



# TUSCOLA COUNTY

## Board of Commissioners

### BOARD MEETING AGENDA

Thursday, December 14, 2023 – 8:00 AM

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

**Public may participate in the meeting electronically:**

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Vaughan  
Prayer - Commissioner Koch  
Pledge of Allegiance - Commissioner Young  
Roll Call - Clerk Fetting

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#### Adoption of Agenda

#### Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes 6 - 11  
[Board of Commissioners - 30 Nov 2023 - Minutes - Pdf](#)

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

#### Consent Agenda

- [Committee of the Whole - 11 Dec 2023 - Minutes - Pdf](#) 12 - 15
1. Michigan Department of Health and Human Services (MDHHS) Tuscola County Community Presentation-
  2. Tuscola County Health Department (TCHD) Year-End Report-
  3. Tuscola County Health Department (TCHD) Personnel Policy Revisions-
  4. Tuscola County Health Department (TCHD) 2024 Fee Schedule Changes-
  5. Right to Life Request to Hold Its Annual Memorial Service on January 16

21, 2024-

[Right to Life Request](#)

6. Conditional Job Offer to Nolan Knickerbocker to Fill Vacant Corrections Position- 17  
[Conditional Job Offer to Nolan Knickerbocker](#)

### **New Business**

1. Purdy Building Repairs - Mike Miller, Building and Grounds Director 18 - 19  
[Purdy Building Repair Costs](#)
2. Tuscola County Planning Commission Appointment, Jodi Fetting, County Clerk/CCO
3. 2024 Tuscola County Clerk Stipend Restructure 20 - 27  
[County Clerk Stipend - 2022 Motion](#)  
[Tuscola County Clerk Stipend](#)
4. 8:30 a.m. Closed Session

### **Old Business**

1. 2024 Budget Public Hearing - 9:00 a.m.
2. Budget Discussion for 2024
3. 2024 Budget Adoption

### **Correspondence/Resolutions**

1. RAP Grant Awarded for AED Project 28  
[Michigan Municipal Risk Management Authority \(MMRMA\) RAP Grant Awarded for AED Project](#)
2. RAP Grant Awarded for Door Lock Badge Identification (ID) System 29  
[Michigan Municipal Risk Management Authority \(MMRMA\) RAP Grant Awarded for Door Lock Badge ID System](#)
3. RAP Grant Awarded for Tasers 30  
[Michigan Municipal Risk Management Authority \(MMRMA\) Rap Grant Awarded for Taser Project](#)
4. RAP Grant Awarded for Beacon Emergency Security System 31  
[Michigan Municipal Risk Management Authority \(MMRMA\) RAP Grant Awarded for Beacon Emergency Security System](#)
5. Road Commission Upcoming Public Hearing Notice 32  
[Road Commission Public Hearing 12-19-2023](#)

## Commissioner Liaison Committee Reports

### **Koch**

Behavioral Health Systems Board  
Recycling Advisory  
Jail Planning Committee  
MI Renewable Energy Coalition (MREC)  
Local Units of Government

### **Bardwell**

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

### **Young**

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

**Vaughan**

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**

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

**Other Business as Necessary**

**Extended Public Comment**

**Adjournment**

Note: If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two (2) days in advance of the meeting.



# MINUTES

## Board of Commissioners

### Meeting

**8:00 AM - Thursday, November 30, 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, November 30, 2023, to order at 8:01 AM local time.

Prayer - Commissioner Vaughan

Pledge of Allegiance - Commissioner Young

Roll Call - Chief Deputy Clerk Elenbaum

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

Commissioners Absent: None

Others Present In-Person: Chief Deputy Clerk Curtis Elenbaum, Eean Lee, Clayette Zechmeister, Steve Anderson, Mike Miller, Cindy Hughes, Jamie Nisidis, Carrie Tabar, Jon Ramirez

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Clerk Jodi Fetting, Treasurer Ashley Bennett, Brandon Bertram, David Draper, Debbie Babich, Lorna Violet, Barry Lapp, Crystal Knoblock, Dara Hood, Don Derryberry, Karlee Romain, Katherine Robinson, Renee Francisco, Tanya Pisha, Tim Green, Matt Brown, Marianne Brandt, Cindy McKinney-Volz, Judy Cockerill, Kristy Sutherland, Angie Daniels, and 5 others

At 8:00 a.m., there were a total of 16 participants attending the meeting virtually.

