

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

Harrison, Michigan 48625

*Approved 4-21-2021*  
~~Unapproved minutes~~  
March 17, 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 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Rick Fancon, District 4 Stephanie Brown (joined 9:12 a.m. via zoom from Farwell, MI) 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, Dawn Raupp, Chief Deputy Clerk Stacy Pechacek, Director of Senior Services Lori Phelps, Conservation District Director Melissa Townsend, Jon Ringelberg Historical Society, Director of IT Jesse Bellinger, Maye Rood, and Zoom Participants

**APPROVAL OF AGENDA**

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

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

Nays: (0)

Absent: (1) being Commissioner Brown

**Motion carried**

**APPROVAL OF MINUTES**

It was moved by Commissioner Pitchford, seconded by Commissioner Fancon, to approve the Board of Commissioners Minutes for February 17, 2021. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Brown

**Motion carried**

**GENERAL PUBLIC COMMENT**

None

**COMMUNICATIONS LIST**

No Discussion

**ADMINISTRATOR'S REPORT**

Administrator Byard submitted request from Animal Control to attend the Annual Conference. Funding would be from the Animal Control budget and not the general fund.

It was moved by Commissioner Bristol, seconded by Commissioner Asplund to approve attendance at the Annual Conference, Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) being Commissioner Brown

**Motion carried**

Administrator Byard also updated the Board of Commissioners (BOC) on the Airport Project and the 3 Lots for sale as well as follow up to heating, ventilation, and air conditioning (HVAC) conversation from the February Meeting – HVAC is out for bids. Administrator Byard informed the Board that budget calendars would be available at the next board meeting, the Federal Relief Package will be \$6 Million to Clare County (townships separate), which will be in 2 installment payments, and confirmed discussions need to start regarding how best to use and how funds can and cannot be used.

Commissioner Brown joined the meeting at 9:12 a.m. via Zoom from Farwell, MI

**COMMUNITY SERVICES DIRECTOR**

Director Lori Phelps gave the following update to Community Services:

1. Senior Services – Year to date (YTD) meals, home care hours and new clients as well as budget
2. Vaccinations and partnership with Health Department
3. Grants submitted
4. Code enforcement – Up 54% in permits/over \$90,000.00 in revenue
5. Pursuing assisted living opportunity
6. Board of Commissioners meeting and District Senior Service Directors Meetings  
Conflict therefore Director Phelps will be giving her report in person quarterly.

**PUBLIC HEARINGS/SPECIAL PRESENTATIONS**

1. Steve Currie, Executive Director Michigan Association of Counties (MAC)  
Director Currie explained the American Rescue Plan/Direct Funds and how funds can be spent, revenue loss, direct assistance to the community, broadband, premium pay, confirmed the deadline for spending rescue plan funds is 12/31/2024, and questions have been submitted to the US Treasury for clarification of spending options.

State Priorities for 2021 are Commissioners terms (4 yr), trial court funding, local government finance ideas, infrastructure issues and human services.

2. Jon Ringelberg, Clare County <sup>Sesquicentennial</sup> ~~Sequential~~ Anniversary  
Clare County is 150 years old, Mr. Ringelberg and the Clare County Historical Society presented a flag to be hung in court house.

**PUBLIC HEARINGS/SPECIAL PRESENTATIONS - continued**

3. Second Amendment Sanctuary County Discussion  
The BOC did receive the Prosecuting Attorney's Opinion, and decided they will support 2<sup>nd</sup> Amendment rights, but will not take steps at this time to be a Sanctuary County
  
4. Shari Spoelman, Michigan State University Extension (MSUE) District 6 Director – Annual Report  
Director Spoelman presented the annual report and explained MSU Extension education of community, federal, state, local funding, and partnership grants, web and virtual learning, meetings as well as 4H hearings are all going extremely well. Agricultural education has had a huge response and programs are being added as interest increases.
  
5. Melissa Townsend, Conservation District – Gypsy Moth Update  
Ms. Townsend gave the Gypsy Moth update stating 11,000 letters about application and opt outs have been sent, the website has been updated regarding spray and non-spray areas, and spray areas can be added as opt outs increase.

