

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

*approved  
2/17/2021*  
~~Un~~approved minutes  
January 20, 2021

Harrison, Michigan 48625

Organizational meeting was called to order at 9:01 a.m. by Clerk Lori Martin.

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

**COMMISSIONERS ABSENT**

None

**OTHERS PRESENT**

Clerk/Register of Deeds Lori Martin, Administrator Tracy Byard, Assistant Dawn Raupp, Clare County Transit Director Tom Pirnstill, Clare Conservation District Manager Melissa Townsend, Drain Commissioner Carl Parks, and Zoom participants.

**APPROVAL OF AGENDA**

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

Yeas: (7) being Commissioners Majewski, Bristol, Pitchford, Fancon, Brown, Asplund, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

\*Additions – Add 911 Advisory Board under Justice Committee, add justification of increase for Gypsy Moth and USDA Rural Development Business Enterprise grant under Physical Resources and Economic Development Committee.

**ELECTION OF CHAIRMAN**

Clerk Martin called for nominations of the Board of Commissioners Chairman three times. Commissioner Majewski nominated Commissioner Haskell, seconded by Commissioner Bristol, hearing no other nominations, roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Bristol, Haskell, Asplund, Pitchford, Fancon, and Brown

Nays: (0)

Absent: (0)

**Motion carried**

**ELECTION OF VICE-CHAIRMAN**

Chairman Haskell called for nominations of the Board of Commissioners Vice-Chairman three times. Commissioner Pitchford nominated Commissioner Majewski, seconded by Commissioner Bristol, hearing no other nominations, roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Bristol, Fancon, Majewski, Brown, Asplund, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

**MEETING DATES**

It was moved by Commissioner Majewski, seconded by Commissioner Pitchford to approve the Board of Commissioner meeting dates for 2021 to be the third Wednesday of each month at 9:00 a.m. Chairman Haskell asked for discussion, Commissioner Brown indicated she would like the meeting time to be at 6:00 p.m. to better accommodate the county residents and constituents, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Pitchford, Fancon, Asplund, Bristol, and Haskell

Nays: (1) being Commissioner Brown

Absent: (0)

**Motion carried**

**BOARD RULES**

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to approve the board rules. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Majewski, Bristol, Fancon, Asplund, Brown and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

**COMMITTEE APPOINTMENTS**

Chairman Haskell made committee appointments.

**APPROVAL OF MINUTES**

It was moved by Commissioner Majewski, seconded by Commissioner Asplund to approve the December 16, 2020 minutes. Chairman Haskell asked for discussion. Commissioner Bristol asked for a correction on page 4, should be Al's Aerial and not Mike's Arial, roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Asplund, Fancon, Pitchford, Brown, Bristol, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

**GENERAL PUBLIC COMMENT**

Clare County Prosecuting Attorney Michelle Ambrozaitis welcomed all of the new commissioners and congratulated the chair and vice-chair on their positions.

**COMMUNICATIONS LIST**

No discussion

**ADMINISTRATOR'S REPORT**

Administrator Tracy Byard asked for clarification from Commissioner Asplund regarding her request for a Capital Asset Policy, addressed Commissioner Brown's request for budget workshops, organizational charts for each department, and departmental reports. Administrator Byard confirmed she will bring in different departments each meeting to present a report of their departments, passed out payroll reimbursement and hazard pay policies for review and confirmed the County has not paid out any hazard pay, but does not have a policy either. Administrator Byard confirmed the hazard mitigation plan has gone through and Clare County does have the funding through Emergency Management. Administrator Byard talked with

**ADMINISTRATOR'S REPORT - continued**

Michigan Association of Counties regarding residents living near lakes having problems getting flood insurance, and there may be a bill presented to the House and Senate that would make counties responsible for taking on the insurance for the lakes that a lake level is set for. The insurance fee would be able to be charged back by special assessment. Administrator Byard also passed out a letter from the State of Michigan stating Clare County has not designated a County Assessor yet, and the Equalization Department is waiting for 2 signatures to complete the designation.

**COMMUNITY SERVICES DIRECTOR**

Community Services Director Lori Phelps presented the revolving loan guidelines and asked for at least 1 commissioner to set on the committee along with herself and Mike Duggan for reviewing applications. Stephanie Brown and Dale Majewski volunteered to be on that committee. Home health aides were able to receive their COVID vaccinations and are scheduling for residents. Director Phelps is still waiting on the drawings for the engineering that she had done on the new Senior Center in Clare.

**PUBLIC HEARINGS/SPECIAL PRESENTATIONS**

1. Carl Parks, Clare County Drain Commissioner – Little Tobacco Drain

Drain Commissioner Carl Parks gave an update on the Little Tobacco Drain. Total cost of the project is \$11,100,000.00, MDOT prepaid at \$1,704,238.16 leaving the amount to be assessed at \$9,395,761.84, 70% of which is Clare County's share (\$6,577,033.29) after other prepayments the balance came down to \$8,655,000.00 for an assessment of 20 years at 3.30%.

