chairman Report:

- February 2020 – Roundtable discussions:  
Antrim County Facilities and Tour “Jails”

VARIOUS MATTERS:

Commissioner LaVanway – Status of American Waste lease payment

The Chairman requested Public Comment. There was none.

The meeting adjourned at 11:00 p.m.

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Board Chairman, Edgar Boettcher

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Christian Marcus.

Absent: Jason Helwig.

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

Moment of Silence.

The Chairman requested Public Comment. Barbara Bradford addressed the Board seeking support for re-appointment to the Planning Commission. Commissioner Ricksgers spoke in appreciation for the level of services provided by the Antrim County Veterans Affairs Officers. Commissioner Boettcher spoke of his appreciation for the Department Heads and Elected Officials that are assisting in the duties of the vacant position of Finance Director. Public comment closed at 7:04 p.m.

It was moved by Bargy, seconded by Ricksgers, to approve the agenda as presented. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Ricksgers, to approve the minutes of the November 7, 2019 meeting as corrected. Motion carried – all present voting yes.

It was moved by Boettcher, seconded by Bargy, to approve the minutes of the November 8, 2019 special meeting as written. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by LaVanway, to approve the minutes of the November 15, 2019 special meeting as written. Motion carried – all present voting yes.

**COMMUNICATIONS/NOTICES:**

County Administrator, Peter Garwood  
Letter from Licensing and Regulatory Affairs (LARA) – Medical Marijuana Grant Application  
Letter from Mark Bernstein - Appreciation for County participation in Opioid litigation.  
Letter from Libby Hiser – Resignation from the Veterans Affairs Commission.

It was moved by Bargy, seconded by LaVanway, that the County Administrator forward the letter and grant application from Licensing and Regulatory Affairs (LARA) for a Medical Marijuana Grant to the District Health Department to make the application for grant funds on behalf of the County. Motion carried – all present voting yes.

DeGroat Keenan Commercial Letter of Intent – No Action – Antrim County Road Commission.  
George Wilks – Property for Sale – No Action

**LIAISON REPORTS:**

Commissioner Bargy – District Health Department Update - PFN (fiber connected)  
Commissioner LaVanway – NLEA Update Broadband – Barnes  
Commissioner LaVanway – A.C. Road Commission Update – Maps 2020 & Township/road projects.

**LIAISON REPORTS – continued.**

Commissioner Ricksgers – Commission on Aging Update – Meals on Wheels truck accident.  
Commissioner Watrous - Veterans Affairs Update – Relocated to the first floor.  
Commissioner Marcus – MLTS (multi-line requirements)

Discussion: NLEA Broadband consortium

That NLEA Broadband Consultant Eric Grandstaff address the Board on broadband options in the county and for Barnes Park with options for public access.

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Mike Bertram, Three Lakes Association President addressed the Board with a presentation of the Three Lakes Association and their 2019 accomplishments through group collaboration.

It was moved by LaVanway, seconded by Bargy, that the Board approve forming a three (3)-member sub-committee of the Board to work on the 2020-2025 Parks and Recreation Plan. All present – voting yes.

The Chairman appointed Commissioners' Bargy, LaVanway, and Marcus to the sub-committee of the Board to work on the 2020-2025 Parks and Recreation Plan, and that Commissioner VanAlstine be an alternate member.

It was moved by VanAlstine, seconded by Ricksgers, that the Chairman's appointments to the sub-committee to work on the 2020-2025 Parks and Recreation Plan be approved as follows: Commissioners' Bargy, LaVanway, Marcus and alternate VanAlstine. Motion carried – all present voting yes.

It was moved by Ricksgers, seconded by Bargy, that the Claims and Accounts in the amount of \$377,326.41 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Commissioner Bargy asked that the Inmate Health Services Contract with Dr. David May be **TABLED.** (Due to the inclusion of General & Professional Liability Insurance reimbursement) – No objections to table.

Commissioner Bargy asked that the Inmate Health Services Contract with Jennifer Held, RN be **TABLED.** (Due to the inclusion of General & Professional Liability Insurance reimbursement) - No objections to table.

It was moved by VanAlstine, seconded by Watrous, that the Board approve the proposed Commission on Aging Fund Balance Policy #2015 recommended by the Commission on Aging Advisory Board on October 21, 2019, with the removal of maintaining a minimum of three (3) to Six (6) months average operating costs to: Maintain up to three (3) months average operating costs. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Bargy, seconded by Ricksgers, that the Board authorize the Board Chair to execute, on behalf of the Antrim County Commission on Aging, Amendment #2 of the FY2017-2018 Medicare Improvement for Patients and Providers Act (MIPPA) Beneficiary Outreach & Assistance Services Agreement with Michigan Medicare/Medicaid Assistance Program, Inc. (MMAP), which takes effect on October 1, 2019 and extends the original agreement through September 29, 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Heeres, seconded by VanAlstine, that the Board proceed with a reservation software system for Barnes Park. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Heeres, that the Board accept the Campspot proposal for Campground reservation and management software solutions, contingent upon the legal review of the proposed agreement. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by Heeres, that the Board approve the advertising of two (2) job titles an Irregular Part-time Mechanic and a Regular Part-time Mechanic for the Antrim County Transportation to attract more candidates, for one (1) position Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargy; Absent – Helwig.

