

AMENDED AGENDA

Wednesday, March 16, 2022

9:00 a.m.

CLARE COUNTY BOARD OF COMMISSIONERS

MISSION STATEMENT:

The mission of Clare County government is to provide quality services among competing demands for limited resources in the most effective and efficient manner possible to the citizens and patrons of Clare County government.

1. **Call to Order
Pledge of Allegiance**
 2. **Roll Call**
 3. **Approval of Agenda** **Pages 1 - 3**
 4. **Approval of Minutes** **Pages 5 - 11**
 - A. Board of Commissioners Minutes of February 16, 2022
 5. **General Public Comment (Limited to Three Minutes per Speaker)**
 6. Communications List (None)
 7. **ADMINISTRATOR'S REPORT (Limited to three minutes)**
 8. **COMMUNITY SERVICES DIRECTOR (Limited to five minutes)**
 9. **Public Hearings/Special Presentation**
- 9:15 a.m. – Karen Moore, Michigan Indigent Defense Administrator for Clare and Gladwin County – Independent Contractor Agreement** **Pages 13 - 17**
10. **Committee Reports/Consent Calendar**
 - A. **Justice Committee**

1. Clare County Disaster Debris Management Plan **Page 21**

Motion: To approve the Clare County Disaster Debris Management Plan as presented by the Clare County Emergency Management. (Copy available for review)

Motion By:	Seconded By:	Carried	Failed
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2. Letter of Understanding for Donating Sick Time **Page 23**

Motion: To approve the Letter of Understanding for all Sheriff's Department Unions in order to allow for donated sick time for those that have been on Family Medical Leave but have exhausted all their time and used all current accrued time.

Motion By:	Seconded By:	Carried	Failed
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B. Health and Human Services Committee

1. Senior Services/Community Development

a. Resolution for Senior Citizens Millage Renewal

Page 27 & 28

Motion: To adopt Resolution #22-06 for the purpose of submitting a proposal to the qualified voters of Clare County for the Senior Citizens Services Millage Renewal Proposal.

Motion By:	Seconded By:	Carried	Failed
	Roll Call	Yeas:	Nays: Absent:

b. Wage Increase for Senior Services/Community Development Staff

Motion: To approve a 3% wage increase to staff in the Senior Services/Community Development for those that haven't received an increase since FY2016 effective March 16, 2022 and again on October 1, 2022.

Motion By:	Seconded By:	Carried	Failed
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2. Out of State Travel Approval

Motion: To allow the Veterans Affairs Director to attend the National Association of County Veteran Service Officers conference in San Antonio Texas from June 5th – 10th with all funds to come from approved grant monies.

Motion By:	Seconded By:	Carried	Failed
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3. Community Mental Health Reappointment

Motion: To reappoint Joe Phillips to the Community Mental Health Board for a 3-year term to expire on March 31, 2025

Motion By:	Seconded By:	Carried	Failed
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4. Pay Out of Vacation Time

Motion: To allow the payout of 22.5 hours of vacation time exceeding the amount in the Personnel Manual for Carol Majewski due to staff shortage.

Motion By:	Seconded By:	Carried	Failed
	Roll Call	Yeas:	Nays: Absent:

C. Physical Resources and Economic Development Committee

1. Resolution for Transit Millage Renewal

Pages 31 & 32

Motion: To adopt Resolution #22-07, Clare County Transportation Millage Proposal, for the purpose of continuing to fund a county-wide public transportation system to serve Clare County.

Motion By:	Seconded By:	Carried	Failed
	Roll Call	Yeas:	Nays: Absent:

2. Airport Appropriation Request Discussion

D. Finance and Administration Committee

1. Statutory Finance Committee

Pages 35 & 36

Motion: To approve Statutory Finance Committee meeting minutes of February 24, 2022 in the amount of \$170,638.25 and approve the payout of sick time due to retirement for Cindy Wright in the amount of \$4,641.02 and minutes of March 7, 2022 in the amount of \$108,137.23.

Motion By:	Seconded By:	Carried	Failed	
	Roll Call	Yeas:	Nays:	Absent:

2. Monthly Expenditures

Page 37

Motion: To approve the expenditures for the month of February 2022 in the amount of \$2,335,344.92 with the General Fund expenditures totaling \$1,022,971.65.

Motion By:	Seconded By:	Carried	Failed	
	Roll Call	Yeas:	Nays:	Absent:

3. Budget Adjustments

Pages 39 - 41

Motion: To approve Budget Adjustment 22-40, 22-41, 22-46, 22-47, 22-48, 22-49 and 22-50 in the amount of \$782,923.89 \$3,405.30, \$20,945.00, \$7300.00, \$10,000.00, \$9,700.00 and \$55,814.04 to be distributed.

Motion By:	Seconded By:	Carried	Failed	
	Roll Call	Yeas:	Nays:	Absent:

4. District Court ARPA Request

Motion: To allow up to \$3,500 to be provided through ARPA funds for the District Court for the purchases of furniture and supplies for new employee previously approved through ARPA funding.

