

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

Harrison, Michigan 48625

*approved  
6/16/2021 [Signature]*  
~~Unapproved minutes~~  
May 19, 2021

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance and moment of silence for our active military, veterans and first responders.

**COMMISSIONERS PRESENT**

District 3 Rick Fancon, District 4 Stephanie Brown, District 5 Sandy Bristol, District 6 Bronwyn Asplund, and District 7 Jeff Haskell

**COMMISSIONERS ABSENT**

District 1 Dale Majewski and District 2 Samantha Pitchford

**OTHERS PRESENT**

Clerk-Register Lori Martin, Administrator Tracy Byard, Sheriff John Wilson, Tom Dunn, Mark DeYoung, Mel Johns, Carl Parks and Dianne Alward-Biery,

**APPROVAL OF AGENDA**

It was moved by Commissioner Asplund, seconded by Commissioner Fancon, to approve the agenda. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Asplund, Fancon, Bristol, Brown and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion Carried**

**APPROVAL OF MINUTES**

It was moved by Commissioner Brown, seconded by Commissioner Fancon to approve the Board of Commissioners Minutes for April 21, 2021. Chairman Haskell asked for discussion, two corrections made, roll call vote revealed:

Yeas: (5) being Commissioners Brown, Fancon, Asplund, Bristol and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

**GENERAL PUBLIC COMMENT**


Tom Dunn inquired about foreclosure cases in which the county is involved. Treasurer Jenny Beemer-Fritzingler stated that two cases are still in litigation and other cases are stayed pending the outcome of these cases. Dunn asked for case numbers. Tracy will provide those to him.

**COMMUNICATIONS LIST**

No discussion

**ADMINISTRATOR'S REPORT**

Daryl Schlese, the current part-time Probate/Circuit Court Administrator, is retiring again. The county will have to come up with funds for remainder of year for that position once hired.

  
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### **ADMINISTRATOR'S REPORT - continued**

A brief statement was made about the status of the County's COVID plan. County employees will continue to follow the current plan until the local health department provides approval to lessen local restrictions. Corrective action plan for audit was submitted to auditors along with audit and certification. She is working on the Capitalization Policy. Administrator Byard stated that she has been attending webinars and researching the use of the COVID Relief Funds. Airport rumor circulating from comment in Cleaver, to clarify, Clare County did not drop the ball on grant funding. Grant was for pilot lounge, need to first fix runway.

### **COMMUNITY SERVICES DIRECTOR**

Director Lori Phelps was not present. No report given.

### **PUBLIC HEARINGS/SPECIAL PRESENTATIONS**

1. Ken Chinavare, Clare-Gladwin RESD – I.T. Discussion  
Mr. Chinavare provided information about I.T. and how it functions and flows within his organization, the Clare-Gladwin RESD. He suggested partnering with local governments as a resource.
2. Stacy Hisong, Fahey, Shultz, Byrzych & Rhodes – County Dams/Drain  
Ms. Hisong provided updates regarding the dams and the current drain project. Lake levels were discussed as well as the process to establish lake levels. Discussion of current private lake associations and insurance difficulties and how it will affect the county.
3. Roxanne Foster, Michigan Department of Treasury – Clare County Audit Review  
Ms. Foster reviewed 2020 audit and areas of concern. County received clean audit. Most comparisons to prior year were favorable.
4. Jennifer Martin, 44North – Health Insurance Plan Renewal  
Ms. Martin provided a Pre-Renewal Update to the Commissioners. She stated that she should have numbers in hand for Clare County within the next 30-45 days. Utilization was discussed in the 2021 Plan Year Overview using data from last year to project utilization and plan renewal costs. She also discussed the benefit of the International Pharmacy Program.

Break: 10:04 a.m. to 10:17 a.m.

### **COMMITTEE REPORTS/CONSENT CALENDAR**

#### **A. Justice Committee**

1. Clare County Emergency Action Guidelines 2021  
It was moved by Commissioner Fancon, seconded by Commissioner Bristol to adopt the Clare County Emergency Action Guidelines 2021. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Fancon, Bristol, Brown, Asplund and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

A. Justice Committee - continued

2. Sheriff's Department Roof Replacement Discussion

Undersheriff Dwayne Miedzianowski provided information about the need for roof replacement at the Clare County Sheriff's Department. It was made known that there are increased cost, and after a certain point Britton Roofing will not be able to absorb that cost if the project goes into October. The cost would be \$27,500 and \$52,000 for the two sections, A & D. Commissioner Haskell suggested that the discussion move to the Building and Maintenance meeting section of the meeting.

B. Health and Human Services Committee

No Report

C. Physical Resources and Economic Development Committee

1. HVAC/Building Maintenance Discussion

Many repairs/infrastructure issues are not eligible to be remedied using the COVID Relief Funding. Commissioner Haskell requests a list of everything that needs to be done. Commissioner Haskell would like to revisit the HVAC contract that was rejected previously. A Building and Maintenance meeting will be scheduled for June 2, 2021 at 4:00 p. m.

2. Home Health Aide Wage Discussion

Lori Phelps responded to the board's questions regarding a new pay raise scale for Clare County Home Health Aides.