#### **Adoption of Agenda**

1. Adoption of Agenda -

2023-M-255

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

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

1. Action on Previous Meeting Minutes -

2023-M-256

Motion by Bill Lutz, seconded by Matt Koch to adopt the meeting minutes from the November 16, 2023 Regular meeting. Motion Carried.

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

Clerk Fetting requested that an updated draft budget be provided to all department heads before the public hearing on December 14, 2023.

**Consent Agenda**

2023-M-257

Motion by Bill Lutz, seconded by Thomas Young that the Consent Agenda Minutes and Consent Agenda Items from the November 27, 2023 Committee of the Whole meeting be adopted. Motion Carried.

**CONSENT AGENDA**

1. Move to approve the Contract for Mental Health Services for Jail Inmates for the period of October 1, 2023 through September 30, 2024. Also, all appropriate signatures are authorized.
2. Move to approve the Equature Primary Solution Scope Renewal for Dispatch for the ten-year period of February 19, 2024 through February 18, 2034. Also, all appropriate signatures are authorized.
3. Move to receive and place on file the Tuscola County Land Bank Authority Resolution 01-2023 confirming the official name and address in order to apply for a federal grant.
4. Move to approve the publication for the 2024 Budget Public Hearing to be held on December 14, 2023 at 9:00 a.m.

**New Business**

1. Adoption of Resolution 2023-23 Honoring Alicia Miller -

2023-M-258

Motion by Thomas Young, seconded by Bill Lutz to adopt Retirement Resolution # 2023-23 to Alicia Miller to be presented to her at her Retirement Party on December 7, 2023. Also, all appropriate signatures are authorized.

Roll Call Vote:

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

Motion Carried.

**Old Business**

1. 2024 Indirect Cost Review -  
Clayette Zechmeister, Controller/Administrator, provided an overview on how indirect costs affect the budget and the process of reviewing.

**New Business - continued from above**

2. Closed Session for Labor Negotiations -

2023-M-259

Motion by Thomas Bardwell, seconded by Bill Lutz that the Board meet in Closed Session, pursuant to Section 8(c) of the Open Meetings Act, in order to discuss strategy connected with the negotiation of collective bargaining agreements with Jamie Nisidis with Braun Kendrick, Clayette Zechmeister, Curtis Elenbaum, Shelly Lutz, and Eean Lee to be allowed to attend this closed session at 9:08 a.m.

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

Motion Carried.

Recessed to Closed Session at 9:08 a.m.  
Reconvened from Closed Session at 9:47 a.m.

Recessed at 9:47 a.m.  
Reconvened at 9:57 a.m.

At 9:57 a.m., there were a total of 20 participants attending the meeting virtually.

**Old Business - continued from above**

2. 2024 Budget Review -  
Clayette Zechmeister, Controller/Administrator provided an update to the 2024 Budget.  
BEFORE CLOSED SESSION - Clayette presented the most recent 2024 budget review to the board. A discussion was had concerning funding and revenue estimation.  
AFTER CLOSED SESSION - Clayette resumed reviewing the adjustments being made to the proposed budget.



- 3. Open Meetings Act (Matter Added) -  
Commissioner Bardwell presented material to the board regarding the Open Meetings Act for discussion about the structure of how committee meetings are conducted.

**Correspondence/Resolutions**

None

**Commissioner Liaison Committee Reports**

***Lutz***

- Board of Health
- Community Corrections Advisory Board
- Department of Human Services/Medical Care Facility Liaison  
Update provided.
  
- Genesee Shiawassee Thumb Works
- Jail Planning Committee
- Local Emergency Planning Committee (LEPC)
- MAC Judiciary Committee  
Update provided.
- MEMS All Hazard
- Local Units of Government Activity Report
- Human Development Commission Board of Directors Liaison

***Koch***

- Behavioral Health Systems Board
- Recycling Advisory  
Meeting December 7, 2023.
- Jail Planning Committee
- MI Renewable Energy Coalition (MREC)
- Local Units of Government

***Bardwell***

- Behavioral Health Systems Board
- Caro DDA/TIFA

Economic Development Corp/Brownfield Redevelopment  
MAC 7th District  
MAC Workers Comp Board  
MAC Finance Committee  
Meeting December 1, 2023.  
NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report  
Update provided with mention of recent Ellington Township Hall vehicle  
accident.