It was moved by LaVanway, seconded by Ricksgers, that the Board approve the hiring process to begin immediately for the position of a regular part-time driver for the Antrim County Transportation; the position will eventually take the place of the full-time driver who will be retiring on February 28, 2020 and with the new hire date of January 2, 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Marcus, that the Board authorize the Board Chairman to execute an airport land lease with the Cabinet Gallery, Inc. effective January 1, 2020, - December 31, 2040. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

It was moved by Ricksgers, seconded by VanAlstine, that the Board authorize the Board Chairman to execute an airport lease with Brian Forster effective January 1, 2020, - December 31, 2040. Motion carried as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

Commissioner Bargy asked that the Gift of Life Agreement be **TABLED**. No objections to table.



It was moved by VanAlstine, seconded by Heeres, to authorize the Board Chairman to execute a three (3) year service and support agreement with Johnson Controls for the fire alarm systems at the 1905 Courthouse (\$3,051 annually) and the County Building (\$2,073 annually) for an annual cost of \$5,124 from 12/1/2019 – 11/30/2022. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by Heeres, to authorize the Remonumentation Program, with the Administrator to sign the application for the 2020 Survey and Remonumentation Grant totaling \$41,299.00 and approve the submission of the application. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by Heeres, to authorize the Remonumentation Program Administrator to execute the 2020 Survey Remonumentation Grant No. 20-05 Agreement with the State of Michigan Department of Licensing and Regulatory Affairs with a total authorized budget of \$41,299.00. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Bargo, to approve the sponsorship of a grant application to the Grand Traverse Band of Ottawa & Chippewa Indians for a 2% Tribal Grant on behalf of the Special Olympics of Michigan Area 2. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by LaVanway, that the Board approve to **disband** the Solid Waste and Recycling Council. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargo; Absent – Helwig.

The Chairman appointed Don Halstead to the Antrim County Area Agency on Aging of Northern Michigan Board of Directors to a 1-year term to expire December 31, 2020.

It was moved by Bargo, seconded by VanAlstine, to accept the Chairman's appointment of Donald Halstead to fill the 1-year term expiring on December 31, 2020 on the Area Agency on Aging of Northwest Michigan Board of Directors. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Donald Miles to the Antrim Creek Natural Area Commission to a term of 3-year term to expire December 31, 2022.

It was moved by Heeres, seconded by VanAlstine, to accept the Chairman's appointment of Donald Miles to fill the 3-year term expiring on December 31, 2022 on the Antrim Creek Natural Area Commission. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Lauri Grear (Banks Township appointment) to the Antrim Creek Natural Area Commission to fill the 2-year term to expire December 31, 2022.

It was moved by VanAlstine, seconded by Heeres, to accept the Banks Township appointment of Lauri Gear to fill the 2-year term expiring on December 31, 2021 on the Antrim Creek Natural Area Commission. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Sally Hannert to the Antrim County Commission on Aging Board of Advisors to fill the 3-year term to expire December 31, 2022.

It was moved by Ricksgers, seconded by Bargy, to accept the Chairman's appointment of Sally Hannert to fill the 3-year term expiring on December 31, 2022 on the Antrim County Commission on Aging Board of Advisors. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Amy Russell, Timothy Moore and Michael Lanning to the Antrim County Construction Code Board of Appeals to fill the 2-year term(s) set to expire December 31, 2021.

It was moved by Watrous, seconded by Heeres, to accept the Chairman's appointment of Amy Russell, Timothy Moore, and Michael Lanning to fill the 2-year term(s) set to expire December 31, 2021 on the Antrim County Construction Code Board of Appeals. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Michael Bertram to the Antrim County E-911 Board to fill the 3-year term to expire December 31, 2022.

It was moved by Ricksgers, seconded by Marcus, to accept the Chairman's appointment of Michael Bertram to fill the 3-year term expiring on December 31, 2022 on the Antrim County E-911 Board. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, LaVanway, Marcus; No – VanAlstine; Absent – Helwig.

The Chairman informed Board that the Antrim County Road Commission appointed Burt Thompson as the Road Commission representative on the E-911 Board and that the Board must confirm their appointment.

It was moved by LaVanway, seconded by VanAlstine, to accept the Antrim County Road Commission's appointment of Burt Thompson to fill the 1-year term expiring on December 31, 2020 as the Road Commission Representative on the Antrim County E-911 Board. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Peter Garwood to the Antrim County Economic Development Corporation to fill the 6-year term to expire December 31, 2025.

