

Antrim County
District 7
Commissioner Dawn LaVanway
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November 2022

County Employment Opportunities

- County Administrator – FT: First round interviews on November 3.
- Airport Manager – FT: Interviews held October 27
- Commission On Aging- Homemaker (PT)
- Commission On Aging-CENA (FT)
- Commission On Aging-Cook (FT) interviews held October 28th
- Commission On Aging-Site Coordinator (PT)
- Dams Operator – PT: Position posted.
- Maintenance-custodian (FT) Position posted.
- Parks Director – FT: Position posted.
- Sheriff's Office-Animal Control Officer-(PT)
- Sheriff's Office-Civil Process (PT) (2 positions)
- Sheriff's Office-Corrections (FT) (1 position posted.
- Sheriff's Office-Dispatcher (FT) (2 positions) Brandon Marr started on Oct. 27th.
- Sheriff's Office – Registered Nurse – FT: Position posted

County Administrator

Moved by LaVanway, and seconded by Rubingh, that the Board accept the Chair appointments to the Administrator Search Ad-Hoc Committee as follows:
Commissioners VanAlstine, Rubingh, LaVanway, Helwig and Alternate Boettcher.
Motion carried as follows: Yes – Rubingh, VanAlstine, LaVanway, Helwig; No – Bary; Absent – Watrous, Boettcher, Ricksgers, Marcus

The Administration Search Ad-Hoc Committee reviewed a slate of ten (10) qualified applicants. The committee recommends that six (6) of the applicants be offered a first-round interview before the Board of Commissioners. Moved by Rubingh, and seconded by Helwig, that the Board approve the slate of applicants presented by the Administration Search Ad-Hoc Committee for interviews by the full Board of Commissioners on November 3, 2022 beginning at 1 p.m. The applicants are as follows: • Patrick Jordan • Janet Koch • Darcy Long • Wayne Maybaugh • Jeremy Scott and Brenda Taeter. Motion carried as follows: Yes – Rubingh, Watrous, Bary, VanAlstine, LaVanway, Helwig; No – None; Absent – Boettcher, Ricksgers, Marcus.

County Administrative Building-

Progressive AE, Inc. was hired to perform a visual condition assessment of the County Administrative Building exterior. The report indicated a need for quick action to replace building exterior. Moved by LaVanway, and seconded by Helwig, that the Board approve and authorize the Administrator, Maintenance Director, Finance Director, and Chairman to work with the architect to select a construction management firm for the County building facade replacement project, and authorize the Chair to execute a contract with the selected construction management firm. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig; No – None; Absent – Watrous, Ricksgers, Marcus.

Progressive developed a request for proposals (RFP) in the quest to find and hire a construction management (CM) firm. A CM will be selected to work with the County for the duration of the project.

Jail doctor contract-

Moved by LaVanway, and seconded by Boettcher, that the Board approve and authorize the Antrim County Sheriff to execute an inmate health services contract with Dr. David May, DO for the correctional facility physician from January 1, 2023 through December 31, 2023 at a monthly cost of \$2,254.50. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent Watrous and Ricksgers.

Corrections van-

Moved by Bargy, and seconded by Boettcher, that the Board approve the purchase of one transport van for the Corrections division for the Sheriff's Office fleet at a cost of \$30,485.00 as budgeted. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Watrous and Ricksgers.

Sheriff Patrol vehicle-

Moved by Bargy, and seconded by Helwig, that the Board approve the purchase of a 2023 Ford Explorer pursuit rated vehicle for the Sheriff's Office Fleet at a cost of \$43,260.00, with a budget amendment as follows for the net of \$21,960.00:
• 101000-000-673.000- Disposal of fixed assets (Revenue) \$21,300.00 • 101000-901-980.301- Capital Outlay Sheriff (Expenditure) \$21,960.00. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Watrous and Ricksgers.

Law enforcement center-

RESOLUTION #19-2022 By Karen Bargy, and seconded by Christian Marcus
RESOLUTION TO TRANSFER FUNDS FROM THE GENERAL FUND BALANCE TO A CAPITAL PROJECT FUND FOR A LAW ENFORCEMENT CENTER WHEREAS, each of the County facilities were evaluated in the Facilities Master Plan using a rating scale for space and functionality, and WHEREAS, the Grove Street Annex received the lowest score and received the designation of "unacceptable"; and WHEREAS, the Sheriff Administration, Road Patrol, Detective Unit and Command – Administrative and Road will be moved to temporary quarters with a planned timeframe of not more than 5

years; and WHEREAS, evaluations of the Jail through the Facilities Master Plan, the workers compensation insurance carrier and the liability insurance carrier have all indicated the Jail is problematic by the standards used by each organizations; and WHEREAS, will take time to develop a plan for the long-term future of a Law Enforcement Center including all aforementioned divisions. NOW, BE IT THEREFORE RESOLVED, in order to begin the planning process, the Finance Director is directed to transfer \$2,000,000 from the general fund balance into a Law Enforcement Capital Fund. Yes – Karen Bargy, Jason Helwig, Christian Marcus; No – Jarris Rubingh, Joshua Watrous, Terry VanAlstine, Dawn LaVanway; Absent – Ed Boettcher, Brenda Ricksgers. Motion failed.

