

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

Harrison, Michigan 48625

*Approved
12/16/2020*
~~Unapproved minutes~~
October 21, 2020

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 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Leonard Strouse, District 5 Mark Fitzpatrick, District 6 David Hoefling, and District 7 Jeff Haskell.

COMMISSIONERS ABSENT

District 4 Jack Kleinhardt

OTHERS PRESENT

Community Services Director Lori Phelps, IT Director Jesse Bellinger, Bill Hoefling, and zoom participants.

ELECTION OF CHAIRPERSON

Due to the resignation of Jack Kleinhardt there was an election of a new chairperson.

Commissioner Haskell nominated Samantha Pitchford as Chairperson. The Board chose to have a verbal roll call instead of a secret ballot, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Strouse, Fitzpatrick, Hoefling, Haskell, and Pitchford

Nays: (0)

Absent: (0)

Chairperson Pitchford elected

Commissioner Strouse nominated Dale Majewski as Vice Chairperson, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Pitchford, Strouse, Fitzpatrick, Hoefling, and Haskell

Nays: (0)

Absent: (0)

Vice Chairperson Majewski elected

APPROVAL OF AGENDA

It was moved by Commissioner Majewski, seconded by Commissioner Hoefling, to approve the agenda with additions. Chairperson Pitchford asked for discussion, hearing none Roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Hoefling, Haskell, Fitzpatrick, Strouse, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

Additions to Agenda – Add under Justice Committee request by Prosecutor Ambrozaitis replace an employee and under Community Services Director report purchase of a new vehicle.

APPROVAL OF MINUTES

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to approve the Board of Commissioners Minutes for September 16, 2020. Chairperson Pitchford asked for discussion, hearing none Roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Haskell, Strouse, Fitzpatrick, Hoefling, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to approve the Board of Commissioners Minutes for September 30, 2020. Chairperson Pitchford asked for discussion, hearing none Roll call vote revealed:

Yeas: (6) being Commissioners Hoefling, Haskell, Fitzpatrick, Strouse, Majewski, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

GENERAL PUBLIC COMMENT

None

COMMUNICATIONS LIST

None

ADMINISTRATOR'S REPORT

Administrator Byard is gathering information for the incoming commissioners and new commissioner training information, she had a meeting with the Health Department and discussed the overload on Health Department, received a thank you card from Middle Michigan, and a phone call from Mecosta County that Clare County overpaid their invoice so a refund will be issued. The county still has a COVID plan in place.

COMMUNITY SERVICES DIRECTOR

Community Director Lori Phelps reported that senior services balance is at \$112,000.00 and will end the year on a positive balance along with the building department. Senior Services is struggling for workers because of the quarantine period if a worker is in contact with a COVID patient.

Director Phelps apologized for failing to have her need for a van put on the agenda and that she was aware of the deadline to have items placed on the agenda. Director Phelps indicated her assistant looked around and found a van at Benchley's for \$11,900.00 and asked for approval to purchase out of existing funds.

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve the purchase of a van for Senior Services from Benchley's in the amount of \$11,900.00 from Senior Services funds. Chairperson Pitchford asked for discussion, Commissioner Fitzpatrick confirmed that items need to be on the agenda and this must be an emergency, and Director Phelps apologized again and indicated that it was her failure to put it on the agenda, and if not approved would be an emergency. Roll call vote revealed:

Yeas: (6) being Commissioners Strouse, Majewski, Hoefling, Haskell, Fitzpatrick, and Pitchford

Nays: (0)

Absent: (0)

Motion carried


Board of Commissioner's Meeting
October 21, 2020

PUBLIC HEARINGS/SPECIAL PRESENTATIONS

1. Pete Preston, County Equalization – Apportionment Report
Director Preston presented the apportionment report and explained this is for the current year.

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to accept the apportionment report, as presented and authorize the Equalization Director to spread the tax roll. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Strouse, Majewski, Fitzpatrick, Hoefling, Haskell, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

Director Preston apologized for not having his next two issues placed on the agenda in advance.

In 2019 the County entered into a contract with Amalgam to provide certain services. Now that the contracted work has been completed on the parcel fabric layer additional work needs to be completed. Director Preston laid out the new plan and how to get the work completed by the current contracted company, Amalgam, and the cost. Director Preston then asked for approval to amend the current contract.

It was moved by Commissioner Majewski, seconded by Commissioner Fitzpatrick to approve the Fetch GIS license agreement, Fetch, GIS and fee access agreement, and the addendum made by Amalgam and Clare County. Commissioner Fitzpatrick asked for confirmation that the fees would pay for this program, and Director Preston believes it will. Roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Fitzpatrick Strouse, Haskell, Hoefling, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

Director Preston addressed the issue of a designated assessor. In 2018 the State changed the rules for assessing and auditing of the assessment roll. The County needed to appoint a designated assessor in the case a township fails an audit twice. He then asked for permission to get out a draft of the interlocal agreement to the townships as well as the county. Once he gets the comments he will bring back a final draft of the interlocal agreement and ask the Board to appoint a designated assessor. The Board agreed.

