



Wexford County

HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE

Mike Bengelink, Chair

NOTICE OF MEETING

The Human Resources/Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, September 22, 2020 beginning at 4:00 p.m. in the Commissioner’s Room, Third Floor, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE AUGUST 25, 2020 REGULAR MEETING MINUTES.....1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Sheriff’s Office Monthly Report (*Sheriff/Undersheriff – August 2020*) 4
 - 2. North Flight Monthly Update (*J. Sopha – August 2020*)..... 9
 - 3. Emergency Management Monthly Report (*T. Baker – August 2020*) 10
 - 4. Central Dispatch Monthly Report (*D. Alworden – August 2020*) 11
 - 5. Veterans Services Monthly Report (*K. Myers – August 2020*)
 - 6. Employee Recognition 13
 - 7. Reappointment to the Construction Board of Appeals 14
 - 8. Resolution 20-21 Remonumentation Grant Administrator 15
 - 9. PT Wage Scale Update
- H. CORRESPONDENCE
- I. PUBLIC COMMENTS
- J. ADMINISTRATOR’S COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator’s office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.

WEXFORD COUNTY
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
AUGUST 25, 2020

The meeting was called to order by Commissioner Bengelink at 4:00 p.m. in the Commissioner’s Room of the Courthouse, 437 E. Division, Cadillac, Michigan.

Members Present: Michael Bengelink, Chair; Michael Bush, Brian Potter and Gary Taylor
Absent: None.
Also Present: Duane Alworden, Dispatch Director; Travis Baker, Emergency Management Coordinator; Jami Bigger, Executive Assistant/HR Coordinator; Rick Doehring, Undersheriff; Janet Koch, Administrator; Kent Myers, Veterans Services Director; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Paul Owens, North Flight General Manager; Jason Sopha, North Flight Grounds Operation Coordinator

ADDITIONS OR DELETIONS TO THE AGENDA
None.

APPROVAL OF THE AGENDA
A motion was made by Taylor and supported by Bush to approve the Agenda. A vote was called. All in favor.

APPROVAL OF MINUTES
A motion was made by Bush and supported by Taylor to approve the July 28, 2020, Regular Meeting Minutes, as presented. A vote was called all in favor.

PUBLIC COMMENTS
None.

AGENDA ITEMS
Items discussed out of order.
G.6. Employee Recognition
A motion was made by Taylor and supported by Bush to present the certificate of appreciation to Robert Kulpa at the next BOC meeting. A vote was called. All in favor.

G.1. Sheriff’s Office Monthly Report (July 2020)
Undersheriff Doehring reported:

- There are currently 50 inmates in the jail.
- The State is now requesting inmates be tested for COVID upon arriving and leaving the jail.
- Randy Boike, Court/Transport Officer, will be going to courtroom training.
- Several officers will be attending a prison transport training.
- Two new patrol cars in service. The patrol cars now have printers and will be able to print citations.
- A new Deputy started last Friday who is a recent graduate from the academy. Another potential Deputy will start once the screening process is completed.

G.2. North Flight Monthly Update (July 2020)

Jason Sopha, Grounds Operation Coordinator, North Flight told the committee there had been 297 calls for the month of July. Average response times were 6.15 minutes. Financial information was unavailable at the time of the meeting. Mr. Sopha stated after completing interviews last week, North Flight will be hiring four new people.

G.3. Emergency Management Monthly Report (July 2020)

Travis Baker, Emergency Management Coordinator, reported:

- He attended several meetings with Lansing and other Emergency Managers in the State via Zoom.
- He attended Region 7 Homeland Security Planning board meeting via Zoom. Mr. Baker has been appointed to a training committee on that board.
- The paperwork for the EMPG, Emergency Management Performance Grant, has been submitted.
- He attended three emergency calls for the month which included a garage/wildfire, a missing kayaker on the Pine river and a fire in Buckley.

G.4. Central Dispatch Monthly Report (July 2020)

Duane Alworden, Central Dispatch Director, reported:

- One new Dispatcher was hired.
- There was a slight increase in the number of calls and LEIN entries.
- The number of 911 hang-up calls was nearly 400 for the month. He reminded everyone to check their phone before putting it in their pocket.