**Young**

Board of Public Works  
County Road Commission Liaison  
Update provided. All projects for 2023 completed.

Dispatch Authority Board  
Meeting held in prior week.

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  
No meeting held due to lack of quorum.

Tuscola 2020  
Overview presented.

Local Units of Government Activity Report

**Vaughan**

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**

None.

At 10:25 a.m., there were a total of 21 participants attending the meeting virtually.

**Extended Public Comment**

None

**Adjournment**

2023-M-260

Motion by Bill Lutz, seconded by Thomas Bardwell to adjourn the meeting at 10:26 a.m. Motion Carried.

Curtis Elenbaum  
Tuscola County Chief Deputy Clerk

DRAFT



# MINUTES

## Committee of the Whole Meeting

**8:00 AM - Monday, December 11, 2023**

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

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Commissioner Vaughan 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, December 11, 2023, to order at 8:00 AM local time.

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, Mike Miller, Debbie Babich, Karen Southgate, Amanda Ertman, Cindy Hughes

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Tim Green, Barry Lapp, Carrie Tabar, Don Derryberry, Treasurer Ashley Bennett, Cindy McKinney-Volz, Dara Hood, Cody Horton, Renee Francisco, Steve Root, Angie House, Cathy Merling, Register Marianne Brandt, Bob Baxter

At 8:02 a.m., there were a total of 10 participants attending the meeting virtually.

### **New Business**

1. Michigan Department of Health and Human Services (MDHHS) Tuscola County Community Presentation - Karen Southgate, Director MDHHS, Huron, Lapeer and Tuscola Counties, provided an update of the services that MDHHS provides to the local community. Matter to be placed on the Consent Agenda.

2. Tuscola County Health Department (TCHD) Update and Year End Report - Amanda Ertman, Health Officer, presented regarding various matters.

1. The 2021-2022 Annual Report for the Health Department was presented. Matter to be placed on the Consent Agenda.

2. Policy Changes were reviewed and will be effective January 1, 2024. Matter to be placed on the Consent Agenda.

3. Improving Health in the Thumb Region by Addressing Poverty was presented. The first Tuscola County Poverty Simulation will be on January 16, 2024 from 10:00 a.m. to 1:00 p.m. at the Colwood Church.

4. The Tuscola County Health Department Fee Schedule was reviewed. Matter to be placed on the Consent Agenda.

**Old Business**

None

**Finance/Technology**

***Primary Finance/Technology***

1. 2024 Proposed Final Budget - Clayette Zechmeister, Controller/Administrator and Debbie Babich, Fiscal Personnel Analyst, briefly reviewed the proposed final budget for 2024. There was a correction noted on page 8 regarding the revenues for the control line and the indirect costs line. The total revenue line amount remains the same. Board discussed the Indirect Costs to verify it was input at 2.5%.

Budget Hearing scheduled for December 14, 2023 at 9:00 a.m.

***On-Going and Other Finance***

None

***On-Going and Other Technology***

-Eean Lee explained that there has been an increase in bad actors trying to get information. Also, support for Windows 10 will be done in 2025 so he will be planning for that expected cost in that budget cycle.

**Building and Grounds**

Recessed at 9:10 a.m.

Reconvened at 9:20 a.m.

At 9:20 a.m., there were a total of 21 participants attending the meeting virtually.

**Primary Building and Grounds**

1. Right to Life Request to Hold Its Annual Memorial Service in front of the Tuscola County Courthouse on January 21, 2024 - Matter to be placed on the Consent Agenda.
2. Purdy Building Repairs - Mike Miller, Building and Grounds Director, reviewed the letter received from the Contractor regarding the Purdy Building repairs needed in the amount of \$149,000.00. Matter to be placed on Thursday's agenda.

**On-Going and Other Building and Grounds**

Mike Miller reported that Dave's Glass has installed the glass over the courthouse-stained glass window.

