

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

*Approved
1-20-2021*
~~Unapproved minutes~~
December 16, 2020

Harrison, Michigan 48625

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 4 Stephanie Brown, District 6 David Hoefling, and District 7 Jeff Haskell.

COMMISSIONERS ABSENT

District 5 Mark Fitzpatrick

OTHERS PRESENT

County Clerk/Register of Deeds Lori Martin, Bill Hoefling, Undersheriff Dwayne Miedzianowski, IT Director Jesse Bellinger, and zoom participants.

APPROVAL OF AGENDA

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

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

Nays: (0)

Absent: (1) Commissioner Fitzpatrick

Motion carried

**Additions to agenda: Add under Physical Resources discussion regarding Drain Commissioner travel and expense.

APPROVAL OF MINUTES

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve the Board of Commissioners Minutes for October 21, 2020. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) Commissioner Fitzpatrick

Motion carried

It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to approve the Special Board of Commissioners Minutes for November 13, 2020. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) Commissioner Fitzpatrick

Motion carried

GENERAL PUBLIC COMMENT

Bronwyn Asplund asked if the approval of the Board of Commissioner meeting dates and times can be postponed until the new commissioners are present and able to vote with the exception of the first meeting of the year.

COMMUNICATIONS LIST

No discussion

ADMINISTRATOR'S REPORT

The house bill regarding term limits for County Commissioners is still being discussed.

Administrator Byard received a request from Gale, the renter of the Airport Restaurant, to forgive the rent of the restaurant for the months of April and May of 2020 because they were closed due to COVID. Administrator Byard confirmed that Gail had not received any of the grants or loans offered because of COVID.

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to forgive the rent for the Airport Restaurant for the months of April and May of 2020 because of COVID-19. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

COMMUNITY SERVICES DIRECTOR

Director Lori Phelps reported that they ended their fiscal year by taking in a total of \$164,000.00 for building permits, \$85,00.00 for electrical permits, \$38,000.00 in plumbing permits, \$20,000.00 in mechanical permits, \$18,000.00 a year with intergovernmental agreement with the City of Clare for rental and zoning enforcement, has a fund balance of \$71,000.00, assigned 87 new addresses, served 94,658 meals to seniors and spent 30,701 hours taking care of seniors.

Director Phelps acknowledge that her next topic was not placed on the agenda as she just found out the evening prior that she could move forward from USDA. Community Development has a revolving loan fund for small business in which the money has been all loaned out and comes back in monthly payments. There is currently about \$120,000.00 in that fund, no one has applied for loans from this fund in a long time, and she would like to offer this money to struggling businesses in Clare County. Director Phelps and Commissioner Majewski had the opportunity to speak about the potential program the week prior. The idea was that the Board of Commissioners would set the terms of the note and interest rate. Director Phelps also confirmed that these funds are now de-federalized, but do still need to go back out to businesses.

CLOSED SESSION

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to go into closed session regarding Clemons v. Clare County. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

**Enter into closed session at 9:25 a.m.
Back in open session at 9:45 a.m.**

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to accept the recommendation of legal counsel in the case of Clemons v. Clare County. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Strouse, Majewski, Brown, Hoefling, Haskell, and Pitchford
Nays: (0)
Absent: (1) being Commissioner Fitzpatrick
Motion carried

PUBLIC HEARINGS/SPECIAL PRESENTATIONS

1. Michelle Ambrozaitis, Prosecuting Attorney
Wage Discussion – Assistant Prosecutor

Prosecuting Attorney Ambrozaitis discussed the current salary for the assistant prosecuting attorney position and her suggested increase. The current position pays \$25.00 per hour with no step increases compared to the indigent defense attorneys in Clare County that are earning \$100.00 per hour.

It was moved by Commissioner Hoefling, seconded by Commissioner Brown to increase the salary of the currently vacant Assistant Prosecutor position from \$51,379.84 to \$57,000.00 with the additional monies to come from the general fund. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

Yeas: (4) being Commissioners Hoefling, Brown, Strouse, and Pitchford
Nays: (2) being Commissioners Haskell and Majewski
Absent: (1) being Commissioner Fitzpatrick
Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR

A. Justice Committee

1. Vehicle for Grant Position

It was moved by Commissioner Strouse, seconded by Commissioner Haskell to allow the purchase of a vehicle for an officer's position with funds to be paid from the general fund and reimbursed via OJP grant funds in the amount of \$13,995.00. Chairperson Pitchford explained that two weeks' prior this request needed a decision right away or the car would be lost so she talked with Prosecuting Attorney Ambrozaitis and Administrator Byard and all agreed to this so Chairperson Pitchford gave the go ahead to purchase the car. Clerk Martin pointed out purchasing policy directs that this should have gone in front of the board and there should have been a special meeting and added the Board Chair does not have authority to make decisions alone. Roll call vote revealed:

Yeas: (6) being Commissioners Strouse, Haskell, Hoefling, Brown, Majewski, and Pitchford
Nays: (0)
Absent: (1) being Commissioner Fitzpatrick
Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR - continued

A. Justice Committee - continued

2. Coronavirus Emergency Supplemental Funding

It was moved by Commissioner Brown, seconded by Commissioner Hoefling to approve the Coronavirus Emergency Supplemental Funding grant award in the amount of \$27,456.62 to reimburse a portion of the Sheriff's Department overtime and allow the Chair to sign the contract. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

B. Physical Resources and Economic Development Committee

1. Gypsy Moth

a. Spraying Contract Discussion

Administrator Byard included in the agenda an email from the ^{AL'S} ~~Mike's~~ Aerial Spraying asking for the Board of Commissioners consideration of awarding them the contract without going out to bid. Commissioner Haskell pointed out that this contract is over a million dollars and believes it should go out for bid.

b. Committee Discussion

Administrator Byard suggested one or two county commissioners get involved in the gypsy moth process and believes it would be in the best interest of the county for that to happen. It was suggested that be put on the committee assignment in January.

2. Equalization – Designated Assessor

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to enter in to a interlocal agreement for a county designated assessor with the Clare County Townships pursuant to MCL 211.10g(4) per the State Tax Commission. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

3. Purchase of County Property Proposal Discussion

Administrator Byard received a proposal to purchase Lots 14-18 by Harrison Do It Best. Clare County Transit has right of first refusal on lot 14. Lots are 190.43 x 457.5 each. Commissioner Haskell spoke on behalf of the lumber yard – not as a commissioner. They would buy whatever the county would allow them to.

COMMITTEE REPORTS/CONSENT CALENDAR - continued

B. Physical Resources and Economic Development Committee - continued

4. Clare county Senior Services/Community Development

a. Internet payment

Director Lori Phelps asked for each of the following motions to be separated to have one motion for Senior Services and Community Development and a separate motion for Commissioner Majewski's wife Carol Majewski so that Commissioner Majewski can vote on Senior Services and Community Development and abstain from voting on something that directly benefits his wife. Commissioner Majewski stated he would just abstain from the votes.

It was moved by Commissioner Haskell, seconded by Commissioner Strouse to allow for a \$50 payment per month to Clare County Senior Service and Community Development employees, capable of working from home, which equates to 8 employees, through FY2021 or until remote work is not necessary, whichever comes first. Chairperson Pitchford asked for discussion, there was discussion regarding staff that needed to get additional unlimited internet so they can work from home, roll call vote revealed:

Yeas: (2) being Commissioners Strouse and Pitchford

Nays: (3) being Commissioners Haskell, Hoefling, and Brown

Absent: (1) being Commissioner Fitzpatrick

Abstained: (1) being Commissioner Majewski

Motion failed

b. Lump sum payment

It was moved by Commissioner Strouse, seconded by Commissioner Haskell to allow for a 2% lump sum payment for all Clare County Senior Services and Community Development employees to be paid from those funds, Chairperson Pitchford asked for discussion. Director Phelps pointed out they did this in 2018 and is asking again this year because it is hard to ask for a permanent increase because their funds may not increase every year. Commissioner Hoefling would not be able to support it because many departments just lost employees due to the budget crisis. Roll call vote revealed:

Yeas: (2) being Commissioners Strouse and Pitchford

Nays: (3) being Commissioners Haskell, Hoefling, and Brown

Absent: (1) being Commissioner Fitzpatrick

Abstained: (1) being Commissioner Majewski

Motion failed

5. Discussion regarding Drain Commissioner travel and expense.

Administrator Byard passed out several documents from the Drain Commissioner for travel from the last fiscal year that he did not submit in that fiscal year. Commissioner Strouse indicated he knows it goes against policy, but would recommend paying it. Administrator Byard indicated that under statute the Drain Commissioner is entitled to travel pay. Commissioner Strouse pointed out the Drain Commissioner was negligent in not presenting the travel in a timely manner as policy directs, but believes they should pay it anyway.

COMMITTEE REPORTS/CONSENT CALENDAR - continued

B. Physical Resources and Economic Development Committee - continued

It was moved by Commissioner Strouse, seconded by Commissioner Brown to pay the travel expense as submitted. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

C. Finance and Administration Committee

1. Statutory Finance Committee

It was moved by Commissioner Brown, seconded by Commissioner Haskell to approve Statutory Finance Committee meeting minutes of October 19, 2020 in the amount of \$98,194.28, November 2, 2020 in the amount of \$129,258.95, November 13, 2020 in the amount of \$81,814.84 and November 30, 2020 in the amount of \$104,973.98. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

2. Monthly Expenditures

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to approve the expenditures for the month of October 2020 in the amount of \$3,907,599.64 with the General Fund expenditures totaling \$1,250,698.27 and the month of November in the amount of \$1,244,542.82 with the General Fund expenditures totaling \$823,858.95. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

3. Finance Meeting Dates

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to approve the Finance meeting date for January 11, 2021. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR - continued

C. Finance and Administration Committee - continued

4. Board of Commissioners Meeting Dates

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to approve the Board of Commissioner meeting date for January 20, 2021. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

5. MERS addendum

It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to approve the Defined Benefit Plan Adoption Agreement Addendum for Division umbers 18020111, 18020122, 18020101, 18020102, 18020110, 18020121. Chairperson Pitchford asked for discussion, Commissioner Brown questioned a clothing allowance, Administrator Byard confirmed that is for courts, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

6. Personnel Manual Policy

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to approve the highlighted changes to the personnel policy to reflect corrections to the health insurance and to add donations for sick time. Chairperson Pitchford asked for discussion, Administrator Byard confirmed the only changes were to health insurance and donations of sick time, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

7. Veterans Park Deficit Elimination Plan

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to adopt Resolution #20-30 lending an additional \$20,000 to eliminate the deficit for the Veterans Freedom Park Fund and approve the updated proforma. Chairperson Pitchford asked for discussion, Treasurer Beemer-Fritzinger gave explanation, roll call vote revealed:

Yeas: (5) being Commissioners Strouse, Majewski, Brown, Haskell, and Pitchford

Nays: (1) being Commissioner Hoefling

Absent: (1) being Commissioner Fitzpatrick

Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR - continued

Finance and Administration Committee - continued

8. Board Appointments

a. Collaborative Council

It was moved by Commissioner Brown, seconded by Commissioner Strouse to reappoint Lori Phelps to a 2-year term to the Clare County Collaborative Council with term to end 12/31/2022. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

b. Board of Appeals Construction Board

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to reappoint Robert Meister to a 2-year term to the Board of Appeals Construction Board with term to end 12/31/2022. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

c. Region VII Area Agency on Aging

It was moved by Commissioner Haskell, seconded by Commissioner Majewski to reappoint Michael Tobin to a 2-year term to the Region VII Area Agency on Aging Governing Board and Sandra Bristol to the Region VII Area Agency on Aging Advisory Council with term to end on 12/31/2022. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

d. Airport Board

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to reappoint Eddie Erskine, Connie Cauchi and Kim Kennicott and appoint Rick Jones to a 2-year term to the Clare County Airport Board with term to end on 12/31/2022. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

e. Soldiers and Sailors Relief Commission

It was moved by Commissioner Strouse, seconded by Commissioner Haskell to reappoint William Zastrow to a 4-year term to the Soldiers and Sailors Relief Board with term to end 11/30/2024. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

COMMITTEE REPORTS/CONSENT CALENDAR - continued

Finance and Administration Committee - continued

8. Board Appointments - continued

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

f. DPW Board of Representatives

It was moved by Commissioner Brown, seconded by Commissioner Majewski to appoint Luke Potter to a 4-year term to the DPW Board of Representative City of Clare and Jason Walters for the Village of Farwell with a term to end 9/30/2024. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

9. Board Member Resolutions

a. Special Tribute to Jack Kleinhardt

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to adopt Resolution #20-26 in special tribute to Jack Kleinhardt for 13 years of service to Clare County. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion for Resolution carried

b. Special Tribute to Leonard Strouse

It was moved by Commissioner Haskell, seconded by Commissioner Brown to adopt Resolution #20-27 in special tribute to Leonard Strouse for 10 years of service to Clare County. Chairperson Pitchford asked for discussion, Commissioners thanked Commissioner Strouse, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion for Resolution carried

c. Special Tribute to Mark Fitzpatrick

It was moved by Commissioner Hoefling, seconded by Commissioner Majewski to adopt Resolution #20-28 in special tribute to Mark Fitzpatrick for 2 years of service to Clare County. Chairperson Pitchford asked for discussion, hearing none, roll call vote revealed:

COMMITTEE REPORTS/CONSENT CALENDAR - continued

Finance and Administration Committee - continued

9. Board Member Resolutions - continued

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion for Resolution carried

d. Special Tribute to David Hoefling

It was moved by Commissioner Strouse, seconded by Commissioner Haskell to adopt Resolution #20-29 in special tribute to David Hoefling for 2 years of service to Clare County. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

Yeas: (5) being Commissioners Strouse, Haskell, Brown, Majewski, and Pitchford

Abstained: (1) being Commissioner Hoefling

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion for Resolution carried

a

10. Budget adjustments

It was moved by Commissioner Brown, seconded by Commissioner Majewski to approve budget adjustment 21-03, 21-04, 21-05, 21-06, 21-07, 21-09 and 21-10 in the amounts of \$16,293.52, \$29,553.20, \$41,663.75, \$174,000.00, \$102,823.00, \$39,000.00 and \$27,895.00 to be distributed. Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Fitzpatrick

Motion carried

CLERK/REGISTER OF DEEDS REPORT

Clerk/Register of Deeds Lori Martin did not have a report.

TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger has created a drive through service for her office because of the county building shutdown. Treasurer Beemer-Fritzinger gave the Commissioners a cash and fund balance report as of 12/15/2020, confirmed that county is not getting the service revenues like normal because of the shutdown and cash is very tight. Treasurer Beemer-Fritzinger handed out a long term debt report that the County has pledged their full faith and credit to. The land sales have concluded and all parcels have been sold. There are still unknowns in the Supreme Court case and the County Treasurers are still trying to get that statute changed. Treasurer Beemer-Fritzinger strongly recommended starting the budget workshop/meetings back up as the county is spending money they may not end up having revenues are way down. They are not having the rabies vaccinations clinic because of COVID. The show cause hearings that Treasurer Beemer-Fritzinger holds in her office for anyone at risk of losing their home to back taxes will be held January 21, 2021 from 10:00 a.m. - 4:00 p.m. Judicial Foreclosure hearings are scheduled for

February 18, 2021 at 9:00 a.m. Treasurer Beemer-Fritzingler has started processing Board of Review for the townships.

December 16, 2020
Board of Commissioner's Meeting

CHAIRPERSON'S REPORT

Chairperson Samantha Pitchford did not have a report.

VICE CHAIRPERSON'S REPORT

Vice Chairperson Dale Majewski did not have a report.

COMMISSIONER'S REPORT

Commissioner Haskell did not have a report.

Commissioner Hoefling thanked the Board for their work and cautioned the remaining board members on the budget and would like to see the county in good fiscal health.

Commissioner Strouse stated it has been an honor to serve as a board member.

Commissioner Brown is excited and looking forward to the next 2 years.

PUBLIC COMMENT

None

Meeting Adjourned at 11:20 a.m.



Lori Martin, Clerk
Clare County Board of Commissioners



, Chairperson
Clare County Board of Commissioners