

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

Harrison, Michigan 48625

approved 5/19/2021
~~Unapproved minutes~~
April 21, 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 (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, Equalization Manager Tracy Brubaker, Equalization Director Pete Preston, Director of IT Jesse Bellinger, Dianne Alward-Biery, Valerie Kuziak and Zoom Participants

APPROVAL OF AGENDA

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

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

Nays: (0)

Absent: (0)

Motion carried

APPROVAL OF MINUTES

It was moved by Commissioner Bristol, seconded by Commissioner Asplund, to approve the Board of Commissioners Minutes with amendments for March 17, 2021. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

GENERAL PUBLIC COMMENT

None

COMMUNICATIONS LIST

No Discussion

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April 21, 2021

Board of Commissioners Meeting

ADMINISTRATOR'S REPORT

Administrator Byard reported on funds received from the Community Development Block Grant (CBDG) in the amount of \$147,130.91 that were deposited into general fund to recoup costs already paid out. She also sent an email to the Board of Commissioners on revenue sharing funds not received in 2020. Michigan Association of Counties (MAC) is trying to recoup roughly \$900,000.00 for Clare County. She requested that the Commissioners contact their legislators regarding the state revenue sharing funds, and asked how they would feel about a letter from the board to be sent to the legislature in regards to this funding.

It was moved by Commissioner Asplund, seconded by Commissioner Majewski to draft and send the letter. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

Administrator Byard also updated the Board of Commissioners on vaccine clinics in the Clare County and Isabella County area. Constituents may call 211 for help signing up. Jennifer Martin from 44North will have numbers soon for the Board and the Union on medical insurance. Administrator Byard also spoke with Gayle Bensinger, Airport Manager about grant funds available to help with repairs, lighting, etc. that can be applied for in September, and Lori Phelps has agreed to help draft the grant.

COMMUNITY SERVICES DIRECTOR

Director Lori Phelps appeared via ^{room fm} Ms. Phelps will email her report to the commissioners, but would like to start discussion on wage increases for home health care ^{aides} ~~aides~~. Commissioner Haskell did question if Senior Services employees were getting added dollars from the state during the pandemic. Ms. Phelps confirmed they are getting a \$2.00 reimbursement per hour during the pandemic.

PUBLIC HEARINGS/SPECIAL PRESENTATIONS

1. Resolution 21-07

Pete Preston – Equalization

Equalization Director Pete Preston reported that assessed values increased by \$96 million (a 7% increase), and the taxable value increased by \$41 million (\$192,000.00 of increased revenue). He also wanted to thank Tracy Brubaker for all her hard work getting all reporting together.

It was moved by Commissioner Fancon, seconded by Commissioner Majewski to accept the equalized value recommendation presented by the County Equalization Director in the amount of \$1,473,547,897.00 for Clare County as set forth in Resolution #21-07. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

PUBLIC HEARINGS/SPECIAL PRESENTATIONS - continued

2. State Tax Commission Assessment L-4037

It was moved by Commissioner Majewski, seconded by Commissioner Bristol to approve the State Tax Commission Assessment Roll Certification, County Board of Commissioner, CBC, L-4037 and allow Chair to Sign. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

3. Personal Real Property – Totals L-4024

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to approve the Personal and Real Property totals, L-4024 and allow Chair to sign. Chairperson 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

4. Contract for Service through Clare County Equalization and Townships

It was moved by Commissioner Bristol, seconded by Commissioner Pitchford to approve the contract for services through Clare County Equalization and the townships and allow Chair to Sign. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

5. Tom Kunse

a. Grant Township Trustee – Discussion pertaining to County Blight/Junk Ordinance

Trustee Kunse opted to hold his discussion for item 10-C on the agenda, which relates to his discussion topic.

b. Tom Kunse announced his candidacy for the 97th State

Representative seat, Jason Wentworth's current seat and wanted to introduce himself.

COMMITTEE REPORTS/CONSENT CALENDAR

A. Justice Committee

1. Local State of Emergency

It was moved by Commissioner Asplund, seconded by Commissioner Majewski to adopt Resolution #21-08 declaring a continuation of the local "State of Emergency" for Clare County, which shall continue until terminated by order of the Clare County Board of Commissioners and allow Chair to sign. Chairperson Haskell asked for discussion, question asked and answered about when and how the State of Emergency ends. Board will do for a minimum of 90 days. No further questions, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

2. MGT Consulting Services Agreement

It was moved by Commissioner Fancon, seconded by Commissioner Bristol to approve the Consulting Service Agreement between the Clare County Prosecuting Attorney's Office and MGT of America Consulting, LLC and allow Chair to sign. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

B. Physical Resources and Economic Development Committee

1. Airport Industrial Park Property Discussion

Commissioner Haskell recommended that the Commissioner who made the motion at last meeting rescind the motion and put property out for bid.

