

**Antrim County**  
**District 7**  
**Commissioner Dawn LaVanway**  
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**231-631-1840**

**December 2022**

**County Employment Opportunities**

- County Administrator – FT: Jeremy Scott has been offered the position.
- Airport Manager – FT: Matthew Wyman hired
- Commission On Aging- Homemaker (PT)
- Commission On Aging-CENA (FT)
- Commission On Aging-Cook (FT) Matt Mosryak hired.
- Dams Operator – PT: Leslie Meyers have been offered the position.
- Maintenance-custodian (FT) Candidate in background check.
- Parks Director – FT: Anna Jarvis has been offered the position.
- Sheriff's Office-Animal Control Officer-(PT)
- Sheriff's Office-Civil Process (PT) (2 positions)
- Sheriff's Office-Corrections (FT) Cole Antcliff hired.
- Sheriff's Office-Dispatcher (FT)
- Sheriff's Office – Registered Nurse – FT: Candidate in background check.
- Sheriff's Office-Road Deputy (FT) (3 positions)
  - Tanner Plumb will graduate December 2<sup>nd</sup>.
  - One candidate attending the academy on his own.
  - One candidate is sponsored & will graduate May 2023.

**County Administrator-**

Three candidates were interviewed November 29<sup>th</sup>. Janet Koch, Wayne Maybaugh, and Jeremy Scott.

***Motion by Bargy, seconded by Boettcher to direct the HR Director to offer the Antrim County administrator position to Jeremy Scott contingent on successful completion of the pre-employment requirements and the successful negotiation of an acceptable employment agreement at \$90,000 for a 1 year contract. Yes-Rubingh, Bargy, Boettcher, Helwig, Marcus; No-VanAlstine, LaVanway; Absent-Watrous and Ricksgers.***

**County Administrative Building-**

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 Design proposal-**

***Motion by Marcus, seconded by Bary to approve a proposal from Byce & Associates to develop a site plan, floor plan, construction budget, and a rendering of a potential law enforcement center at a cost of \$15,000; to authorize the Finance Director to make appropriate budget amendments; and to authorize the chair to sign a standard AIA contract, contingent on legal review and adjustments as necessary. Yes-Marcus, Bary, Ricksgers, Boettcher, Helwig; No-LaVanway, Rubingh, Watrous, VanAlstine. Absent- none. Motion passed.***

### **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.

***Moved by Bary, seconded by Boettcher, that the Board approve the creation of an Animal Control Director position with a 2022 salary range from \$52,000 to \$58,264 with benefits, change the two part time positions to one full –time position with benefits and authorize the Finance Director to make the appropriate budget amendments. Motion carried as follows: Yes-Bary, Boettcher, Ricksgers, Helwig, Marcus; No-Rubingh, Watrous, VanAlstine, LaVanway; Absent-None.***

### **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. Forest Home is ready to sign. Kearney will be addressing it at their next board meeting.

### **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.

### **Budget 2023-**

The County budget for 2023 has been approved by the board for a total of \$16,873,698. Total revenues were \$15,350,400 and the rest of the revenues came from the general fund to make a balanced budget.

***Motion by LaVanway, seconded Boettcher to adopt the 2023 Antrim County budget, general appropriations Act and Millages. Yes- Boettcher, VanAlstine, Ricksgers, LaVanway, Helwig and Marcus. No-Rubingh, Watrous and Bary. Absent-none.***

### **New Commissioner tables-**

Due to the decrease in commissioners for next year, the board room is the largest meeting room in the building and has the least function given the current layout. New tables will be modular and allow for room reconfiguration based on the need of staff and the public while replacing the current tables.

***Motion by Marcus, supported by Helwig to approve a purchase order and the release of 2023 budgeted funds of up to \$25,000 for the purchase of board room tables. Yes-Marcus, Helwig, VanAlstine, Boettcher; NO-Rubingh, LaVanway, Bargo; Absent-Watrous and Ricksgers. Motion passed.***

#### **Courthouse chiller replacement-**

The Courthouse chiller replacement has been put in the budget for 2023. The current lead time on a chiller package is around 39 weeks so the County admin wanted to get the bidding documents out to get the project and equipment moving.

***Motion by Helwig supported by Boettcher to execute a Progressive AE Proposal and standard agreement provisions for architectural and engineering services to provide bidding documents for the Courthouse chiller replacement project. Yes-Rubingh, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No-none Absent-Watrous and Ricksgers.***

#### **Proposal-Health Dept. Building Remodel**

The renovation of the health department building is a part of the approved 2023 CIP plan to replace the current annex space for the Sheriff's office.

***Motion by Marcus, supported by VanAlstine to authorize the Chair to execute a Progressive AE Proposal and Standard agreement provisions for architectural and engineering services to provide design & scope documents for the Sheriff's office remodeling within the Health Department building. Yes-Rubingh, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No-none Absent-Watrous and Ricksgers.***

#### **Dam Risk Reduction grant-**

In 2022, United States Army Corps of Engineers (USACE), under the flood plain management services program, completed a comprehensive study and computer model of the Elk River Chain of Lakes from Six Mile Lake to Elk Lake. The available grant funds from FPMS were exhausted before USACE could model a maximum flow event for the Bellaire Dam. This grant will allow to see if improvements are needed to the Bellaire Dam impoundment and whether capacity needs to be added with a new overflow structure. Cost is \$50,000 with a 10% match which will be \$5,000 match from the County.

***Motion by LaVanway, supported by Rubingh to approve a pre-proposal application and if accepted, a full application for the Dam Risk Reduction Grant Program to the Michigan Department of Environment Great Lakes and Energy (EGLE). Yes-Rubingh, Bargo, Boettcher, VanAlstine, LaVanway, Helwig, Marcus; No-None; Absent-Watrous and Ricksgers.***