**Personnel**

**Primary Personnel**

1. Conditional Job Offer to Nolan Knickerbocker to Fill Vacant Corrections Position - Matter to be placed on the Consent Agenda.
2. Tuscola County Planning Commission Appointment - Jodi Fetting, County Clerk, CCO presented five applications that were received for the vacant seat on the Planning Commission which is for a 3-year term beginning on January 1, 2024. The Commissioners will review the applications with the matter to be placed on Thursday's agenda.
3. 2024 Tuscola County Clerk Stipend Restructure - Matter was presented by Clerk Fetting at the Board of Commissioners meeting on October 26, 2023. A motion to be adopted was requested by the Board for documentation and clarity. Matter to be placed on Thursday's agenda.

**On-Going and Other Personnel**

None

**Other Business as Necessary**

-Commissioner Young thanked Mary Drier for the article in Cass City Chronicle.

-Commissioner Bardwell addressed fees received from the green energy legislation.

-Commissioner Bardwell addressed the Open Meeting Acts how it applies to the Board members meeting at Committee meetings. A legal letter is to be presented that was prepared by Michigan Association of Counties (MAC).

-Commissioner Young provided an update from the MAC meeting regarding the state being able to offer assistance with the zoning issues as applicable.

-Commissioner Bardwell addressed usage of Artificial Intelligence (AI).

-Commissioner Lutz provided an accolade for Deputy Coleman for a life save.

At 9:48 a.m., there were a total of 21 participants attending the meeting virtually.

**Public Comment Period**

None

**Adjournment**

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 9:49 a.m.  
Motion Carried.

Jodi Fetting  
Tuscola County Clerk, CCO

DRAFT

Tuscola County Board of Commissioners

Ms. Clayette Zechmeister

December 1, 2023

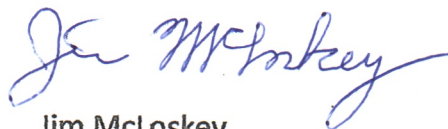
Dear Commissioners,

The Tuscola County Right to Life chapter would like to have its annual Memorial service in front of the Tuscola County Courthouse on Sunday, January 21, 2024 at 3 00 pm.

This event is open to the general public, will include a short presentation by our guest speaker and some singing, the taking of a group photo, and usually lasts about 30 minutes. This is considered to be a peaceful event designed to remember those of our County who were lost to abortion. If possible, we will plug in a P A system to one of the electrical outlets near the front doors. Similar events to this one on January 21 will be hosted by other chapters of Right to Life in all parts of Michigan.

On behalf of the Tuscola County Right to Life group, I am requesting permission to have this meeting/ service in front of the Court House on this date. If your schedule allows, we also invite each of you and your families to attend and stay as long as you want. Thank you for your consideration of this request, and for allowing this event to be held over the past several years.

Sincerely,



Jim McLoskey

Right to Life Board Member

[mcloskey@charter.net](mailto:mcloskey@charter.net)





**Re: Conditional Job Offer - Nolan Knickerbocker**

1 message

**Clayette Zechmeister** <zclay@tuscolacounty.org>

Mon, Dec 4, 2023 at 10:10 AM

To: Robert Baxter <rbaxter@tuscolacounty.org>

Cc: Shelly Lutz <lutzs@tuscolacounty.org>, Glen Skrent <ggs@tuscolacounty.org>, Shannon Beach <sbeach@tuscolacounty.org>, Renee Ondrajka <renee@tuscolacounty.org>

Renee, This is for the agenda, please make sure we hear from Shelly before writing a motion so no details are missed.

Thank you

On Fri, Dec 1, 2023 at 11:00 AM Robert Baxter <rbaxter@tuscolacounty.org> wrote:

We have offered a conditional job offer to Nolan Knickerbocker to fill a vacant Corrections position. All background check requirements have been met. His anticipated start date will be on or about December 13th, starting wage will be step one at \$19.73 per hour.

