



# MINUTES

## Board of Commissioners

### Meeting

8:00 AM - Thursday, April 13, 2023

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

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Commissioner Vaughan called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723, on Thursday, April 13, 2023, to order at 8:00 AM local time.

Prayer - Commissioner Young

Pledge of Allegiance - Commissioner Vaughan

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, Matt Koch

Commissioners Absent: None

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Clayette Zechmeister, Mike Miller, Steve Anderson, Brian Harris, Bob Baxter, Stephanie Spencer, Marianne Brandt, Laura Boyke-Hawes, Shirley Schaefer, Treasurer Ashley Bennett

Also Present Virtual: Tracy Violet, Steve Erickson, Isaac White, Jon Ramirez, Shawn Robinson, Mary Drier, Erin Schmandt, Kate VanAuken, Mark Birdsall, Cody Horton, Treasurer Ashley Bennett, Dara Hood, Mark Haney, Pam Shook, Janie Hemerline, Kate Curtis, Robert McKay, Linda Strasz, Matt Brown, Melissa Armstrong, Mitchell Holmes, Barry Lapp, Rachel Adam

At 8:04 a.m., there were a total of 18 participants attending the meeting virtually.

#### **Adoption of Agenda**

1. Adoption of Agenda -

2023-M-071

Motion by Matt Koch, seconded by Thomas Young to adopt the agenda as presented.  
Motion Carried.

#### **Action on Previous Meeting Minutes**

1. Action on Previous Meeting Minutes -

2023-M-072

Motion by Bill Lutz, seconded by Thomas Young to adopt the Board meeting minutes and the Public Hearing minutes from March 30, 2023. Motion Carried.

**Brief Public Comment Period for Agenda Items Only**

-Stephanie Spencer addressed the Board regarding her presentation at the end of the agenda regarding local Libraries.

**Consent Agenda**

2023-M-073

Motion by Thomas Young, seconded by Bill Lutz that the Consent Agenda Minutes and Consent Agenda Items (with Item #6 moved to New Business) from the April 10, 2023 Committee of the Whole meeting be adopted with Item #6 removed. Motion Carried.

**CONSENT AGENDA**

1. 2023 Tuscola County Equalization Report -

Move to receive and place on file the 2023 Tuscola County Equalization Report as presented by Angie Daniels, Equalization Director. Also, all appropriate signatures are authorized.

2. 2022 Annual Report Mosquito Abatement Department -

Move to receive and place on file the 2022 Tuscola County Mosquito Abatement Annual Report as presented by Larry Zapfe, Mosquito Abatement Director.

3. Mosquito Abatement Equipment Request -

Move that per the request from the Mosquito Abatement Director to purchase a new hot water pressure washer from Northern Tool and Equipment at a cost of \$3,799.99. This item is in the 2023 Mosquito Abatement budget, line item #240-100-932 Equipment Repair and Maintenance.

4. Michigan State University Extension (MSUe) 2022 Annual Report -

Move to receive and place on file the Michigan State University Extension (MSUe) 2022 Annual Report as presented by Jerry Johnson, MSU District 10 Director.

5. 2022 Dispatch Annual Report -

Move to receive and place on file the 2022 Dispatch Annual Report as presented by Jon Ramirez, Dispatch Director.

## New Business

1. Jail Health Proposal from Advanced Correctional Health Care -  
Brian Harris, Lieutenant, updated the Board that the contract has been reviewed by County legal counsel.

2023-M-074

Motion by Matt Koch, seconded by Bill Lutz to approve the agreement from Advanced Correctional Healthcare, Inc. for three years commencing on May 1, 2023 through April 30, 2026 in the amount of \$270,499.00 for the first year. Second and third year renewals will include Consumer Price Index (CPI) increases. Contract has been reviewed by corporate council. Also, approve any authorized signatures and a budget amendment of \$47,522.00 from General Fund Contingency to the Jail Contractual Inmate Medical line item to cover the increased costs. Motion Carried.

2. Sheriff's Office Request to Update Mobile Radios -  
Deputy Steven Anderson, Emergency Manager, explained the request to the Board.

2023-M-075

Motion by Bill Lutz, seconded by Thomas Young that per the April 6, 2023 request from the Sheriff's Department, that the mobile radio request be approved. Total purchase cost of the proposed 18 radios will be \$80,095.40, plus an additional \$4,500.00 to put the radios on to the MPSCS system. (Each radio has a one-time mic fee of \$250.00 to place it on the MPSCS system.) Total cost of this project is \$84,595.40. Funds are available in the Road Patrol fund balance. Also, all necessary budget amendments be authorized. Motion Carried.

3. Purchase Mobile Data Terminals (MDTs) with 2022 Homeland Security Grant Program Funding -  
Deputy Steven Anderson, Emergency Manager, explained the request to the Board.

