

LAKE COUNTY BOARD OF COMMISSIONERS
Regular Meeting
July 22, 2015
10:30 a.m.

Chairman Walls called the meeting to order at 10:40 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, Dan Sloan, Barb Stenger, Chuck Vayda, and Karl Walls.

Absent and excused: John Brunn

Commissioner Fairbanks moved that the agenda be approved, seconded by Commissioner Carrington-Atkins, by voice vote carried.

Commissioner Fairbanks moved that the minutes from the July 8, 2015 regular meeting be approved, seconded by Commissioner Stenger. Commissioner Sloan stated the minutes are in “Draft” form, until approved and under Public Comments, they need to be submitted in writing, therefore moved to have the public comments removed from the minutes.

Discussion followed and Clerk/Register/CFO Myers has requested Commissioners reports be put in writing also. Commissioner Sloan withdrew his motion and stated he will schedule a Policy meeting to have a policy drafted for board approval. By voice vote carried, the July 8, 2015 minutes were approved.

Commissioner Fairbanks moved that the minutes from the July 21, 2015 special meeting be approved, seconded by Commissioner Stenger and by voice vote approved.

Commissioner Fairbanks moved that the minutes from the July 21, 2015 Closed Session Meeting be approved, seconded by Commissioner Stenger and by voice vote approved.

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

Kellie Allen commented on the statement made regarding the public comments be in writing (*See Exhibit “A”*)

PERSONS SCHEDULED TO ADDRESS THE COMMISSIONERS

10:50 a.m. Paul Griffith, Michigan Works! was present to give an update on MIWorks! He reported the Baldwin office has been modified to have GED Testing available and how fortunate we are to have this and having labs to have practice sessions. Mr. Griffith also reported that Lake County has the highest percentage in the state of adults between the ages of 25-64 don’t have their GED. Unemployment rate will be released 7/23/15, but in April, Lake County had an 8.3% unemployment rate.

Mr. Griffith explained Public Act 7 and the changes State Legislature passed and the Regions made up for Counties. Region 4a includes 5 county area served by Michigan Works! West Central (Lake, Mason, Mecosta, Newaygo and Osceola counties) and Oceana County. He continued to state “as part of this transition, the current Interlocal Agreement among the seven member units of government (the five counties and the cities of Big Rapids and Ludington) that make up Michigan Works! West Central for Region 4a, requires revision”. Mr. Griffith stated there have been some changes made on 2-6 and 11 and will send an updated copy.

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Commissioner Sloan moved for approval to adopt Resolution #07/22/15 1334 (*See Exhibit "B"*) and approve and authorize signature on the PA 7 to include Oceana County in Region 4a, seconded by Commissioner Fairbanks. Discussion followed regarding no expenditure funding is used for this and that Oceana County requested to join 4a after this was discussed and reviewed with Oceana County; they were okay to join Region 4a. Roll call vote on the above motion, 6 yes and 1 absent and excused Commissioner Brunn.

Discussion followed regarding unemployment rates and GEO.

11:25 a.m. Steve Kirinovic, Abraham & Gaffney, PC was present to review and answer questions regarding the 2014 Audit Financial Statement. He stated the Independent Auditor Report, main objective of the audit, on page ii, at the top; the opinions are the important part of the audit. Mr. Kirinovic reviewed the Assets and Liabilities and new accounting standards. Discussion followed regarding the liability for post-employment benefit obligations, as to if Lake County were to close, what would need to be paid.

New auditing procedures for 2015 were discussed. Mr. Kirinovic reported on the fund balance for the general fund, and discussion followed regarding this balance. Mr. Kirinovic stated this needs to be spent, so the county does not have to borrow funds for pay-off the units. Discussion followed regarding restricted funds vs. spendable funds. Restricted funds can be committed to be used strictly for a project, with board approval.

