



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
  - a. Outside employment/intergovernmental agreement discussion
- XXI. Closed Session-None
- XXII. Adjournment

Disclaimer- This packet is provided for informational purposes only and is subject to change. Some documents may have been unavailable at the time this agenda was prepared. For additional information, contact the Clare County Administration Office 989-539-2510