2023-M-076

Motion by Bill Lutz, seconded by Matt Koch to approve the purchase of five Mobile Data Terminals (MDTs) and additional needed components for the project for the Cass City Police Department and the Millington Police Department. This project will be utilizing grant monies awarded through the Law Enforcement Terrorism Prevention Activities (LETPA) for the Fiscal Year 2022 Homeland Security Grant Program funding. It is understood that this purchase will be reimbursed at 100% of our expenses. Also, authorize any budget adjustments as necessary. Motion Carried.

4. Sheriff's Department Mechanic Position Labor Unit Change -  
Robert Baxter, Undersheriff, explained the union change request to the Board.

2023-M-077

Motion by Bill Lutz, seconded by Matt Koch that per the Request from Undersheriff Robert Baxter that on behalf of their mechanic (Dennis Ziemba), that his position be recognized as a position in the Police Officers Association of Michigan (POAM)/Tuscola County Deputy Sheriff Association Unit from the current POAM Unit/Tuscola County Corrections Officers as outlined in the Voluntary Recognition Agreement/Memorandum of Understanding effective immediately and all appropriate signatures required are authorized. There will be no change in rate of pay/benefits upon transfer. Any changes of pay/benefits will be negotiated during the next contract negotiation process. Motion Carried.

5. Request to Fill the Vacant Records Clerk Position at the Sheriff's Department - Robert Baxter, Undersheriff, presented the request to the Board.

2023-M-078

Motion by Thomas Young, seconded by Thomas Bardwell that per the request from Undersheriff Robert Baxter that Brooke Wilcox be hired to fill the vacant Records Clerk position, pending a satisfactory physical/drug screen. The background has been successfully completed. The position is to be filled upon her 2-week notice obligation. Starting pay will be at Step 1 at \$17.64 per hour. Motion Carried.

6. Authority Board Review -

2023-M-079

Motion by Matt Koch, seconded by Bill Lutz that the Tuscola County Central Dispatch Authority By-Laws be approved and placed on file. Also, all appropriate signatures be authorized. Motion Carried.

7. Central Dispatch Firewall Upgrade -

2023-M-080

Motion by Matt Koch, seconded by Bill Lutz to approve the quote from NetSource One in the amount of \$16,579.00 with \$145.00 recurring maintenance fees to upgrade the firewall at Central Dispatch. Funds are budgeted in the 2023 Dispatch budget. Motion Carried.

8. Travel-Meal Policy Review for Potential Revision - Matter to be moved to the April 27, 2023 Board of Commissioners meeting.
9. Bids for the Health Department Rooftop Heating, Ventilation, and Air Conditioning (HVAC) Replacements -

2023-M-081

Motion by Thomas Young, seconded by Bill Lutz that Johnson Controls be awarded the bid for the Health Department Rooftop Heating, Ventilation, and Air Conditions (HVAC) Replacements in the amount of \$38,765.00. Motion Carried.

10. Bids for the Jail Mini-Split Heating, Ventilation, and Air Conditioning (HVAC) for the Report Room and Conference Room -

2023-M-082

Motion by Matt Koch, seconded by Thomas Young that Johnson Controls be awarded the bid for Jail Mini-Split Heating, Ventilation, and Air Conditioning (HVAC) for the Report Room and Conference Room in the amount of \$19,760.00. Also, any necessary budget adjustments be authorized. Motion Carried.

11. Promotion of Rachel Chaney-Ruiz from Part-time Account Clerk II to the Vacant Full-Time Account Clerk III -

2023-M-083

Motion by Matt Koch, seconded by Bill Lutz that per the request from Marianne Brandt, Register of Deeds, that Rachel Chaney-Ruiz be promoted from part-time Account Clerk II to the vacant full-time Account Clerk III position effective April 17, 2023 as Step 1 with a starting rate of \$17.33 per hour. Also, approve a potential budget amendment for health insurance in the amount of \$17,800.00 through the use of contingency. Motion Carried.

12. Promotion of Grace Mosher to Chief Deputy Register of Deeds -

2023-M-084

Motion by Matt Koch, seconded by Bill Lutz that per the request from Marianne Brandt, Register of Deeds, to approve the appointment of Grace Mosher as the Chief Deputy Register of Deeds effective April 3, 2023 at the annual salary of \$51,950.75.  
Motion Carried.

Amended by Motion 2023-M-086

13. Appointment of Shannon Nelson to Chief Deputy Treasurer - Ashley Bennett, Treasurer, presented the request to the Board.

2023-M-085

Motion by Thomas Young, seconded by Bill Lutz that per the request from Ashley Bennett, Treasurer, to approve the appointment of Shannon Nelson as the Chief Deputy Treasurer effective April 24, 2023 at the annual salary of 75% of the Elected County Treasurer's salary. Motion Carried.

14. Appointment of Grace Mosher to Chief Deputy Register of Deeds - Board discussed the need to amend the previous Motion of 2023-M-084.

