



# MINUTES

## Board of Commissioners

### Meeting

8:00 AM - Friday, February 2, 2024

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

---

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 Friday, February 2, 2024, to order at 8:00 AM local time.

Prayer - Commissioner Vaughan

Pledge of Allegiance - Commissioner Bardwell

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, Steve Anderson, Shelly Lutz, Dan Grimshaw, Tyler Ray

Also Present Virtual: Tracy Violet, Mary Drier, Shawn Robinson, Jon Ramirez, Angie Daniels, Cody Horton, Treasurer Ashley Bennett, Register Marianne Brandt, Mike Miller, Greg Rynearson, Brandon Bertram, Cindy Hughes, Martin Porzondek, Carrie Tabar, Janie Hemerline, Steve Root

At 8:02 a.m., there were a total of 17 participants attending the meeting virtually.

#### **Adoption of Agenda**

1. Adoption of Agenda -

2024-M-031

Motion by Matt Koch, seconded by Bill Lutz to adopt the agenda as presented. Motion Carried.

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

None

## New Business

### 1. Next Steps for the Controller/Administrator Hiring Process -

Board discussed changing the language under Required Training item #a. Board looked at current language and language proposed by Commissioner Bardwell "Preferably an advanced degree in Accounting/Finance applied in a governmental role with fiduciary oversight and employee administration".

Board discussed the salary range for the position as to what the low-end could be and what the high-end could be.

2024-M-032

Motion by Bill Lutz, seconded by Thomas Young that the following action be taken related to refilling the Controller/Administrator position:

The job description for this position be approved incorporating the qualifications statement as follows: ten years of experience in management, accounting, business or finance preferably in a county or other local government setting; Bachelor's Degree in Public Administration or other related field preferred.

Yes: Thomas Young, Bill Lutz, and Matt Koch

No: Thomas Bardwell and Kim Vaughan

Motion Carried.

2024-M-033

Motion by Matt Koch, seconded by Thomas Bardwell that the following action be taken related to refilling the Controller/Administrator position:

The wage for the position be advertised as commensurate with experience up to \$120,000.00.

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

2024-M-034

Motion by Matt Koch, seconded by Bill Lutz that the following action be taken related to refilling the Controller/Administrator position:

Approve the Human Resource Director to advertise the position using Michigan Association of Counties (MAC), Municipal League and International City County Management (ICMA) for a 30-day period.

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

2024-M-035

Motion by Matt Koch, seconded by Bill Lutz that the following action be taken related to refilling the Controller/Administrator position:

Applications to be reviewed by the Personnel Committee, Human Resource Coordinator and Controller/Administrator with up to 5 or 6 to be scheduled for interviews.

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

2. Refill Vacant Part-Time Administrative Assistant at Thumb Narcotics Unit - Clayette Zechmeister reviewed the request received.

2024-M-036

Motion by Bill Lutz, seconded by Matt Koch that per the approval of the Thumb Narcotics Unit (TNU) Board, that Nicole Ascroft be approved to fill the vacant part-time position of Administrative Assistant at TNU (previously held by Kathy Kirsch) at the rate of \$22.00 per hour. Her start date is Friday, February 2, 2024. Motion Carried.

3. Refill Vacant Full-Time Material Handler Position - Clayette Zechmeister explained the request received.

2024-M-037

Motion by Thomas Bardwell, seconded by Matt Koch that per the recommendation of the Buildings and Grounds/Recycling Director, Mike Miller, that Rebecca Pine be approved to fill the upcoming full-time Material Handler Position at Recycling due to an impending retirement of a long-time employee on February 29, 2024. The start date for Rebecca is to be February 12, 2024 to allow for training. Due to contract language and Rebecca's current part-time position in the County as Custodial Supervisor, wages are requested to start at Step 7 which is \$17.63 per hour. Also, any potential budget adjustments are authorized. Motion Carried.

### **Old Business -**

None

### **Correspondence/Resolutions**

None

### **Commissioner Liaison Committee Reports**

#### ***Young***

No Report

Board of Public Works

County Road Commission Liaison

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

***Bardwell***

No Report

Behavioral Health Systems Board  
Caro DDA/TIFA  
Economic Development Corp/Brownfield Redevelopment  
MAC 7th District  
MAC Workers Comp Board  
MAC Finance Committee  
NACo Rural Action Caucus (RAC)  
Local Units of Government Activity Report

***Vaughan***

No Report

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

***Lutz***

No Report

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***

No Report

Behavioral Health Systems Board

Recycling Advisory

Jail Planning Committee

MI Renewable Energy Coalition (MREC)

Local Units of Government

**Other Business as Necessary**

None

At 8:59 a.m., there were a total of 20 participants attending the meeting virtually.

**Extended Public Comment**

None

## **Adjournment**

2024-M-038

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 9:01 a.m.  
Motion Carried.

Jodi Fetting  
Tuscola County Clerk, CCO