

**MINUTES OF THE CLARE COUNTY
BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING**

Harrison, Michigan 48625
January 15, 2014

2/19/14 Jm
Unapproved Minutes
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Meeting was called to Order at 9:00 a.m. by Clerk Pamela Mayfield

PLEDGE OF ALLEGIANCE

Present: Commissioner Jim Gelios, Commissioner Jack Kleinhardt, Commissioner Rick LaBoda, Commissioner Karen Lipovsky, Commissioner Dale Majewski, and Commissioner Leonard Strouse.

Absent: Commissioner Lynn Grim

Also Present: Administrator Tracy Byard

Others Present, Signing In: Veronica Romanov and Gretchen Wilbur

Clerk Mayfield indicated that the first order of business was to elect a Chairperson; she then called for nomination from the floor.

It was moved by Commissioner Leonard Strouse, seconded by Commissioner Dale Majewski, to nominate Commissioner Rick LaBoda for the Board Chairperson position.

Clerk Mayfield then called for nominations from the floor a second time.

It was moved by Commissioner Karen Lipovsky to nominate Commissioner Jim Gelios to fill the Board Chairperson position. Commissioner Gelios declined the nomination.

Clerk Mayfield called for nominations a third time and hearing none, the nominations were closed. She then offered an opportunity to vote by ballot but verbal vote prevailed.

The vote revealed unanimous support for Rick LaBoda for the Board Chair position; he was congratulated and he assumed his position on the Board. Chairperson LaBoda then proceeded to call for nominations for the position of Vice-chair.

It was moved by Commissioner Jack Kleinhardt, seconded by Commissioner Leonard Strouse to nominated Dale Majewski for the Vice-chair position.

Chairperson LaBoda called for additional nominations, three in total and hearing no other, nominations were closed. Vote was taken with all in favor with one absent. Motion was carried and Chairperson LaBoda declared Commissioner Majewski Vice-chair.

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Jim Gelios, to adopt Resolution #14-01 Electing a Chairperson to a One-Year Term.

Roll call vote revealed:

Yeas: (6) being Commissioners Lipovsky, Gelios, Majewski, Strouse, Kleinhardt, and LaBoda

Nays: (0)

Absent: (1) being Commissioner Grim

Resolution adopted.

APPROVAL OF AGENDA

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Dale Majewski, to approve the agenda with additions as noted below. Motion carried.

Add: Under Unfinished Business, Information Technology Discussion

Add: Under New Business, DPW Board Representative Appointments

Add: Under New Business, Budget Adjustments

APPROVAL OF MINUTES

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Leonard Strouse, to approve the minutes of the December 18, 2013, Board Meeting as presented. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Leonard Strouse, to approve the two Closed Minutes session of the December 18, 2013 meeting. Motion carried.

GENERAL PUBLIC COMMENT-NONE

SPECIAL PRESENTATION

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Leonard Strouse to adopt Resolution #14-02, Special Tribute to Gretchen Wilbur.

Roll call vote revealed:

Yeas: (6) being Commissioners Lipovsky, Strouse, Gelios, Kleinhardt, Majewski, and LaBoda

Nays: (0)

Absent: (1) being Commissioner Grim

Resolution adopted.

Chairperson Rick LaBoda read the Resolution honoring Gretchen Wilbur and thanked her for her many years of dedication and service.

COMMUNICATIONS LIST:

MMRMA – Annual Report

Wise Township – Notice of Intent to Amend the Master Plan

MMR – Annual Report

Huron County Resolution #13-217c, opposing SB 636

Letter of Resignation – Mindy Taylor from Soldiers and Sailors Relief Commission effective January 10, 2014.

ADMINISTRATOR'S REPORT

Administrator Tracy Byard indicated that there had been a meeting to discuss the resignation of the Medical Examiner. She indicated that Dr. Shurlow will be retiring and options need to be reviewed. A second meeting was planned for January 23rd. Administrator Byard then noted that congratulations were in order to the Clare County participants in the Ho Ho Hold It for the Holiday contest. She stated that Clare County participants were able to hold their weight or lose weight with a total weight loss of twenty-seven pounds. Clare County won the traveling trophy. She also indicated that Otis Elevator reported that the elevator is old and parts are obsolete. If the elevator breaks down in the future a new replacement elevator may be required with cost approximately estimated at \$65,000.00.