**Undersheriff Robert E. Baxter**  
**Tuscola County Sheriff Administration**  
**420 Court St**  
**Caro, MI 48723**  
**989-673-8161 ext 2225**  
**Fax: 989-673-8164**

 [Like Us on Facebook](#)

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*Clayette A. Zechmeister*

**Clayette A. Zechmeister**  
**Tuscola County Controller/Administrator**  
125 W Lincoln St, Suite 500  
Caro, MI 48723  
[zclay@tuscolacounty.org](mailto:zclay@tuscolacounty.org)  
voice 989-672-3710  
fax 989-672-4011

Visit us Online for County Services @ [www.tuscolacounty.org](http://www.tuscolacounty.org)

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## NATIONAL RESTORATION INC

### RECIPIENT F THE GOVERNOR'S AWARD FOR HISTORIC PRESERVATION!

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2165 Fyke Dr.  
Milford, MI 48381  
johnf@nationalrestoration.net  
December 5, 2023

Preserving America's Landmarks!

Mr. Mike Miller  
County of Tuscola  
Department of Buildings & Grounds  
125 W. Lincoln St. Suite 500  
Caro, MI 48723  
989-672-3756

RE: Rusted Lintel Purdy Building

Mr. Miller,

Per our onsite meeting at the Purdy building, we propose to provide all the labor, materials, and equipment needed to complete the following scope of work:

- After the size and amount of the new windows are determined, provide a basic plan for the project which will include sections for new framing and the new brick veneer.
- Provide needed permits.
- Install a temporary plastic dust screen wall on the interior of the windows. This will be far enough back to allow work on the interior of the I-beam.
- Remove the existing brick from above the existing I-beam and rusted lintel to the top of the parapet wall.
- Each evening, provide a temporary security wall of 2"x4" and sheeted with plywood.
- Coordinate with the owner's window company to remove the existing windows in sections. After the windows and frames are removed by others, remove sections of the flat stock that is rusting, and any interior finishes needed to complete this.
- Each evening provide a temporary security wall of 2"x4" and sheeted with plywood.
- Remove the existing steel from above the openings that is rusting and at one time supported a different type of awning structure.
- Clean and paint the exposed bottom of the I-beam and the structural steel above the I-beam.
- Frame in the openings with 2"x6" studs and exterior OSB sheathing with openings to accommodate the new owner provided windows.
- Install tyvec barrier to the exterior.
- Install new wall plugs as required in the new wall.
- Install R-19 insulation and a moisture barrier.
- Install new ½" drywall flush to the existing soffit and or drywall areas.

- Have new windows installed by others.
- Tape and bed interior drywall and sand to match existing walls in prep for prime and paint by owner.
- Install the new brick veneer to industry standards and new limestone windowsills.
- Clean exterior as needed.
- Install the saved awnings.
- Final jobsite cleanup.
- We propose to complete the above scope of work under our annual contract with Oakland County MI which is publicly bid statewide, on a time and material basis per the established rates for a cost of time and materials not to exceed \$149,000.00

We appreciate the opportunity to provide you with the highest quality craftsmanship and products available.

Sincerely,

John Fletcher, President

used in a manner consistent with the terms of the Settlement Agreement and Release of Claims entered into between the County and the Tuscola County Unified Court.

Yes: Thomas Young, Doug DuRussel, and Dan Grimshaw  
Absent: Thomas Bardwell and Kim Vaughan

Motion Carried.

**Old Business**

1. Tuscola County Clerk Stipend -

2022-M-019

Motion by Doug DuRussel, seconded by Dan Grimshaw to authorize the creation of an election coding stipend for the County Clerk. If there are 15 or less ballot styles in one election, then the stipend payment per ballot style is \$85.00 for ICP programming and \$15.00 for ICX programming. If there are 16 or more ballot styles in one election, then the stipend would be a flat stipend of \$2,000.00. Stipend to be paid to the County Clerk at the conclusion of canvassing an election and documentation to be provided to the Human Resource Director for payment. This only applies if the election coding is done in-house and not contracted out, effective January 1, 2022. Also, all budget amendments are authorized as necessary.

Yes: Thomas Young, Doug DuRussel, and Dan Grimshaw  
Absent: Thomas Bardwell and Kim Vaughan

Motion Carried.

Recessed at 9:18 a.m.  
Reconvened at 9:29 a.m.