Commissioner Hoefling left the meeting at 9:22 a.m.

Commissioner Hoefling returned to the meeting at 9:29 a.m.

COMMITTEE REPORTS/CONSENT CALENDAR

A. Justice Committee

1. MIDC Contract

It was moved by Commissioner Majewski, seconded by Commissioner Hoefling to approve the Michigan Indigent Defense Commission Contract for the FY2021 and allow chair to sign. Chairperson Pitchford asked for discussion, Commissioner Fitzpatrick asked if this is the same as years

COMMITTEE REPORTS/CONSENT CALENDAR - continued

A. Justice Committee - continued

past with no changes and Administrator Byard agreed no changes except the attorney client rooms in the jail, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Hoefling, Haskell, Strouse, Fitzpatrick, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

2. Michelle Ambrozaitis – Approval to replace employee
Prosecuting Attorney Ambrozaitis notified the Board that her Assistant Prosecutor received a conditional offer for the position of Isabella County Chief Assistant Public Defender. The only condition is to pass a background check and her last day will be October 30, 2020. Prosecutor Ambrozaitis asked to fill the vacant position.

It was moved by Commissioner Majewski, seconded by Commissioner Hoefling allow the Prosecutor to replace Assistant Prosecutor Kaisler. Chairperson Pitchford asked for discussion, after some discussion, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Hoefling, Fitzpatrick, Haskell, Strouse, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

B. Finance and Administration Committee

1. Clerk/Register of Deeds

- a. It was moved by Commissioner Haskell, seconded by Commissioner Strouse to approve the Clerk to begin charging a notary fee in the amount of \$5.00 per document for documents not being filed at the Clerk or Register of Deeds offices with funds to be deposited into the general account. Chairperson Pitchford asked for discussion, Clerk Martin explained the time it takes staff to notarize and there is no charge, roll call vote revealed:

Yeas: (6) being Commissioners Haskell, Strouse, Majewski, Hoefling, Fitzpatrick, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

- b. It was moved by Commissioner Fitzpatrick, seconded by Commissioner Hoefling to approve the Register of Deeds to enter into a contract for with Revize for web design and hosting with funds to come from the 256 Register of Deeds Automation Fund and not from the general fund. Chairperson Pitchford asked for discussion, Clerk Martin gave explanation, roll call vote revealed:

Yeas: (6) being Commissioners Fitzpatrick, Hoefling, Haskell, Strouse, Majewski, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR - continued

B. Finance and Administration Committee - continued

- c. It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to approve the Register of Deeds to enter into a contract with IT Right for IT services within the Register of Deeds office with funds to come from the 256 Register of Deeds Automation Fund and not from the general fund. Chairperson Pitchford asked for discussion, Clerk Martin explained that her IT needs are not being met by the county IT department, Clerk Martin indicated that she has asked to speak with the chairperson and vice chairperson regarding this issue with no response, then addressed the Administrator on multiple occasions with still no resolution. Administrator Byard suggested creating a committee made up of a commissioner, IT Director and Department Heads to discuss the IT issues and possibly hiring a third IT position. Clerk Martin objected to that because the issue is directly with the IT Director and an additional employee will not resolve the issue, roll call vote revealed:

Yeas: (0)

Nays: (6) being Commissioners Hoefling, Haskell, Strouse, Fitzpatrick, Majewski, and Pitchford

Absent: (0)

Motion failed

Chairperson Pitchford appointed Commissioner Hoefling to sit on the IT Committee.

2. Statutory Finance Committee

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve statutory finance committee meeting minutes of September 21, 2020 in the amount of \$38,340.25 and October 5, 2020 in the amount of \$295,868.24. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Strouse, Majewski, Hoefling, Haskell, Fitzpatrick, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

3. Monthly Expenditures

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to approve the expenditures for the month of September 2020 in the amount of \$1,881,629.25 with the General Fund expenditures totaling \$787,021.79. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Haskell, Strouse, Fitzpatrick, Hoefling, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

4. Commissioner Appointment for District 4 Discussion

Administrator Byard talked with the Attorney and he suggested a board member ask Stephanie Brown to accept the appointment. Administrator Byard also stated Ms. Brown would have to resign her part time position as county dispatcher. Ms. Brown was on the zoom meeting and indicated she would accept the appointment if made today.