Motion By:	Seconded By:	Carried	Failed	
	Roll Call	Yeas:	Nays:	Absent:

5. Elected/Non-Union Wage Committee Discussion

11. CLERK'S REPORT (Limited to five minutes)
12. TREASURER'S REPORT (Limited to five minutes)
13. PROSECUTING ATTORNEY (Limited to five minutes)
14. SHERIFF (Limited to five minutes)
15. INFORMATION TECHNOLOGY DIRECTOR (Limited to five minutes)
16. CHAIRPERSON REPORT (Limited to five minutes)
17. VICE CHAIRPERSON REPORT (Limited to five minutes)
18. COMMISSIONER REPORT (Limited to five minutes for each Commissioner)
19. STATE OF COUNTY BUDGET
20. PUBLIC COMMENT (Limited to three minutes per speaker)
21. UNFINISHED BUSINESS
22. NEW BUSINESS
23. ADJOURNMENT

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #

22-4713

REQUESTING DEPARTMENT: **Veterans**

DATE: 3/7/22

INCREASE BASED ON ADDITIONAL STATE GRANT RECEIPT
(FY 2022)

INCREASE

Acct.#	101.000.553.000	\$7,300.00
Acct.#		
Acct.#		
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Acct.#		
Acct.#		
TOTAL		\$7,300.00

INCREASE

Acct.#	101.682.900.000	\$7,300.00
Acct.#		
Acct.#		
Acct.#		
Acct.#		
Acct.#		
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TOTAL		\$7,300.00

[Signature]

Department Head/Authorized Signature

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Verification:

- Finance/Budget Committee** _____
- 1. **Finance Chair** _____
- 2. **Board Chair** _____
- 3. **Administrator** _____

Action
Req: _____

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #22- 48

Requesting Department Sheriff Department

Date 3/11/2022

Explanation of Request (explain fully) to move funds within the activity to cover
shortfall in specific line item.

FROM		Amount
Acct. #	101-321-715.000	\$ 500.00
Acct. #	101-333-704.000	\$ 9,500.00
Acct. #		
Acct. #		
Acct. #		
Acct. #		
Acct. #		
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Acct. #		
TOTAL		\$ 10,000.00

TO		Amount
Acct. #	101-321-722.000	\$ 500.00
Acct. #	101-333-706.000	\$ 9,500.00
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TOTAL		\$ 10,000.00

Doris H. [Signature]

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Verification:
 Finance/Budget Committee

1. Finance Chair _____
2. Board Chair _____
3. Administrator _____

Date _____	Action _____
Date _____	Req: _____
Date _____	
Date _____	

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #22-49

REQUESTING DEPARTMENT: Community Services-Building

DATE: 3/14/2022

correct expense overages and set up expenses for blight.

FROM

Acct.#	249-000-998.900	\$9,700.00
Acct.#		
Acct.#		
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TOTAL		\$9,700.00

TO

Acct.#	249-371-716.007	\$5,000.00
Acct.#	249-372-715.006	\$250.00
Acct.#	249-372-717.000	\$50.00
Acct.#	249-372-801.000	\$500.00
Acct.#	249-375-864.000	\$500.00
Acct.#	249-376-705.000	\$3,000.00
Acct.#	249-376-715.006	\$200.00
Acct.#	249-376-716.007	\$150.00
Acct.#	249-376-717.000	\$50.00
Acct.#		
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TOTAL		\$9,700.00

Lori Phelps
Department Head/Authorized Signature

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Verification:	Action
Finance/Budget Committee _____	/ / Req: _____
1. Finance Chair _____	/ /
2. Board Chair _____	/ /
3. Administrator _____	/ /

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #22-50

REQUESTING DEPARTMENT: Community Services-Seniors

DATE: 3/14/2022

Adjust for increased rev and expenses

INCREASE

Acct.#	288-000-528.000	\$5,000.00
Acct.#	288-000-674.000	\$50,814.04
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TOTAL		\$55,814.04

INCREASE

Acct.#	288-000-864.000	\$1,000.00
Acct.#	288-000-864.001	\$100.00
Acct.#	288-612-902.000	\$500.00
Acct.#	288-613-727.000	\$500.00
Acct.#	288-613-864.000	\$3,000.00
Acct.#	288-614-704.000	\$7,000.00
Acct.#	288-615-864.000	\$2,500.00
Acct.#	288-624-836.008	\$120.00
Acct.#	288-632-864.000	\$200.00
Acct.#	288-000-998.900	\$40,894.04
Acct.#		
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Acct.#		
TOTAL		\$55,814.04


Lori Phelps
 Department Head/Authorized Signature

DO NOT WRITE BELOW THIS LINE

Verification:

Finance/Budget Committee	<u> / / </u>	Action Req:
1. Finance Chair	<u> / / </u>	
2. Board Chair	<u> / / </u>	
3. Administrator	<u> / / </u>	

D4.

	CLARE COUNTY AMERICAN RESCUE PLAN ACT (ARPA) FUND USE PROPOSAL	Proposal # (Internal Use):
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Administration Address
 225 W. Main St. Harrison, MI 48625
 Website: www.clareco.net

Telephone No.
 989-539-2510
 Email: byardt@clareco.net

Proposal must be completed in full to be considered. Completed documents may be sent electronically or by mail using the information above.