Discussions continued on the Revenue and Expenditures, delinquent taxes and 62% of the revenue comes from the property taxes. Revenues and Expenditures are consistent between 2013 and 2014. Commissioner Sloan asked, what generates the transfer of the taxes to General Fund and it was stated to balance General Fund.

Brenda Kutchinski, County Treasurer was present and stated we are self-funded and the units are paid off.

The board asked Mr. Kirinovic if he could come back after lunch as there are questions yet to be asked, and he stated he will be back.

The board convened for lunch at 11:53 a.m.

The board reconvened at 1:17 a.m.

Commissioner Vayda is excused from the afternoon session.

Mr. Al Enciso, the Equalization Director was present to be introduced to everyone. The board welcomed him to Lake County.

COMMITTEE REPORTS

FINANCE

Commissioner Carrington-Atkins moved for approval of the conference and training request for Rebecca Wightman, Prosecutor's office, to attend "PA New Employee Training" and "Intro to Child Support and MiCSES from 8/10/15 through 8/13/15 in Detroit, MI with the cost of hotel \$495.16, meals \$168.00 for a total cost of \$663.16 and is 66% reimbursed through the Title IV-D CRP Grant, seconded by Commissioner Fairbanks, roll call vote 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

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Commissioner Carrington-Atkins moved for approval of the conference and training request for Sgt. John Bennett, Road Patrol, to attend National Association of Professional Canine Handlers (NAPCH) from 9/26/15 through 10/1/15 in Alpena, MI with the cost of registration \$400.00, which is the total cost, seconded by Commissioner Fairbanks, roll call vote 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

Commissioner Carrington-Atkins moved for approval of the emergency purchase requisition from Lake County Sheriff's Department/Jail to Brooks Security to remove the non-repairable intercom system, remove failing door control system and install new Aurora Door access and intercom system, for a total cost of \$55,294.00, seconded by Commissioner Fairbanks. Commissioner Sloan asked when a budget amendment would be done for this and Clerk/Register/CFO Myers stated there is not a need for one if we are spending down the fund balance.

Mr. Kirinovic explained how a budget amendment would be done and Clerk/Register/CFO Myers stated we have been told not to use fund balance as part of a budget amendment. Roll call vote on the above motion is 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

Commissioner Carrington-Atkins moved for approval of the purchase requisition from Lake County Sheriff's Department/RRP to ICS Jail Supplies for the purchase of Gym Shorts for the total cost of \$1,671.12, seconded by Commissioner Fairbanks, roll call vote 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

Commissioner Carrington-Atkins moved for approval of the purchase requisition from District Health Department #10 Maintenance to Walker Construction to replace sidewalk and entrance pad, with the walkway being 100'x5' walk and the entrance pad being 8'x7.5' and remove all debris in the amount of \$3,300.00, seconded by Commissioner Sloan, roll call vote 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

PERSONS SCHEDULED TO ADDRESS THE COMMISSIONERS, cont.

Steve Kirinovic, Abraham and Gaffney – regarding 2014 Financial Statements/Audit -

Commissioner Sloan questioned the retiree health care and we are paying as we go and Mr. Kirinovic stated this would be a long term cost and it could be placed in a trust. Commissioner Sloan asked if other counties have a trust for their retirement health care and Mr. Kirinovic stated some do and usually put \$100,000 in a trust. Discussion followed. Mr. Kirinovic reviewed the comments and suggestions with many changes along with policy and procedures put in place. Clerk/Register/CFO Myers stated we do have some policies in effect.

Review of the audit continued with questions and answers. The board thanked Mr. Kirinovic for his time and services.

Michael Krauch – MSU Extension was present and introduced Kendra Gibson who is involved with the Health and Nutrition area of MSU Extension and is split between Lake and Mason Counties, and D'Ann Rohr who is the 4-H Supervisor and is from Newaygo County.

Each gave a brief background and what they are working on and the programs they want to bring into Lake County. Mr. Krauch reported on the "Breakfast on the Farm" and there were 2200 ticketed guests.