It was moved by Commissioner Asplund, seconded by Commissioner Fancon to implement new pay raise scale. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Asplund, Fancon, Bristol, Brown, and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

D. Finance and Administration Committee

1. Statutory Finance Committee

It was moved by Commissioner Brown, seconded by Commissioner Asplund to approve statutory finance committee meeting minutes of April 19, 2021 in the amount of \$127,466.20 as well as \$8,206.28 payout due to a resignation and \$515.20 for travel expenses for Carl Parks and May 3, 2021 invoices in the amount of \$74,472.37. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Brown, Asplund, Fancon, Bristol and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

2. Monthly Expenditures

It was moved by Commissioner Bristol, seconded by Commissioner Asplund to approve the expenditures for the month of April 2021 in the amount of \$4,924,350.57 with the General Fund expenditures totaling \$1,135,298.44. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Bristol, Asplund, Brown, Fancon and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**D. Finance and Administration Committee - continued**

**3. Budget Adjustments**

It was moved by Commissioner Asplund, seconded by Commissioner Brown to approve Budget Adjustments #21-93, 21-95, 21-96, 21-97, 21-98, 21-100 in the amounts of \$458,778.00, \$15,000.00, \$50,000.00, \$50,200.00, \$24,040.99 and \$30,000.00 to be distributed. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Asplund, Brown, Bristol, Fancon and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

**4. Claims Policy Amendment**

It was moved by Commissioner Fancon, seconded by Commissioner Bristol to amend the Claims Policy to add various accounts for reissued checks, Treasurer's vouchers, the 515 fund and the 409 grant to the Pre-Authorized Claims list. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Fancon, Bristol, Brown, Asplund and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

**5. American Relief Plan Committee**

Commissioners would like the Administrator to request from each department a list of needs so that the Commissioners can look at it while making decisions about the use of the COVID Relief Funding.

**6. Child Care Fund Appropriation**

It was moved by Commissioner Brown, seconded by Commissioner Bristol to appropriate an additional \$125,000.00 to the Child Care Fund.

Yeas: (5) being Commissioners Brown, Bristol, Asplund, Fancon and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

**7. Resolution #21-09**

It was moved by Commissioner Bristol, seconded by Commissioner Brown to adopt Resolution #21-09 allowing the Clare County Veterans Affairs to repay the \$180,000.00 loan with the additional two years and approve the updated pro-forma.

Yeas: (5) being Commissioners Bristol, Brown, Fancon, Asplund and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

*Am*

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**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

D. **Finance and Administration Committee - continued**

8. Resolution #21-10

It was moved by Commissioner Asplund, seconded by Commissioner Bristol to adopt Resolution #21-10 allowing for the transfer of \$6,539.00 to be moved from the General Fund to the Child Care Probate Fund to eliminate the deficit in the Fiscal Year 2020.

Yeas: (5) being Commissioners Asplund, Bristol, Brown, Fancon, and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

**CLERK/REGISTER OF DEEDS REPORT**

Clerk/Register of Deeds Lori Martin reported the Circuit Court Clerks are working on the continued collections program, processing 5,000 jury questionnaires, and have a full court schedule. There will be an August election in 2 townships (Redding and Winterfield), and Erecording in the Register of Deeds is going well.

**TREASURER'S REPORT**

Treasurer Jenny Beemer-Fritzinger gave an update on American Rescue Plan Act (ARPA) and getting the County set up to accept the funds. She stated that she's been working on investments, met with the Michigan Association of Land Banks on the issue to see if ARPA funds can be used for blight, and working on tax adjustments. Her staff is continuing to work on unclaimed property and uncashed checks.

**PROSECUTOR'S REPORT**

Prosecutor Michelle Ambrozaitis reported how the upcoming jury trials will affect her office, explained some employee transitions in her office, and recent changes in legislation. Prosecutor Ambrozaitis confirmed that the OWI (operating while intoxicated) forfeiture fund is to be maintained outside of the general fund in a separate fund for use by the Prosecutor's Office and the Sheriff's Department, and asked for that to be set up, and discussed maintenance needs that have not been met.

**SHERIFF'S REPORT**

Sheriff John Wilson provided an update on the jail wall project, discussed the inmates and illness within the jail, reported vehicle locaters will be completed on all of the department vehicles, confirmed the recent auction grossed \$68,000.00, discussed qualifications with firearms, and reported the mounted posse held a training at the Clare County Fairgrounds. Sheriff Wilson confirmed the department is down two road patrol officers, and they have hired one person that is in training. He concluded by discussing a trip to Lansing with Speaker Jason Wentworth for promotion of a law enforcement bill to help retain trained officers.

**IT DIRECTOR'S REPORT**

IT Director Jesse Bellinger discussed the new employee, the concealed pistol license live scan project for the Clerk's office, recommended having the temporary IT person retained and take on the County website work in house, confirmed firewall maintenance is currently on the back burner, and discussed Clare Police Department reaching out to our IT to do some of their IT work. Insourcing was discussed along with partnering with other municipal entities.

*JH*

May 19, 2021  
Board of Commissioners Meeting

**CHAIRMAN'S REPORT**

Chairman Jeff Haskell asked the Board Members to encourage vaccination for COVID.

**VICE CHAIRMAN'S REPORT**

Vice Chairman Dale Majewski was absent, no report given.

**COMMISSIONER'S REPORTS**

Commissioner Sandy Bristol reported excitement in her townships over COVID relief funding, confirmed she is encouraging COVID vaccinations, and requested to be on Airport Board.

It was moved by Commissioner Brown, seconded by Commissioner Fancon to appoint Commissioner Sandy Bristol to the Airport Board. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Brown, Fancon, Bristol, Asplund and Haskell

Nays: (0)

Absent: (2) Commissioners Majewski and Pitchford

**Motion carried**

Commissioner Bronwyn Asplund reported that Greenwood Township would be having a broadband meeting in June and again requested a capitalization policy be implemented.

Commissioner Rick Fancon had nothing to report.

Commissioner Stephanie Brown had nothing to report.

**STATE OF THE BUDGET**

Status of Budget adjustments and timelines were discussed.

**PUBLIC COMMENT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

Meeting Adjourned at 12:50 p.m.

  
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Lori Martin, Clerk  
Clare County Board of Commissioners

  
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Jeff Haskell, Chairman  
Clare County Board of Commissioners