A discussion took place about selling the Emergency Management vehicle. It was stated that the vehicle is not used. Mr. Alworden and Mr. Baker will look into the possibility of selling the vehicle.

G.5. Veterans Services Monthly Report (July 2020)

Kent Myers, Veterans Services Director, reported:

- 33 veterans were seen in office and 313 phone calls were logged. One veteran received emergency assistance; none were denied. One county burial benefit and letter were initiated.
- Business is increasing in the office.
- Kathy Cline, Co-Director, successfully completed National Accreditation Training.
- They are working on the 2021 Michigan Veterans Affairs Agency grant. It will look similar to last year's grant.
- Meijer food vouchers are still available to veterans and their families.
- A news article published in the Cadillac News helped gather information for veterans killed in action for the WWII memorial. Commissioner Taylor continues to do an excellent job working on that project.

G.7. Appointment to the Veterans Services Committee

A motion was made by Taylor and supported by Bush to forward a recommendation to the full board to appoint Rhonda Jakubik-Workman to the Veterans Services Committee effective at the November 2020 meeting with a term expiring December 31, 2023. A vote was called. All in favor.

G.8. Flu Immunizations

A motion was made by Bush and supported by Taylor to forward a recommendation to the full board to approve Cadillac Family Physicians to provide on-site flu-immunizations and for the County to pay the full \$30.00 for any Wexford County employee or official whose cost is not covered by insurance. A vote was called. All in favor.

G.9. Update on Part-time Employee Wage Scale

Ms. Koch informed the committee she has started with the Community Corrections part-time employees. She is working with the Community Corrections Manager on updating their position descriptions and will work on completing the classification worksheets to determine a classification.

CORRESPONDENCE

Medical Examiner's Office Report (L. Kaspriak – July 2020)

PUBLIC COMMENTS

None.

ADMINISTRATOR'S COMMENTS

Ms. Koch gave praise to Lt. McDaniel and informed the Committee that the MIDC Regional manager contacted her requesting to use Lt. McDaniel's letter that he provided for our grant application as a good example of time tracking documentation.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURNMENT

A motion was made by Taylor and supported by Bush to adjourn at 4:20 p.m. A vote was called. All in favor.

Michael Bengelink, Chair

Jami Bigger, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

August

2020

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 26 sworn Officers; the Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 15 Deputies and 2 Court Bailiff's.

In August, the Law Enforcement Division received 687 calls for service. Of those calls, 222 reports were taken. As a result of those complaints taken, 23 arrests were made, and 61 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	687
Total Complaints Taken	222
Felony/Misdemeanor Arrests	23
Citations Issued	61

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	0
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TNT:

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports	9
Intelligence Reports	13
Arrests	4
Assist Other Agencies	11

CIVIL PROCESS:

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Offices.

Total Civil Papers Received	76
Total Civil Papers Completed	69

ADDITIONAL SERVICES:

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	24	Pistol Permits Issued	10
Concealed Pistol Licensing	42	Denied Permits	2
Other	5	Indiv. Pistols registered	132
Total Prints.....	72		

ANIMAL CONTROL DIVISION:

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has many volunteers that assist in taking care of the animals and advocating for their adoptions. In August, the shelter took in 28 animals, adopting 16 and reuniting 9 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	69
Total Complaints/Reports	10
Animal Bites	9
Citations Issued	3
Animals Lodged in Pound	28
Animals Adopted Out	16
Animals Transferred to Rescue	0
Animals Claimed By Owners	9
Animals Euthanized	0

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of, 4 Sergeants, 20 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	47
Total number of inmates Booked	33
Total Inmates Booked –Year to date	547
Total Number of Inmates Released	34
Number Released-Year to date	586
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- 8/20-8/21; CO Sgt. Batten attended Leadership Skill Development hosted by DeWolf and Associates
- 8/24-8/28; Corrections Officer Longstreet and Corrections Officer Rowell attended Corrections Training Officer Program, a 5-day training in Jackson, hosted by Dewolf and Associates.