**New Business**

Continued from above

6. Closed Session on Labor Negotiations -

2022-M-020

Motion by Dan Grimshaw, seconded by Doug DuRussel that the Board meet in closed session, pursuant to Section 8(c) of the Open Meetings Act, in order to discuss strategy connected with the pending negotiation of collective bargaining agreements with Eric Morris with Braun Kendrick, Clayette Zechmeister, Jodi Fetting, Shelly Lutz, Eean Lee and Tracy Violet to be allowed to attend the closed session at 9:30 a.m.

Yes: Thomas Young, Doug DuRussel, and Dan Grimshaw  
Absent: Thomas Bardwell and Kim Vaughan

Motion Carried.



# MINUTES

## Board of Commissioners

### Meeting

8:00 AM - Thursday, October 26, 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, October 26, 2023, 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, Jon Ramirez, Mike Miller, Greg Rynearson, Treasurer Ashley Bennett, Debbie Babich, Brian Harris, Karly Creguer, Jamie Nisidis, Dara Hood

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Allison Dickerson, Katie Robinson, Treasurer Ashley Bennett, Tanya Pisha, Steve Root, Karlee Romain, Dara Hood, Debbie Babich, Angie Daniels, Cindy McKinney-Volz, Judy Cockerill, Stacey Wilcox, Shawn Robinson, Alecia Little, Curtis Elenbaum, Barry Lapp, Carrie Tabar, Matt Brown, Shannon Beach, Crystal Knoblock, Karly Creguer

At 8:05 a.m., there were a total of 22 participants attending the meeting virtually.

#### Adoption of Agenda

1. Adoption of Agenda -

2023-M-234

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

## Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes -

2023-M-235

Motion by Matt Koch, seconded by Bill Lutz to adopt the meeting minutes from the October 12, 2023 Regular meeting. Motion Carried.

## Brief Public Comment Period for Agenda Items Only

-Clerk Fetting addressed the Board regarding the matter on the Consent Agenda for a full-time employee in the Clerk's Office.

## Consent Agenda

2023-M-236

Motion by Matt Koch, seconded by Bill Lutz that the Consent Agenda Minutes and Consent Agenda Items with Item #3 removed and placed as Item #1 under New Business from the October 23, 2023 Committee of the Whole meeting be adopted. Motion Carried.

## CONSENT AGENDA

1. 2024 Agreement for Michigan State University Extension (MSUe) Services -  
Move to approve the 2024 Agreement for Extension Services with the Board of Trustees of Michigan State University (MSU) for Michigan State University Extension (MSUe) services in the amount of \$205,631.00. Also, all appropriate signatures are authorized.
2. Friend of the Court 2023 Budget and 2024 Budget -  
Move to approve an additional appropriation of \$150,000.00 to be transferred to the Friend of the Court Budget to eliminate the deficit situation. The use of fund balance in the General Fund will be required. Also, all budget amendments be authorized.

## New Business

1. 2024 County Clerk Budgets (Item #3 from the Consent Agenda) -  
Jodi Fetting, County Clerk, CCO, presented regarding adding one full-time staff member to the Clerk's Office due to increased duties from the 2022-2 Constitutional Amendment and other legislation. Board discussed the matter at length.

2023-M-237

Motion by Matt Koch, seconded by Thomas Bardwell to approve an additional Court Records Clerk II position in the County Clerk's Office in the amount of \$62,463.49 plus any additional wage increases granted through the union negotiations for 2024.

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

No: Kim Vaughan

Motion Carried.

2. Jail Spectrum Contract -  
Lieutenant Brian Harris explained the proposed contract from Spectrum.

2023-M-238

Motion by Bill Lutz, seconded by Matt Koch that per the recommendation from Lieutenant Brian Harris, Jail Administrator, that the Service Order Contract with Charter Communications Operating, LLC on behalf of Spectrum Enterprise be approved effective immediately. This is a 36-month contract at \$418.00 per month or \$5,016.00 per year with no cost for the first three months and covers the entire Jail. Costs have been included in the proposed Jail Budget for 2024. Also, all appropriate signatures are authorized. Motion Carried.

3. 2023 County Apportionment Report -  
Angie Daniels, Equalization Director, Michigan Advanced Assessing Officer (MAAO), presented the proposed resolution at the meeting on Monday.

2023-M-239

Motion by Thomas Young, seconded by Matt Koch to approve Resolution 2023-22 approving the 2023 Apportionment Report.

Roll Call Vote:

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

Motion Carried.