Discussion followed regarding the Food Pantry and Tech Wizard.

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COMMITTEE REPORTS cont.

FINANCE cont.

Commissioner Carrington-Atkins moved for payment of bills by fund, as follows:

General Fund	\$53,926.36
Road Patrol	10,709.25
E911	15,389.76
RRP Center	51,885.71
Friend of the Court	248.92
Council on Aging	6,033.71
Building Inspection Department	2,614.90
Crime Victims Reimbursement	52.80
E911 Services Fund – Wireless	260.00
Law Library	326.52
Library Fund	35.94
Child Care-Probate	44,226.25
JABG Grant	1,878.71
Ambulance	143.95
D.H.H.S.	160.73
Commissary Fund	2,493.52
GRAND TOTAL	<u>\$190,387.03</u>

Seconded by Commissioner Fairbanks, roll call vote is 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

PERSONNEL – Commissioner Sloan reported on the following:

1. Narrowed down the Applications for County Administrator and would like to schedule a Special Board Meeting, one for each candidate, on a Saturday, either August 8th or 15th. It was stated if this will be a public meeting to interview applicants and it's been suggested to advertise in the local paper. Clerk/Register/CFO Myers stated it would cost to have a meeting on a Saturday.

Commissioner Fairbanks moved for approval to advertise in the Lake County Star with the same verbiage, with exceptions of dates, for 2 weeks and final date to have the applications be submitted to the Commissioners, by August 7th, seconded by Chairman Walls.

Commissioner Sloan stated this has been reached out all over the State and recommends one week, Commissioner Carrington-Atkins stated one month is too long and Commissioner Fairbanks stated two weeks should be sufficient. Commissioner Sloan stated to receive applications until August 7th, then at the next Board of Commissioners meeting, on the 12th of August, go into closed session to review the applications received.

Roll call vote on the above motion is 5 yes and 2 absent and excused Commissioner Brunn and Vayda.

(The following was received by the Clerk from Commissioner Fairbanks):

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“Lake County, Michigan (serving pop. of 12,000 residents + 1000’s of visitors). County government providing an expanding range of services seeks an administrator to coordinate activities overseen by appointed and elected department heads. Lake County is a four-season outdoor recreational paradise located in West-central Lower Michigan, with abundant public forest land & trails, inland lakes and streams and numerous special events during the summer months. Tourism is the major industry in the County, with plans underway to diversify the local economy. The County administrator is appointed by a 7 member Board of Commissioners, elected by districts every 2 years. Total budget for Lake County is \$23M with General Fund of \$6M and 150 full and part-time employees. Successful candidates will have well developed communication skills and a team oriented management style. Experience with human and labor relations, budgeting and finance and grant administration desired. Candidates will be required to have a Bachelor’s Degree in Public Administration or Business Administration with three to five years municipal management experience or a Master’s Degree or CPA with two years’ experience. Starting salary: \$50,000 - \$70,000 depending on qualifications and experience. Excellent benefit package. Candidates should apply by August 7, 2015 at 4 p.m. with resume, cover letter and contact information for five professional references to Lake County Board of Commissioners, 800 10th Street, Suite 200, Baldwin, MI 49304. Application forms can be found at www.lakecounty-michigan.com.”

It was stated to post the above ad in the Lake County Star, run 2 weeks, 7/30/15 and 8/6/15 and applications due by 8/7/15, reviewed by the Board of Commissioners on 8/12/15, in closed session, then interview on August 15th. It was stated to have this posted outside and on the County Website.

Commissioner Carrington-Atkins moved for approval the final date to receive applications is August 7, 2015 at 5:00 p.m., seconded by Commissioner Fairbanks, roll call vote 4 yes, 1 NO Commissioner Carrington-Atkins and 2 absent and excused Commissioners Brunn and Vayda.

Clerk/Register/CFO Myers stated her concerns with interviewing on a Saturday, paying per diems and having a door guard and the Deputy Clerk being paid overtime. Commissioner Stenger stated we need to accommodate all those that applied. Commissioner Sloan requested Chairman Walls schedule a special meeting.

