

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**July 9, 2014**  
**10:30 a.m.**

Chairman Walls called the meeting to order at 10:35 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:

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

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

Commissioner Fairbanks moved that the minutes from the June 25, 2014 regular meeting be approved, seconded by Commissioner Myers, and by voice vote carried.

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

Susan Sniegowski was present and introduced herself as a candidate for Circuit Judge.

**PERSONS SCHEDULED TO ADDRESS THE COMMISSIONERS**

**10:45 a.m.**     **Sheila Myers, Lake Township Treasurer**, was present with two issues she would like to bring to the Commissioners attention. She also stated Don Britten, Lake Township Supervisor, Julie Hoffman, Pleasant Plains Township Treasurer and Pat Williams, Webber Township Treasurer were also present with the same issues.

1.     Township issue – she explained a letter was sent to all Township Supervisors, from Equalization Director Dan Holland, regarding an error that was on the 2013 winter tax notices regarding the ISD's millage rates. She explained that some Townships have contacted their attorney and were advised not to follow through with what the Equalization Director recommended the townships to do to correct the error.

Mr. Holland was present and explained what occurred in 2013 when printing the winter tax notices and was advised by the State of Michigan to have this go through all Townships' Boards of Reviews.

Mr. Holland stated a resolution was sent to all Townships to complete which gave permission for the Equalization Director to correct the error that will appear on the 2014 winter tax notices.

Clerk/Register/CFO Myers requested that Mr. Holland fix the error on the 2014 winter tax notices and send a letter to all the residents this effects explaining the correction. Ms. Williams asked that in the letter, it states to contact the Equalization Department if they have any questions, NOT the Township Treasurers. Clerk/Register/CFO Myers asked if there was a place on the tax notices to make a note regarding the correction.

Commissioner Sloan moved for approval for the Lake County Board of Commissioners to direct Equalization Director Dan Holland to contact all the Township Treasurers to rescind the Board of Review

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Resolutions and for the County to contact the County Attorney for options on how the County can resolve this, seconded by Commissioner Fairbanks, roll call vote 7 yes.

2. Timing of receiving tax notices –Sheila Myers explained that there are 4 large townships, Lake, Yates, Webber and Pleasant Plains, and receiving the tax notices in a timely matter would help when they have to stuff notices and get in the mail prior to July 1 or December 1.

A lengthy discussion followed regarding this request and why this would be impossible to have done by the 16<sup>th</sup> of June and November.

Commissioner Sloan moved for approval for the Lake County Board of Commissioners to direct Equalization Director Dan Holland to have tax notices printed and presented to the Townships Treasurers by the 16<sup>th</sup> of June and 16<sup>th</sup> of November, seconded by Commissioner Myers.

Discussion followed regarding putting a time limit on the Equalization Department and this could cause major issues. Clerk/Register/CFO Myers reported that Senate Bill 972 Act 482 Public Act 2012 dictates when tax bills can be printed. She also has contacted some surrounding Counties and they started around the 23<sup>rd</sup> of June, and that is about the same time our Equalization Department began printing Lake County's tax notices.

Commissioner Sloan requested a Personnel Meeting be scheduled prior to the next Full Board Meeting, he will move to table the motion he just made. Clerk/Register/CFO stated a Personnel meeting needs to be scheduled soon for other reasons also.

Commissioner Sloan moved to table his motion for the Lake County Board of Commissioners to direct Equalization Director Dan Holland to have tax notices printed and presented to the Townships Treasurers by the 16<sup>th</sup> of June and 16<sup>th</sup> of November and a Personnel/Board Rules meeting is scheduled to meet with the Equalization Director before the next Full Board meeting, seconded by Commissioner Myers, roll call 6 yes and 1 NO Commissioner Carrington-Atkins.

Personnel/Board Rules is scheduled for Monday July 14<sup>th</sup> at 1:30 p.m. Clerk/Register/CFO Myers stated Prosecuting Attorney has requested a meeting to interview candidates for his office, part time secretary position.

*The Board recessed for lunch at 11:45 a.m.*

*The Board reconvened at 1:15 p.m.*

*Chairman Walls stated Commissioner Stenger will be late.*

### **COMMITTEE REPORTS**

#### **FINANCE**

Commissioner Fairbanks moved for approval for the conference and training request from Lena Lyles, Equalization Department, to attend the Preparation for Tax Tribunal Small Claims in Cadillac on July 18<sup>th</sup> for total registration cost \$9.00, mileage \$44.00 for a total cost of \$53.00, seconded by Commissioner Clarke, roll call vote 6 yes and 1 absent and excused Commissioner Stenger.