It was moved by Heeres, seconded by Ricksgers, to accept the Chairman's appointment of Peter Garwood to fill the 6-year term expiring on December 31, 2025 on the Antrim County Economic Development Corporation. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, Ricksgers, Marcus; No – VanAlstine, LaVanway; Absent – Helwig.

The Chairman appointed Tim Underwood to the Farmland and Open Space Preservation Board to fill a 3-year term to expire December 31, 2022 as the agricultural representative.

It was moved by Heeres, seconded by Ricksgers, to accept the Chairman's appointment of Tim Underwood to fill the 3-year term set to expire on December 31, 2022 as the agricultural representative on the Antrim County Farmland & Open Space Preservation Board. Motion as follows: Yes – Heeres, Boettcher, Ricksgers; No – Watrous, Bargy, VanAlstine, LaVanway, Marcus; Absent - Helwig. **MOTION FAILS.**

The Chairman appointed Tom Paradis to the Farmland and Open Space Preservation Board to fill a 3-year term to expire December 31, 2022 as the agricultural representative.

It was moved by LaVanway, seconded by VanAlstine, to accept the Chairman's appointment of Tom Paradis to fill the 3-year term set to expire on December 31, 2022 as the agricultural representative on the Antrim County Farmland & Open Space Preservation Board. Motion as follows: Yes – Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres; Absent – Helwig.

The Chairman appointed Gary Lockwood to the Farmland and Open Space Preservation Board to fill a 3-year term to expire December 31, 2022.

It was moved by VanAlstine, seconded by Ricksgers, to accept the Chairman's appointment of Gary Lockwood to fill the 3-year term set to expire on December 31, 2022 as the real-estate representative on the Antrim County Farmland & Open Space Preservation Board. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Janice Olach, Bonnie Robbins and Stephanie Koppe to the Antrim County Housing Commission to fill the 3-year terms(s) to expire December 31, 2022.

It was moved by Heeres, seconded by Marcus, to accept the Chairman's appointments of Janice Olach, Bonnie Robbins, and Stephanie Koppe to fill the 3-year term(s) set to expire December 31, 2022 on the Antrim County Housing Committee. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Rick Diebold and Peter Garwood to the Northern Lakes Economic Alliance to fill the 2-year term(s) to expire December 31, 2021.

It was moved by Heeres, seconded by Ricksgers, to accept the Chairman's appointment of Rick Diebold and Peter Garwood to fill the 2-year term(s) set to expire December 31, 2021 on the Northern Lakes Economic Alliance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Leslie Meyers to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

No acceptance of appointment.

The Chairman appointed James Gurr to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

It was moved by VanAlstine, seconded by Marcus, to accept the Chairman's appointment of James Gurr to fill the 3-year term to expire December 31, 2022 on the Antrim County Planning Commission. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Gary Lockwood to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

It was moved by Marcus, seconded by Bargo, to accept the Chairman's appointment of Gary Lockwood to fill the 3-year term to the Antrim County Planning Commission to expire December 31, 2022. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Barbara Bradford to the Antrim County Planning Commission to fill a term of 3-years to expire December 31, 2022.

It was moved by VanAlstine, seconded by Ricksgers, to accept the Chairman's appointment of Barbara Bradford to fill the 3-year term on the Antrim County Planning Commission to expire December 31, 2022. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Chairman appointed Calvin Shooks to the Antrim County Veteran's Affairs Committee for a term of 4-years to expire December 31, 2023.

It was moved by VanAlstine, seconded by Watrous, to accept the Chairman's appointment of Calvin Shooks to fill the 4-year term to expire December 31, 2023 to the Veteran's Affairs Committee. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Ricksgers, to approve a 2020 budget amendment to Fund 223 Grass River Fund by increasing the Capital Outlay line item by up to \$6,000 to be used to pay the Antrim County Road Commission to resurface the front parking lot with six (6) inches of gravel, (just off Alden Hwy) in the Spring of 2020, with the funds to come from the Grass River Fund – fund balance and that the remaining funds in the amount of \$37,174.98 from road projects be returned to the General Fund. Motion carried as follows: Yes – Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – Heeres, Bargo; Absent – Helwig.

It was moved by VanAlstine, seconded by Ricksgers, to approve the Agreement for the Care and Maintenance of the Cairn Monument and Surrounding Property between Milton Township, Antrim County Road Commission, and Antrim County. Motion carried as follows: Yes – **Heeres**, Watrous, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – ~~Heeres~~, Bargo; Absent – Helwig.

**CORRECTED BOC 12/5/2019**

Peter Garwood, County Administrator addressed the Board with his report.

- Board members: Questions and input.

MONTHLY REPORTS - SUBMITTED:

- Antrim County Building Department
- Antrim County Transportation
- Antrim County Commission on Aging
- Antrim County Airport
- Antrim Conservation District/Soil Erosion Control
- Sheriff – Township Statics & Animal Control October 2019

Finance Director – Peter Garwood, County Administrator – No report.