**COMMITTEE REPORTS/CONSENT CALENDAR**

A. Justice Committee

1. Merchant Service Agreement

It was moved by Commissioner Fancon, seconded by Commissioner Brown to allow the Sheriff's Department to enter into the Merchant Services Agreement for Sub-Merchants credit card purchases at the jail kiosk. Chairman Haskell asked for discussion, there was discussion and Undersheriff Miedzianowski confirmed there would be no cost to the County. Roll call vote revealed:

Yeas: (7) being Commissioners Fancon, Brown, Asplund, Pitchford, Bristol, Majewski, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

2. 911 Advisory Board

It was moved by Commissioner Brown, seconded by Commissioner Majewski to reappoint Michael Conway as the Citizen Representative to the 911 Advisory Board to a two year term to expire December 31, 2022. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Brown, Majewski, Asplund, Fancon, Pitchford, Bristol, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**B. Physical Resources and Economic Development Committee**

1. It was moved by Commissioner Majewski, seconded by Commissioner Bristol to approve Resolution of Intent #21-01 to apply for financial assistance for fiscal year 2020-21 for our public transportation program, Contract Resolution FY 2020-21 #21-02 which allows Tom Pirnstill to execute contracts with MDOT which are \$1,271,500.00 or less, Resolution authorizing adoption and ratification of Contract Clauses Certification #21-03 which governs how any transit project requirements apply and such clauses apply to all federally funded contracts for FY 2020-21, and Resolution adoption and ratification of Public Act 51 to maintain an accessibility plan with MDOT #21-04 addressing accessibility for all residents. Chairman Haskell asked for discussion, Tom Pirnstill, Director of Clare County Transit offered explanation of the resolutions, roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Bristol, Brown, Pitchford, Fancon, Asplund, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

2. Gypsy Moth

- a. Gypsy Moth Suppression Program Service Agreement

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to approve the Gypsy Moth Suppression Program Service Agreement between the Clare Conservation District and the County of Clare in the amount of \$20,000.00 with funds to come from the Gypsy Moth millage. Chairman Haskell asked for discussion. There was discussion regarding the purchase of laptops and decals for vehicles, roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Majewski, Asplund, Bristol, Brown, Fancon and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

- b. Purchase of Application to Control Gypsy Moth

It was moved by Commissioner Bristol, seconded by Majewski to approve the Agreement for Purchase of Application to Control Gypsy Moth Populations between Al's Aerial Spraying, LLC and the County of Clare at a rate of \$44.71 per acre of approximately 20,000 acres. Chairman Haskell asked for discussion. There was a great deal of discussion regarding the increase in price. Issue was tabled until vendor could be contacted via phone. The issue was tabled at 10:32 a.m. and brought back before the board at 10:53 a.m. with explanation of insurance, fuel and spray costs have all gone up, roll call vote revealed:

Yeas: (6) being Commissioners Bristol, Majewski, Fancon, Brown, Pitchford, and Haskell

Nays: (1) being Commissioner Asplund

Absent: (0)

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

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

3. Board of Appeals Construction Board

It was moved by Commissioner Asplund, seconded by Commissioner Fancon to reappoint Thomas House, Terry Thayer, Scott Owens and Mike Jenkins to the Board of Appeals Construction Board with terms to end on December 31, 2022. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Asplund, Fancon, Majewski, Pitchford, Bristol, Brown, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

4. USDA Rural Development Business Enterprise Grant

It was moved by Commissioner Fancon, seconded by Commissioner Majewski to adopt the USDA Rural Development Rural Business Enterprise Grant for Clare County, small business revolving loan fund COVID 19 Response guidelines. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Fancon, Majewski, Bristol, Asplund, Pitchford, Brown, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

**C. Finance and Administration Committee**

1. Statutory Finance Committee

It was moved by Commissioner Brown, seconded by Commissioner Bristol to approve Finance Committee meeting minutes of December 14, 2020, December 28, 2020 and January 11, 2021 in the amount of \$101,007.63, \$39,238.93 and \$120,376.41. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Brown, Bristol, Asplund, Majewski, Pitchford, Fancon and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

2. Monthly Expenditures

It was moved by Commissioner Majewski, seconded by Commissioner Bristol to approve the expenditures for the month of December 2020 in the amount of \$1,346,544.41 with the General Fund expenditures totaling \$867,053.15. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Bristol, Pitchford, Asplund, Brown, Fancon, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

*Jm*

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

C. Finance and Administration Committee – continued

3. Budget Adjustments

It was moved by Commissioner Pitchford, seconded by Commissioner Bristol to approve Budget Adjustment #21-15, 21-16, 21-17 and 21-18 in the amount of \$5,620.16, \$142,000.00, \$6,000.00 and \$17,400.00 to be distributed. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Bristol, Fancon, Majewski, Asplund, Brown, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