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Commissioner Fairbanks moved for approval for the conference and training request from Tracey Cochran, Human Resource and Compensation Coordinator to attend the MERS Annual Meeting in Detroit from September 24<sup>th</sup> – September 26<sup>th</sup> for total registration cost \$100.00, lodging \$304.00, total meals \$20.00, mileage \$264.00 and parking \$36.00 for a total cost of \$724.00, seconded by Commissioner Clarke, roll call vote 6 yes and 1 absent and excused Commissioner Stenger.

Commissioner Fairbanks moved for approval for the conference and training request from Tracey Cochran, Human Resources and Compensation Coordinator to attend an Unemployment Seminar in Traverse City on July 30<sup>th</sup> for total meals \$20.00 and mileage \$72.60 for a total cost of \$92.60, seconded by Commissioner Clarke, roll call vote 6 yes and 1 absent and excused Commissioner Stenger.

Commissioner Fairbanks moved for approval for the conference and training request from Gregory Block, Trial Court to attend the Magistrate Specialty Seminar on July 30<sup>th</sup> in Lansing for the total cost of mileage of \$179.20, seconded by Commissioner Clarke, roll call vote 6 yes and 1 absent and excused Commissioner Stenger.

Commissioner Fairbanks moved for approval for the purchase requisition from Lake County Sheriff's Department/RRP Center to DASH for Latex Gloves for a total cost of \$1,417.00, seconded by Commissioner Clarke, roll call vote 6 yes and 1 absent and excused Commissioner Stenger.

Commissioner Sloan requested the next item be split into two motions with the first one to approve the charges for assessment rolls, charges to copy and print maps and general copy charges. Discussion followed.

Commissioner Sloan moved for approval to accept the proposed new Equalization Department Fee Scheduled for the charges for the assessment rolls, charges to copy and print maps and general copy charges as presented by Dan Holland, Equalization Director, seconded by Commissioner Fairbanks, roll call vote 4 yes, 2 NO Commissioners Carrington-Atkins and Clarke and 1 absent and excused Commissioner Stenger, motion passes.

Discussion followed regarding the other portion of the fee schedule which was presented by the Equalization Director, for the townships and villages to pay. Clerk/Register/CFO Myers stated Mr. Holland did not implement the fee schedule. Clerk/Register/CFO Myers stated these increases have always been done on the CPI rate every year. It was stated to vote to table the rest of the fee schedule to stay the same until further review.

Commissioner Sloan moved for approval that the fee schedule proposal from the Equalization Department to keep the 2013 fees schedule for the townships and villages at the current rate until further review, seconded by Commissioner Myers, roll call vote 6 yes and 1 absent and excused Commissioner Stenger.

*Commissioner Stenger returned at 1:40 p.m.*

Commissioner Fairbanks moved for approval for Commissioners Carrington-Atkins, Clarke and Myers to attend the Annual Fall MAC Conference September 14 – September 16 at Mackinac Island for registration cost \$1,077.00 hotel cost \$1,050.00 plus taxes, meals \$162.00, mileage \$1,110.00, ferry cost

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\$69.00 for a total cost of \$3,468.00, seconded by Commissioner Clarke. Discussion followed regarding the mileage and hotel taxes.

Commissioner Fairbanks moved to amend the motion to reflect the change in mileage decrease to \$610.00 and the total cost change to decrease to \$2,968.00, seconded by Commissioner Clarke, roll call vote 6 yes and 1 NO Commissioner Fairbanks.

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

General Fund	\$135,830.49
Road Patrol	9,398.06
E911	649.91
RRP Center	8,360.71
Friend of the Court	13.60
Building Inspection Department	2,890.90
Register of Deeds Automation Fund	750.00
E911 Wireless Fund	495.00
Drug Law Enforcement	1,411.07
Child Care-Probate	23,642.73
JABG Grant 2013-2014	1,748.73
Ambulance	27,551.00
D.H.S. Building	4,235.58
Commissary Fund	<u>2,859.50</u>
GRAND TOTAL	<u>\$219,837.28</u>

Seconded by Commissioner Carrington-Atkins, roll call vote 7 yes.

**AGENCY REPORTS**

**AREA AGENCY ON AGING** – Commissioner Carrington-Atkins reported Area Agency on Aging is requesting Board Approval for the Proposed Multi-Year Implementation Plan (MYP) for fiscal year 2015. Commissioner Carrington-Atkins explained the Area Agency on Aging Board approved this plan, and the request the County Board of Commissioners is a formality.

Commissioner Carrington-Atkins moved for approval to accept the Area Agency on Aging of Western Michigan’s Proposed Multi-Year Implementation Plan (MYP) for fiscal year 2015, seconded by Commissioner Clarke, roll call vote 7 yes.

