

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

Harrison, Michigan 48625

Jim 3/21/18
**Unapproved Minutes
February 21, 2018**

Meeting was called to Order at 9:01 a.m.

PLEDGE OF ALLEGIANCE

Present: Commissioners: District 2: Samantha Pitchford, District 3: Leonard Strouse, District 4: Jack Kleinhardt, District 5: Sandra Bristol, District 6: Karen Lipovsky, District 7: Jim Gelios

Absent: District 1: Dale Majewski

Others Present, Signing In Gay Ann Messier, Joyce Minch, Barb Lijewski, Marty Rottiers, Rita Wesolek, Tom Pirnstill, Debra McGrath, James M. McGrath, Joseph Stragea, Marty Johnson, Undersheriff, Dwayne Miedzianowski

APPROVAL OF AGENDA

It was moved by Commissioner Pitchford, seconded by Commissioner Bristol, to approve the agenda with additions. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

APPROVAL OF MINUTES

It was moved by Commissioner Strouse, seconded by Commissioner Gelios, to approve the Minutes of the January 17, 2018 meeting. Chairperson Lipovsky asked for discussion. Hearing none motion carried.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Commissioner Pitchford, seconded by Commissioner Bristol, to approve the Closed Session Minutes of the January 17, 2018 meeting. Motion carried.

SENIOR SERVICES/COMMUNITY DEVELOPMENT DIRECTOR

Community Development Director, Lori Phelps, presented the Board of Commissioners with the unofficial federal disbursements for fiscal year 2017, supported by graph charts indicating the breakdown of revenue and expenses. She also provided statistics comparing Clare County with several surrounding counties by population and the number of dining/activity centers in operation. Director Phelps explained to the Board of Commissioners that there has been a substantial increase in the number of hours provided to our seniors for in-home care and home delivered meals and a decrease of attendance for Congregate (Senior Meal Sites) in Clare County. Director Phelps expressed her concern regarding the funding for this program and her ability to spread the funds throughout the entire year. All of this combined, has forced her to make the difficult decision to close the Lake Senior Meal Site. She stated that she has made arrangements with Tom Pirnstill, Transportation Coordinator for the Clare County Transit Corporation, to transport the residents of Lake to another meal site of their choice, as well as other options for meal delivery. These options will continue to be funded by the Clare County Senior Services Program.

Director Lori Phelps also supplied the Board of Commissioners with her monthly report from the Building Department provided to her by Clare County Building Official, Dave Lipovsky. Mr. Lipovsky has also been working on the Adult Day Care, with hopes to open by April 1st, 2018. She is also in collaboration with CMU Medical School to place a Doctor and a Nurse Practitioner in the Adult Day Care with full time office hours as well as provide home visits to seniors in the entire county.

GENERAL PUBLIC COMMENT

There were several in attendance to express their disappointment with the decision to close the senior meal site that was housed in the Disabled American Veterans facility in Lake. Adjutant Commander, Joe Stragea, DAV Chapter 105 stated to the Board of Commissioners that he was not here to question the business decisions of the Board, but was concerned about the allegations made against the condition of the DAV facility. Mr. Stragea requested an apology from Director Phelps, with hopes to restore the DAV's good name. Chairperson Lipovsky thanked the citizens for attending and asked for additional public comment, hearing none, public comment was closed.

Recess: 10:14 a.m.
Back in session: 10:20 a.m.

COMMUNICATIONS LIST None

ADMINISTRATOR'S REPORT

Administrator Tracy Byard reported that the Indigent Defense Plan has been resubmitted after the original plan was denied due to a discrepancy with the costs. She is now awaiting approval of the plan. She also attended a training with MMRMA, covering sexual harassment in the workplace. She is looking into purchasing a program that would allow Clare County to provide training to employees annually on Violence and Sexual Harassment in the Workplace. Employees would then be expected to sign an acknowledgement that they have received the training.

PUBLIC HEARINGS/SPECIAL PRESENTATION

Melissa Townsend from the Clare Conservation District invited the Board of Commissioners to attend their Annual Meeting to be held at Greenwood Township Hall on April 7, 2018 from 9:00 a.m. until 12:00 p.m. She announced the District's 2018 Spring Tree Sale and distributed flyers for anyone interested. They are also participating in the Adopt-A-Highway program, with their section being on M61 between Bringold Avenue and Harding Road. The first pick up will be April 27th at 10:00 a.m. They have invited anyone who would like to participate to meet them at the Clare County Court House the morning of April 27th.