General Information

Project Name District Court ARPA Employee Supplies		Project Category 1 - Direct Response	
Agency / Organization 80th District Court		Primary Contact Person Steven Worpell	
Address 225 W. Main St.			
City Harrison		State MI	Zip 48624
Telephone No. 989-750-6593	Alternate Telephone No.	Email: worpells@clareco.net	
Provide Project Mission Statement / Purpose: To respond to the COVID 19 Public Health emergency, by serving the public in both criminal and civil matters as required by law.			
Project Start and End Date: 3-14-22 - 3-14-24			

Financial Overview – Must match Budget Overview sheet

Funds Requested \$ 3,500	Total Project Cost \$ 3,500
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Proposal Details (Please limit to 700 words)

1. **Program/Project Approach** – include the following details, as applicable:
 - a. Briefly describe the project you are requesting funds for.
 - b. Describe the need for your program/project.
 - c. Identify any other organizations in Clare County that address this need.
 - d. Describe your level of collaboration with other agencies on this project.
 - e. Is this a new, existing, or changed program?
 - f. Specifically, what will you use ARPA funds for?
 - g. Who will benefit and how?
 - h. How will you prevent the duplication of Benefits to end users?
 - i. What category does this fall under and why?
 - j. Will there be any ongoing cost to this project once the initial investment is exhausted?
 - k. If the answer to "j" is yes then please describe how this will be funded.

The District Court is requesting desks, chairs, and computer supplies for the new ARPA employee in an amount not to exceed \$3,500. The new employee will share duties with both the probation department and district court clerk's office. Therefore, we need some items for both locations. The employee has already been approved by the committee.

2. Project Outcomes

- a. Describe two anticipated measurable outcomes for your proposed project/program.

Please see the original ARPA request relating to the hiring of the employee. Without the requested items to make a work space, the employee cannot be effective.

3. Agency/Organization Type and Auditing and Fiscal Controls

- a. Describe the agency/organization's entity type (governmental agency/department, non-profit corporation, for-profit corporation, partnership, LLC, etc.)
b. Briefly describe your agency/organization's fiscal oversight / internal controls to minimize opportunities for fraud, waste and mismanagement.
c. How does your agency/organization plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and audit?

The 80th District Court is a government agency. This ARPA request will be overseen by the court administrator. The requested items will be physically marked and inventoried.

4. Contingency Plan

- a. If your request is not fully funded, what adjustments are you prepared to make?

If the request is not funded, we would have to attempt to amend the court budget.

5. Project Budget

- a. Briefly explain project revenues and expenses related to this proposal. This should match with the Budget Overview (page 4).
b. Be specific about how ARPA dollars would be spent.

The items requested are needed so that the ARPA employee can successfully carryout the duties described in the pervious request.

6. Letters of Support (optional)

- a. Please provide any letters of support from stakeholders impacted or interested in your project.

BUDGET OVERVIEW / INCOME AND EXPENSES

<u>Revenue Source Projections</u>	<u>Estimated Funding for this Project</u>
Proposed ARPA Funding	\$
Other Government Grants -- list:	\$
	\$
Donation / Other Fundraising	\$
Internal / Self-Funding	\$
Other -- list:	\$
Other -- list:	\$
Total Revenues	\$

<u>Expenses</u>	<u>Project Budget (Proposed)</u>
Salaries / Benefits	\$
Occupancy	\$
Professional Fees / Contracted Services	\$
Program / Office Materials	\$
Marketing / Printing	\$
Professional Development	\$
Supplies / Materials \$3,500	\$3,500
Other -- list:	\$
COVID Related Expenses (please identify)	\$
Other -- list:	\$
Other -- list:	\$
Total Expenses \$3,500	\$3,500

NOTE: Revenues and Expenses must balance

THIS DOCUMENT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:

1. The information submitted to the County of Clare in this proposal, and substantially in connection with this proposal, is true and correct.
2. The applicant is in compliance with applicable laws, regulations, ordinances and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.
3. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.
4. The applicant has to disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

THE AUTHORIZED REPRESENTATIVE UNDERSTANDS:

1. This proposal and other materials submitted to Clare County may be subject to disclosure under Michigan's Freedom of Information Act, and the County's review of such materials will be subject to Michigan's Open Meetings Act. The authorized representative may mark documents "confidential" if the documents contain proprietary information; however, the County will make the ultimate determination as to its disclosure and public deliberation obligations under Michigan law.
2. Submitting false or misleading information may result in this proposal being found ineligible for financial assistance under the funding program, and the authorized representative may be subject to civil and/or criminal prosecution.
3. Approved projects will be required to submit appropriate documentation to substantiate reimbursement requests and will be subject to audit accountability standards.
4. This form and criteria may be subject to change, as determined by the U.S. Treasury Department.

Yes No - I certify that the requested funding is needed to ensure this project will happen in Clare County. The request meets all of Clare County's policies currently in place.

Steven Warpell
Signature of Authorized Representative

3/9/22
Date

Steven Warpell
Printed Name

Court Administrator
Title

80th District Court
Organization Name