It was moved by Commissioner Majewski, seconded by Commissioner Pitchford to rescind March 17, 2021 motion to allow Harrison Do It Best Lumber to purchase Lot 15, 16, 17 and 18. Chairman Haskell asked for discussion, hearing none, 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

2. Hayes Township Blight Enforcement Discussion

Lori Phelps appeared via zoom and asked for permission to negotiate with Hayes Township to contract for blight enforcement, her department already contracts with City of Clare for the same issue. Townships have their own ordinances for blight and must do the enforcement. If Hayes Township contracts with Community Development Ms. Phelps would need to hire another full time employee.

COMMITTEE REPORTS/CONSENT CALENDAR - continued

B. Physical Resources and Economic Development Committee - continued

The Board of Commissioners granted permission for Phelps to move forward with negotiations with Hayes Township for discussion purposes.

3. HVAC Maintenance Contract

It was moved by Commissioner Majewski, seconded by Commissioner Bristol to approve the three year heating, ventilation, and air conditioning (HVAC) maintenance contract for all county buildings with Conti LLC pending review from the County Attorney and allow Chair to sign. Chairperson Haskell asked for discussion, there was discussion on cost of contract (\$17,000.00) versus a maintenance person on sight and if this person could be shared with the Clare County Sheriff's Department. Commissioners agreed further investigation needed, roll call vote revealed:

Yeas: (0)

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

Absent: (0)

Motion failed

4. Shredding

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to approve budget adjustment #21-74 to move funds from Contingency, not to exceed \$4,000.00, to the Building and Grounds Budget for the purpose of shredding. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

5. Courthouse Main Door Replacement

It was moved by Commissioner Bristol, seconded by Chairperson Haskell to allow for replacement of the main door on the courthouse in the amount of \$8,582.00, and approve budget adjustment #21-76. Chairperson Haskell asked for discussion, repairs to the bottom of the door and ordering a part were discussed as an option to replacement. Sheriff Wilson will have Brian Tomaski look at the main door for repair options, roll call vote revealed:

Yeas: (0)

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

Absent: (0)

Motion failed

COMMITTEE REPORTS/CONSENT CALENDAR - continued

C. Finance and Administration Committee

1. Budget Calendar

It was moved by Commissioner Asplund, seconded by Commissioner Pitchford to adopt the budget calendar for fiscal year 2022. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

2. Apportionment Budget

It was moved by Commissioner Fancon, seconded by Commissioner Majewski to approve budget adjustment #21-75 moving \$1,500.00 from Contingency to establish the apportionment budget. Chairperson Haskell asked for discussion, Clerk/Register of Deeds Lori Martin explained that this occurs every ten years after Census figures are calculated. Funds would be for committee mileage, mapping, and per diem. Prosecutor Ambrozaitis suggested the Board wait until after the first committee meeting. The Board chose to table the motion until after the first committee meeting.

3. Sale of County Vehicles

It was moved by Commissioner Majewski, seconded by Commissioner Bristol to allow the sale of 8 county owned vehicles, 13D seized vehicles and one 544D front end loader at the Clare County Auction. Chairperson Haskell asked for discussion, the Sheriff's Department confirmed the vehicles are identified as not needed by the county and seized vehicles which would go into the forfeiture fund, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

4. Jury Board Appointment

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to appoint Gail Garrity to the Clare County Jury Board for a term of May 1, 2021 through April 30, 2027. Chairperson 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

COMMITTEE REPORTS/CONSENT CALENDAR - continued

C. Finance and Administration Committee - continued

5. Statutory Finance Committee

It was moved by Commissioner Bristol, seconded by Commissioner Asplund to approve Statutory Finance Committee meeting minutes from March 22, 2021 and April 5, 2021 in the amount of \$37,938.15 and \$198,260.56. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

6. Monthly Expenditures

It was moved by Commissioner Asplund, seconded by Commissioner Majewski to approve the expenditures for the month of March 2021 in the amount of \$3,273,866.58 with the General Fund expenditures totaling \$747,591.19. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

7. Budget Adjustment

It was moved by Commissioner Fancon, seconded by Commissioner Bristol to approve budget adjustments #21-67, 21-70, 21-71, 21-72, 21-73, 21-79, 21-80 and 21-81 in the amount of \$10,000.00, \$19,780.00, \$14,337.00, \$19,075.00, \$15,800.00, \$11,693.94, \$15.47 and \$91.50 to be distributed. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

8. Approval of Revised COVID Plan

It was moved by Commissioner Majewski, seconded by Commissioner Bristol to approve the revisions to the Clare County COVID plan and allow chair to sign. Chairperson Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried

CLERK/REGISTER OF DEEDS REPORT

Clerk/Register of Deeds Lori Martin gave an update on the Courts moving back to Phase 1, which cancels jury trials. She also provided an update on the JIS court software system to a web based system. Clerk/Register Martin attended a webinar on being a fiscally ready community. The webinar covered county government policies

CLERK/REGISTER OF DEEDS REPORT - continued

And reporting as well as the benefits of multi-year budgets. There are statutory policies that Clare County does not appear to have in place and Clerk/Register Martin suggested a committee to establish these policies would be beneficial. Clerk/Register Martin again requested the Commissioners allow the use of the Register of Deeds Automation Fund to pay for IT services, as she believes the Register of Deeds IT needs are not being met.

TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger gave an update on Delinquent Tax notices, 5,500 of which were mailed. Foreclosures were the lowest in 12 years at 34 parcels. This is also the first year since legislation has gone into effect regarding the excess money after the sale of delinquent tax properties. Treasurer Beemer-Fritzinger has been attending webinars on the American Rescue Funds to help understand where the money can be spent.

PROSECUTING ATTORNEY REPORT

Prosecuting Attorney Michelle Ambrozaitis spoke regarding the number of criminal cases (694) and pending cases (30), as well as the shortage of staff in her office. She would like Board to consider hiring a 5th attorney for her office. Assistant Prosecutor Mark Webb and Prosecutor Ambrozaitis received their 15 year service awards as prosecutors.

SHERIFF REPORT

Sheriff John Wilson updated the board on the number of calls handled by department, dispatch and the jail so far this year. Jail population is at 64 local, 33 federal, 10 others, 5 diverted and 2 holds. He also updated the board on the progress of the construction at the jail. Sheriff Wilson is working with Verizon on modems in cars, and reminded the board that the County auction is May 8, 2021.

INFORMATION TECHNOLOGY DIRECTOR REPORT

Jesse Bellinger, Director of IT updated the board on the number of calls, closed tickets and timing. The IT Department is still working on converting Windows 7 to Windows 10. They are still working on firewall maintenance and the Clerk/Register's fingerprint project. They have completed Animal Control's new server. They are looking for a new web developer to hire and would like to add another person to the IT Department.

Clerk/Register Martin brought up concerns about the fingerprint project being left uncompleted, and the loss of revenue being experienced. She again offered the use of the Automation Fund and Concealed Pistol License (CPL) Fund to pay for IT services for the Register of Deeds and CPL IT needs.

It was moved by Commissioner Asplund, seconded by Commissioner Fancon to hire Kelly Services until the fingerprint machine is up and running with funds to come from contingency. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

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

Nays: (0)

Absent: (0)

Motion carried


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CHAIRMAN'S REPORT

Chairman Jeff Haskell spoke with Pamela O'Loughlin in regard to airport financing, and using one grant as a match required in a second grant. He would like to see as much of the COVID Relief money go into the general fund as possible.

VICE CHAIRMAN'S REPORT

Vice Chairman Dale Majewski also would like the COVID relief money to go into the general fund, and help pay for infrastructure projects. Commissioner Majewski cautioned the Board not to use the relief money to hire new employees as it is not sustainable. He spoke regarding the state possibly requiring counties to take over dam maintenance and confirmed the townships are having problems obtaining flood insurance. Commissioner Majewski ended relaying the message that townships would like the option of continued Zoom meetings.

COMMISSIONER'S REPORT

Commissioner Bristol discussed having an infrastructure meeting with Jerry Becker. Hayes Township needs volunteers for COVID vaccine clinics. Franklin and Hamilton Townships each have blight officers. Franklin Township has issue with stolen catalytic converters.

Commissioner Brown updated board on the IT committee meetings and is willing to schedule another meeting with a concise agenda where they work on problem resolution skills. Commissioner Brown would like to see people presenting a problem to the board also come with a solution.

Commissioner Asplund reported her townships are very concerned about the broadband issues. Great Lakes Energy is willing to expand and townships are willing to pay for their services. Townships do not feel they have support from the county regarding broadband.

Commissioner Brown left meeting at 11:50 a.m.

Commissioner Pitchford reported on townships concerns about blight and the enforcement and cost. She also spoke to premature planning for the COVID Relief money before knowing the limitations.

Commissioner Fancon discussed the current budget.

PUBLIC COMMENT


Valerie Kuziak thanked all board members for their hard work.

Melissa Townsend thanked the Commissioners for reaching out to townships about Gypsy Moth issues.

Meeting Adjourned at 12:05 PM



Lori Martin, Clerk
Clare County Board of Commissioners



Jeff Haskell, Chairman
Clare County Board of Commissioners