COMMITTEE REPORTS/CONSENT CALENDAR None

Justice Committee

It was moved by Commissioner Pitchford and seconded by Commissioner Strouse to allow the Sheriff Department to utilize \$9,000.00 from already existing funds to purchase the necessary bullet resistant vests for staff. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

It was moved by Commissioner Strouse and seconded by Commissioner Bristol to allow the Sheriff Department to purchase a used patrol unit for no more than \$10,500.00 from existing funds. Chairperson Lipovsky asked for discussion. Commissioner Kleinhardt asked Undersheriff Miedzianowski if he could provide the Board of Commissioners with a list of department vehicles including mileage so they can have something to compare to when it comes to replacement. Motion carried.

It was moved by Commissioner Kleinhardt seconded by Commissioner Gelios to allow the Sheriff Department to purchase a used patrol unit from the revenue of the sale of the military tractor in the amount of the accepted bid. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

It was moved by Commissioner Kleinhardt seconded by Commissioner Bristol to allow the Sheriff Department to use \$2500.00 from the sale of seized equipment to be used for the offset of wages, bullet resistant vests and pistols. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

Health and Human Services Committee None

Physical Resources and Economic Development Committee

It was moved by Commissioner Gelios seconded by Commissioner Strouse to reappoint Dave Coker to the Parks and Recreation Board, with term ending March 31, 2021. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

MDOT Resolutions

It was moved by Commissioner Pitchford seconded by Commissioner Kleinhardt to approve **Resolution of Intent #18-03** to apply for financial assistance for fiscal year 2018-2019 for our public transportation program, **Contract resolution FY 2018-2019 #18-04** which allows Tom Pirnstill to execute contracts with MDOT which are \$ 968,000.00 or less, **Resolution authorizing adoption and ratification of Contract Clauses Certification #18-05** which governs how any transit project requirements apply and such clauses apply to all Federally funded contracts for FY 2018-2019, and **Resolution adoption and ratification of Public Act 51 to maintain an accessibility Plan with MDOT #18-06** addressing accessibility for all residents. Chairperson Lipovsky asked for discussion. Tom Pirnstill, Clare County Transit Corporation gave a brief statement regarding the services the transit provides to our community.

Roll call vote revealed:

Yeas: (6) being Commissioners Pitchford, Kleinhardt, Strouse, Bristol, Gelios, and Lipovsky.

Nays: (0)

Absent: Commissioner Majewski

Motion carried.

Veterans Affairs

Director of Veteran's Affairs, Renee Haley announced that there have been two statues installed prior to Veteran's Day 2017 and one more statue is planned to be installed in 2018. All of the funding for this project is generated from the annual Snowball Dance, chaired by Maye Tessner, who confirmed that the

Veterans Affairs - continued

proceeds from the 2018 Snowball Dance were \$25,000.00. The Veterans Freedom Park also received a \$9000.00 grant from TransCanada which was used to purchase window blinds for the building and lighting on the stage. Director Haley also announced that she is traveling to Lansing, along with State Representative Jason Wentworth, and the family of the late SPC Robert Friese, to speak in front of the committee to have a section of U.S. Old 27 named in his honor.

It was moved by Commissioner Bristol seconded by Commissioner Strouse to allow the Veterans Affairs Department to purchase a Korean War statue for the Veterans Freedom Park in the amount of \$ 30,800.00 to be paid from proceeds raised through the Snowball Dance. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

It was moved by Commissioner Bristol seconded by Commissioner Strouse to approve the personnel manual with the proposed changes. Chairperson Lipovsky asked for discussion. Administrator Byard explained the changes being mainly with the wording of the probationary period and vacation time. Motion carried.

Finance and Administration Committee

Statutory Finance Committee

It was moved by Commissioner Strouse and seconded by Commissioner Bristol to approve Statutory Finance Committee meeting minutes of January 31, 2018 in the amount of \$374,271.47, and January 31, 2018 in the amount of \$177,503.64, and February 13, 2018 in the amount of \$72,051.15. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

Monthly Expenditures

It was moved by Commissioner Strouse and seconded by Commissioner Bristol to approve the expenditures for the month of January 2018 in the amount of \$2,408,236.21 with the General Fund expenditures totaling \$1,227,800.04. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

Budget Adjustments

It was moved by Commissioner Gelios and seconded by Commissioner Kleinhardt to approve Budget Adjustment #18-36, 18-43, 18-48, 18-47, and 18-52 in the amount of \$462,853.00, \$6,400.00, \$1,500.00, \$362.95, and \$7,190.00. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

Computers

It was moved by Commissioner Kleinhardt and seconded by Commissioner Bristol to allow for the purchase of computers in bulk for a total of \$12,189.00 with funds to come from already budgeted line items. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

District Court

It was moved by Commissioner Bristol seconded by Commissioner Gelios to allow District Court to hire a replacement in a current vacancy. Chairperson Lipovsky asked for discussion. Administrator Byard explained to the Board that this position was replacing a vacancy at the entry level wage scale. Motion carried.

