

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**March 13, 2013**  
**10:30 a.m.**

Chairman Walls called the meeting to order at 10:46 a.m.

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

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

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

There were no Commissioners absent.

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

Commissioner Myers moved that the minutes from the February 27, 2013 regular meeting be approved as presented with the correction on page 6 that distinction should be “seasonal residents and non-residents”, seconded by Commissioner Stenger and by voice vote carried.

Clerk/Register/CFO Myers stated for clarification reasons, the minutes from February 13, 2013 stated that the Chairman reinstated the EDC Committee and she would like it on the record that the Committee was not reinstated, but an Ad-Hoc Committee was created to review the necessity of the Economic Development Committee.

Commissioner Myers moved to approve the correction the February 13, 2013 meeting for the understanding that the Economic Development Committee as being an Ad-Hoc Committee, seconded by Commissioner Sloan, and by voice vote carried.

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

Dave Sanders was present with quotes for public review for the Next Gen updates. Three quotes were received and reviewed each and his recommendations for such.

Commissioner Carrington-Atkins asked about maintenance fees and training.

Mr. Sanders stated the annual maintenance fees would be \$13,000 annually, but if we entered into a three year contract the cost would be less.

Discussion followed regarding consolidation and which Counties would be considered for this with Lake County’s Central Dispatch and the fact Lake County would have all the updated equipment.

Dave stated if this were to happen, Lake County would be the location and this would create more jobs in Lake County.

Clerk/Register/CFO Myers stated there is a meeting in Osceola County to discuss consolidation with the Building Department.

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The Board thanked Dave Sanders for his presentation.

Bill Gillard, Sauble Township Supervisor wished all a Happy Spring.

Kay Cummings, MSUe, was present and distributed flyers regarding upcoming events.

Commissioner Clarke asked about the Capital Experience and Kay stated there are 4 students who are leaving Sunday, March 17.

Commissioner Fairbanks asked to be signed up for the Webinar regarding Local Government.

Discussion followed regarding the Washington D.C. trip and Kay stated there won't be one this year.

### **PERSONS SCHEDULED TO ADDRESS THE COMMISSIONERS**

There was no one scheduled.

### **COMMITTEE REPORTS**

#### **FINANCE**

Commissioner Clarke moved for approval of the conference and training request for James Anderlohr, Michael Applewhite and Dave Sanders attend Ham-In-A-Day, March 23, 2013 in Big Rapids with registration cost of \$90.00, meals \$30.00 and mileage if personal vehicle used \$32.50 for a total cost of \$152.50, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for all certified road officers to attend Legal Updates March 14, 2013 in Baldwin, for total registration cost \$60.00, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Tera Castle, Central Dispatch, to attend LEIN Tac Basic in Gaylord April 14, 2013 for the cost of meals \$42.00 and mileage \$130.00 for a total cost \$172.00, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Carol Koon, Donna Grein, Tera Castle and Brandy Bartram, Central Dispatch to attend the NENA 911 Conference May 20, 2013 – May 23, 2013 in Lansing for registration cost of \$1,180.00, Hotel cost \$1,260.00, Meals \$504.00 and mileage \$600.00 for a total cost of \$3,544.00, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Tony Gagliardo, Building Inspector to attend the 2013 Comprehensive SESC Training May 23, 2013 – May 24, 2013, registration fee \$225.00, hotel cost \$238.00, meals \$84.00 for a total of \$547.00, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Sheriff Hilts to attend MI Law Enforcement Grant Programs for Marine, ORV and Snowmobile in Houghton Lake,

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March 28, 2013 for the cost of meals, \$42.00 if needed, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Kim Loop, Juvenile Court to attend the Northern MI Juvenile Officer Association Spring Conference, April 18, 2013 – April 19, 2013 in Traverse City for registration cost of \$35.00 and mileage \$140.00 for a total of \$175.00, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Officer Vayda and Officer Kreiner, Road Patrol; to attend the Taser Instructor Recertify Training April 12, 2013 in Scottville, MI for registration cost \$350.00 and meals \$84.00 for a total of \$434.00, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Corporal Anuci, Corporal Bartram and Brad Spencer, Jail to attend Lein Terminal Agency Coordinator in Grand Rapids May 14, 2013 for only the cost of meals for \$126.00, seconded by Commissioner Myers, roll call vote 7 yes.

Commissioner Clarke moved for approval of the conference and training request for Corporal Anuci, Corporal Bartram and Brad Spencer, Jail to attend the Criminal Justice Information Center, CJIS in Lansing April 12, 2013 for only the cost of meals \$126.00, seconded by Commissioner Stenger, roll call vote 7 yes.