Chairman Report:

- February 2020 – Roundtable discussions:  
Antrim County Facilities and Tour “Jails”

VARIOUS MATTERS:

Commissioner LaVanway – Status of American Waste lease payment

The Chairman requested Public Comment. There was none.

The meeting adjourned at 11:00 p.m.

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Board Chairman, Edgar Boettcher

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County Clerk, Sheryl Guy

**SPECIAL MEETING**

**1:00 P.M.**

The Chair called the meeting to order at 1:00 p.m.

Members Present: David Heeres, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Christian Marcus.

Members Absent: Joshua Watrous, Jason Helwig.

The Chairman addressed the Board, the purpose of the special meeting is to conduct a second interview for the position of Finance Director/Chief Administrative Officer of the Budget:

- **Daniel L. Russell**

Public Comment:

There was none.

The Chair turned the interview process over to Stephanie Murray, Human Resources Director.

**Interview Process: Finance Director Chief Administrative Officer of the Budget**

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed Board that the second round of questions had been prepared in advance and contained twenty-four (24) questions. She asked that the Board members submit their written questions to her and she will present to applicant. Commissioner VanAlstine submitted question.

**Daniel L. Russell:**

Addressed the Board with a few questions.

All members participated in answering the various questions of applicant.

Applicant left the meeting at 2:00 p.m.

Discussion followed.

The Chairman asked that all attending the interview share their thoughts, opinions or concerns. Discussions followed.

No recommendation at this time.

The Chairman announced that the Human Resources Director would continue advertising the position.

The Chair requested Public Comment. There was none.

The meeting adjourned at 2:44 p.m.

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Chair, Edgar Boettcher, III

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County Clerk, Sheryl Guy

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

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent: None.

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

Moment of Silence.

The Chairman requested Public Comment. Ron Tschudy addressed the Board on climate change. Public comment closed at 9:03 a.m.

It was moved by Ricksgers, seconded by LaVanway, to approve the agenda as revised. Motion carried – Unanimous.

It was moved by VanAlstine, seconded by Heeres, to approve the minutes of the November 21, 2019 meeting as corrected. Motion carried – Unanimous.

It was moved by Bargy, seconded by VanAlstine, to approve the minutes of the November 22, 2019 special meeting as written. Motion carried – Unanimous.

It was moved by Ricksgers, seconded by Boettcher, that the Board approve offering the position of Antrim County Finance Director to Daniel Russell, and that all pre-employment screening be completed as soon as possible to fill the position. Discussion followed.

**NO VOTE– POSTPONED – No objections.**

#### **COMMUNICATIONS/NOTICES:**

Peter Garwood, County Administrator announced he has hired Jeremy Scott for the position of Deputy Administrator with the start date of January 6, 2020 and this hiring will cause a vacancy in the Information Technology Department. The Director of Information Technology will be seeking replacement for the soon to be vacant position.

#### **LIASON/COMMITTEE REPORTS:**

Commissioner Heeres – Health Department – Handout Fundamentals

Commissioner Bargy – District Health Department made request to attend bill pay in January & Annual Meeting 12-6-2019 at the Bellaire site

Commissioner Marcus – NACO, MAC – Stepping Up – Community Involvement

Commissioner Bargy – Sub Committee Report Update – Parks & Recreation Plan 2020-2025

Discussion followed.

The Chair approved the request of Commissioner Bargy to attend the January, Health Department, bill pay and Board meeting. No objections.

Commissioner Helwig left meeting at 9:43 a.m. and returned at 9:46 a.m.

The Chairman asked members to delay the agenda item: Antrim County Industrial Park  
**POSTPONED - No objections.**

It was moved by Ricksgers, seconded by Boettcher, that the Board approve offering the position of Antrim County Finance Director to Daniel Russell, and that all pre-employment screening be completed as soon as possible to fill the position. Motion as follows: Yes – VanAlstine, Ricksgers; No – Heeres, Watrous, Bargy, Boettcher, LaVanway, Helwig, Marcus; Absent– None; **MOTION FAILED**

It was moved by Heeres, seconded by Helwig, that the Board approve the proposal from Heritage Sustainable Energy L.L.C. for the option to purchase the Antrim County owned parcels, located in Section 29, Township 29N, Range 6 West, Mancelona Township, Antrim County, MI, parcel ID #05-11-129-003-00, (40 acres) and #05-11-129-002-10, (13 acres) also known as Antrim County Industrial Park at County Road 571 (Darraugh Road) with the County to retain all mineral rights of properties. Motion carried as follows: Yes – Heeres, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, Bargy, VanAlstine, LaVanway; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to authorize the County Administrator to sign the documents associated with Meadow Brook Medical Care Facility (MCF) bond refunding project and if he is unavailable, to authorize the County Treasurer to sign the documents. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Ricksgers, that the Board authorize the Antrim County Sheriff to execute an inmate health services contract with Dr. David May, DO as correctional facility physician from January 1, 2020 through December 31, 2020 at a cost of \$27,054.00, and that the contract be revised to remove last paragraph in section #9 on page 3. That an amendment be made to the 2020 budget by increasing the Health – Doctor Contract line item #101-351-835.002 in the Jail cost center by \$3,000.00, and that a transfer in the amount of \$3,000.00 come from General Fund, Special Projects - Contingencies, 101000-895-999.000. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – Bargy, LaVanway; Absent – None.

