



Agenda  
Clare County Board of Commissioners  
Wednesday, December 17, 2025  
Board of Commissioners Room  
225 W. Main St., Harrison, MI 48625  
9:00 a.m.

- I. Call To Order- Pledge of Allegiance
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
  - a. Board of Commissioners Minutes of November 12, 2025
- V. General Public Comment (Limited to Three Minutes per Speaker)
- VI. Communications List
  - a. Letter to Attorneys for Audit
  - b. Letter from Village of Farwell notification of Master Plan draft
- VII. Administrator's Report
- VIII. Public Hearings/Special Presentation
  - a. 9:15 a.m. Dayna Altom, Region VII Area Agency on Aging
- IX. Justice**
- X. Health and Human Services**
  - a. Department of Health and Human Services
    - i. Motion: To reappoint Eileen Couchman to the Department of Health and Human Services Board for a three-year term.
- XI. Physical Resources and Economic Development**

## **XII. Finance and Administration**

### **a. Statutory Finance Committee**

- i. Motion: To approve Statutory Finance Committee meeting minutes of November 10, 2025 in the amount of \$139,321.24, minutes of November 24, 2025 in the amount of \$277,745.09 and minutes of December 8, 2025 in the amount of \$35,414.32. ROLL CALL

### **b. Monthly Expenditures**

- i. Motion: To approve the expenditures for the month of November 2025, in the amount of \$1,870,589.55 with the General Fund expenditures totaling \$1,360,980.88. ROLL CALL

### **c. Budget Adjustments**

- i. Motion: To approve Budget Adjustments 26-12, 26-13, 26-14, 26-16, 26-18 and 26-21 in the amount of \$279,676, \$112,805, \$121,108, \$115,500, \$172,375, and \$694,000 respectively. ROLL CALL

### **d. Policy and Procedures –**

#### **1. Fund Balance Policy Discussion**

- ii. Motion: To approve the Fund Balance Policy as presented and recommended by the Policy Committee.
- iii. Motion: To approve the Injury Reporting Policy, and the Procedure for Reporting Workplace Injuries as presented.
- iv. Motion: To approve the updated Non-Union Personnel Policy Manual as presented.
- v. Motion: To approve the Marijuana and Alcohol Use Policy as presented.

### **e. Board of Commissioners Meeting Dates**

- i. Motion: To approve the Board of Commissioners meeting dates through December 2026 with dates consistent with the third Wednesday of the month unless specified on the posting with meeting to begin at 9:00 a.m.

- ii. Motion: To approve the Finance meeting dates as presented through December 2026 starting at 9:00 a.m. with dates consistent with the off week of payroll.

f. Holidays

- i. Motion: To approve the Holiday Schedule as presented for calendar year 2026

- XIII. Clerk's Report
- XIV. Treasurer's Report
- XV. Chairperson Report
- XVI. Vice Chairperson Report
- XVII. Commissioner Reports
- XVIII. Public Comment
- XIX. Unfinished Business
- XX. New Business - None
- XXI. Closed Session-

- i. Motion: To go into closed session under section 8(h) of the Open Meetings Act, to discuss our attorney's written opinion- **ROLL CALL**

- XXII. Adjournment