Commissioner Myers moved for approval of the conference and training request for Dave Sanders, 911 to attend the Center Manager Certification Program May 19, 2013 – May 23, 2013 in Lansing, registration fee \$1,100.00, hotel up to \$945.00, meals \$232.00 and mileage \$150.00 for a total cost \$2,327.00, seconded by Commissioner Clarke, roll call vote 7 yes.

Commissioner Myers moved for approval of the purchase requisition from 911 to SunGard/OSSI for the additional maintenance fees for the Sheriff's Department in the cost of \$39,261.11 and authorization for signature on the agreement, seconded by Commissioner Stenger, roll call vote 7 yes.

Commissioner Myers moved for approval of the purchase requisition from District Health #10 Maintenance for new Vinyl Plank Flooring and labor for a total cost of \$5,156.09, as requested by the Properties Committee and a budget amendment is forthcoming for this, seconded by Commissioner Stenger.

Commissioner Sloan asked if we receive rent from District Health # 10. Chairman Walls responded that we do not and the County does maintenance and has to provide the facility.

Roll call vote 7 yes.

Commissioner Myers moved for approval of the purchase requisition from Lake County Sheriff/Road Patrol to TeleRad for the labor and material to install new equipment in the 2013 Dodge Durango Patrol Vehicle for a total cost \$3,213.40, seconded by Commissioner Clarke.

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There was discussion regarding how it is determined when new vehicles are to be purchased. It was stated grants have been utilized for funding new vehicles in the past as last year we purchased 4 new vehicles through the USDA Grant. It was also stated when vehicles begin to reach 100,000 to 110,000 miles, they begin to replace at that time.

Roll call vote 7 yes.

Commissioner Myers moved for approval of the purchase requisition from 911 to Advanced Wireless Telecom for Micro Data xT, Next Gen, in the total amount of \$125,174.94, seconded by Commissioner Stenger.

Discussion followed regarding the funding, maintenance fees and the emergency agencies being compatible with this system.

Roll call vote 7 yes.

Commissioner Myers moved for approval of the purchase requisition from Maintenance to Michigan Critical Power to replace hoses, belts and anti-freeze for the Courthouse generator for a total cost of \$1,839.67, seconded by Commissioner Carrington-Atkins, roll call vote 7 yes.

Commissioner Myers moved for approval of and authorization for signature on the 2013 – 2014 U.S. Cooperative Law Enforcement Annual Operating Plan & Financial Plan between Lake County Sheriff's Department and USDA Forest Services in the amount of \$5,500.00, seconded by Commissioner Carrington-Atkins, roll call vote 7 yes.

***The Board recessed for lunch at 11:43 a.m.***

***The Board reconvened at 1:16 p.m.***

Commissioner Fairbanks questioned what the cage is in basement in the amount of \$2,800.00.

Clerk/Register/CFO Myers reported that the State Auditor stated the State Court Administrators had to separate their files between Trial Court and Prosecuting Attorney's office.

Commissioner Carrington-Atkins asked if the State reimburses for the Veterans burials and Clerk/Register/CFO Myers stated they do not.

Discussion followed.

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

General Fund	\$108,533.36
Road Patrol	6,051.49
E911	9,740.13
RRP Center	67,854.92
Building Inspection Department	1,564.35
Reg. of Deeds Automation Fund	1,792.00

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E911 Service Fund Wireless	342.95	
D.A.R.E. Program	328.32	
Law Library	301.91	
Child Care-Probate	28,335.53	
Veterans Trust	1,109.45	
Ambulance	26,006.83	
D.H.S. Building	7,879.25	
Commissary Fund	<u>9,108.55</u>	
GRAND TOTAL		<u>\$268,949.04</u>

Seconded by Commissioner Clarke, roll call vote 7 yes.

**PERSONNEL**

Commissioner Clarke reported they met to discuss the MSUe position and the time to accept applications ended at 3:00 pm on March 12, 2013 and we will interview and bring forth to full board.

Clerk/Register/CFO Myers asked Commissioner Clarke if she would prefer having pre-interviews and Commissioner Clarke responded, no.

Clerk/Register/CFO Myers explained how applicants are selected, i.e., qualifications, understanding duties of position, hours and benefits.

Chairman Walls questioned how it was determined which applicants will be chosen.

Clerk/Register/CFO Myers said they rely on the Department Heads and looking at their qualifications.