Wexford County Animal Shelter				Reporting Month August 2020					
The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287. Section 9(a) but on a reporting month basis.									
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	0	19	19	5	1	6	0	0	0
Cats	6	3	9	4	6	10	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		75.00	15.00		90.00
Sterilization Deposits	0.00	150.00		0.00	25.00		175.00
Ordinance Fee Refunds							
Reclaim Fees	9 animals reclaimed						190.00
Donations Received							

References:

1. MCL 287.338.8a Sec (1)
2. MCL 287.388
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

Printed Name of Person Submitting the Report
Jamie Geeseman

Date Submitted
09-02-2020

Submitter's Signature



Phone
231-779-9530

Wexford Board Report:s: Response Times (1) August 2020 and (2) Jan 2020 through Aug 2020

Response Times Aug 2020		
Township	Requests	Time
Antioch	0	0
Boon	2	17.54
Cadillac	140	4.29
Cedar Creek	11	5.28
Cherry Grove	15	9.79
Clam Lake	14	7.18
Colfax	4	11.02
Greenwood	9	8.56
Hanover	0	0
Haring	44	6.6
Henderson	1	20.68
Liberty	5	5.16
Manton	19	7.67
Selma	19	11.22
Slagle	0	0
South Branch	4	25.05
Springville		
Total Requests	287	
Average Response		6.58

Response Times Jan 2020-Aug2020		
Township	Requests	Time
Antioch	0	0
Boon	17	19.37
Cadillac	1066	4.3
Cedar Creek	93	7.69
Cherry Grove	115	10.85
Clam Lake	152	6.87
Colfax	32	12.22
Greenwood	37	10.45
Hanover	0	0
Haring	271	6.69
Henderson	7	15.39
Liberty	39	9.41
Manton	94	6.19
Selma	126	11.38
Slagle	0	0
South Branch	54	21.39
Springville		
Total Requests	2103	
Average Response		6.67

(4) intercepts with Mesick Rescue

Wexford County Emergency Management Report

August 2020

- Attended several meetings with Lansing and other EM's in the state via Zoom
- Attended Region 7 Homeland Security Planning board meeting, via Zoom
- Took part in monthly radio test with Region 7 Homeland Security. Test is done over talk-groups Statewide 7 and EMD7
- Wexford County EM office will be getting 5 iPads to be used for EOC operations. These iPads are Wi-Fi – LTE. Could get service on them if needed. These iPads were purchased with grant money from the region
- Started working on gathering all information to finalize grant year 2020 which ends September 30, 2020
- Several conference call with Baker College to set up a active shooter exercise. This is behind held over zoom and not in person to comply with Governors Orders
- LPT meeting was cancelled, next meeting schedule for November 19th at 10am

Travis Baker

09/18/2020

Wexford County

Central Dispatch

Public Safety

Report

August 2020

CENTRAL DISPATCH

Total LEIN Responses 12,726

CAD GENERATED: INCIDENTS:

Sheriff Department	782
Animal Control	70
Michigan State Police	476
Cadillac Police Department	823
Manton Police Department	17
EMS Calls	580
Fire Calls	130
Support Services Calls	46
Central Dispatch	127
911 Hang up/Text Back	339

TOTAL CALLS FOR SERVICE 3390

TELEPHONE CALLS RECEIVED:

9-1-1 calls	1613
Administrative Calls	4214
TOTAL CALLS RECEIVED:	5827

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: HR/Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 22, 2020
SUBJECT: Employee Recognition Certificates

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County policy B.13-0, at 10, 15, 20, 25, 30 and 35 years. The following employee should be recognized at a Board of Commissioners meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Marsha Mellish	District Court	10 Years

Marsha Mellish began employment on September 20, 2010 as Deputy Clerk in District Court. In July of 2019, Marsha passed the Court Reporter exam and became a Certified Electronic Operator. Marsha continues to work as a Deputy Clerk in the District Court.

RECOMMENDATION:

Presentation of the Certificate of Appreciation to Marsha Mellish at the next BOC meeting.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: HR/Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 22, 2020
SUBJECT: Reappointment to the Construction Board of Appeals

SUMMARY OF ITEM TO BE PRESENTED:

Architect Scott Kleinsorge's appointment on the Construction Board of Appeals is set to expire on October 31, 2020. Mr. Kleinsorge has been contacted and is interested in being reappointed to another 3-year term. No other applications have been received.

