ANTRIM COUNTY BOARD OF COMMISSIONERS **Thursday March 5th, 2026**

MEETING MINUTES

The Chair William Hefferan called the meeting to order at 10:00 a.m.

The Pledge of Allegiance to the U.S. flag.

Commissioner Ray Scola gave the invocation

The Chair called Roll Call: Commissioner Jason Helwig
Commissioner Terry VanAlstine
Commissioner Ray Scola
Commissioner Jarris Rubingh
Commissioner Bill Hefferan

Public Comment:

4 Citizens spoke during Public Comment

Approval of the Agenda:

Motion to accept the Agenda with moving the County Forester to 6A made by Commissioner Terry VanAlstine, seconded by Commissioner Jason Helwig.
Motion carried as follows: Yes – Unanimous; No – None; Absent – None
Motion Passed 5 - 0

Approval of the Minutes:

Motion to accept February 19th, 2026 Regular Meeting Minutes by Commissioner Ray Scola seconded by Commissioner Jarris Rubingh.
Motion carried as follows: Yes – Unanimous; No – None; Absent – None
Motion Passed 5 – 0

Committee Reports/Liaison Reports:

Commissioner Jarris Rubingh for the Antrim County Conservation District yielded to Mike Meriwether to present.

Appointments/Annual Reports

Antrim County Forester
Mike Meriwether presented the Antrim County Forestry 2025 Annual Report. Mr. Meriwether talked about Pod Casts, Property line review and Inventory.
Mr. Meriwether laid out the Specific Accomplishments and the Annual Budget for the year of 2025 stating Revenues and Expenditures.

His Goals for 2026 were laid out in a Work Plan attachment 1 to the Annual Report.
Discussion
Motion to accept the Antrim County Forester 2025 Annual Report by Commissioner Jason Helwig and seconded by Commissioner Terry VanAlstine.
Motion carried as follows: Yes – Unanimous; No – None; Absent – None
Motion Passed 5 – 0

Northern Lakes Economic Alliance

Payton Heins presented the NLEA's 2025 Annual Report. She Presented 2025 – 2027 Strategic Priorities and showed 2025 Impacts in Antrim County. Presented the highlights and project's that are underway. Projects contributing to those outcomes include support to Mancelona EGLE brownfield assessment, inventory needs and economic trends. There is an economic symposium on May 15th at Boyne Mountain to meet with other businesses and other community leaders.
Discussion
Motion to accept Northern Lakes Economic Alliance Report by Commissioner Terry VanAlstine seconded by Commissioner Ray Scola.
Motion carried as follows: Yes – Unanimous; No – None; Absent – None
Motion Passed 5 – 0

Health Department of Northwest Michigan
Shannon Klonowski and Jeremy Fruk wanted to discuss the Septic Code Amendment. The Board was given a packet which included a question and answer document as well as a redlined version of the proposed amendment. Much discussion took place with no action being requested at this time.

Old/Unfinished Business

Public Safety Center
Plante Moran Realpointe Presentation. Was Broken down into Sections.

A. Executive Summary
B. Conceptual Design Review
C. Budget Review
D. Schedule Review
E. Appendices

The full Report can be found on the Public Safety Center website.

Claims and Accounts

Motion to accept Claims & Accounts in the amount of $200,187.01 made by Commissioner Terry VanAlstine seconded by Commissioner Bill Hefferan
Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Antrim Conservation District: Forestry

Action Request to authorize the Finance Director to amend the Forestry appropriation GL 101.000-966.00-959.002 to $84,135.60.
Motion made by Commissioner Jason Helwig seconded by Commissioner Jarris Rubingh
Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Prosecuting Attorney

Action Request to authorize the Prosecuting Attorney to sign a two-year contract with Advent for online diversion services.
Motion made by Commissioner Jason Helwig and seconded by Commissioner Terry VanAlstine
Discussion

Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Commission on Aging

Action Request to authorize the COA Director to execute the Memorandum of Understanding (MOU) to use the Sacred Heart of Elk Rapids Parish Hall for the Commission on Aging (COA) congregate meal site
Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Discussion

Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Emergency Management

Action request to authorize the Chair to sign the Temporary Land Use Lease Agreement between Antrim County and the Michigan Army National Guard as proposed.
Motion made by Commissioner Jason Helwig seconded by Commissioner Ray Scola

Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Antrim County Airport

Action Request to authorize the Chair to sign a counteroffer in the amount of $31,778.04 for the acquisition of an Avigation Easement over the property of Lynn and Jan Blanchard.
Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Discussion

Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Action Request to approve a new Airport Zoning Application fee of $75.00 and authorize the Airport Director to adjust the airport zoning application fee when applicable to cover associated costs.
Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Discussion

Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Action Request to authorize the Airport Director to sign the proposal from National Aviation & Marine Underwriters (NAMU) in the amount of $10,866.00 for Airport Liability Insurance.
Motion made by Commissioner Jason Helwig seconded by Commissioner Terry VanAlstine
Discussion

Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Finance and Administration

Action request to approve the proposed Policy as presented
Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Discussion with Clarification to Emergency Spending

Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Human Resources/Administration

Action request to amend the Accident & Injury Report Policy as presented.
Motion made by Commissioner Terry VanAlstine seconded by Commissioner Jason Helwig
Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

Action Request to approve the adoption of the Whistleblower & False Claims Act policy.
Motion made by Commissioner Jason Helwig seconded by Commissioner Terry VanAlstine
. Motion carried as follows: Yes – Unanimous; No – None; Absent - None
Motion Passed 5 – 0

County Administrator Report

Commissioner Jarris Rubingh questioned #2. Moving forward submitted back to FAA in Review.
Commissioner Ray Scola questioned #13 is this something Fed's are requesting, are they contributing to this? No
Commissioner Jarris Rubingh said will be a problem for some of the smaller townships.
Commissioner Bill Hefferan questioned the service model on the Opioid problem.

Elected Official Reports

None

Chairman Report:

None

Various Matters

Commissioner Terry VanAlstine and Commissioner Jason Helwig had a conversation about the Jail release simulation and suggests all Commissioners go to it.

Public Comment

2 Citizens spoke

Meeting Adjourned: 12:27 p.m.

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CHAIRMAN – WILLIAM HEFFERAN

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CLERK - VICTORIA BISHOP