Broadband

It was moved by Commissioner Bristol and seconded by Commissioner Kleinhardt to allow IT Department to enter into a 5 year contract with Winn TeleCom for telephone service beginning April 1st, 2018. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

It was moved by Commissioner Kleinhardt seconded by Commissioner Strouse to allow IT Department to enter into a contract with Winn TeleCom to utilize a portion of our facility for providing Fiber Optic Internet to the community pending legal counsel approval. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

It was moved by Commissioner Bristol seconded by Commissioner Kleinhardt to allow the County to enter into a contract to switch internet service providers from MMNet/Gratiot ISD to Winn TeleCom. Chairperson Lipovsky asked for discussion. Hearing none, motion carried.

CLERK/REGISTER OF DEED'S REPORT

Chief Deputy Clerk, Joy Bringold reported that the Clerk's office is planning to add more information to the website which will include Resolutions and Ordinances, an Election Calendar with filing and registration deadlines, as well as changes to the Register of Deeds page. There has been a lot of cross-training within our office. We currently have 4 clerks signed up to attend the Certified Electronic Operator (CEO) training to clerk the Circuit Court. Once completed, we will have seven certified court clerks rather than our current three. In February, Clerk Lori Martin, and Chief Deputies Joy Bringold and Stacy Pechacek attended Election Training in Shiawasee County. This training was very informative and beneficial for the upcoming 2018 Elections. Chief Deputy Joy Bringold also stated that she will be alternating with Clerk Lori Martin and Chief Deputy, Stacy Pechacek quarterly to clerk the Board of Commissioners Meetings in order to keep abreast of the process.

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TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger reported that her office has been extremely busy with the property tax deadlines. The final rabies clinic was held on February 3rd, which was very successful with over 60 licenses being sold. She applied for a grant for Microsoft Office Training for her and some of the Administrators staff which began in February. By April they will have Microsoft Word, Excel and Access. She has also been asked by the Michigan Association of County Treasurers, to organize an accounting training for Michigan County Treasurers and their staff. Together with Mid Michigan Community College and a local CPA, they will bring the 83 counties together for this training which will take place the first 2 weeks of June. The second training will be a video conference with Northern Michigan University, so the Upper Peninsula counties will not have to travel. She was also happy to announce how beneficial the Step Forward Michigan has helped homeowners with their delinquent mortgages and property taxes.

CHAIRPERSON REPORT

Chairperson Lipovsky attended her meetings. She also signed the Emergency Declaration form at the Clare County Sheriff's Department

VICE CHAIRPERSON REPORT

Vice Chairperson Kleinhardt attended his meetings. He was happy to hear the report from Senior Services Director Lori Phelps regarding the increase in issuance of building permits and other activity in Clare County.

COMMISSIONER REPORT

Commissioner Bristol has been attending her township meetings. She announced Hamilton Township has begun curb side recycling at a small cost to the individual through Republic Waste. She attended her first Women's Aid Committee meeting, with goals being set to inform the community on the services this organization can offer.

Commissioner Gelios has been attending his meetings. He attended the HEADCO meeting and was informed that they have not been able to obtain the financing from USDA for the assisted living project, therefore; he feels that this project will come to a halt.

Commissioner Strouse has been attending his meetings. Regarding the Little Tobacco Drain project in the City of Clare, the taxpayers are concerned about how much they are going to be expected to pay. They would like the Drain Commissioner, Carl Parks to provide more information on this when available. Another concern is the dredging of Shamrock Lake. The City Attorney looked into it and the property was deeded over to the City of Clare in 1961. If they decide to perform any dredging, it will have to be voted on by residents in the City of Clare.

Commissioner Pitchford was dismissed early due to another commitment.

PUBLIC COMMENT None

UNFINISHED BUSINES None

NEW BUSINESS None

Meeting adjourned at 12:15 p.m.

Lori Martin

Lori Martin, Clerk
Clare County Board of Commissioners

Karen Lipovsky

Karen Lipovsky, Chairperson
Clare County Board of Commissioners