4. Closed Session for Labor Negotiations -

2023-M-240

Motion by Thomas Young, seconded by Matt Koch that the Board meet in Closed Session, pursuant to Section 8(c) of the Open Meetings Act, in order to discuss strategy connected with the negotiation of collective bargaining agreements with Jamie Nisidis with Braun Kendrick, Clayette Zechmeister, Jodi Fetting, Shelly Lutz, and Eean Lee to be allowed to attend the closed session at 9:00 a.m. Motion Carried.

Recessed to Closed Session at 9:00 a.m.

Reconvened from Closed Session at 9:27 a.m.

Recessed at 9:27 a.m.

Reconvened at 9:37 a.m.

At 9:27 a.m., there were a total of 23 participants attending the meeting virtually.

5. 2024 Prosecutor Budget -  
Mark Reene, Prosecuting Attorney, presented the proposed PAAM PbK Contract at the meeting on Monday.

## 2023-M-241

Motion by Bill Lutz, seconded by Matt Koch to approve the 2024 Prosecutor Contract Agreement for Karpel Solutions Software Program. Tuscola County has no cost for the core suite through September 30, 2026. At the suggestion of Tuscola County Chief Information Officer (CIO), the optional interface into the Court Judicial Information Services (JIS) data be purchased for a one-time fee of \$10,000.00 with an annual support cost of \$2,000.00. After September 30, 2026, Tuscola County will be billed for maintenance and support if the decision is made to continue using this software. Also, all appropriate signatures and budget amendments are authorized. Motion Carried.

6. 2024 Equipment and Capital Review and Recommendations -  
Clayette Zechmeister, Controller/Administrator, reviewed the proposed 2024 Potential Adjustments in the General Fund Budget, 2024 Equipment/Capital Improvement Budget Request, Budget Report for the 215 Fund for Friend of the Court. Board discussed the shortcoming of the budget going into 2024.
7. 2024 Budget Review on Open Items -  
Clayette Zechmeister, Controller/Administrator, reviewed items requested for the 2024 budget cycle.
8. Clarification on 2024 Clerk Stipend Request -  
Clerk Fetting explained the request for the restructure of the election programming stipend due to the additional programming requirements due to the 9-days of early voting. Clerk Fetting also reviewed the cost savings the County realizes by keeping the election programming at the county level. Matter to be placed on the November 16, 2023 Board agenda for the restructuring to be adopted.
9. Tuscola County Hours of Operation -  
Chairman Vaughan addressed the Board regarding the hours of operation for offices within the county. The concern brought forth is that the Drain Commissioner's Office sets different hours of operation than other county offices. Documentation regarding county hours to be provided to the other Board members.
10. Purdy Building Repairs -  
Mike Miller, Director of Buildings and Grounds, addressed the matter of the windows that need to be replaced in the Purdy Building. He has received an estimate for the windows but is still waiting for an estimate from the contractor.

## 2023-M-242

Motion by Matt Koch, seconded by Bill Lutz that \$100,000.00 be transferred to the Capital Improvements Fund (483) from the General Fund (101) unassigned fund balance to accommodate this urgent repair of the lenthils at the Purdy Building for windows located in the small Conference Room and Drain Commissioner's Office. Also, any necessary budget amendments are authorized. Motion Carried.

## Old Business

None



## **Correspondence/Resolutions**

1. Revitalization and Placemaking (RAP) Program Grant Award - K-9 Project
2. 2024 Child Care Fund (CCF) Budget Approval Letter
3. Michigan Municipal Risk Management Authority (MMRMA) Reappointment of Shelly Lutz to Membership Committee
4. Made in the Thumb Showcase
5. Notice of Hearing to Amend Lake Level Order - Murphy Lake
6. Notice of Hearing to Amend Lake Level Order - Shay Lake
7. Legislative Update 10-13-23 - The Michigan Association of Counties
8. Legislative Update 10-20-23 - The Michigan Association of Counties
9. Cheboygan County Resolution Opposing Any Legislation Preempting Local Control for Solar and Wind Developments
10. Livingston Resolution 2023-10-177 establishing Livingston County Health Advisory Committee with By-laws
11. Lenawee County Support of Local Control of Land Used Resolution
12. Ottawa County Resolution Regarding Childhood Vaccines
13. Isabella County Resolution 2023-08 Support for Local Control of Solar and Wind Power Project Advancement

## **Commissioner Liaison Committee Reports**

### ***Young***

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

Update provided regarding spraying for mosquitos and phragmites.

