



MINUTES

Committee of the Whole Meeting

8:00 AM - Monday, November 22, 2021

H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723

Commissioner Bardwell called the regular meeting of the Committee of the Whole of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723, on Monday, November 22, 2021, to order at 8:00 AM local time.

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Kim Vaughan, Doug DuRussel, Dan Grimshaw
(Commissioner Grimshaw arrived at 8:06 a.m.)

Commissioners Absent: None

Others Present In-Person: Jodi Fetting Eean Lee, Debbie Babich, Mike Miller, Steve Anderson, Billy Putman, Sandy Nielsen, Jerry Johnson, Katie Cooper, Nola Auernhamer, Kaleb Ortner, Damian Wasik, Mark Reene, Sheriff Glen Skrent, Shelly Lutz

Also Present Virtual: Clayette Zechmeister, Tracy Violet, Heidi Chicilli, Sandy Nielsen, Mary Drier, Maggie Root, Mark Haney, Treasurer Ashley Bennett, Dara Hood, Mike Slade, Barry Lapp, Matt Brown, Mark Ransford, K. Free, Tim Kinney, Renee Francisco, Phil Petzold, Kim Brinkman, Shannon Beach, Sheriff Glen Skrent, Robin Neff, Candy Rogner, Steve Root

At 8:19 a.m., there were a total of 21 participants attending the meeting virtually.

County Updates

1. None

New Business -

Continued Below

1. Eean Lee, Chief Information Officer, Budget for Security Cameras -
The request for security cameras within the Treasurer's Office was missed in the 2022 Budget Requests. Eean Lee explained the requests. Matter to be added to the 2022 budget considerations.
2. Steve Anderson, Emergency Manager, Fiscal Year 2021 Emergency Management Performance Grant American Rescue Plan Act Grant Agreement -

Steve Anderson explained the grant request. Matter to be added to the Consent Agenda.

3. Notification of Reese Village Boundary Change Approval Received - Clerk Fetting stated that the Village of Reese Annexations the Board approved in the Fall of 2021 have been approved by the State. No action necessary.
4. Jodi Fetting, County Clerk, Board and Commission Reappointments - Clerk Fetting reviewed the various openings on the Boards and Commissions along with the applications that were received.

The following shall be placed on the Consent Agenda: 911 Dispatch Authority Board, Board of Health, Construction Code Board of Appeals, Department of Health and Human Services Board of Directors, Department of Public Works, Human Development Commission Board of Directors, Parks and Recreation Commission, Recycling Committee and Tuscola County Veterans Committee.

The following shall be placed on Wednesday's Board Agenda for further consideration and discussion: Airport Zoning Board of Appeals, Council on Aging and Economic Development Corporation.

5. Medical Marihuana Operation and Oversight Grants - Clayette Zechmeister reviewed the information included in the agenda packet. No action necessary.
6. 2022 Potential Board of Commissioners' Meeting Schedule - Proposed schedule was included in the agenda packet. Matter to be placed on the Consent Agenda.

Old Business

None

Finance/Technology

Primary Finance/Technology -

Continued Below

1. Guidehouse Consultant Services Agreement - Clayette Zechmeister explained the Statement of Work has been approved. County Legal Counsel has reviewed the proposed Services Agreement. Board discussed Schedule of Delivery. Matter of the Services Agreement to be added to Wednesday's Board Agenda.
2. Fiscal Year 2020 Draft Cost Allocation Plan for 2022 Budget Year - Clayette Zechmeister reviewed the 2021 Percentage of Indirect Costs on Special Millages Tax Revenue. Board discussed the Indirect Costs assessed to the Recycling Department. Clayette explained a past Board motion limits the actual Indirect Costs to be 5%. Board discussed if the Indirect Costs percentage needs to be lowered to 2.5%. Matter of lowering the cap to 2.5% to be added to Wednesday's Board Agenda.

New Business -

Continued from above

7. Jerry Johnson, Michigan State University Extension (MSUe) District 10 Director, Fiscal Year 2022 MSUe Agreement for Extension Services -

Jerry Johnson presented the 2021 Annual Report for MSUe. Kaleb Ortner and Nola Auernhamer introduced themselves to the Board as new staff for MSUe and the programs they represent. Katie Cooper provided an update on the 4-H program.

Matter of accepting the annual report to be placed on the Consent Agenda.

Matter of approving the Agreement for Extension Services to be placed on the Consent Agenda.

Recessed at 10:06 a.m.

Reconvened at 10:15 a.m.

At 10:15 a.m., there were 27 people attending the meeting virtually.

Primary Finance/Technology -

Continued from above

3. 2022 Budget Review -

Clayette Zechmeister reviewed the adjustments and actions that have been taken to have the projected 2022 Revenue to be \$14,193,000.00. The proposed appropriations are \$13,956,427.00 to leave a potential fund balance of \$236,573.00.00. Also, Clayette reviewed the Additional Expense Considerations for 2022. Board discussed the request by the Chief Judge regarding Courthouse Security. Labor negotiations are still ongoing and have not been settled as of yet. The Board would like a closed session for Wednesday to have an update on labor negotiations.