Jail generators-

Moved by Bargy, and seconded by LaVanway, that the Board approve adding the annual maintenance for the Jail/911 building generator, along with the 911 tower generators, to the County Building generator maintenance contract with Cummins Sales and Service for five years with annual cost for Jail – 100kW Diesel Generator \$739.30 and annual cost for Tower – 20kW LP Generator \$443.04. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Watrous and Ricksgers.

Fire alarm system-

Moved by Rubingh, and seconded by LaVanway, that the Board approve a 3-year contract with Summit Fire Protection to provide Fire Alarm System testing at the County Building and Courthouse at an annual cost of \$1,400.00 (\$850.00 County/\$550.00 Courthouse) per their proposal and authorize the Board Chair to sign the agreement. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Watrous and Ricksgers.

Courthouse knox boxes-

Moved by Helwig, and seconded by Boettcher, that the Board approve a budget amendment in the amount of \$1,501.00 to purchase two (2) Knox boxes for the Courthouse and County buildings and to authorize the Finance Director to make the appropriate budget amendment. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Watrous and Ricksgers.

Courthouse Fire equipment-

Moved by Helwig, and seconded by LaVanway, that the Board approve a budget amendment in the amount of \$1,075.00 for John E. Green Company to correct the deficiencies that were noted in the annual fire suppression inspection at the courthouse and authorize the Finance Director to make the appropriate amendment. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Watrous and Ricksgers.

Courthouse clock tower repair-

Moved by Bargy, and seconded by Boettcher, that the Board approve a budget amendment in the amount of \$2,561.00 for Brien K. Dews to provide the material and

labor to replace the control shafts on the clock face of the tower clock and to authorize the Finance Director to make appropriate budget amendment. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No – Rubingh; Absent Watrous and Ricksgers

911 Communication Tower-

The RFP for the tower has been put on hold until a geological study is performed. It is not necessary to have the geological study beforehand, but without it, quotes could change drastically from those originally proposed. It has been clarified with the engineer that the tower lights will be a steady light. Additionally, the MDOT permitting has been applied for and the tower will be completed within 12-months. The Board approved the agreement on September 15. Now that the paperwork is completed, the core sample and soil study have been scheduled for the end of November.

Moved by Bargy, and seconded by Boettcher, that the Board approve and authorize the Chair to execute a contract with Soils & Structures for the Antrim County Transmission Tower Geotechnical Investigation project agreement. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig; No – None; Absent – Watrous, Ricksgers, Marcus.

Barnes Park playground equipment-

Moved by Bargy, and seconded by Boettcher, that the Board approve an expenditure not to exceed \$120,000 for a playground structure with Sinclair Recreation, LLC at Barnes Park. Motion carried as follows: Yes – Bargy, Boettcher, VanAlstine, Helwig; No – Rubingh, LaVanway; Absent – Watrous, Ricksgers, Marcus.

Antrim County snowplowing-

Moved by Boettcher, and seconded by Helwig, that the Board approve and authorize the Chair to execute a 2-year contract (2022-2023 and 2023-2024) with Bert's Excavating Inc. to provide snow plowing and snow removal for Antrim County facilities in the amount of \$38,000.00 per year. Motion carried as follows: Yes – Rubingh, Bargy, Boettcher, VanAlstine, LaVanway, Helwig; No – None; Absent – Watrous, Ricksgers, Marcus.

Election machines-

Moved by Bargy, and seconded by LaVanway, that the Board approve the following budget amendment for election wages, supplies, and equipment totaling \$70,610.00, funded from general fund balance and authorize the Finance Director to make the appropriate budget amendments. • Wages - Part-time 1,850.00 • Per Diem 1,895.00 • FICA 740.00 • Retirement 375.00 • Operating Supplies 34,000.00 • 101000-262-802.000 Contractual Services 10,500.00 • Capital Outlay- 3 twp.election machines 21,250.00. Motion carried as follows: Yes – Rubingh, Watrous, Bargy, VanAlstine, LaVanway, Helwig; No – None; Absent – Boettcher, Ricksgers, Marcus.

Airport Manager replacement-

Moved by Bargy, and seconded by Marcus, that the Board approve an overlap of one month for the Airport Manager position, which will allow the newly hired manager to

work with the current manager before his last day of work on December 31, 2022, and to authorize the Finance Director to make the appropriate budget amendments to come from the Airport Fund balance. Motion carried as follows: Yes – Rubingh, Watrous, Bargy, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher, Ricksgers.