2023-M-086

Motion by Bill Lutz, seconded by Matt Koch to amend Motion 2023-M-084 as that per the request from Marianne Brandt, Register of Deeds, to approve the appointment of Grace Mosher as the Chief Deputy Register of Deeds effective April 3, 2023 at the annual salary of 75% of the Elected Register of Deeds salary. Motion Carried.

15. Promotion of Estee Bitzer from Account Clerk III to Foreclosure Specialist - Ashley Bennett, Treasurer, explained the request to the Board.

2023-M-087

Motion by Matt Koch, seconded by Bill Lutz that per the request from Ashley Bennett, Treasurer, to promote Estee Bitzer from Account Clerk III to Foreclosure Specialist effective April 24, 2023 at Step 1 on the pay scale at a rate of \$19.28 per hour. Motion Carried.

16. Parks and Recreation Board Applications for Appointments - Board discussed the applications received.

2023-M-088

Motion by Bill Lutz, seconded by Matt Koch that Matt Webb be appointed to the partial term expiring December 31, 2023 on the Parks and Recreation Commission and Steve Erickson be appointed to the partial term expiring December 31, 2024 on the Parks and Recreation Commission. Motion Carried.

17. 2023 Budget Adjustments for Overtime and Per Diems - Clayette Zechmeister, Controller/Administrator, explained the changes made from what was presented at the Committee of the Whole meeting.

2023-M-089

Motion by Matt Koch, seconded by Bill Lutz that per the recommendation from the Controller/Administrator that the following budgets be amended:

- 101-101-703-000 Board of Commissioners Salaries reduced by \$5,500.00
- 101-101-707-000 Board of Commissioners Per Diem increased by \$5,500.00
- 101-229-706-000 Prosecutor Overtime increased by \$20,000.00
- 101-259-706-000 Computer Operations Overtime increased by \$1,300.00
- 101-426-706-000 Emergency Services Overtime increased by \$2,000.00
- 101-890-965-000 Contingency decreased by \$23,300.00
- 218-334-706-000 Dispatch Overtime increased by \$75,000.00 through the use of fund balance
- 230-402-706-000 Recycling Overtime increased by \$500.00 through the use of fund balance

\*\* The \$3,000.00 Proposed Amendment to the Prosecutor Co-op Overtime Budget is no longer necessary\*\*

Motion Carried.

Clayette Zechmeister explained the balance of the Contingency Fund that started at \$135,418.00 which has a current balance of \$27,400.00. If a new full-time staff member does take the health insurance in the amount of \$17,800.00, that would leave the Contingency Fund balance at \$9,600.00.

### Old Business

-Committee Meetings of the Board was discussed and posting the meeting as a meeting open to the public.

## **Correspondence/Resolutions**

1. Legislative Update 3-31-23 - The Michigan Association of Counties
2. Resolution Honoring Michigan Association of Counties 125th Anniversary
3. Vassar Area Ambulance Service (VAAS) Appreciation Letter to Dispatch

## **Commissioner Liaison Committee Reports**

### ***Lutz***

No Updates

Board of Health

Community Corrections Advisory Board

Department of Human Services/Medical Care Facility Liaison

Genesee Shiawassee Thumb Works

Jail Planning Committee

Local Emergency Planning Committee (LEPC)

MAC Judiciary Committee

MEMS All Hazard

Local Units of Government Activity Report

Human Development Commission Board of Directors Liaison

### ***Koch***

Behavioral Health Systems Board

Recycling Advisory

Meeting recently happened and learned a lot about the process.

Jail Planning Committee

MI Renewable Energy Coalition (MREC)

Local Units of Government

### ***Bardwell***

Behavioral Health Systems Board

New CEO has been found and contract is being worked on.

Caro DDA/TIFA

Update provided.

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

MAC Workers Comp Board  
MAC Finance Committee  
Update provided.  
TRIAD  
Local Units of Government Activity Report

***Young***

Board of Public Works  
County Road Commission Liaison  
Update provided regarding the installation of fiber optic.  
Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
MAC Agricultural/Tourism Committee  
Region VII Economic Development Planning  
Saginaw Bay Coastal Initiative  
Senior Services Advisory Council  
Tuscola 2020  
Local Units of Government Activity Report

***Vaughan***

No Update

Board of Health  
County Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
MAC Environmental Regulatory  
Mid-Michigan Mosquito Control Advisory Committee  
NACO-Energy, Environment & Land Use  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report



## **Other Business as Necessary**

1. Concerns with the Libraries in Tuscola County -  
Stephanie Spencer presented to the Board regarding local libraries and the funding the library receives.

At 9:40 a.m., there were a total of 25 participants attending the meeting virtually.

## **Extended Public Comment**

-Laura Boyke-Hawes addressed concerns of the Caro Library meetings.

-Shirley Schaefer presented HB4136 to the Board.

## **Adjournment**

2023-M-090

Motion by Thomas Young, seconded by Bill Lutz to adjourn the meeting at 9:44 a.m.  
Motion Carried.

Jodi Fetting  
Tuscola County Clerk, CCO