COMMITTEE REPORTS/CONSENT CALENDAR - continued

Finance and Administration Committee - continued

It was moved by Commissioner Hoefling, seconded by Commissioner Majewski to appoint Stephanie Brown as District 4 County Commissioner to finish out the term that expires on December 31, 2020. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Hoefling, Majewski, Haskell, Strouse, Fitzpatrick, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

5. Appointment to Finance Committee

It was moved by Commissioner Haskell, seconded by Commissioner Strouse to appoint Dale Majewski to the Statutory Finance Committee. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Haskell, Strouse, Hoefling, Fitzpatrick, Majewski, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

CLERK/REGISTER OF DEEDS REPORT

Clerk/Register of Deeds Lori Martin reported that everything is all set for the November election and educated the Board on a software she intends to implement that ties in with BS&A and GIS. Clerk/Register Martin also reported that she received a \$5,000.00 no match grant and asked for approval to accept.

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to approve the Clerk to sign for and receive the Center for Tech and Civic Life Grant. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Haskell, Strouse, Hoefling, Fitzpatrick, and Pitchford

Nays: (0)

Absent: (0)

Motion carried

Dan Rahrig from Michigan Office Solutions presented to the Commissioners a plaque to place in front of a tree planted in honor of former Commissioner Karen Lipovsky in appreciation and as a thank you for everything Commissioner Lipovsky and the current board has done for them (MOS).

TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger was unavailable

CHAIRPERSON'S REPORT

Chairperson Samantha Pitchford had nothing to report, but did offer a thank you to Jack Kleinhardt for his 13 years of service as a County Commissioner.

VICE CHAIRPERSON'S REPORT

Vice Chairperson Dale Majewski had nothing to report, but offered his thank you to Jack Kleinhardt also.



COMMISSIONER'S REPORT

Commissioner Strouse had nothing to report, but commented that Jack Kleinhardt was a good friend to him. Commissioner Strouse also commented that years ago the board met twice a month with much longer meetings and wondered what had changed.

Commissioner Haskell gave recognition to the Health Department for their hard work and many hours of overtime on the COVID crisis.

Commissioner Fitzpatrick hasn't made it to most of the township meetings because of being high risk for COVID. Building and Grounds Committee met and discussed replacement of the roof on the jail, and they are working on bids. They are talking about the two air units on the jail that were not replaced when the county received the bond money. He is working on bids for replacements of those units. Commissioner Fitzpatrick was questioning the violations Prosecutor Ambrozaitis discussed at a prior meeting regarding moving her office to the basement. Prosecutor Ambrozaitis outlined for a second time crime victims' rights act requires a separate waiting area that is safe and secure for victims of crime when they come to court. As of current they have to beg, borrow, and steal a room for the victims. Administrator Byard stated she was waiting on the building inspector Dave Lipovsky to get quotes for the work needed. Prosecutor Ambrozaitis stated she and Mr. Lipovsky walked the area and he believes it would be less than \$5,000.00. Prosecutor Ambrozaitis confirmed she would have that amount to help with the costs, but anything more would need to come from the general fund.

Commissioner Majewski asked if the Administrator has done anything about renting that space out yet, she had not, he then asked her to put an ad in the newspaper regarding renting the space out.

Commissioner Fitzpatrick commented that the jail wall is still not completed. The contractor measured the window wrong and the security glass will not fit the frame that is concreted in. He has not heard back with a plan to fix the problem.

Commissioner Fitzpatrick commented on the issues with IT services for the Register of Deeds and that an RFP (request for proposal) that was put out for services without board approval. Clerk/Register of Deeds Martin pointed out in the past she was required by the Board to put out an RFP and bids prior to bringing the request to purchase the Board and confirmed that was not the current policy. She then agreed to do it whatever way the Board wanted, but recommended it be put into policy so everyone knows what is expected.

Commissioner Fitzpatrick indicated that the IT Department should be the one ordering the printers for the Register of Deeds, or any other department. Register of Deeds Martin and IT Director Bellinger both confirmed Register of Deeds Martin had IT Director review the order prior to ordering the equipment to make sure it would work with the County network. Register of Deeds Martin indicated that was not policy, and recommended it be put into policy if that is what the Board is requesting so everyone knows what is expected.

Administrator Byard suggested that the IT committee and building and grounds committee have regular meetings so issues don't go unaddressed.

Commissioner Hoefling reported that he has been attending his meetings. Summerfield Township will be holding a meet the candidate forum, Frost Township will no longer rent their building out to non-residents, Greenwood Township purchased an absentee ballot box, he asked the Board to start back up and continue the budget workshop meetings continue as voted on, and finally he attended the LFFA meeting in Farwell.

STATE OF THE BUDGET

Chairperson Pitchford asked Administrator Byard for an update on the State of the Budget, Administrator Byard stated she had nothing other than pointing out the county is still accruing revenue and expenses through the end of the month and waiting to see where the county ends up.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

None


NEW BUSINESS

None

Meeting Adjourned at 10:49 a.m.



Lori Martin, Clerk
Clare County Board of Commissioners



Samantha Pitchford, Chairperson
Clare County Board of Commissioners