

LAKE COUNTY BOARD OF COMMISSIONERS
Regular Meeting
November 19, 2014
10:30 a.m.

Chairman Walls called the meeting to order at 10:30 a.m.

Commissioner Stenger gave the prayer and the Pledge of Allegiance was said.

Deputy Clerk DeWolf called the roll with the following Commissioners present:

Colleen Carrington-Atkins, John Fairbanks, Bob Myers, Dan Sloan, Barb Stenger and Karl Walls.

Absent and Excused: Sandy Clarke

Commissioner Sloan moved that the agenda be approved as presented, seconded by Commissioner Fairbanks, and by voice vote carried.

Commissioner Fairbanks moved that the minutes from the November 12, 2014 regular meeting be approved with the correction under District Health Department #10, TenCon will provide free vaccines to those that are eligible, seconded by Commissioner Sloan, and by voice vote carried.

BRIEF PUBLIC COMMENT – *Limited to 5 minutes each, please!*

There was no one present who wished to speak.

COMMITTEE REPORTS

FINANCE – Commissioner Carrington-Atkins moved for approval for the purchase requisition from Capital Improvements to Abilita for the Project Consulting fee for Phase 4 of the new telephone system project and not to exceed \$7,000.00, as requested by the IT Committee, seconded by Commissioner Stenger, roll call vote 6 yes and 1 absent and excused Commissioner Clarke.

Commissioner Carrington-Atkins moved for approval for the purchase requisition from Emergency Management to Advanced Wireless Telecom for the purchase of radios and antennas in the amount of \$1,847.65 with a budget amendment forthcoming and is 100% reimbursed through the Region 6 Grant, seconded by Commissioner Fairbanks, roll call vote 6 yes and 1 absent and excused Commissioner Clarke.

Commissioner Carrington-Atkins moved for approval for the purchase requisition from Emergency Management to Drew Wireless LLC for the purchase of a portable repeater in the amount of \$1,750.00 with a budget amendment forthcoming and is 100% reimbursed through the Region 6 Grant, seconded by Commissioner Fairbanks, roll call vote 6 yes and 1 absent and excused Commissioner Clarke.

Commissioner Carrington-Atkins moved for approval for the conference and training request from Jim Holden, Prosecuting Attorney’s office, Crime Victims Right Advocate to attend the 2014/2015 Crime Victim Rights Basic Training in Frankenmuth, MI from December 8th through December 12th for the cost of travel in the amount of \$165.00, if the County vehicle is not available, seconded by Commissioner Fairbanks, roll call vote 6 yes and 1 absent and excused Commissioner Clarke.

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Commissioner Carrington-Atkins moved for approval for and authorize signature for the FY 2015 Emergency Management Work Agreement, as presented by Emergency Management Director, Michael Applewhite, seconded by Commissioner Sloan, roll call vote 6 yes and 1 absent and excused Commissioner Clarke. Commissioner Sloan requested these agreements be emailed to all Commissioners.

Commissioner Carrington-Atkins moved for approval for per diem and mileage paid to the Board Appointee to attend the Annual FiveCap Trainings, seconded by Commissioner Myers, roll call vote 6 yes and 1 absent and excused Commissioner Clarke.

Chairman Walls reported there were four items which were tabled from the November 12th meeting as follows:

1. Step increase for IT Coordinator – Commissioner Fairbanks moved for approval for the IT Coordinator to receive a two-step increase beginning January 1, 2015, seconded by Commissioner Myers.

Commissioner Stenger reported on the surrounding counties and their IT Coordinators starting pay is over \$30,000 and feels our IT Coordinator's performance has improved immensely and she has worked closely with him and with the additional duties he does, she feels he should receive a 3 step increase. Commissioner Sloan stated he does support the 2 step increase. Roll call vote, on the above motion, 5 yes, 1 NO Commissioner Stenger and 1 absent and excused Commissioner Clarke.

Commissioner Stenger does appreciate some of the items were tabled from the last meeting so she could be here to discuss them.

2. Maintenance Supervisor Stipend Increase - Commissioner Myers moved for approval that the maintenance supervisor stipend for 2015 is a total of \$10,000, seconded by Chairman Walls. Discussion followed regarding the \$2,000 increase and additional duties that were asked of him to do and the alternative if we had a full time employee in this position, the cost to the County as opposed to the \$10,000 stipend.

Commissioner Sloan moved to amend the motion to decrease the \$2,000 increase to \$1,000, failed due to lack of support. It was discussed that with this stipend, this employee is on call 24/7 and he knows all the County's facilities. Roll call vote on the above motion, item #2, 4 yes, 2 NO Commissioners Fairbanks and Sloan and 1 absent and excused Commissioner Clarke.