Discussion followed.

It was stated that on April 3, 2013 Personnel Committee will interview MSUe applicants and bring to the full board on April 10, 2013 for approval of the recommendation from Personnel.

Commissioner Clarke also reported Gus Motzer, Equalization Director and Brenda Kutchinski, County Treasurer met to discuss the duties within both offices. Brenda also requested her part-time staff member be changed to fulltime. The board also met with Mr. Kovalcik with concerns that Gus is leaving and may cause changes and staff changes.

Discussion followed regarding the job duties between the Treasurer's office and Equalization's office, and it was stated when all are at the MAC Conference to discuss this with other Counties and what they do.

Commissioner Clarke stated we will need to look at the interview process for the Equalization Director, and IT had been discussed with Dave Sanders when becoming the 911 director April 1, 2013 and possibly being the IT Coordinator. When the new Equalization Director is hired, the current structure could change.

**PROPERTIES/SAFETY**

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Commissioner Fairbanks reported they discussed; the Department of Human Services needs their carpet cleaned, District Health has requested vinyl flooring, the new Life EMS Ambulance Building and the appraisal for Community Mental Health.

Clerk/Register/CFO Myers stated she received a voice message from Rich VandenHuevel, but has not had a chance to speak to him.

Chairman Walls stated the board combined Properties and Safety Committees, but Commissioner Sloan is concerned with the by-laws as it states there are five standing committees and we either need to amend the by-laws or separate the two committees again.

Clerk/Register/CFO Myers stated we have to hold quarterly safety meetings and it could be made up of Department Heads and one Commissioner.

Commissioner Sloan stated he is trying to keep everything correct and the By-laws need to be redone due to the number of members of each committee, since the number of Commissioners was reduced by two members.

Commissioner Sloan moved for the approval to change section 4 of the Lake County Commissioners By-Laws by combining the Properties Committee with the Safety Committee and also combines the Personnel Committee with the Board Rules and Procedures Committee and to reduce the number of standing committees from five to three, seconded by Commissioner Carrington-Atkins, roll call vote 7 yes.

### **AGENCY REPORTS**

#### **BUILDING AUTHORITY**

Clerk/Register/CFO Myers discussed with Building Authority regarding a new Road Patrol building and has had discussions on combining to the Road Patrol and 911, but this won't be feasible.

Discussion followed regarding what will be done with the old Life EMS building when they move into the new one, Road Patrol Office and the Village of Baldwin.

#### **DISTRICT HEALTH DEPARTMENT #10**

Commissioner Clarke reported they discussed how to help residents and children that are obese and overweight and to bring other agencies into Baldwin and Baldwin Community Schools agreed for MSUe to use their kitchen to help with programs to teach the students how to eat healthy with Wellness Plan.

#### **FIVECAP**

Commissioner Stenger reported that the Sequester is hitting them with ~~50%~~ "Correction to these minutes from the 3/27/13 meeting as follows, (5% not 50%)" in cuts, which would affect the children, but Mary Trucks will make cuts in other areas before affecting the children.

Commissioner Stenger reported Lake County raised \$6,204.00 for Walk for Warmth with Manistee County raised \$5,300 and Mason County raised \$5,900.

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### **HOUSING**

Commissioner Clarke reported a MSHDA representative, Amy Smith, a Grant Specialist, will be here next week on March 20 to review and work on closing the books on what has occurred and spent in 2012. She has the grant application for 2013 and there are changes on how the funding will be used for 2013-2014 and explained the changes.

Discussion followed.

### **IT**

A meeting has been scheduled for Monday, March 25 at 1:30 and it was suggested to have a representative from I.T. Right be present.

### **MENTAL HEALTH**

Chairman Walls reported it was an interesting meeting, and not many decisions were made.

Clerk/Register/CFO Myers stated they do many services and Chairman Walls is a liaison and doesn't understand why they don't include Lake County with budgets?

Discussion followed.

### **NORTHERN MICHIGAN SUBSTANCE ABUSE SERVICES**

Commissioner Myers reported various areas were covered, with the first section being to review the finances and they received \$240,000 for veterans and substance abuse. The second section dealt with treatments which are done by age and primary drugs. Opiates were the largest drug abuse, followed by marijuana, and alcohol.

Discussion followed regarding detox and how to get the education out to the public.

Lake County treatment for detox in 2012, 5 from 42 out patients, 6 in residence, 53 cases total in Lake County.

### **ORV**

Commissioner Fairbanks reported they meet tomorrow to discuss any changes to road and they will be discussing to open the roads year round.