Veterans Affairs Grant-

Moved by Helwig, and seconded by LaVanway, that the Board authorize the Chair to execute the Michigan Veterans Affairs Agency Fiscal Year 2023 County Veterans Service Fund Grant Agreement for the grant period of October 1, 2022, to September 30, 2023. The grant includes: an ACT Advertising two busses for 12 months 5,857.00 NACVSO Conference 3 VSOs attending, 7,046.25 Office Improvement coffee pot, TV, vinyl wall display 3,500. Community Events 1 veteran festival, 1 each outdoor projector and screen, 1 generator, 1 cooler, 1 battery powered fan, 4 paint and sips, 4 craft and sips, 1 quarterly meals, 8 Paddle Antrim, 1 go pro camera 18,556.00 printing and publishing newspaper, mailers, every door delivery 6,750. Promotional Items tote bags, pens, tumblers stress balls sticky notes, chap stick, shirts 7,999.83 Record Keeping Improvement locking cabinet, receptionist program, 2 iPads 2,400.00 Clothing Items uniforms for Veterans Service Officers (3) 500.00 Meijer vouchers 5,000.00 Total FY23 CVSF Grant 57,609.08 Motion carried as follows: Yes – Rubingh, Watrous, Bargy, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher, Ricksgers.

Emergency Services Van-

Moved by LaVanway, and seconded by Helwig, that the Board approve the transfer of a 2014 Ford E350 van to Emergency Services from ACT, and authorize the Finance Director to make the following budget amendment funded from General Fund balance: Capital Outlay \$5,000.00 Motion carried as follows: Yes – Rubingh, Watrous, Bargy, VanAlstine, LaVanway, Helwig, Marcus; No – None; Absent – Boettcher, Ricksgers.

Animal Control-

As of December 31, 2022, Sheriff Bean will be resigning as the Animal Control Director. The HR Director, Deputy Administrator, Finance Director, Sheriff, and Undersheriff are recommending the Animal Control becomes a new department.

Natural Hazards Mitigation Plan-

Natural Hazards Mitigation Plan (NHMP): Leslie Meyers, emergency service coordinator, has held meetings, the Local Emergency Planning Committee (LEPC) has provided input, and Community planners from Networks Northwest have been working on drafting a plan that reflects all input received. The LEPC went on a reconnaissance trip on June 14 in an effort to identify additional natural hazard areas. The plan was provided to the Planning Commission. Ms. Meyers has been asked to provide assistance to make sure that the Master Plan and NHMP work together. Ms. Meyers is currently working on getting the local units of governments that haven't responded as of yet to provide input. She held two virtual input sessions on October 4 and 5. The sessions included a presentation of the plan to date and also gave participants the opportunity to suggest changes and additions.

CDBG grant public hearing-

A public hearing will be held on November 8 at 10:00 AM in the County Board Room for the purpose of affording citizens an opportunity to inquire and submit comments on the available Community Development Block Grant (CDBG) Program Income funding. With funds coming in at \$45,123.54, over the \$35,000 threshold, we will need to follow MEDC – CDBG guidelines for home rehabilitation and emergency repairs for Antrim County residents who are at or below 80% of the area median income.

COA Property Ownership Transfer-

Draft quit claim deeds have been sent to Kearney and Forest Home townships to transfer the commission on aging property to the County. If they find the draft deeds acceptable, they will approve.

Property Swap with Village of Bellaire-

The County prepared maps and legal descriptions for the proposed property swap with the Village of Bellaire to own the parking lot by the food pantry in exchange for a piece down the center of Richard I Park the County owns. The County is currently working toward getting a survey completed.

Veteran's Affairs Blood Drive-

Antrim County Veterans Affairs is hosting a blood drive on Veteran's Day – Friday, November 11th – from 10:00 a.m. to 4:00 p.m. Versiti Blood Center will have one of their mobile units at the County Building for those interested in donating. Appointments are preferred and walk-ins are welcome.

MSU Survey-

Michigan State University has put together a survey to assess attitudes and perceptions concerning risks to drinking water in Michigan, with a focus on PFAS. This survey was developed by a research team at MSU and funded through the US Geological Survey's Water Resources Research Program. It is being distributed widely to residents throughout Michigan with the help of organizations like Northern Lakes Economic Alliance. The survey has been reviewed and approved for distribution by the MSU Institutional Review Board Office in the Office of Research Regulatory Support. Participation in the survey is completely voluntary. As an incentive to participate, every 10th email submitted at the end of the survey (up to 550 emails) will receive a \$25 Amazon gift card. This information will not be connected with survey responses in any way. The survey closes on Wednesday, November 23. My office has sent out notices asking local units to help get the word out to their constituents. A notice has also been posted to the County's Facebook page and on the website. The survey can be found at https://msu.co1.qualtrics.com/jfe/form/SV_cG9dCnHTIaUwWmW.

Local Governments Webinar-

Current Issues Affecting Michigan Local Governments Webinar Series: This FREE webinar will take place November 16 from 11 AM - 12 PM. For more information and to register, visit: <https://events.anr.msu.edu/sustainablelocalgov/>