**COMMITTEE REPORTS/CONSENT CALENDAR**

A. Justice Committee

1. Animal Control

a. Two Seven Oh Inc. Reimbursement Grant

It was moved by Commissioner Fancon, seconded by Commissioner Bristol to accept the spay neuter grant from Two Seven Oh Inc. in the amount of \$6,500.00 without a county match and allow Chair to sign. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

b. Two Seven Oh Inc. Reimbursement Grant

It was moved by Commissioner Majewski, seconded by Commissioner Bristol to accept the grant from Two Seven Oh Inc. in the amount of \$6,300.00 without a county match for the purchase of computer software and allow Chair to sign. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

A. Justice Committee

1. Animal Control

c. 2021 Animal Welfare Fund Grant

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to accept the Michigan Department of Agriculture and Rural Development's 2021 Animal Welfare Grant in the amount of \$6,480.00 for the purpose of spay neuter without a county match. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

2. GIS Address Point Gap Fill Project Participation Letter

It was moved by Commissioner Bristol, seconded by Commissioner Majewski to approve the letter of participation signifying Clare County's agreement to participate in the GIS Address Point Gap-Fill Project funded through the National Telecommunication and Information Administration and the National Highway Traffic Safety Administration and allow Chair to sign. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

B. Physical Resources and Economic Development Committee

1. Eagle Scout Honors: Mr. Josh Camp and Mr. Riley Hayer

a. It was moved by Commissioner Asplund, seconded by Commissioner Bristol to extend congratulations to Mr. Josh Camp for attaining the Eagle Scout rank and approve a letter to be sent from the Clare County Board of Commissioners, and allow Board Chair to sign. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

b. It was moved by Commissioner Fancon, seconded by Commissioner Asplund to extend congratulations to Mr. Riley Hayer for attaining the Eagle Scout rank and approve a letter to be sent from the Clare County Board of Commissioners, and allow Board Chair to sign. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

B. Physical Resources and Economic Development Committee - continued

2. Airport Industrial Park Acquisition

It was moved by Commissioner Majewski, seconded by Commissioner Pitchford to allow Harrison Do It Best Lumber to purchase the Lots 15, 16, 17, and 18, Harrison Industrial Park Subdivision in the amount of \$20,000.00 with proceeds to be placed in the Airport Fund. Chairman Haskell asked for discussion. There was discussion on pricing on previous lots sold in 2005 for \$5,000.00 a lot and lots sold by Clare County Transit several years back for \$10,000.00 each. Chairman Haskell spoke for Harrison Do It Best Lumber to confirm this was a starting point and the price was negotiable. Roll call vote revealed:

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

Abstained: (1) being Commissioner Haskell

Nays: (0)

Absent: (0)

**Motion carried**

C. Finance and Administration Committee

1. Tax Anticipation Note

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to adopt Resolution #21-06 authorizing the county to borrow up to \$1,750,000.00 in anticipation of collection of taxes, "Tax Anticipation Note" and approve all required parties to sign as specified:

- a. Tax Anticipation Note – Board Chair and County Clerk
- b. Closing Certificate – County Clerk
- c. Non-arbitrage and Tax Compliance Certificate – Administrator
- d. Form 8038-G, Information for Tax-Exempt Governmental Obligations – Administrator
- e. Receipt of Treasurer – County Treasurer

Chairman Haskell asked for discussion, the amount of interest being paid and the ongoing need for the loan was discussed, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

2. Statutory Finance Committee


It was moved by Commissioner Bristol, seconded by Commissioner Asplund to approve statutory finance committee meeting minutes of February 22, 2021 and March 8, 2021 in the amount of \$68,002.37 and \$86,941.79. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

  
March 17, 2021

Board of Commissioners Meeting

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

C Finance and Administration Committee - continued

3. Monthly Expenditures

It was moved by Commissioner Asplund, seconded by Commissioner Bristol to approve the expenditures for the month of February 2021 in the amount of \$2,489,756.34 with the General Fund expenditures totaling \$872,825.14. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