RECOMMENDATION:

Forward a recommendation to the full board to reappoint Scott Kleinsorge to the Construction Board of Appeals.



OFFICE OF
**WEXFORD COUNTY
 REGISTER OF DEEDS**

437 E. DIVISION
 P.O. BOX 303
 CADILLAC, MI 49601
 (231)779-9455 FAX (231)779-5352

LORIE L. SORENSEN
 REGISTER

ROXANNE SNYDER, CHIEF DEPUTY
 SHARON ELLENS, DEPUTY
 ANN NEYER, DEPUTY

Received by Wexford County

AUG 31 2020

Administration Office

August 31, 2020

Wexford County Board
 Gary Taylor, Chairman
 Janet Koch, Administrator

As current Remonumentation Administrator I would like to recommend Roxanne Snyder as the next Wexford County Remonumentation Administrator, effective January 1, 2021. Roxanne is very familiar with the terms, paperwork, and the time sensitive calendar. Roxanne has also worked with the County Surveyor and knows the surveyors who work in our County. This transition is a perfect fit.

The State Remonumentation Program recently sent out the total grant monies available per County for the program. I would like to start training my replacement on the 2021 Grant and Budget.

I appreciate your attention in this matter and the support for Roxanne Snyder.

Sincerely,

Lorie L. Sorensen
 Register of Deeds
 Remonumentation Administrator
 Plat Board Administrator



OFFICE OF
**WEXFORD COUNTY
REGISTER OF DEEDS**

437 E. DIVISION
P.O. BOX 303
CADILLAC, MI 49601
(231)779-9455 -FAX (231)779 5352

LORIE L. SORENSEN
REGISTER

ROXANNE SNYDER, CHIEF DEPUTY
ANN NEYER, DEPUTY
SHARON ELLENS, DEPUTY

Received by Wexford County

AUG 31 2020

Administration Office

August 31, 2020

Wexford County Board
Gary Taylor, Chairman
Janet Koch, Administrator

I would like to be considered for the Wexford County Remonumentation Grant Administrator effective January 1, 2021. I have a knowledge of the program and have worked with Lorie Sorensen in the past in preparing contracts and letters for the Surveyors and Peer group, as well as working directly with the Surveyors.

I appreciate your consideration in this matter.

Sincerely,

Roxanne Snyder
Chief Deputy, Register of Deeds

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventh day of October, 2020, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

RESOLUTION NO. 20-21
RESOLUTION DESIGNATING THE REGISTER OF DEEDS, ROXANNE SNYDER
AS THE GRANT ADMINISTRATOR FOR THE REMONUMENTATION PROGRAM

WHEREAS, Wexford County wishes to continue participating in the Remonumentation project, pursuant to Public Act 345 of 1990; and

WHEREAS, Ms. Lorie Sorensen, Register of Deeds, is currently fulfilling the duties of Remonumentation Grant Administrator on behalf of Wexford County; and

WHEREAS, Ms. Lorie Sorensen is retiring effective December 31, 2020; and

WHEREAS, Ms. Roxanne Snyder, effective January 1, 2021, will assume the position of the Register of Deeds and is seeking appointment to fulfill the duties of the Remonumentation Grant Administrator on behalf of Wexford County; and

WHEREAS, the Register of Deeds Office is an appropriate department for administration of the Remonumentation Grant; and

WHEREAS, in the event the Register of Deeds ceases to perform the duties as Grant Administrator, then the compensation, if any, shall also be eliminated; and

WHEREAS, the Board of Commissioners, by resolution, may repeal the additional duties and compensation as noted above.

NOW, THEREFORE, BE IT RESOLVED that the Wexford County Board of Commissioners effective January 1, 2021 hereby designates Ms. Roxanne Snyder, Register of Deeds, as the Wexford County Remonumentation Grant Administrator, pursuant to Public Act 345 of 1990.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS;

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 20-21 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on October 7, 2020, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk