

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

Harrison, Michigan 48625

*Approved 9-16-2020*  
~~Unapproved minutes~~  
August 19, 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 - excused

**OTHERS PRESENT**

Tracy Byard, Polly Zombeck, Jesse Bellinger, and zoom participants

**APPROVAL OF AGENDA**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse, to approve the agenda with additions.

Additions:

Administrator Byard added under Special Presentations add MOS for copier discussion

Commissioner Hoefling added under New Business zoom discussion

Vice Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

**APPROVAL OF MINUTES**

It was moved by Commissioner Hoefling, seconded by Commissioner Majewski to approve the Board of Commissioners Minutes for July 15, 2020. Vice Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

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

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

**GENERAL PUBLIC COMMENT**

None

**COMMUNICATIONS LIST**

None

**ADMINISTRATOR'S REPORT**

Administrator Byard had a meeting with the Drain Commissioner regarding the Little Tobacco Drain project, and was informed that the County's annual share of the assessment will be \$32,885.00 for 20 years.

Administrator Byard was approached by Hayes Township with regard to use of some of the airport property as an industrial park. She is looking into deed use restrictions.

The last quarter of revenue sharing from the State of Michigan has been taken away and replaced with federal aid funds, which will actually be more than what the revenue sharing previously has been. Clare County will be required to specify what those federal aid funds were used for in relation to COVID-19. Any portion not used for COVID-19 will have to be returned to the State of Michigan.

MAC (Michigan Association of Counties) is working on a state wide wage survey so all counties will have access to that information.

Administrator Byard has a meeting scheduled with MMRMA (Michigan Municipal Risk Management Authority) regarding asset distribution. She has put extra into the budget in anticipation of the asset distribution.

There will be a recycle day at Harrison City Park which is free to all Clare County Residents.

Administrator Byard had a meeting with MMDC (Mid Michigan Development Corporation) regarding projects they are working on and passed on a request from MMDC for the Board to reconsider putting them back into the budget. MMDC is looking at entering into contracts to bring in windmills for 3 townships within Clare County. Pam O'Laughlin of MMDC is reviewing Consumers invoices and the possibility of installing solar panels for the jail.

Administrator Byard asked for clarification on whether the cleaning contract was cut or remained the same. Clerk Martin confirmed a motion was made and passed to cut the cleaning contract, but the county is still paying the full contract premium and requested that a motion be made to reflect what is being paid.

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to continue on with the contract with A.W.O.L until the Board can reassess it. Vice Chairperson Pitchford asked for discussion, Commissioner Haskell asked if the contract would need to go out for re-bid. Commissioner Hoefling confirmed the contract states the contract can be modified, roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion Carried**

**COMMUNITY SERVICES DIRECTOR**

Director Lori Phelps is seeing record breaking numbers in the building department. Working on emergency repairs (wells, drain fields, etc.). Building permits for the entire year last year were 530 permits, and so far this year through July they have issued 536. A big month would be a \$26,000.00 and they have had \$70,000.00 months. Director Phelps also discussed the meals served and the need for more drivers, and the CARES Act.

**PUBLIC HEARINGS/SPECIAL PRESENTATIONS**

1. Jennifer Martin – 44North – Health Insurance Review  
Ms. Martin passed out handouts and discussed the different options for health care coverage

It was moved by Commissioner Strouse, seconded by Commissioner Haskell to go with the 7% cost share with \$250.00 deductible option allows for \$62,055.00. Vice Chairperson Pitchford asked for discussion, Commissioner Majewski is not in favor of the employee absorbing more costs for the health care plan, roll call vote revealed:

Yeas: (4) being Commissioners Strouse, Haskell, Fitzpatrick, and Pitchford  
Nays: (2) Commissioners Majewski and Hoefling  
Absent: (1) Chairperson Kleinhardt

**Motion Carried**

2. Dan Rahrig – MOS (Michigan Office Solutions)  
Dan Rahrig Clare County's Xerox Representative for the past 10-15 years was present to discuss a new agreement because the contract is up for renewal. Clare County is currently spending \$9,400.00 per month and they will replace about 48 pieces of equipment and the new cost will be about \$6,000.00 per month. Some departments had items added and some had items taken out. Administrator Byard will need a scanner to be back up for account payable and the Prosecutor will also need scanners.

It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to accept that five (5) year contract. Vice Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Haskell, Hoefling, Majewski, Strouse, Fitzpatrick, and Pitchford  
Nays: (0)  
Absent: (1) Chairperson Kleinhardt

**Motion Carried**

**Recess at 10:42 a.m.**

**Back in session 10:52 a.m.**

3. E-911 Plan Amendment  
Public Hearing for Emergency 911 Plan Amendment opened at 10:00 a.m.  
Public Hearing for Emergency 911 Plan Amendment closed at 11:04 a.m.

It was moved by Commissioner Strouse, seconded by Commissioner Hoefling to adopt Resolution #20-15, a Resolution approving and adopting the Amended E-911 Service Plan attached hereto and as incorporated herein by this reference and that the Plan originally adopted on August 6, 1990 is replaced in its entirety with the Amended E-911 Service Plan attached hereto. Vice Chairperson Pitchford asked for discussion, 911 Director Marlana Terrian gave an overview of the updates, roll call vote revealed:

Yeas: (6) being Commissioners Strouse, Hoefling, Majewski, Haskell, Fitzpatrick and Pitchford  
Nays: (0)  
Absent: (1) Chairperson Kleinhardt

**Motion Carried**

**COMMITTEE REPORTS/CONSENT CALENDAR**

A. Justice Committee

1. Reconsideration of Child Support Specialist – Prosecutor’s Office  
Prosecuting Attorney Michelle Ambrozaitis outlined the employees in her office, what their jobs consist of, and the employees that she has lost in the past year, which resulted in a 20% reduction in staff in her office. Prosecutor Ambrozaitis again explained the contract that her office is bound by. Her staff is able to meet the statutory obligations minimally, but are not meeting the terms of the contract. Her office is contracted to have a full time position and her office can only meet a half time commitment at this time. Without a full time person working as a Child Support Specialist the County will have a reduction in revenue in the amount of \$20,000.00 for services her office has to do by statute anyway. Her staff has 253.5 hours of overtime in order to get work done since March 2020. Prosecutor Ambrozaitis can no longer ask them to take comp time in lieu of overtime, but there is no way she can allow them to take the time off, therefore she must pay the overtime.

It was moved by Commissioner Strouse, seconded by Commissioner Hoefling to go with the Prosecutor’s recommendation. Vice Chairperson Pitchford asked for discussion, after more discussion roll call vote revealed:

Yeas: (5) being Commissioners Strouse, Hoefling, Haskell, Fitzpatrick and Pitchford

Nays: (1) Commissioner Majewski

Absent: (1) Chairperson Kleinhardt

**Motion Carried**

B. Health and Human Services Committee

No Report

C. Physical Resources and Economic Development Committee

1. Community Development

It was moved by Commissioner Majewski, seconded by Commissioner Fitzpatrick to allow Community Development to replace a secretary and move the position from part time to full time with all funds to come from the Community Development, Building and Electrical and Senior Services. Vice Chairperson Pitchford asked for discussion, Director Phelps confirmed the need for replacing 2-part time employees with a full time employee, roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion Carried**

2. Request to Rent County Property

Administrator Byard had a request from American Waste to rent the property across from their current location. The Board asked that American Waste submit a proposal.

3. Discussion Regarding Road Commission Wages

Administrator Byard pointed out that the Road Commissioners are currently making less than what the County Commissioners are making, and asked if the Board of Commissioners want to make any changes.

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**D. Finance and Administration Committee**

**1. Statutory Finance Committee**

It was moved by Commissioner Hoefling, seconded by Commissioner Majewski to approve Statutory Finance Committee meeting minutes of July 13, 2020 and August 10, 2020 in the amount of \$201,535.61 and \$133,238.94. Vice Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

**2. Monthly Expenditures**

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve the expenditures for the month of July 2020 in the amount of \$1,045,505.50 with the General Fund expenditures totaling \$1,025,835.21. Vice 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: (1) Chairperson Kleinhardt

**Motion carried**

**3. Budget Adjustments**

It was moved by Commissioner Majewski, seconded by Commissioner Hoefling to approve Budget Adjustments #20-131, 20-133, 20-134, 20-138 and 20-148 in the amount of \$5,500.00, \$25,000.00, \$6,000.00, \$36,825.00 and \$10,000.00 to be distributed. Vice 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: (1) Chairperson Kleinhardt

**Motion carried**

**4. Register of Deeds – Media Conversion Agreement**


It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to allow the Register of Deeds to enter into a media conversion agreement with Fidlar Technologies in the amount of \$109,390.50 to be paid out of the Register of Deeds Automation Fund (256-Fund). Vice Chairperson Pitchford asked for discussion, Clerk Martin explained what the automation fund is for and the scope of the project being requested to digitize the books in the basement, roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

  
August 19, 2020

**CLERK/REGISTER OF DEEDS REPORT**

Clerk/Register of Deeds Lori Martin gave an update that the November 3, 2020 ballot is being programmed. There was a petition for recount filed for County Commissioner District 6, and that recount is tentatively scheduled for August 31, 2020. Clerk Martin expressed her concern regarding the need to purchase zoom equipment as she will need it for the recount, and confirmed that the current equipment was not sufficient for the size of the room Clerk Martin needs to accommodate the recount.

**TREASURER'S REPORT**

Treasurer Jenny Beemer-Fritzinger was attending a different zoom meeting and was not able to be present.

**CHAIRPERSON'S REPORT**

Chairperson Jack Kleinhardt was absent

**VICE CHAIRPERSON'S REPORT**

Vice Chairperson Samantha Pitchford confirmed they have done good with the budget, but cautioned against spending more money.

**COMMISSIONER'S REPORT**

Commissioner Majewski had nothing to report

Commissioner Strouse had nothing to report

Commissioner Haskell had nothing to report

Commissioner Fitzpatrick wants to keep making headway on the budget

Commissioner Hoefling attended his first LDAF meeting, Summerfield Township was happy with how the City of Harrison Street Fair turned out. Commissioner Hoefling again asked that the Board start back up the second meeting of the month, being the budget workshop with no response from the other Board Members.

**STATE OF THE COUNTY**

Administrator Byard stated things have not changed much since the last discussion. The 2021 Budget is \$70,000.00 to the black right now.

Administrator Byard brought up an "additional items" list of items that were not put in the budget. Commissioner Majewski confirmed he wanted those items discussed at the Budget meeting on September 9, 2020. Commissioner Haskell asked for estimates prior to discussion, Commissioner Fitzpatrick confirmed anything for building and grounds needs to go through that committee prior to reaching the Board of Commissioners.

**PUBLIC COMMENT**

Clerk Martin asked if the copier contract was bid out as per the county purchasing policy, Administrator Byard stated it was not because the State of Michigan did that already.

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**Physical Resources and Economic Development Committee - continued**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse that when the existing road commissioner's terms are up, and that would be the 3 that were there prior to adding the 5, that there would no longer be the option of health insurance benefits, there would only be a salary. Vice Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to bring the Road Commissioner wages up to and equal to the County Commissioner wages beginning January 1, 2021. Vice Chairperson Pitchford asked for discussion, hearing none roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

4. Resolution - Little Tobacco Drains Intercounty Drain Bonds

It was moved by Commissioner Haskell, seconded by Commissioner Fitzpatrick to adopt Resolution #20-14 pledging full faith and credit to Little Tobacco River intercounty drain bonds. Vice Chairperson Pitchford asked for discussion, a short discussion of the full amount of 7-8-million-dollar project was had, roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion for Resolution carried**

5. Intergovernmental Agreement


It was moved by Commissioner Fitzpatrick, seconded by Commissioner Hoefling to approve the intergovernmental agreement with the city of Clare to assist in their issuance of zoning related permits, as well as all building structural issues and dwelling unit violations. The City of Clare will pay community development \$1,500.00 per month. Vice Chairperson Pitchford asked for discussion, Commissioners were concerned that the taking on this duty it would add to the current building inspector's duties which have increased by 10 fold already. Director Phelps was asked if she will have to add staff and an additional building inspector to handle the workload, Director Phelps confirmed the building inspector is already doing this job and not being paid, and they are doing alright handling it now, roll call vote revealed:

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

Nays: (0)

Absent: (1) Chairperson Kleinhardt

**Motion carried**

  
August 19, 2020

**NEW BUSINESS**

Commissioner Hoefling brought up the need for a more permanent solution to the need for zoom equipment that will better accommodate the large rooms the County will be using.

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to buy equipment for zoom capabilities so the County is in compliance with the Open Meetings Act in the amount of \$5,000.00 with some of the departments contributing from other funds. Vice Chairperson Pitchford asked for discussion, Commissioner Fitzpatrick asked that anyone in the county would be able to use the equipment and not just for the Board of Commissioners, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Chairperson Kleinhardt

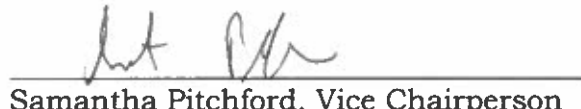
**Motion carried**

Administrator Byard talked to the Board about enforcing the Blight Ordinance, Commissioner Haskell asked Administrator Byard to look into whether the county has a Blight Ordinance or not.

Administrator Byard gave the Commissioners a copy of the full 2021 budget with all the funds included.

Meeting Adjourned at 11:57 a.m.

  
Lori Martin, Clerk  
Clare County Board of Commissioners

  
Samantha Pitchford, Vice Chairperson  
Clare County Board of Commissioners