**BUILDING AUTHORITY** – There was discussing regarding the posting of the Road Patrol Office project on the Builders Exchange site.

**ECONOMIC DEVELOPMENT COMMITTEE** – Commissioner Sloan said he was unable to attend the meeting, but has a list of names he would like Chairman Walls to appoint later in the meeting.

**FIVECAP** – Commissioner Stenger reported there is an upcoming event “Golf for Warmth” on August 1<sup>st</sup> at the Manistee National Golf Resort. Clerk/Register/CFO Myers reported FiveCap contacted her requesting a letter of support for a grant they are applying for from USDA/Rural Development for

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Distance Learning/Telemedicine Grant, so she did a letter of support from herself and the grant is for new equipment.

Commissioner Fairbanks moved for approval to close the Regular Session of the Lake County Full Board meeting, seconded by Commissioner Clarke and by voice vote, carried.

Commissioner Fairbanks moved for approval to open the Public Hearing for the Central Dispatch 911 Plan, seconded by Commissioner Sloan and by voice vote, carried.

2:00 P.M.  
Public Hearing  
Central Dispatch 911 Plan

Dave Sanders, Director of Central Dispatch 911, was present and explained the original plan was done in 1997 and feels it needs to be updated. He explained that at the March 26, 2014 meeting, it was approved to adopt a Tentative Emergency Telephone Service District Plan and changes were made.

At 2:05 p.m. Commissioner Fairbanks moved for approval to close the Public Hearing for the Central Dispatch 911 Plan, seconded Commissioner Sloan and by voice vote, carried.

Commissioner Fairbanks moved for approval to reopen the Regular Session of the Lake County Full Board meeting, seconded by Commissioner Myers and by voice vote, carried.

Commissioner Carrington-Atkins moved for approval Resolution #07/09/14 1314 for the Final E-911 Service Plan for the County of Lake, as presented by David Sanders, Director of Central Dispatch 911, seconded by Commissioner Sloan, roll call vote 7 yes. *See exhibit "B"*.

### AGENCY REPORTS cont.

**LAKE COUNTY FAMILY AND YOUTH PROGRAMS** – Commissioner Carrington-Atkins reported they did meet, and they have a question regarding liability on the property and if they held programs, would the event be covered. Clerk/Register/CFO Myers stated it would depend what type of event would be held.

**NORTHERN MICHIGAN SUBSTANCE ABUSE SERVICES** – Commissioner Myers reported they are getting ready with the transfers and the board may go until the end of the year due to the finances. They discussed the employees that are leaving and may or may not have a job with the new entities.

**PLANNING COMMISSION** – Commissioner Carrington-Atkins reported the public hearing for the Lake County Recreation Plan is Tuesday July 15<sup>th</sup> at 3:00 p.m. and copies of the “draft plan” went to all the townships and those other agencies that were required to have one and review it.

Commissioner Sloan reported he did receive work that the final application from USDA has been approved ORV’s Promotional Grant in the amount of \$45,000.00 and should have a signed copy in a couple of weeks. Commissioner Sloan did state there will be a grant administrator for this grant and Clerk/Register/CFO Myers asked who this person was and Commissioner Sloan stated Gabriel Zawadzki.

Commissioner Sloan requested to review the Emergency Quarterly report before approving it and he has no issues with this report.

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Commissioner Fairbanks moved for approval and authorization for signature for the Emergency Management Work Agreement/Report for the Third Quarter, seconded by Commissioner Clarke, roll call vote 7 yes.

**APPOINTMENTS**

Chairman Walls receive a list from Commissioner Sloan to appoint members to the three sub-committees of the Economic Development Committee. A lengthy discussion followed and Commissioner Carrington-Atkins requested those names under her sub-committee not be appointed at this time.

Chairman Walls appointed those 17 names as recommended by the Economic Development Committee the Entity Sub-Committee and the Plan Sub-Committee. *See Exhibit "C"*

Commissioner Sloan moved for approval that the members that were appointed to the two sub-committees of the Economic Development Committee be provided mileage for attending their meetings and to be paid from the Economic Development Committee budget, seconded by Commissioner Stenger, roll call vote 7 yes.

Clerk/Register/CFO Myers asked if letters have to be sent to these individuals and Commissioner Sloan stated no they do not.

**CORRESPONDENCE** – *see Exhibit "A"*

Clerk/Register/CFO Myers emailed all the information regarding the West Central Michigan County Alliance Meeting/Dinner in Manistee on July 28<sup>th</sup> and asked who was attending. Commissioners Stenger, Fairbanks, Myers and Chairman Walls will be attending.