### **911**

Commissioner Fairbanks reported they have switched the OSSSI reports application back to the Sheriff's Department and are not using TIMMS and all is working.

### **ECONOMIC DEVELOPMENT COMMITTEE – AD-HOC**

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Commissioner Sloan reported they met and elected him as the chair. Larry Collier was present explained to Commissioners Sloan, Stenger and Carrington-Atkins that in September 2009 a resolution was adopted and is still in effect and would like to rescind this resolution #1210 from September 23, 2009. This was questioned if had authority to meet with this resolution in effect and would request to rescind and start again.

Commissioner Stenger stated it was a good resolution and a lot of work was put into it and could be used as a model when a new resolution is done.

Commissioner Sloan moved for approval that Resolution #9/23/2009 1210 Establishing an Economic Development Committee be rescinded, seconded by Commissioner Fairbanks, roll call vote, 7 yes.

Commissioner Sloan stated this Ad-Hoc Committee meets on the 1<sup>st</sup> Thursday of the month at 2:00 p.m.

Clerk/Register/CFO Myers reported the Lake County Council on Aging is looking for a and they meet 3<sup>rd</sup> Tuesday of each month at 9:30 a.m.at the Hollister Senior Center and if anyone is interested, please contact Shelly Shafer at St. Ann’s meals.

**CORRESPONDENCE – see attachment “A”**

None.

**CFO REPORT**

Clerk/Register/CFO Myers was present to report on the following;

1. 3 budget amendment #9958, #9959 #10003:

Clerk/Register/CFO Myers stated Budget Amendment #10003 reflects reorganization in the Treasurer’s office and explained these changes and stated the County has approved freezing pays in past.

Discussion followed.

Commissioner Stenger stated this could cause an issue when other employees realize when an employee is in the same pay grade, but receiving a higher wage than stated in the scale.

Commissioner Clarke moved for approval for Budget Amendment #9958 as follows:

**BA #9958**

Debit	210-901.00-980.000	Credit	210-325.00-932.002	\$31,510.00
Description:	to adjust for additional cost for SunGard/OSSI maintenance fees.			

seconded by Commissioner Stenger, roll call vote 7 yes.

Commissioner Carrington-Atkins moved for approval for Budget Amendment #9959 as follows:

**BA #9959**



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Debit 101-890.00-955.000                      Credit 101-265.05-744.000                      \$5,157.00

Description: to adjust from contingency for new flooring at District 10 Health Department.

seconded by Commissioner Fairbanks, roll call vote 7 yes.

Budget Amendment #10003 failed due to lack of a motion.

2. Tammy Applewhite from MSUe dropped off new Lake County Plat Books for 2013.

**NEW BUSINESS**

Clerk/Register/CFO Myers reported she will look at dates and schedule a meeting with the Medical Examiners to discuss the contract and other issues.

Clerk/Register/CFO Myers stated there are a few old plat books left and the cost is \$15.00 and the new ones are \$25.00.

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

There was no one present who wished to speak.

**COMMISSIONERS PERSONAL PRIVILEGES**

Commissioner Clarke distributed the article from the Detroit News which they reported Baldwin is down, but not out. She also reminded everyone that on April 13 from 4 – 7 is the Lake County Community Foundation (LCCF) Baked Potato Dinner and volunteers are needed. The deadlines for LCCF grant application is March 18 at noon and please turn them into Baldwin Lumber. They will review all applications and make a decision in April, letters will be sent out in May and a rewards banquet will be held in June.

Commissioner Fairbanks thanked the Board for approving for him to attend the Storm Water Conference, which was very informative. He reported there is a pilot program and they are looking for townships to participate for building roads on top of Styrofoam which will create a no freeze cycle.

Commissioner Stenger asked where she can get this information as Luther has roads that need help and Commissioner Fairbanks responded that he has this at home and the decisions will be left up to Road Commission.

There being no further business, the meeting was adjourned at 3:26 p.m.

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**Exhibit “A”**

**NUMBERED CORRESPONDENCE**

- #1 Application For Michigan Blight Elimination Program Funding**
- #2 Lake County Permit Summary Report For February, 2013**
- #3 Lake County Permit Summary Report For January, 2013- Amended Copy**
- #4 MAC Legislative Update- March 4, 2013**
- #5 WMSRDC- March 4, 2013**
- #6 MAC Legislative Update- March 11, 2013**
- #7 WMSRDC- March 8, 2013**
- #8 Resolution# 2013-171**