Commissioner Fairbanks moved for approval to hold a Special Meeting on Saturday August 15, 2015 at 10:00 a.m. to interview prospective candidates for the County Administrator Position, seconded by Commissioner Sloan, roll call vote 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

Commissioner Sloan reported that it is normal to request “to cover costs” for those applicants to come here to interview and is suggesting up to \$600.00 per applicant upon receiving receipts of such.

Commissioner Sloan moved for approval to reimburse the prospective candidates upon receipts up to \$600.00 each for travel and overnight expenses, seconded by Commissioner Stenger. Commissioner Carrington-Atkins questioned reimbursing moving expenses and Commissioner Fairbanks questioned the legality of someone coming to an interview. Roll call vote on the above motion is 3 yes, 2 NO Commissioners Carrington-Atkins and Fairbanks and 2 absent and excused Commissioners Brunn and Vayda, motion passes.

The board took a short break at 2:33 p.m.

The board reconvened at 2:36 p.m.

PERSONS SCHEDULED TO ADDRESS THE COMMISSIONERS, cont.

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Don Arquette, Don Turnwall, Phillip Maiville and Carl Merchant - Lake County Building

Authority were present with Tad Latuszek, Trinity Architect to discuss the plans for the Road Patrol Office Building. Commissioner Fairbanks asked Mr. Latuszek what his total cost is and Mr. Latuszek stated 5% of the total cost, \$36,000.00, but this can be negotiated.

Discussion followed regarding the spreadsheet that was distributed showing the project being \$75.56/sq. ft. and the total square footage is 7923, which includes the basement. Mr. Latuszek explained the handout and the various costs from the sub-contractors.

A lengthy discussion followed regarding the cost for this building and how to lower the cost and the need for this project to begin. Mr. Latuszek stated the total cost, including his cost, turnkey would be \$675,000.00. Discussion followed regarding cameras, lockers, communications, etc. Chief Deputy Dagen stated that is all IT technology and will come from the Road Patrol funds. Phillip Maiville stated this project needs to be done and is the County going to allow the additional cost, or does the Building Authority need to get a loan?

Chairman Walls stated he is comfortable with the per square foot cost, but wondered if the square footage could be reduced. Mr. Latuszek stated he was hired to do the sketch and there were two done and the difference in square footage between the two is approximately 400 feet. Discussion followed regarding the sketch Commissioner Fairbanks did vs. the sketch Mr. Latuszek did. It was stated, if we are going to do this project to do it right the first time. Mr. Latuszek stated his cost will not exceed 5%, but could be more like 2%.

Commissioner Sloan left the room at 3:24 p.m.

Mr. Latuszek stated he could reduce the square footage by 400 feet.

Commissioner Sloan returned at 3:26 p.m.

Undersheriff Robinson stated they need room for the Evidence Room, and if there is a need to expand the Jail, we will have it if/when needed. A lengthy discussion followed regarding this was never discussed before on the additional room if needed.

Commissioner Fairbanks moved for approval for the Building Authority to move forward with the Road Patrol Office project and the cost not to exceed \$675,000.00 and not to include technologies, seconded by Commissioner Stenger, roll call 4 yes, 1 NO Commissioner Sloan and 2 absent and excused, Commissioners Brunn and Vayda.

Commissioner Fairbanks left the room at 3:40 p.m.

Chairman Walls thanked Mr. Latuszek and would like to be kept up to date and communicate with the Board of Commissioners on this project.

The board took a break at 3:44 p.m.

The board reconvened at 3:52 p.m.

COMMITTEE REPORTS cont.

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PERSONNEL cont. – Commissioner Sloan reported the Emergency Management Director that was hired, lasted one week, and then resigned. He stated there were three top applicants and would like to offer the job to the second choice, Donald Divis.