Commissioner Sloan moved for approval for those attending the West Central Michigan County Alliance Meeting/Dinner in Manistee to be paid per diem and mileage, seconded by Commissioner Clarke, roll call vote 6 yes and 1 NO Commissioner Fairbanks.

*The board took a short break at 2:47 p.m.*

*The board reconvened at 2:57 p.m.*

Commissioner Carrington-Atkins explained her concerns with the sub-committee she has doing the directory and the work involved with it.

**CFO REPORT**

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

1. Has 1 Budget Amendment #12047 as follows:

Commissioner Fairbanks moved for approval for Budget Amendment #12047 as follows:

<b>BA #12047</b>			
Debit	256-236.01-980.002	Credit	256-236.01-980.000     \$4,000.00

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Description: to cover the purchase of the new computer for the Deputy Clerk/Register/Payroll Department

Seconded by Commissioner Myers, roll call vote 7 yes.

2. Tax notice for the RRP and would like to know who else will attend the Board of Review with her on July 21, 2014 at 9:30 a.m. Chairman Walls and Commissioner Clarke will both attend with Clerk/Register/CFO Myers.
3. LIFE ems doesn't want to change their contract; they want to extend it for another five years. Discussion followed regarding the physical structure of the buildings and the liability the County holds on these buildings.

There was discussion regarding the Medical Examiner Investigators within Lake County and if LIFEems could help in an emergency.

**RESOLUTIONS – see Exhibit “D”**

Clerk/Register/CFO Myers reported this Resolution #07/09/14 1315 is for her to call for an election for the Ambulance Millage to be on the November Ballot.

Commissioner Fairbanks moved for approval Resolution #07/09/14 1315, seconded by Commissioner Sloan, roll call vote 7 yes.

**OLD BUSINESS** –Discussion regarding the Building Department working with Osceola County and a meeting will be scheduled to discuss this further and in more detail.

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

There was no one present who wished to speak.

**COMMISSIONERS PERSONAL PRIVILEGE**

Commissioner Myers stated he is glad to have his health back.

There being no further business, the meeting was adjourned at 3:18 p.m.

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Lori R. DeWolf, Deputy Clerk to the Board

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Karl Walls, Chairman of the Board

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*Exhibit "A"*

**NUMBERED CORRESPONDENCE**

- #1 Letter To Erin Kuhn- WMSRDC**
- #2 Resolution # 14-94C**
- #3 Resolution # 14-95C**
- #4 MAC Legislative Update- June 27, 2014**
- #5 Copy Of The Proposed Multi-Year Implementation Plan For Fiscal Year 2015**
- #6 Lake County Permit Summary Report For June, 2014**
- #7 WMSRDC- July 3, 2014**



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**Exhibit “B”**

**LAKE COUNTY BOARD OF COMMISSIONERS  
FINAL E-911 SERVICE PLAN FOR THE COUNTY OF LAKE  
Resolution #07/09/14 1314**

**WHEREAS**, Lake County envisioned implementation of a Lake County Central Dispatch for Enhanced 911 Emergency Telephone System for the county in 1997, and

**WHEREAS**, Lake County has consulted with representatives of the Director of the State Police, State 911 Committee, and Representatives of all local governments included in the Service Areas, and

**WHEREAS**, Lake County did both adopt a Tentative Emergency Telephone Service District Plan on March 26, 2014, and

**WHEREAS**, a public Hearing was held pursuant to public Act 32 of 1986, on July 9, 2014, and

**THEREFORE BE IT RESOLVED** that the Lake County board of Commissioners hereby adopts the Final Emergency Telephone Service District Plan attached hereto.

**BE IT FURTHER RESOLVED** that copies of the Final Enhanced 911 Service Plan shall be forwarded to the State 9-1-1 Committee, and representatives of the Director of the State Police.

**STATE OF MICHIGAN)**

**) SS**

**COUNTY OF LAKE )**

I, Shelly Myers, Clerk of the Board of Commissioners for the County of Lake, do hereby certify that the above and foregoing is a true and correct copy of a resolution passed by the Lake County Board of Commissioners at a regular meeting held on July 9, 2014.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the official seal at Baldwin, Michigan, this 9<sup>th</sup> day of July, 2014.

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Shelly Myers, Clerk of the Board

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***Exhibit “C”***

Economic Development Entity Subcommittee

Betty Alward  
Emerson Boles  
Tony Gagliardo  
Thom Kaverman  
Larry Lewis  
Deborah Smith-Olsen  
Mary Trucks

Economic Development Plan Subcommittee

Chris Albert  
John Drake  
Vedra Gant  
Seth Hopkins  
Roger Peel  
Gerald Pittman  
Venola Staniel  
Sherry Steele  
John Trimberger  
Angie and Harry Yard