It was moved by Ricksgers, seconded by Marcus, to authorize the Antrim County Sheriff to execute an inmate health services contract with Jennifer Held, RN as correctional facility nurse from January 1, 2020 through December 31, 2020, with an hourly payment of \$25 per hour of service and reimbursement of \$383.00, for general and professional liability insurance. Motion as follows: Yes – Ricksgers; No – Heeres, Watrous, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; Absent – None. **MOTION FAILED**



It was moved by Marcus, seconded by VanAlstine, that the Board authorize the Antrim County Sheriff to execute an inmate health services contract with Jennifer Held, RN as correctional facility nurse from January 1, 2020 through December 31, 2020, with an hourly rate of \$25.00 per hour and that the proposed contract language to reimburse \$383.00, for general and professional liability insurance **be removed** from the contract, and be replaced with a professional signing bonus in the amount of \$383.00. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Commissioner Bargy requested that the Gift of Life Michigan be **POSTPONED** to allow members a chance to review “Exhibit A” – Medical Examiners Referral Form. No objections.

The Chairman addressed the Board on the Facilities Master Plan and Jail tour review

- All members participated in a lengthy discussion

It was moved by Bargy, seconded by Ricksgers, that a Special Board meeting be scheduled in the month of February of 2020, with a facilitator to discuss and assist the Board with processes to move forward with the Antrim County Facilities Master Plan. Motion carried – all present voting yes.

It was moved by VanAlstine, seconded by Helwig, that the Claims and Accounts in the amount of \$96,393.30 be approved and paid. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Commissioner Helwig left meeting at 11:55 a.m. and returned at 11:58 p.m.

The Chairman requested that the Sheriff Department – Dispatch: Tel-Rad Service Agreement, be **POSTPONED** to the afternoon. No objections.

It was moved by Ricksgers, seconded by VanAlstine, that the Board authorize the Emergency Management Coordinator to support a grant application by Networks Northwest to the Michigan State Police, which will include Funding for the 2020 Antrim County Hazard Mitigation Plan. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Board recessed for lunch at 12:00 noon.

The Board reconvened at 12:23 p.m.

It was moved by Bargy, seconded by LaVanway, that the Board amend the three (3) year Organ and Tissue Procurement Agreement between the Gift of Life Michigan, and Eversight, and Antrim County with contract to include Autopsies to be added to page three (3) #11. Reimbursement (autopsies - cost related to donation of organs). Motion as follows: Yes – Bargy, LaVanway; No – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; Absent – None. **MOTION FAILED**

It was moved by Marcus, seconded by Helwig, that the Board approve the three (3) year Organ and Tissue Procurement Agreement between the Gift of Life Michigan, and Eversight, and Antrim County. Motion carried as follows: Yes – Heeres, Watrous, Boettcher, VanAlstine, Ricksgers, Helwig, Marcus; No – Bargy, LaVanway; Absent – None.

It was moved by Bargy, seconded by Ricksgers, to authorize the Board Chairman to execute a service agreement with Tele-Rad, Inc. to maintain the Antrim County Sheriff Department radio system from January 1, 2020 through December 21, 2020 corrected date through December 31, 2020 at a cost of \$30,039. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent- None.

It was moved by Helwig, seconded by Ricksgers, to approve the change from Irregular Part-Time designation to Regular Part-Time for both Commission on Aging positions Kitchen Aide and Assistant Cook and to direct the Accounting/Finance Division to make amendments to the Commission on Aging 2020 budget as follows:

- Increase benefit line items and cost center 297000-686-708 for wages, to reflect an overall estimated increase of \$42,057.00.
- \$20,717.00 Kitchen Aide
- \$21,340.00 Assistant Cook
- Funding source Commission on Aging Fund balance

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

It was moved by Bargy, seconded by VanAlstine, that the Board support the Antrim Conservation District request to apply for a grant for the Building Healthy Places Greenspace Improvement Project to Increase Physical Activity through the Health Department of Northwest Michigan and apply for the grant for the proposed Wetzel Lake Improvement project, for the one (1) year phase. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Dr. Stacey Chipman, representing North Country Community Mental Health addressed the Board to present the Stepping Up Initiative Program, a Jail Diversion program to reduce the number of people with Mental illnesses in Jails and offered a sample resolution for support.

It was moved by Marcus, seconded by VanAlstine, that the sample resolution be amended to remove paragraph (Whereas, County specific information/data) and insert the Chairman and title of Chief Elected Official. (see resolution)

It was moved by Bargy, seconded by \_\_\_\_\_, to amend proposed resolution by removing bullets 2-6 from the bottom of resolution. **NO SUPPORT**

**RESOLUTION #30-2019** By Christian Marcus, seconded By Terry VanAlstine

#### **ANTRIM COUNTY**

#### **“STEPPING UP TO REDUCE THE NUMBER OF PEOPLE WITH MENTAL ILLNESSES IN JAILS”**

**WHEREAS**, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year;

**WHEREAS**, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general public;

**WHEREAS**, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders;

**RESOLUTION #30-2019 continued.**

**WHEREAS**, adults with mental illnesses tend to stay longer in jail and, upon release, are at a higher risk of recidivism than people without these disorders;

**WHEREAS**, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs;

**WHEREAS**, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families;

**WHEREAS**, Antrim County and all counties take pride in their responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways;

**WHEREAS**, through Stepping Up, the National Association of Counties, The Council of State Governments Justice Center, and the American Psychiatric Association Foundation are encouraging public, private, and nonprofit partners to reduce the number of people with mental illnesses in jails.

**NOW, THEREFORE, LET IT BE RESOLVED, THAT I**, the Antrim County Chairman, Edgar Boettcher, III, do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees, and residents to participate in Stepping Up. We resolve to utilize the comprehensive resources available through Stepping Up to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails;
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels;
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community;
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers;
- Implement research-based approaches that advance the plan; and
- Create a process to track progress using data and information systems, and to report on successes.

Yes – David Heeres, Joshua Watrous, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus;

No – Karen Bargy;

Absent – None.

**RESOLUTION #30-2019 DECLARED ADOPTED.**

Commissioner Helwig left the meeting at 1:43 p.m.

Leslie Casselman, representing Northern Michigan Community Action Agency (NMCAA) addressed the Board with a presentation on the services provided by the agency.

It was moved by VanAlstine, seconded by Bargy, to authorize the Board Chairman to execute one (1) year extension to the ERG Environmental Services Agreement for disposal of household hazardous waste, expiring on December 31, 2020. Motion as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by VanAlstine, seconded by Bargy, to authorize Peter Garwood, County Administrator to sign the certification for the County-wide 2018 Cost Allocation Plan. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Tim Reicha, Short's Brewing Company – Use of Grounds request:

**NO ACTION**

Comprehensive Wage Study: Discussion followed.

It was moved by VanAlstine, seconded by Bargy, that the Board go into closed session to discuss compensation for employees for 2020, and that the County Administrator, Peter Garwood, County Clerk, Sheryl Guy and Human Resources Director, Stephanie Murray remain in closed session. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

The Board retired to closed session at 3:05 p.m.

The Board returned to open session at 3:53 p.m.

It was moved by VanAlstine, seconded by Marcus, that the Board approve a 3% wage and salary increase for the following: General/Probate/Sheriff and Prosecuting Attorney Unrepresented Staff; All unrepresented part time and seasonal employees (COA. Veterans, Maintenance, ACT, Parks, Cooks, Zero Tolerance, Civil Process Servers, Court Officers, County Security, Marine and Snowmobile employees) and Elected Officials, (excluding Board of Commissioners), in 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Marcus, seconded by Bargy, that Teamsters Local 214 Bargaining Units, (General and Probate Court), currently scheduled to receive a 2% hourly rate increase in 2020 be approved an additional 1% for a total wage increase in 2020 of 3% and that a Letter of Understanding be executed by Chairman and the County Administrator and forward to the representative of bargaining units. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

It was moved by Heeres, seconded by Marcus, that the Board approve the County Administrator position a 3% salary increase in 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, Marcus; No – LaVanway; Absent – Helwig.

It was moved by Bargo, seconded by Heeres, that the Board approve a 3% salary increase for the Board of Commissioners effective next term of office beginning 2021. Motion as follows: Yes – Heeres, Bargo, Ricksgers; No – Watrous, Boettcher, VanAlstine, LaVanway, Marcus; Absent – Helwig.

**MOTION FAILED**

It was moved by Bargo, seconded by VanAlstine, that a process be developed to evaluate the two (2) positions directly under the authority of the Board of Commissioners, (County Administrator and Finance Director) and that a policy and template be created for implementation and adoption in March 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargo, Boettcher, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Helwig.

Peter Garwood, County Administrator addressed the Board with his report.

- Board members: Questions and input.

Commissioner Boettcher left the meeting at 4:00 p.m.

Vice-Chair Commissioner, Bargo ran the remainder of the Board meeting.

It was moved by Marcus, seconded by Heeres, that the Board approve waiver of the Bid Policy for the LED Lighting project, to allow for immediate return on investment saving. Motion carried as follows: Yes – Heeres, VanAlstine, Ricksgers, LaVanway, Marcus; No – Watrous, Bargo; Absent – Boettcher, Helwig.

It was moved by Heeres, seconded by VanAlstine, that the Board approve the USA Lighting Solution Proposal with an amendment to the proposal that USA Lighting Solutions will remove and take all lighting from the County Building and provide appropriate certificate of insurances. That the proposal be accepted totaling \$49,480.00 minus rebates estimated to be \$7,800.00, and that the Finance/Accounting Division make the following 2019 and 2020 budget amendments.

- 2019 transfer out \$20,840.00 (50%) from the Energy Savings Fund #242, Fund balance
- Transfer to the General Fund, County Building, Building Maintenance (101-265-932.000) in the same corresponding amount.
- 2020 transfer out the remaining funds from Energy Saving Fund #242, Fund balance
- 2020 transfer to the General Fund (101-265-932.000) as determined with the Fund balance, Energy Saving Fund #242.
- 2020 remaining balance due be transferred out of the General Fund, Special Projects, Contingencies, (101-895-999.000), and
- Transfer to the 2020 General Fund, County Building, Building Maintenance, (101-265-932.000).

Motion carried as follows: Yes – Heeres, Watrous, VanAlstine, Ricksgers, LaVanway, Marcus; No – Bargo; Absent – Boettcher, Helwig.

It was moved by VanAlstine, seconded by Marcus, that the Chairman be authorized to act on behalf of the County Administrator during his planned absence (January 13 – 31), and if deemed necessary a special meeting be called. Motion carried – All present voting yes.

It was moved by VanAlstine, seconded by Ricksgers, that the Board authorize the Finance/Account Division to post a budget amendment as follows:

- Transfer out \$201,034.98 Fund #468 Grass River Center Construction (468000-756-999.223) and **close fund**
- Transfer in \$201,034.98 into revenue Grass River Fund #233, (233000-000-699.468)

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

It was moved by VanAlstine, seconded by Watrous, that the Board approve the Finance/Account Division to make a line item transfer into the General Fund, Health, physical exam/pre-employment screening line item (101-601-841.000) be increased by \$3,200.00, and corresponding fund transfer from the General Fund, Fund balance. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Boettcher, Helwig.

It was moved by VanAlstine, seconded by Ricksgers to authorize the Finance/Account Division to make line item transfers for the Construction Code Fund #249 as follows:

- Increase line item 249000-371-704.000 Plumbing wages by \$6,500.00
- Decrease line item 249000-371-802.000 Contractual by \$6,500.00

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

It was moved by LaVanway, seconded by VanAlstine, to authorize Corina Hervey, the finance consultant after consultation with the Vice-Chair (or Chair in the absence of the Vice Chair) of the Board of Commissioners and the County Administrator, to make any necessary amendments to avoid negative department expenditure balances and negative fund balances in the General and Other Funds at year end and present the results at the first regular Board meeting in January 2020. Motion carried as follows: Yes – Heeres, Watrous, Bargy, VanAlstine, Ricksgers, LaVanway, Marcus; No – None; Absent – Boettcher, Helwig.

Peter Garwood, County Administrator will contact all department heads to request review of their 2019 budgets and assure that all outstanding bills are accounted for and within budgets.

Vice-Chair Bargy – Chairman Report: The Chairman did not provide a report.

#### **VARIOUS MATTERS:**

County Administrator – Guidelines Committee Parks & Recreations  
Business Park – Posting on the MEDC State web site – lots available

The Vice-Chair requested Public comment. There was none.

The meeting adjourned at 4:59 p.m.

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County Clerk, Sheryl Guy

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Board Chairman, Edgar Boettcher, III

The Chairman called the meeting to order at 7:00 P.M.

Members present: David Heeres, Joshua Watrous, Karen Bargy, Ed Boettcher, Terry VanAlstine,  
Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.

Absent none.

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

Invocation offered by Commissioner Boettcher.

The Chairman asked for Public Comment. Steve Cole addressed the Board on regress ones' Constitutional rights. Fred Gulick addressed the Board to update them on Township Ordinances and court status. Brad Glasson addressed the Board to provide an update on the LED Lighting project. Public comment closed at 7:09 p.m.

It was moved by VanAlstine, seconded by Ricksgers, to approve the agenda as presented.  
Motion carried – all present voting yes.

It was moved by Heeres, seconded by LaVanway, to approve the minutes of December 5, 2019 meeting as corrected. Motion carried – all present voting yes.

#### **COMMUNICATIONS/NOTICES:**

County Administrator, Peter Garwood spoke on his request to the editor of the Review News that the article published from the December 5, 2019 meeting of the Board to retract misinformation reported.

#### **LIAISON/COMMITTEE REPORTS:**

Commissioner LaVanway – Antrim County Road Commission

It was moved by Watrous, seconded by Helwig, that the Board approve the Short's Brewery request for use of the parking lot between the County Building (north side) and the File Storage Building off of Hickory Lane beginning at 8:00 a.m. on Saturday, April 25, 2020 and ending Sunday, April 26, 2020 at 12:00 noon for the use of porta-johns and perimeter fencing during the annual Short's Anniversary Party, subject to receipt of the required certificate of insurance, and approve an exception to the no alcohol requirement in the Grounds Use Policy due to the dedication of security personnel on the site. Motion carried as follows: Yes – Watrous, Boettcher, Ricksgers, Helwig, Marcus; No – Heeres, Bargy, VanAlstine, LaVanway; Absent – None.

It was moved by Heeres, seconded by Helwig, that the Claims and Accounts in the amount of \$183,094.15 be approved and paid. Motion carried as follows: Yes – Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

The Chairman **TABLED** Sheriff Department – Dispatch: LexisNexis Services Agreement.

Eric Grandstaff, Northern Lakes Economic Alliance - Broadband Consortium Staff Specialist and Consultant, (Operating & Fiscal Agent) provided a presentation on Broadband for services in Antrim County and mission to proliferate gigabit high-speed, reliable and cost-effective services throughout the Northern Lakes Economic Alliance region.

It was moved by Bargy, seconded by Watrous, that the Board approve the Antrim County Prosecuting Attorney, James Rossiter to hire the soon to be vacant Chief Assistant Prosecuting Attorney, by Mark Fett, retiring February 2020 and that the Prosecutor base candidates work experience to determine salary that is not to exceed \$83,000.00 per year and that the standard pay step scale be eliminated from this position to allow for only annual salary increases. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved Marcus, seconded by Bargy, that the Board approve a budget amendment to increase line item Fund #275 Housing Program Income (275000-694-700.000) by \$67,540.23 from Fund #275 fund balance and approve the payment of \$67,540.23 to the State of Michigan from Fund #275 which presents all participants program income (PI) funds from July 1, 2017 through June 30, 2018. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Bargy, seconded by Heeres, that the Board approve contracting with the Northern Michigan Community Action Agency (NMCAA) to administer the Antrim County Housing Program with payment for services to constitute 18% of each project to come from the Housing Program- program income (PI). Motion carried as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, Helwig, Marcus; No – Watrous, VanAlstine, LaVanway; Absent – None.

It was moved by VanAlstine, seconded by Bargy, that the Board approve a 2020 budget amendment transferring \$16,476.63 from Fund #275 Housing Program Income to be used for the Housing Rehabilitation Program and authorize the Accounting/Finance Division to make the appropriate amendments and that the County responsibilities be assigned and train specific designated County staff person to handle the management and tracking of the Program Income receivables, expenditures and reporting. County staff designated to program will provide clarification to NMCAA agent or agents. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by VanAlstine, seconded by Bargy, that the Board approve a private event contract for testing snow blowers with Agri-Fab, Inc. and authorize the Chairman to execute an agreement between Agri-Fab, Inc. and Antrim County, subject to review by legal counsel. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Peter Garwood, County Administrator addressed the Board with his report.

- Board members: Questions and input.

#### **REPORTS:**

Building Department – November 2019

Commissioner Heeres – requested 5-year report for history review

Airport – Revenue & Expenditures - November 2019

Commissioner Bargy – Revenue LAND USE/RENTS

Antrim Conservation District – District Update/Forestry and Soil Erosion



It was moved by Bargy, seconded by VanAlstine, that the Board approve to increase line item in the "Transfer Station" Fund #237 (237000-525-938.000) by \$544.11 for the Warner Township 2019 winter tax bill and authorize the Finance/Accounting Division to make the appropriate 2019 budget amendment to come from fund balance of Fund #237, and that the tax bill be paid in 2019. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

It was moved by Heeres, seconded by VanAlstine, that the Board approve a 2019-budget amendment to increase the Grass River Center Fund #233 – line item (233000-000-932.000) by \$975.00 from the Grass River Center fund balance to pay 2019 invoice from Sheren Plumbing and Heating. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

Chairman Report – January 2, 2020 Organizational Board meeting.

**SHERIFF REPORTS:** Township & Animal Control statistics

It was moved by Ricksgers, seconded by VanAlstine, that the Board approve and authorize the Chairman to execute, the Grant between the State of Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) and Antrim County with a grant period of October 1, 2019 to September 30, 2020. Motion carried as follows: Yes - Heeres, Watrous, Bargy, Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig, Marcus; No – None; Absent – None.

**Various Matters:**

County Administrator, Peter Garwood reported that the Sheriff Department/Animal Control confiscated horses.

Commissioner Bargy – Board night meetings pros and cons.

The Chairman requested Public comment. Triston Cole addressed the Board to watch Bill #5229 Roads/regional transport. Eileen Wallick, Parks Manager addressed the Board seeking involvement with the reservation setup and process for Campspot project. Public comment closed at 9:14 p.m.

The meeting adjourned at 9:15 p.m.

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Chairman, Edgar Boettcher, III

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County Clerk, Sheryl Guy