4. 2022 Budget Calendar (matter added) -

Debbie Babich is recommending the Budget hearing for December 16, 2021. The Board discussed that there are still matters that need to have information provided to the Board before the public hearing can be set. The Board would like to schedule a Special Board meeting on December 2, 2021 with the time to be determined. Debbie Babich will redistribute the 2022 Proposed Budget as reviewed by the Board to the Elected Officials and Department Heads.

New Business -

Continued from Above

8. Mark Reene, Prosecutor, to Address the Board regarding the 2022 Budget -

Prosecutor Reene addressed the Board regarding wage increases for the Attorneys and supporting staff within the office. The supporting staff are under the union contract umbrella. The Board discussed the salaries of the Assistant Prosecuting Attorneys, reviewed the salary of other county officials and a salary survey the Shelly Lutz

provided. The Assistant Prosecutor's salary discussion to be added to Wednesday's agenda.

On-Going and Other Finance

1. American Rescue Plan Act (ARPA) - Kick-Off Meeting Update from November 19, 2021 -
Clayette Zechmeister and Debbie Babich met with representatives from Guidehouse to review the list of projects that have been complied. There will be a follow-up meeting to discuss the details more in depth on December 6, 2021.
2. Preparation of Multi-Year Financial Planning -
No Update
3. Cooperative Reimbursement Programs Summary from Prosecutor and Friend of the Court -
Update regarding the program needs to be scheduled.

On-Going and Other Technology

Eean Lee reported that he has met with the Administrative Team with MMR. It is moving forward as Eean and his team are working to have the vehicle locator program available and working. An update will be provided at Wednesday's meeting.

1. GIS Update -
No Update
2. Increasing On-line Services/Updating Web Page -
No Update

Building and Grounds

Primary Building and Grounds

1. Request for Proposals (RFP) Bid Opening for Space Needs -
Mike Miller opened the two bids received from Ransford and Wasik (171 N State Street, Caro MI) and Putman Developing and Demolition (1800 W Caro Road, Caro MI). An overview of the costs were stated but Mike would like to review closer and present to the Board at the Committee of the Whole meeting on December 13, 2021.

On-Going and Other Building and Grounds

1. State Police Water and Annexation - Update of Annexation -
Clayette Zechmeister reported that a proposed resolution will be on the agenda for Wednesday's meeting which will need to be adopted in order to move the project forward.
2. IT Department Space Needs -
RFP bids opened earlier in the meeting.

3. Adult Probation Fence -
No Update

Personnel

Primary Personnel

1. Draft Dispatch Director Job Posting -
Sandy Nielsen provided a Job Posting that has been approved by the 911 Dispatch Authority Board. The goal is to have the application deadline set for December 22, 2021. Board made a few suggestions which Sandy will incorporate into the Job Posting.

On-Going and Other Personnel

1. Workman's Compensation -
No Update
2. Michigan Association of Counties (MAC) 7th District Meeting -
Commissioner Bardwell is waiting to receive the bank statement from Huntington Bank.
3. Safety Committees - Watch for Grant Opportunities -
No Update

Other Business as Necessary

1. Medical Care Facility Employees and Vaccinations -
Clayette Zechmeister reviewed the guidelines that were received by the Medical Care Facility from the Centers for Medicare & Medicaid Services (CMS).
2. Sheriff Administrative Memo #2 -
Sheriff Skrent has issued an Administrative Memo requiring masks within the Sheriff's Office when not working in the employee's own space or when others are present. Board would like to review the Engagement Letter received from Kohl Stoker. Board would like Clayette to reach out to the County Attorney regarding mandatory vaccinations.
3. Update of Potential Consulting with Capitol Services, Inc. Regarding the Open Meetings Legislation -
Clayette Zechmeister provided an update from her conversation with Jean Doss regarding the Open Meetings Act Resolution. Board would like Clayette to draft a letter to send out to counties with a population of 75,000 or less and to the counties that adopted the resolution to seek their support in joining forces to try to get traction in Lansing.
4. Ambulance Service Update (matter added) -
Commissioner Young has heard that MMR has pulled their nighttime ambulance stationed in the Caro area and would like an update on the number of times that MMR has pulled out that ambulance. Also, Commissioner Young would like to see if the ARPA funds could pay for a new ambulance for the ACW base.

Phil Petzold reported that the Caro MMR Ambulance has been staffed three to four nights per week.

On-Going Other Business as Necessary

1. Animal Control Ordinance -
No Update

Public Comment Period

None

Adjournment

Motion by Thomas Young, seconded by Kim Vaughan to adjourn the meeting at 1:22 p.m. Motion Carried.

Jodi Fetting
Tuscola County Clerk