Commissioner Stenger moved for approval for Clerk/Register/CFO Myers to contact Mr. Divis and offer the Emergency Management Director position to him and use the same contract as for the first applicant, seconded by Commissioner Sloan, roll call vote 5 yes and 2 absent and excused Commissioners Brunn and Vayda.

AGENCY REPORTS

Commissioner Stenger reported she received a “Partnership Agreement” from the Little Manistee River Watershed Management Plan, for them to receive additional grant funds.

Commissioner Fairbanks moved for approval and authorization for signature for all Commissioners to sign the Partnership Agreement with the Little Manistee River Watershed Management Plan, seconded by Commissioner Carrington-Atkins and by voice vote carried.

ECONOMIC DEVELOPMENT COMMITTEE – Commissioner Sloan reported on the establishment of the 501 (c)(3) with the cost being \$3,500 and will include second changes to the by-laws. He will bring this information for action to the next board meeting and will do a resolution.

CORRESPONDENCE – There was no correspondence.

CFO REPORT – Clerk/Register/CFO Myers was present and she had nothing to report.

OLD BUSINESS – Title IV-E Contract with DHHS – Commissioner Fairbanks questioned if we do not have this contract, will we still be handling cases relative to children. Chairman Walls stated, there still will be cases relative to children and Lake County will be requested to do the work. Commissioner Carrington-Atkins stated if Prosecuting Attorney Cooper wants to sign the contract, then he should take the lead on this.

RESOLUTIONS- Already done above.

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

There was no one present who wished to speak.

There being no further business, the meeting was adjourned at 2:52 p.m.

Shelly Myers, Clerk of the Board

Karl Walls, Chairman of the Board

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Exhibit "A"

Lake County Commissioners
C/O Shelly Myers, Lake County Clerk
800 E. 10th St.
Baldwin, MI 49304

07/22/2015

Dear Lake County Commissioners,

I am respectfully submitting the below statement to be put on record and included in the July 22, 2015 Commissioner's meeting minutes.

I, Kellie Allen, wanted to address the statement regarding the public needing to submit something in writing for their comment/s to be part of the record/minutes. It is my understanding that the Board of Commissioners are here for the public and with the statement that was said today, it leads me to believe that the public's word doesn't count. I really encourage the Board of Commissioners to look closely at that policy and procedure and keep in mind that the Board of Commissioners are here for the public.

Respectfully,


Kellie Allen, a Lake County tax payer

OK

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Exhibit “B”

**RESOLUTION APPROVING
MICHIGAN WORKS! WEST CENTRAL
RESTATED INTERLOCAL AGREEMENT**

Resolution # 07/22/15 1334

WHEREAS, Michigan Public Act 7 of 1967, Michigan Compiled Laws 124.501 et. Seq., hereinafter referred to “P.A. 7,” provides for the transfer of functions and responsibilities of two or more political subdivisions to one or any combination thereof; and

WHEREAS, The counties of Lake, Mason, Mecosta, Newaygo and Osceola and the cities of Big Rapids and Ludington have mutually consented to the establishment of Michigan Works! West Central under P.A. 7 pursuant to an Interlocal Agreement; and

WHEREAS, Oceana County wishes to join this established arrangement; and

WHEREAS, The existing seven political subdivisions listed above support Oceana County joining this arrangement; and

WHEREAS, The activities and purposes of Michigan Works! West Central have changed in accordance with changes in and from its funding sources since the adoption of the last restatement of this Agreement in July, 2000; and

WHEREAS, The attached Agreement reflects the changes in the activities and purposes of Michigan Works! West Central in accordance with the changes in and from its funding sources;

THEREFORE, BE IT RESOLVED that the County of LAKE agrees to the attached Agreement of Michigan Works! West Central.

BE IT FURTHER RESOLVED, this resolution shall have immediate effect.

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 22, 2015.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal at Baldwin, Michigan, this 22nd day of July 2015.

Shelly Myers, Clerk of the Board