Commissioner Strouse asked about rumors relevant to the new health building. Administrator Byard indicated that she believed that the new structure had been put on hold at the present time.

JUSTICE-NONE

HEALTH AND HUMAN SERVICES-NONE

PHYSICAL RESOURCES and ECONOMIC DEVELOPMENT

It was moved by Commissioner Dale Majewski, seconded by Commissioner Karen Lipovsky, to appoint David Allen Merritt for a one-year term as an alternate member of the Soldiers Relief Commission with term to expire January 18, 2015. Motion carried.

FINANCE AND ADMINISTRATION

It was moved by Commissioner Leonard Strouse, seconded by Commissioner Karen Lipovsky, to approve the Statutory Finance Committee meeting minutes of December 20, 2013 in the amount of \$82,649.96 and January 9, 2014 in the amount of \$283,272.79. Motion carried.

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Dale Majewski, to approve the expenditures for the month of December 2013 in the amount of \$1,341,923.92 with the General Fund expenditures totaling \$758,825.31. Motion carried.

It was moved by Commissioner Jim Gelios, seconded by Commissioner Dale Majewski, to approve Budget Adjustment #14-22 in the amount of \$169,800.00. Motion carried.

It was moved by Commissioner Leonard Strouse, seconded by Commissioner Jack Kleinhardt, to approve the County of Clare Section 3 Policy and Handbook. Motion carried.

Discussion about an additional wage increase for Administrator Tracy Byard was discussed. Administrator Byard indicated that she had appraised Gladwin County that Clare County Board was not receptive to collaborating with them relevant to a shared Administrator's position. She then distributed a wage comparison study showing other counties of similar population. Questions arose about contract and last evaluation with Commissioner Majewski indicating that he felt that a performance review should be considered before any additional wage increase would be proposed. The performance review will take place sometime in the near future.

Clerk / Register of Deeds Pamela Mayfield requested to purchase a multifunction printer using fund money with machine to be put in the search vault and used by the public. She indicated that the quote provided was actually higher than originally discussed with the salesman and IT Director Jim Neff. Clerk / Register Mayfield requested that the full amount be approved but the amount spent will likely be at least \$6,000.00 less than that approved.

FINANCE AND ADMINISTRATION – (continued)

It was moved by Commissioner Leonard Strouse, seconded by Commissioner Dale Majewski, to approve the request to purchase a Xerox WC 7845mfp in an amount not to exceed \$26,000.00 with money coming from the automation fund and approve budget adjustment #14-26. Motion carried.

Sheriff Johns Wilson spoke on the need to hire an additional information technology person. Sheriff Wilson discussed his department needs indicating that the office that he was elected to oversee is a 24/7 operation and he is responsible to protect and insure for the safety of Clare County residents. He further discussed the need to have that person report to him because of the complexities and demands of his operations and the need to have someone accountable to him, 24 hours a day, 7 days a week. One person attempting to do everything in the county is an impossibility. He indicated that other local 9-1-1 Center's, have their own IT person.

This person would work for the Sheriff, accountable to him and he would also be able to work with Jim at the same level on the network with the ability to do layout and mapping and passwords to be able to fill the gap so that either could step in and respond to needs.

It was moved by Commissioner Jack Kleinhardt, seconded by Commissioner Leonard Strouse, to create an Information Technology position and approve the Sheriff to hire an employee to work for him, accountable to the him, to be shared with other county departments for the purpose of performing Information Technology functions at a wage of \$40,000.00 along with fringe benefits with money to be allocated from 9-1-1, Register of Deeds funds and the County 101 fund. Motion carried.

Treasurer Jenny Beemer-Fritzinger then initiated a discussion about administrative rights. This will require further discussion but does need to be addressed.

With the Sheriff and Undersheriff present, Administrator Tracy Byard indicated that there was an employee within the Sheriff's Department that was requesting to purchase additional years of service from MERS. In addition, she indicated that if allowed, others are waiting to request this same permission. Board has sixty days to make a determination. A funding level calculator was distributed with further discussions to come.

CLERK'S REPORT

Clerk Pamela Mayfield noted that she had distributed an analysis of vital record fees charged by other counties throughout Michigan for review stating that 3000+ vital records were sold in 2013. She also reported on the use of volunteers within the office indicating others had stepped forward and that she has been using these volunteers wherever possible.

TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger indicated that approximately 2500 certified notices will be sent out for 2012 properties that could possibly be going into forfeiture if not paid by February 28th. She also noted that rabies clinics are being held and she will be present to sell dog tags and she noted that the auditors have been in performing their review.

COMMISSIONER REPORTS

Chairperson LaBoda noted that he attended his usual meetings and indicated that Commissioner appointments to various Boards and Commissions would remain the same unless someone expressed a desire for a change.

Commissioner Kleinhardt briefly discussed the recent property tax exemption extended to Veterans. While a very good thing for them, the State had not provided for any loss of income to local entities for revenue replacement. Veterans Director Renee Haley indicated that there are at least 50 eligible in Clare County alone. This will impact local government adversely.

Commissioner Strouse discussed an issue with personal property tax adjustments that will cause a lot of work and a lot of small refunds. He also inquired about a map he had received in the mail with response coming from the Clerk.

Commissioner Gelios attended meetings about the medical examiner and also met with the Medical Authority Control Board. He also noted that he would be accompanying a group performing an energy audit.

Recess at 10:55 a.m.
Back in session at 11:04 a.m.

Commissioner Lipovsky reported that in October Winterfield Township had inquired about protocol when an emergency occurs in their Township and how 9-1-1 will respond. MMR will respond when called. Osceola does not have any agreement to provide mutual aid at this time and this should be considered.

PUBLIC COMMENT

Lori Ware spoke as a citizen and taxpayer of the county and suggested that a wage study and analysis on key personnel should be performed.

UNFINISHED BUSINESS

Lori Ware, Community Development discussed a local business request to borrow money from the Revolving Loan Fund. She indicated the Revolving Loan Fund Board is requesting that the County would back the \$30,000.00 loan since the building and all the repairs made are tied to the building that the County owns.

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Jack Kleinhardt to back the \$30,000.00 loan as requested by the Revolving Loan Fund Board provided that the lease agreement is signed first. Motion carried.

A discussion then followed relevant to the three homes west of the Sheriff's Department to be demolished. Treasurer Jenny Beemer-Fritzing indicated that some things have complicated the moving of the properties into the Land Bank and requested that the motion be rescinded.

It was moved by Commission Karen Lipovsky, seconded by Commissioner Jim Gelios to rescind the motion last month that put three county properties into the Land Bank and instead leave ownership of the properties with the County. Motion carried.

A discussion regarding the Planning Commission then followed. Resignations have already been accepted so Commissioner Lipovsky suggested the advertisement of the vacant seats. Commissioner Kleinhardt commented on concerns of past Planning Commission members and indicated he would like further discussion about just what their responsibility and role is before a new Board is seated and the same questions get asked.

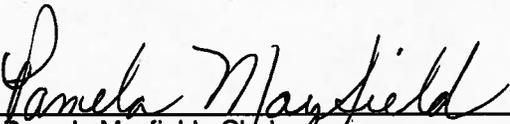
An update was provided on the potential use of the old transit building the for Sheriff's Department to use for vehicle storage and car maintenance. Lease costs would be minimal, the Prosecutor has agreed to pay insurance costs (\$11,000.00) from the 267 fund and other cooperative partnerships are being discussed for payment of the utilities. Talks are on-going.

NEW BUSINESS

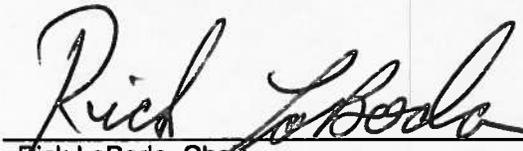
It was moved by Commissioner Dale Majewski, seconded by Commissioner Leonard Strouse, to appoint Alan Jessup and Russ Hamilton to the DPW Board for a one year term with appointment to expire December 21, 2014. Motion carried.

It was moved by Commissioner Karen Lipovsky, seconded by Commissioner Dale Majewski, to approve Budget Adjustments #14-23, #14-24 and #14-25 in the amounts of \$13,412.99, \$12,841.00 and \$18,575.00 respectively. Motion carried.

Meeting adjourned at 11:50 a.m.



Pamela Mayfield, Clerk
Clare County Board of Commissioners



Rick LaBoda, Chair
Clare County Board of Commissioners