3. Printer and mobile access for Emergency Management - Commissioner Myers moved for approval for the Emergency Management Department to include the purchase of a printer and mobile access, in the 2015 budget, for when he is out in the field, seconded by Commissioner Carrington-Atkins. Commissioner Sloan asked if there was reimbursement for this purchase and Michael Applewhite, Emergency Management Director stated there was not. Quotes for the printer was discussed with one vendor cost \$200.00 and the other \$309.00.

Mr. Applewhite explained why a printer and mobile access is important while in the field. Discussion followed regarding Mr. Applewhite checking to see if he could get additional Data on his plan for an additional \$10.00 per month. Roll call vote 4 yes, 2 NO, Commissioners Sloan and Fairbanks and 1 absent and excused Commissioner Clarke.

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PERSONS SCHEDULED TO ADDRESS THE COMMISSIONERS

Stephen Carlson, Senior Planner and Erin Kuhn, Executive Director, both from WMSRDC were present to discuss the Hazardous Mitigation Plan, which is updated every 5 years. Mr. Carlson explained the draft plan is completed and is ready to be sent to the Michigan State Police for their review and approval. He also explained what having a Hazardous Mitigation Plan in place does for the County. Mr. Carlson stated once the Michigan State Police approves the draft, he will come back to the board for Local Approval and the plan will be good for another 5 years.

Commissioner Sloan moved for approval that the Draft Copy of the Lake County Hazardous Mitigation Plan be sent to the Michigan State Police for their review and approval, seconded by Commissioner Carrington-Atkins. Discussion followed regarding the 32 different hazards there are and how this plan could help if any were to happen within Lake County. Roll call vote 6 yes and 1 absent and excused Commissioner Clarke.

The board thanked Mr. Carlson and Ms. Kuhn for coming to the meeting and explaining this plan.

The board continued discussion on items tabled from the November 12th meeting.

4. Administrative fees on Millages – Clerk/Register/CFO Myers stated the County receives 5% on all millages and grants. Commissioner Sloan asked if there was a resolution approving this. Clerk/Register /CFO Myers explained the administrative fees all go to the general fund for maintaining the grants and millages. Clerk/Register/CFO Myers stated the administrative fee on the Library Millage Agreement was discussed, but was not decided upon, and then signed. Commissioner Stenger was not aware of this and would like a copy of the Library Millage Agreement.

Clerk/Register/CFO Myers stated she is still waiting for the list of names to be appointed on the Library Board. Commissioner Stenger stated they do have a list of names, and then asked when the Library Millage Agreement came to the board for approval and Clerk/Register/CFO Myers stated February 12, 2014. Commissioner Sloan stated he can see receiving the administrative fees for the regularity function for serving central administration for the Road Patrol Millage and 911 Millage, but not the pass-through millages and only have to pay agencies a couple times of year.

A lengthy discussion followed.

Commissioner Stenger moved for approval to rescind Resolution #03/14/2012 1267 the Resolution calling for the Public Transportation Millage and includes a 5% Administrative Fee to the County, seconded by Commissioner Sloan. Commissioner Sloan stated he supports this motion and feels when the taxpayers go to the polls, they make a decision based on the ballot language and the 5% administrative fee is not included. Commissioner Carrington-Atkins would like to see those agencies, who are involved with the millages, come to the board and address their concerns. Roll call vote 2 yes 4 NO Commissioners Carrington-Atkins, Fairbanks, Myers and Chairman Walls and 1 absent and excused Commissioner Clarke, motion fails.

Commissioner Fairbanks stated this subject needs to be discussed again in the future.

Commissioner Sloan left the room at 11:32 a.m.

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Commissioner Stenger stated she is officially asking for a copy of the Library Millage Agreement, which includes the 5% Administrative fee and the Senior Millage Agreement that includes the 5% Administrative fee.

Brenda Kutchinski stated she did a schedule of all the work her office does for all Millage Agreements and gave it to Clerk/Register/CFO Myers.

Commissioner Sloan returned at 11:34 a.m.

COMMITTEE REPORTS cont.

FINANCE - Commissioner Fairbanks moved for payment of bills by fund as follows:

General Fund	\$29,505.56	
Road Patrol	60,439.11	
E911	12.04	
RRP Center	48,498.56	
Friend of the Court	66.86	
Council on Aging	21,024.45	
Building Inspection Department	117.30	
Law Library	57.44	
Ambulance	225.00	
D.H.S. Building	1,250.00	
Commissary Fund	<u>6,243.43</u>	
GRAND TOTAL		<u>\$167,439.75</u>

Seconded by Commissioner Myers, roll call vote 6 yes and 1 absent and excused Commissioner Clarke.

PERSONS SCHEDULED TO ADDRESS THE COMMISSIONERS

Craig Cooper, Prosecuting Attorney was present to introduce a candidate for the part time vacancy in his office, Kendra Brooks for the Child Reimbursement Program (CRP) Position. He stated she is the most qualified person for this position and had already interviewed her when this position was vacant a few months ago.