4. Clerk Intergovernmental Agreement

It was moved by Commissioner Bristol, seconded by Commissioner Pitchford to approve the Intergovernmental Agreement between the County of Gladwin and the County of Clare to provide Clerk services and allow the County Clerk and Board Chair to sign. Chairman Haskell asked for discussion, Clerk Martin gave explanation, roll call vote revealed:

Yeas: (7) being Commissioners Bristol, Pitchford, Brown, Asplund, Majewski, Fancon, and Haskell

Nays: (0)

Absent: (0)

**Motion carried**

5. Claims Processing Policy

It was moved by Commissioner Asplund, seconded by Commissioner Pitchford to approve the Claims Processing Policy including the list of pre-authorized claims. Chairman Haskell asked for discussion, Commissioner Asplund had objection to invoices being paid without finance committee or board approval, roll call vote revealed:

Yeas: (6) being Commissioners Pitchford, Bristol, Brown, Fancon, Majewski, and Haskell

Nays: (1) being Commissioner Asplund

Absent: (0)

**Motion carried**

**CLERK/REGISTER OF DEEDS REPORT**

Clerk/Register of Deeds Lori Martin informed the Board members that if they attend a meeting via Zoom they must announce the city and state in which they are physically in, announced the deadline to file for the May 4, 2021 election is February 9, 2021 at 4:00 p.m., Register of Deeds scanning onsite portion of the project is completed, Clerk Martin is working with the Court Administrator to make it possible for court clerks to work from home if possible.

**TREASURER'S REPORT**

Treasurer Jenny Beemer-Fritzinger welcomed all the new commissioners and congratulated the chair and vice-chair. Treasurer Beemer-Fritzinger presented the cash and fund balance reports she is statutorily responsible for and provides each month, the annual Hardship Extension Show Cause hearing is scheduled for Thursday, January 21, 2021. This is for anyone in danger of losing their home due to

**TREASURER'S REPORT - continued**

back taxes and will be unable to pay by March 31, 2021. If Treasurer Beemer-Fritzinger is unable to help a resident due to policies, the Judicial Foreclosure hearing is scheduled for Thursday, February 18, 2021 at 9:00 a.m. in front of Judge Mienk in Circuit Court. The Legislation regarding tax foreclosure and selling property at land sale was passed in lame duck session. Her office is working diligently to learn and implement this new process going forward. Treasurer Beemer-Fritzinger once again strongly recommends budget workshops begin in January. There are a lot of unknowns this year beginning with buying delinquent taxes from the local units, and a decrease of a large revenue source. Lastly she is diligently working with the auditors.

**CHAIRMAN'S REPORT**

Chairman Haskell will have a better idea how the COVID shots are going after the next health department meeting and will report back. He will also will be reaching out to his new township elected officials.

**VICE CHAIRMAN'S REPORT**

Vice Chairman Majewski reported he has been going to the meetings that are taking place, he received his first dose of the vaccination, and the drain is a big county issue.

**COMMISSIONER'S REPORT**

Commissioner Rick Fancon has a 3 month goal to meet all department heads and visit offices.

Commissioner Brown had nothing to report.

Commissioner Pitchford had nothing to report.

Commissioner Bristol has been attending meetings, so far so good.

Commissioner Asplund attended the Frost Township meeting.

**STATE OF THE BUDGET**

Chairman Haskell asked Undersheriff Miedzianowski to explain the loss of revenue in the Sheriff's Department budget. Undersheriff Miedzianowski explained it was primarily because of COVID and has a plan, but it is really out of their control. Sheriff Wilson commented Saginaw built a brand new jail, took some of their inmates, and has no renters other than 21 federal inmates. Commissioner Majewski suggested the board plan for the worst regarding the budget.

Chairman Haskell recommended that at future budget meetings the board meet with one department at a time instead of all departments at the same meeting. Commissioner Asplund would like to see a proposed 2-year budget and capital improvement plan included in the proposed budgets. Commissioner Majewski would like the administrator to give them an adjusted budget with the revenues taken out now and not wait 2-3 months. A budget workshop was scheduled for January 28, 2021 at 5:00 p.m. and the Sheriff's Department and Treasurer will be presenting their budget.

  
January 20, 2021  
Board of Commissioner's Meeting

**PUBLIC COMMENT**

Tom Pirnstill announced that his church, Living Hope Lutheran Church in Farwell, has a free clothing ministry for anyone that needs clothes, they are open every Tuesday.

Meeting Adjourned at 11:24 a.m.

  
Lori Martin, Clerk  
Clare County Board of Commissioners

  
Jeff Haskell, Chairman  
Clare County Board of Commissioners