4. Budget Adjustments

It was moved by Commissioner Fancon, seconded by Commissioner Bristol to approve Budget Adjustments 21-39, 21-47, 21-52, 21-53, 21-59 and 21-61 in the amount of \$93,384.00, \$545,000.00, \$13,000.00, \$11,500.00, \$1,138.92, and \$4,387.00 to be distributed. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

5. Claims Policy Amendment

It was moved by Commissioner Majewski, seconded by Commissioner Bristol to amend the Claims Policy to add Verizon to the Pre-Authorized Claims list. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

6. Hazard Pay Policy Discussion

~~Attorney~~ <sup>Administrator</sup> Byard updated the Commissioners that Clare County was denied grant funding due to no policy being in place, and presented the Commissioners with the Clare County Sheriff Hazard Policy and Clare County Payroll Reimbursement and Hazard Pay Policy. Clerk Martin suggested changing from state or federal grant programs to all grants. It was moved by Commissioner Majewski, seconded by Commissioner Asplund to adopt the Amended Hazard Pay Policy. Chairman Haskell asked for further discussion on Amended Hazard Pay Policy, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

C Finance and Administration Committee - continued

7. IT Discussion and I.T. Right Proposal

Discussion was started on personnel, payroll, size of network vs. staffing, how issues are prioritized, how much time is spent on each issue, and possible Michigan Works Intern program. The Commissioners confirmed that more information was needed by next meeting and asked the IT Director to track his time and provide a project list at the April meeting. Administrator Byard was asked to obtain 3 bids without onsite IT person. An IT committee meeting is to be scheduled and research the possibility of Internship with Michigan Works.

**CLERK/REGISTER OF DEEDS REPORT**

Clerk/Register of Deeds Lori Martin gave an update on the purchase of a Live Scan fingerprint system (she received 5 bids). The Register of Deeds website is underway, as well as Elections School Consolidation Plans. Also this year there will be apportionment allocation, which is held every 10 years.

**TREASURER'S REPORT**

Treasurer Jenny Beemer-Fritzinger gave an update on Delinquent Tax settlement, and mail delays and Post Office issues.

**CHAIRMAN'S REPORT**

Chairman Jeff Haskell reported on Hayes Township vaccination/Senior Services and the great job they are doing, the meeting with Speaker of the House Jason Wentworth from the week prior, discuss adding monthly reports from I.T., Sheriff Department and Prosecutor's Office. Chairman Haskell closed by encouraging the other Commissioners to get out into their areas and talk about the Gypsy Moth process.

**VICE CHAIRMAN'S REPORT**

Vice Chairman Dale Majewski spoke on doing research and due diligence on how to spend the \$3 million stimulus money, having a plan, looking at Infrastructure, and revenue loss. Commissioner Majewski plans to be out in the community communicating information about the Gypsy Moth spraying.

**COMMISSIONER'S REPORT**

Commissioner Asplund spoke about the Gypsy Moth program and how informative the CMU College of Medicine visit was regarding vaccinations.

Commissioner Bristol reported that Arthur Township is working on becoming a shelter for Hazard Mitigation Plan, which would last 4 years, and what funds are available

Commissioner Pitchford had nothing to report.

Commissioner Fancon confirmed the need to work together on upcoming budgets and meetings.

Commissioner Brown – left meeting at 11:42 a.m.

**PUBLIC COMMENT**

Maye Rood spoke on the sale of airport property and reminded the Commissioners that property is zoned Industrial.

David Hoefling offered to Commissioner Bristol that Mid Michigan Community Action Board offers mileage reimbursement.

Clerk/Register of Deeds Lori Martin asked on behalf of Diane Lyon City of Clare Clerk asked if the County would be declaring a State of Emergency.

It was moved by Commissioner Majewski, and seconded by Commissioner Asplund to file for State of Emergency. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (1) Commissioner Brown

**Motion carried**

Tracy Connelly, City of Harrison Clerk confirmed City Hall will open to public 3/31/2021 and will continue zoom and in person meetings.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

Meeting Adjourned at 11:54AM

  
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Lori Martin, Clerk  
Clare County Board of Commissioners

  
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Jeff Haskell, Chairman  
Clare County Board of Commissioners