Commissioner Sloan asked if there was a line item for this position and Clerk/Register/CFO stated yes then Commissioner Sloan stated PA Cooper doesn't need board approval to hire someone to fill a vacancy. Clerk/Register/CFO stated there is a procedure in place to bring candidates to the Personnel Committee. A lengthy discussion followed regarding procedures and how they should be followed. Clerk/Register/CFO would like clarification of what will be done in the future.

Clerk/Register/CFO Myers stated we are setting precedence. She asked PA Cooper to request a Personnel Meeting, but he contacted Deputy Clerk DeWolf to be on the Full Board Agenda instead.

The board was glad to meet Ms. Brooks.

The board unanimously decided to continue with the meeting as there was not much more to cover.

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At 11:45 a.m. Commissioner Myers and Commissioner Fairbanks were excused for the rest of the meeting.

AGENCY REPORTS

IT COMMITTEE – Commissioner Stenger reported John is getting quotes on moving the data equipment from the Maintenance Shop into 911’s offices. Clerk/Register/CFO Myers stated he has received 2 quotes.

PLANNING COMMISSION - Commissioner Carrington-Atkins reported Ken Shoemaker resigned and she is recommending appointing one person at this time, making the committee a five member commission and she can be the liaison. She will bring her recommendations to the board at the meeting in December.

CORRESPONDENCE – *see Exhibit “A”*

CFO REPORT – Clerk/Register/CFO Myers was present and reported on the following:

1. Has 6 Budget Amendments #12549, #12550, #12551, #12552, #12553 and #12554 as follows:

Commissioner Sloan moved for approval for Budget Amendments #12549, #12550, #12551, #12552, #12553 and #12554 as follows:

BA #12549

Debit	101-130.00-806.000	Credit	101-130.00-805.000	\$1,000.00
Description:	to cover the additional expenses for contractual services for the remainder of 2014.			

BA #12550

Debit	101-265.00-975.001	Credit	101-265.00-975.000	\$800.00
Description:	to cover the cost of the power door operator at the public entrance of the Courthouse			

BA #12551

Debit	210-325.00-727.004	Credit	210-325.00-901.000	\$250.00
Description:	to cover the cost of publishing job posting in the paper			

BA #12552

Debit	101-426.00-931.000	Credit	101-426.00-933.002	\$450.00
Description:	to cover the cost of vehicle repairs for the County Emergency Management vehicle			

BA #12553

Debit	101-130.00-708.002	Credit	101-130.00-708.001	\$5,000.00
Debit	101-130.00-712.000	Credit	101-130.00-708.001	\$5,000.00
Debit	101-130.00-712.000	Credit	101-130.00-804.000	\$1,000.00
Description:	to cover additional appeal cases and neglect/abuse for the remainder of 2014			

BA #12554

Debit	505-000.00-583.005	Credit	505-901.01-983.002	\$108,000.00
Debit	505-890.00-955.000	Credit	505-907.01-983.008	\$40,000.00

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Description: to amend to actual for the purchase of 4 heart monitors with USDA Grant funds and Ambulance match

Seconded by Commissioner Carrington-Atkins, roll call vote 4 yes and 3 absent and excused Commissioners Fairbanks, Myers and Clarke.

2. Reminder of the luncheon Thursday November 20th
3. December 10, 2014 will be scheduled for the Public Hearing on the 2015 budget. If anyone has any issues or changes, please get them in prior to the hearing.

Chairman Walls reported he was reviewing the 2015 budget with Clerk/Register/CFO and the General Fund alone is one million dollars over budget and just for Child Care alone, the budget is \$400,000 in general fund. Discussion followed regarding approving a budget that is \$600,000 over budget. Discussion followed regarding the County Operating Budget and to request for more operating funds.

OLD BUSINESS – This was discussed earlier.

NEW BUSINESS – Commissioner Sloan stated there will be new appointments in 2015, such as the Library Board and Clerk/Register/CFO Myers stated there will be one Commissioner and one member from each library on that board. Commissioner Sloan asked about the Solid Waste Committee and Clerk/Register/CFO Myers stated she will get that list.

Clerk/Register/CFO Myers reported she contacted Michigan Associations of Counties to request an opinion of a new Commissioner also being a road officer. She suggested having the County Attorney at the next board meeting 12/10/14 and go into closed session to discuss this. Discussion followed regarding if this needs to be discussed during the open meeting or go into closed session. Commissioner Stenger stated this person should have checked into this and let the board know their intentions.

BRIEF PUBLIC COMMENT – *Limited to 5 minutes each, please!*

There was no one present who wished to speak.

COMMISSIONERS PERSONAL PRIVILEGE

All wished everyone a Happy Thanksgiving.

There being no further business, the meeting was recessed at 12:30 p.m.

Shelly Myers, Clerk of the Board

Karl Walls, Chairman of the Board

Exhibit “A”

NUMBERED CORRESPONDENCE

#1 MAC Legislative Update- November 14,2014

#2 Resolution #27-14

DRAFT