Senior Services Advisory Council

Tuscola 2020

Local Units of Government Activity Report

**Vaughan**

No Updates

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**

Board of Health

Community Corrections Advisory Board

Department of Human Services/Medical Care Facility Liaison  
Generator has been installed.

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  
Ribbon cutting was held for The Garden which is a shelter.

**Koch**

No Updates

Behavioral Health Systems Board

Recycling Advisory

Jail Planning Committee

MI Renewable Energy Coalition (MREC)

Local Units of Government

## ***Bardwell***

Behavioral Health Systems Board

Caro DDA/TIFA

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

MAC Workers Comp Board

Meets next week.

MAC Finance Committee

NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

## **Other Business as Necessary**

-Commissioner Lutz thanked Clayette and staff for the work on the proposed 2024 budget.

At 11:15 a.m., there were a total of 22 participants attending the meeting virtually.

## **Extended Public Comment**

-Clerk Fetting reported that the stained-glass window is in the process of being reinstalled after being gone for 1-year for restoration. The window looks amazing.

## **Adjournment**

2023-M-243

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 11:17 a.m.  
Motion Carried.

Jodi Fetting  
Tuscola County Clerk, CCO



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

November 17, 2023

Shelly Lutz  
Tuscola County  
125 W. Lincoln St.  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Ms. Lutz,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your AED project was approved. The Membership Committee authorized 50% funding up to a maximum of \$1,699.11 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 05/31/2024.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

November 17, 2023

Shelly Lutz  
Tuscola County  
125 W. Lincoln St.  
Caro, MI 48723

**RE: Grant Funding – Requirements for Reimbursement**

Dear Ms. Lutz,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Automatic Door Lock Badge ID Access System project was approved. The Membership Committee authorized 50% funding up to a maximum of \$15,325 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Tuscola County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Tuscola County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 05/31/2024.**

Sincerely,

*Cara L. Ceci*

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

December 1, 2023

Undersheriff Robert Baxter  
Tuscola County  
420 Court St  
Caro, MI 48723

**RE: RAP**

Dear Undersheriff Baxter,

In accord with your RAP application and documentation for your Taser project, I am pleased to enclose our payment in the amount of \$12,000.

I commend Tuscola County and yourself for taking this risk management initiative.

Sincerely,

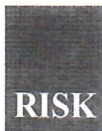
A handwritten signature in cursive script that reads "Cara Ceci".

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager

Enclosure



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

December 1, 2023

Shelly Lutz  
Tuscola County  
125 W. Lincoln St.  
Caro, MI 48723

**RE: RAP**

Dear Ms. Lutz,

In accord with your RAP application and documentation for your Beacon Emergency Security System project, I am pleased to enclose our payment in the amount of \$6,535.

I commend Tuscola County and yourself for taking this risk management initiative.

Sincerely,

A handwritten signature in cursive script that reads "Cara Ceci".

Cara Ceci, ARM, CPCU  
Member Resources Manager

CC/sp

cc: Clayette Zechmeister  
MMRMA Risk Manager

Enclosure



**Tuscola County Road Commission**  
**1733 Mertz**  
**Caro, MI 48723**  
**Phone 989 673-2128**  
**Fax 989 673-3294**

November 17, 2023

RE: Tuscola County Task Force 7A Meetings

Dear Commissioner:

The Tuscola County Road Commission will host a public input meeting concerning Tuscola County Projects under the Michigan Department of Transportation current road funding program. Our Local Task Force Meeting has been rescheduled for Tuesday December 19th, 2023 at 10:00 a.m. The meeting will result in designating a priority list for projects to be funded with Federal and State monies on the county level for 2024 through 2028. If you have any questions, please contact the Operations Engineer directly at (989) 550-3205.

Sincerely,

TUSCOLA COUNTY ROAD COMMISSION

Brent Dankert, P.E.  
Acting County Highway Engineer  
(989) 550-2983

William Green  
Operations Engineer  
(989) 550-3205